

TRINITY INTERNATIONAL SCHOOLS

4141 Meadows Lane, Las Vegas, Nevada 89107 ▶ (702) 732-3957 Fax (702) 784-0192

Welcome,

Thank you for pursuing interest in the Trinity International School-Early College (TEC) Program. Enclosed in this packet is the necessary information, applications, and documents that you will need to ensure that your son or daughter can take advantage of this amazing opportunity.

Again, please read and fill out the necessary documentation carefully and thoroughly. Trinity TEC Staff will be happy to answer any questions that you may have, and you can contact me directly via e-mail at gomezf@trinitylv.org. Individual Academic Counseling sessions will be scheduled throughout the spring and summer and we encourage all prospective students and parents to take part. Once enrolled, all student classes and scheduling will be discussed and determined. We look forward to seeing you become involved in our program, and are excited about being able to have a positive, meaningful impact on all of our student's lives.

Thank You,

Fernando O. Gomez

Fernando O. Gomez
Trinity Early College Director
gomezf@trinitylv.org

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THE BASICS

- **What is an Early College/ Dual Degree Program?**

The Early College Program at TIS allows Juniors and Seniors to take college courses with Nevada Schools of Higher Education (NSHE) for which the student can simultaneously earn both college and high school credit. Some students can earn enough credits to earn an Associate of Arts College Degree by the time they finish high school.

- **Why start college in high school?**

TEC students can jump-start their college education while still being able to benefit from the high school experience, such as banquets, field trips, and athletic activities. TEC students will receive their college curriculum on-line from NSHE, while Trinity teachers will provide on-site instruction to help and guide students through the start of their college experience. Students who are enrolled with NSHE while still in high school are also entitled to a reduced rate of college tuition which can save students a substantial amount of money.

- **What is an Associate of Arts Degree?**

An Associate of Arts degree is a two-year degree, usually offered at a community or junior college, which shows a student has completed the general education requirements necessary for a Bachelor's Degree program at a university. Associate of Arts programs require between 48 and 60 semester hours to complete the degree. Required courses include communications, both speech and written; humanities, such as music appreciation or ethics; social sciences, such as psychology or anthropology; natural sciences, such as physics or biology; and mathematics. In addition, students may select elective coursework. Topics range from architecture, archeology, education and vocational training.

- **What is the benefit of having an Associate of Arts Degree along with a High School Diploma?**

A typical high school graduate can enroll in either a Junior College or University and begin pursuit of a College Degree after high school. A University Bachelor's Degree can take four to five years to earn. When a TEC student leaves Trinity they can transfer their college credits and/or Associate of Arts Degree to a traditional University. Students may then only have to complete two-additional years of college to earn their Bachelor's Degree.

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WHERE TO START WITH THE ADMISSION PROCESS

THINGS TO DO:

- Download or pick up the TEC Admission Packet from TIS Front Office.
- Submit completed TEC Admission Packet to TIS Front Office.
- With the assistance of TIS Staff, apply on-line for Admission to CSN at the following website:

https://por.shr.nevada.edu/psp/spporprd/CSN/HRMS/c/SH_TECHNICAL.SH_AD001.GBL

Students must select ASSOCIATE OF ARTS as the Education Goal/Objective

Education Goal/Objective

Students seeking financial aid (including scholarships, Millennium Scholarships, grants or veteran benefits) are required to choose a Degree or Certificate.

I will be attending to obtain a degree or certificate at CSN.

I want to take classes for personal or professional development only.

1_ASSOCIATE OF ARTS - AA - Degree/Certificate Seeking - Associate of Arts

* Academic Plan

- Students must provide the TEC Staff with their NSHE Student ID number. Students also must provide their self-selected password they choose the first time they log into MyCSN. This information can be provided using the **Student Information Sheet**.
- As soon as possible, student will use their NSHE number to complete placement tests for English and Math. Refer to *Testing and Assessment Center* handout for details and information about times, locations and other specific details in regards to the placement tests.
- Meet with TEC Staff regarding possible courses.

Registration and Placement Testing deadlines are normally by April 10 for Summer Semester, April 25 for Fall Semester, and October 20 for Spring Semester.

Exact Registration due dates will be announced by TEC Staff well in advance in order to avoid space limitation issues.

- Pay for classes by the due date. Due date is 15 days prior to the first day of college classes or as announced by TEC Staff.

THINGS TO READ:

- Do NOT turn the following in, just read it and sign the Document Verification Page.
 - Welcome Letter
 - Where to Start with the Admission Process
 - Admission Packet Table of Contents
 - Contract
 - NSHE: CSN Associate of Arts Degree Sheet
 - TEC Program Tentative Schedule
 - Computer Lab Etiquette Form
 - Code of Honor (For Your Records)

FORMS TO COMPLETE:

- Fill out the following forms and turn **only** these forms into the TEC Director:
 - Document Verification Page (Verifying you have read everything in the packet)
 - NSHE Consent to Access Form
 - Nevada Department of Education: Code of Honor
 - Student Information Sheet

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ADMISSION PACKET Table of Contents

The following is a list of items and information in the Admission Packet.

Each item will provide information to help follow the steps that need to be taken to enroll and participate in the Trinity International School Early College Program (TEC).

Document	PG	Information Provided
The Basics	2	Information about of Early College Dual Degree
Where to Start.....	3	Checklist of steps to take to be admitted to the TEC program.
Table of Contents	4	Listing of information in Admission Packet
Contract Agreement	5	Information about the entire program, including policies and procedures
CSN Associates of Arts Degree Sheet	10	Listing of course requirements for earning an Associate of Arts Degree
TEC Program Tentative Schedule	11	Projected calendar for student's classes and coursework. This is based on placement test scores and pre-requisite coursework grades. It is also subject to change based on availability of classes.
Testing and Assessment Center	12	Information about test centers and times for the English and Math Placement Test.
Computer Lab Etiquette Form	13	Expectations for student behavior and use in regards to the computer lab.
Code of Honor	14	FOR YOUR RECORDS: Nevada Department of Education definition of Cheating and Plagiarism.
*Document Verification Form	15	Student and parent acknowledgement that they have received and read all of the above listed paperwork. They consent and understand the expectations, protocol and procedures of the TEC program.
*NSHE Consent to Access Form	16	Allows the TEC Director to access student information, grades, enrollment and other related at the Nevada School of Higher Education. This is necessary to monitor student progress and helps determine grades for high school courses.
*Code of Honor	17	Nevada Department of Education definition of Cheating and Plagiarism.
*Student Information Form	18	Helps to Provide TEC Director with information about student.

Online Admission Form:

https://por.shr.nevada.edu/psp/spporprd/CSN/HRMS/c/SH_TECHNICAL.SH_AD001.GBL

* Complete and Return Form to TIS Main Office

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CONTRACT AGREEMENT

Please read this information carefully. It is your responsibility to understand the terms and conditions of this document, and adhere to the guidelines included. Trinity International School and the Nevada System of Higher Education will not be responsible for losses or inconveniences incurred because of a failure to adhere to this contract.

The Trinity International School - Early College (TEC) program is designed to enhance the achievement of proven successful students. Students must submit both a Trinity and NSHE application to the Trinity International School Front Office, pass review, interview with Trinity administration and TEC Administrator, and finish placement testing before they can be enrolled within the Early College Program. This process is time sensitive and must be accomplished within the parameters set. Failure to meet these deadlines will forfeit entry into the program. Under no circumstance will the order of the application-enrollment process be compromised because of an inconvenience to a prospective student/family. It is the responsibility of the prospective student/family to meet any admissions and enrollment criteria in a timely fashion. The TEC program requires students to demonstrate a great deal of intrinsic motivation, responsibility and ownership of their education. TEC students are held to higher standards than those of a traditional high school student. It is the nature of the TEC program to foster the focus and drive of a traditional college student and TEC participants are expected to act in accordance with that philosophy.

Section 1

PRE ENROLLMENT STIPULATIONS

College enrollment assumes maturity, seriousness of purpose, and self-discipline for meeting the responsibilities associated with college work. The credits and grades earned through the TEC classes will be placed on your permanent High School and College transcripts.

1. High School Juniors and Seniors may be admitted and enroll for dual-credit at NSHE and Trinity International School. The dual credit program is a written agreement between the high school student and the TIS Principal, whereby, the high school student may take college courses from any institution that belongs to NSHE, which will be applied toward his/her high school requirements for graduation.
2. All students enrolling in the dual-credit program must have a 3.0 in their Sophomore year. Any student not fulfilling this requirement will be considered on a case by case basis.
3. A student having a 3.0 overall GPA may be allowed to enroll in a maximum of 16 credits or 5 classes each semester.

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Section 2

ADMISSIONS AND ENROLLMENT PROCEDURES

Any qualified Trinity student who wishes to become an Early College student must complete the following in the order outlined.

1. **NSHE APPLICATION:** All potential TEC students must fill out an on-line NSHE application for admission. This form can be found at:
https://por.shr.nevada.edu/psp/spporprd/CSN/HRMS/c/SH_TECHNICAL.SH_AD001.GBL
2. **ADMISSION:** Students will receive an e-mail with their NSHE Student ID number and temporary password. Students will need to log into MyCSN and they will be directed to self-select a new password. Students **MUST** provide their NSHE number and new password to the TEC Director via e-mail as soon as completed.
3. **PLACEMENT TESTING:** After a NSHE student ID has been assigned, the student will be eligible to take placement testing for Math and English. This is a **mandatory** part of admissions into the college, and must be completed at a CSN campus. Student is responsible for arranging and taking the Math and English test. **It is the student's responsibility to take all placement tests and provide printed test results to the TEC Director.** Failure to do so can result in a student being unable to take classes.
4. **REGISTRATION:** Student may meet with TEC Staff in order to select and enroll student in his/her appropriate college classes. Registration deadlines are normally by April 10 for Summer Semester, April 25 for Fall Semester, and October 20 for Spring Semester. Exact Registration due dates will be announced by the TEC Staff, well in advance, in order to avoid space limitation issues.
5. **CHANGE REQUESTS:** If for any reason a student desires to change either the number of classes they are taking, or desires to replace one class for another, students must first get the approval of the TEC Director. Just cause must be expressed by the student, preferably in writing, in order for the revision to be recognized. No revisions will be made after twenty days prior to the beginning of the NSHE enrollment semester, and there are no guarantees that changes will be able to be accommodated due to NSHE timelines.
6. At this point the student will be officially enrolled as a NSHE/TEC student and payment for classes will become due. **All payments are to be made to the Trinity International School office only.** Payments are due 15 days prior to the beginning of the NSHE enrollment semester. For costs please see Section 4.

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Section 3

POST ENROLLMENT STIPULATIONS

Trinity International School retains full discretion over high school grading policy and class structure. Complimentary assignments may be given at Trinity's discretion. All classes will have a Trinity International School final. Trinity reserves the right to monitor all NSHE online activity at all times. Grades will be monitored and recorded by Authorized Early College staff only.

1. Grading will be determined as follows. Any college class will count for both college and high school credit. Any grade given from NSHE will stand for that class on the college transcript. However, Trinity International School will retain 25% of the grade given to fulfill high school requirements.
2. Dropping any college class or taking an audit must be completed by the drop date set forth by NSHE. The grade will appear on the College transcript as a W or an AU (meaning no grade) and on the Trinity transcript as the grade determined by the Trinity International School teacher. A student will receive the grade earned after completing semester work assigned by the Trinity master teacher.
3. Student may not drop a TEC Course for a non-credit in the TIS high school course. Student will receive a grade on their high school transcript even if they withdraw from NSHE course. **No refunds will be given for audited or dropped classes.**
4. Trinity International School reserves the right to schedule and monitor all quizzes and tests not otherwise proctored by a NSHE instructor. All quizzes and tests must be taken on premises at Trinity unless agreed upon by a Trinity Master Teacher and only in the event of extenuating circumstances.
5. Two final examinations may be held at the end of each semester for each class. Students may be required to take a final examination for their college course grade and a separate final examination for their high school course grade. The time and place for each respective final exam will be scheduled separately. The high school exam is mandatory and just as important as the college exam. Remember that students are earning credits from high school and college. They have separate requirements that must be met to earn each of their respective credits.
6. Students are placed on academic probation at the end of a semester or summer school session when the grade point average falls below 2.5. Students placed on probation must meet with TEC Director prior to registering for another semester. Academic probation status will appear on the official college transcript. A letter will be mailed to all probation students informing them of their status.
7. A student is removed from academic probation when their cumulative semester grade point average is raised to 2.5 or higher. See the CSN Catalog for further details on academic probation and disqualification.

Students and/or parents may not add, drop, and/or withdraw from any NSHE classes unless it has been previously discussed with and approved through the TEC Staff.

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Section 4

FINANCIAL OBLIGATIONS

NSHE tuition must be paid, in addition to all Trinity tuition and fees. All payments will be made directly to Trinity International School in addition to the normal tuition and registration fees. At no time should any monies be paid to NSHE, as they may not be refunded. Disregard any bills that come from NSHE. All questions should be directed to Trinity immediately. Checks, credit cards, or cash are acceptable means of making your payment. All college tuition and fees must be paid no later than 15 days before the start of the semester.

1. CSN online classes taken during spring and/or fall may have a fee of around \$80.00 per class regardless of how many credits the class is worth. (5 classes = 15 credits = around \$400.00)
2. TEC online class fees are set by each NSHE institution and subject to change at their discretion.
3. Classes taken onsite at any NSHE Campus or if a NSHE Professor is contracted to teach at Trinity Campus, the tuition fee will be in accordance with the regular NSHE tuition rate.
4. NSHE Graduation Fees
5. Each student will be required to purchase their own college textbooks from a NSHE bookstore. (Cheyenne or Charleston campus if classes are being offer by CSN.)
6. Students should have all textbooks at least one week prior to the beginning of the semester.
7. NSHE fees must be paid in full at Trinity International School Office no later than 15 days before the start of the semester or by the deadline announced by the TEC Administrator.
8. Any additional fees resulting from a student or parent's failure to follow TIS, TEC, or NSHE procedures are the sole responsibility of the student and the parents.

Section 5

SUMMER SCHOOL

In order for sophomores to have a better transition process and experience in the Trinity Christian Early College Program, We may suggest and/or require the student to take summer classes. Summer Classes provide the opportunity to raise a specific grade, to acquire more credits for graduation, take preparatory classes prior to the regular semester.

1. Students may enroll in up to 9 credits total during the summer school period.
2. Summer Registration must be completed no later than the first week of April.
3. TIS and the TEC Director must approve all classes that student would like to take during summer school.
4. TEC Director will assist all interested students through the summer class registration process.
5. All summer school tuition and fees must be paid directly to NSHE, unless otherwise directed by the TEC Administrator.
6. Regular NSHE fees apply for summer semester.

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Section 6

BEHAVIOR

The Early College Program affords students with a certain amount of liberty that another student might not have, therefore, Early College students will also need to assume the responsibility of conducting themselves with a greater sense of maturity and respect. All Early College students are expected to adhere to a code of behavior exceeding that of non Early College students. There are no exceptions to this policy.

1. Etiquette standards are strictly enforced. Lying, gossip, slander, and being disrespectful to teachers or other students will not be tolerated. If there is an issue where an attitude problem does not become resolved quickly and completely, the student will be asked to leave the program.
2. Cheating and/or group testing is unacceptable-See Nevada Department of Education: Code of Honor. Students caught participating in this kind of activity will be suspended immediately and further disciplinary action may be taken as administration sees fit. If this action happens more than once the student will be asked out of the program permanently.
3. Dress code will be enforced. We expect any Early College student to be an example in both behavior and appearance. The attire worn by any EC student must be uniform issue, fit correctly, and worn according to Trinity standards.
4. Language should at all times be constructive and inoffensive. Swearing, cursing, and backtalk will not be tolerated. Dissenting comments will be recognized but must be conveyed with respect and sensitivity.

Section 7

INDIVIDUAL STUDENT ONGOING RESPONSIBILITIES

1. Students are responsible to check their own on-line registration and monitor CANVAS at the beginning of each semester, including login and passwords are working for both systems.
2. Students are responsible for purchasing their own textbooks prior to the start of each term. This should be done in a timely manner as the bookstore can run out of stock.
3. Students are responsible to apply for NSHE graduation by the deadline and should notify TEC Staff when completed.

COMMUNICATION PROCEDURES

1. **All e-mails MUST contain student legal first and last name, NSHE number, and telephone number. E-mails without this information will not be answered.**
2. Any questions about the TEC program, classes, concerns, etc. should be sent via e-mail to Mr. Gomez at gomezf@trinitylv.org.
3. Students need to communicate via e-mail with professors any and all questions in regards to assignments, grades, deadlines etc. Do not wait until the last minute, as it will take time for the professor to get back with you.

Associate of Arts (AA)

REQUIRED CREDITS: 60

DEGREE CODE: AA

PROGRAM DESCRIPTION

The Associate of Arts Degree is a general transfer program for students who are planning to transfer to UNLV, UNR, NSC, GBC or another baccalaureate-level institution. Students who are transferring outside the NSHE are advised to select courses that meet the requirements of the institution to which they intend to transfer. The AA allows for a disciplinary emphasis and leads to further, specialized study at a four-year college or university.

STUDENT LEARNING OUTCOMES

- Produce oral and written communication befitting the context and audience.
- Utilize mathematical, symbolic, logical, graphical, geometric, or statistical analysis for the interpretation and solution of problems.
- Identify and analyze a problem, generate and consider potential solutions, and defend the best solution based on evidence and reasoning.
- Synthesize information from a variety of academic disciplines.
- Examine the variations in human culture and incorporate perspectives of diversity.

PLEASE NOTE - The courses listed below may require a prerequisite or corequisite. Read course descriptions before registering for classes. All MATH and ENG courses numbered 01-99 must be completed before reaching 30 total college-level credits. No course under 100-level counts toward degree completion.

GENERAL EDUCATION REQUIREMENTS (34 CREDITS)

SPECIAL PROGRAM REQUIREMENTS (26 CREDITS)

	CR	SEMESTER		CR	SEMESTER
MATHEMATICS MATH 120 or 123 or above; or STAT 152	3	_____	SOCIAL SCIENCE ELECTIVES (choose 9 credits) (Select one course from three different disciplines): ANTH (except 102); CRJ 104; ECON; PHIL 135, 205, 207, 216, 244, 245, 246; PSC; PSY; SOC; WMST 113		_____
ENGLISH COMPOSITION ENG 100 or 101 or 113; and 102 or 114	6-8	_____	ELECTIVES (choose 17 credits) See a counselor to select 17 transferable credits		_____
LITERATURE ENG 223 or above	3	_____	_____	_____	_____
ANALYTICAL REASONING PHIL 102 or 114	3	_____	_____	_____	_____
NATURAL SCIENCE (Two courses from the following, one must include a lab): ANTH 102; AST; BIOL 101 or above; CHEM 105 or above; EGG; ENV; GEOG 103, 104, 117; GEOL; PHYS	6-7	_____	_____	_____	_____
HUMANITIES COM 101; and one course from the following: ENG 223 or above; HIST; International Languages 111 or above; PHIL 101, 119, 129, 201, 202, 203; RST	6	_____	_____	_____	_____
FINE ARTS ART; DAN 101; MUS; THTR	3	_____	_____	_____	_____
U.S. AND NEVADA CONSTITUTIONS PSC 101; or HIST 101 and HIST 102; or HIST 101 and HIST 217; or HIST 111 and HIST 102; or HIST 111 and HIST 217	4-6	_____	_____	_____	_____

Counselor Signature

Date

VALUES AND DIVERSITY

All students MUST fulfill this requirement. Course chosen may also be used to fulfill the corresponding general education or special program requirements. See page 44 for list of choices.

- NOTE**
- Course numbers with the “B” suffix may be non-transferable for a NSHE baccalaureate degree.
 - Course numbers with the “H” suffix are designated Honors-level courses and can be used to fulfill equivalent general education requirements. For more information visit www.csn.edu/honors.
 - In no case, may one course be used to meet more than one requirement except for the Values and Diversity general education requirement (only AA, AS, and AB degrees) which may be used to fulfill the corresponding general education or emphasis requirement.
 - Students may elect to graduate using the degree requirements in effect at the time of matriculation, or when they declared or changed major or the current catalog. If a program is official after a student has matriculated, the student may choose the degree requirements of the new program. In no case may a student use a catalog which is more than six years old at the time of graduation.



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TENTATIVE COURSE SCHEDULE

The following is a tentative sample schedule of what classes a student might expect to take each semester.

- Individual student course schedules are dependent on a student’s math and English placement test scores. Some students will have to take pre-requisite, remedial classes before they can take classes for credit towards their Associate of Arts degree. When a student needs remedial classes, they often will also need to take inter-session and summer classes to stay on track to earn their AA degree.
- The schedule is s subject to change based on class availability at NSHE and *students passing prerequisites for classes.

Pre Program Summer		Fall: Term 1		Spring: Term 2	
MATH 91 or 93 or 95 or 96	3	ENGLISH 101	3	ENGLISH 102*	3
ENGLISH 92 or 98 or 100	3	MATH 96 OR 124	3	MATH 124 OR 126*	3
		PSYCHOLOGY 101	3	ANTHROPOLOGY 101 or 102	3
		ALS 101	3	PHILOSOPHY 102	3
		MUSIC 134	3	ASTRONOMY 101 or 103 & 105*	4
		CONTEMPORARY STUDIES I		CONTEMPORARY STUDIES I	
		GOVERNMENT		HS REQUIREMENT OR ELEC.	
		HS REQUIREMENT OR ELEC.		HS REQUIREMENT OR ELEC.	
Total Term College Credits	6		15		16

Summer		Fall: Term 3		Spring: Term 4	
		ENGLISH 231 or 232	3	ENGLISH 241 or 242	3
		MATH 126 OR 127*	4	POLITICAL SCIENCE 101*	4
		ENVIRONMENTAL SCIENCE 101	3	ECON 102* or 103*	3
		SOCIOLOGY 101 or 205*	3	ELECTIVE	3
		COMMUNICATIONS 101	3	ELECTIVE	3
		CONTEMPORARY STUDIES II		CONTEMPORARY STUDIES II	
		HS REQUIREMENT OR ELEC.		HS REQUIREMENT OR ELEC.	
		HS REQUIREMENT OR ELEC.		HS REQUIREMENT OR ELEC.	
Total Term College Credits			16		16

CSN Testing and Assessment Center

<http://www.csn.edu/pages/4708.asp>

English Placement Test

Math Placement Test

Math scores are available immediately following testing. If the English is passed, the score will be available immediately; otherwise the final score will be available in 72 hours in MyCSN. It is the student's responsibility to provide the original CSN printout of scores to the TEC Director.

There is a calculator built into the Accuplacer math testing software that will be displayed on random questions. *Students are NOT allowed to use their own calculators. Students must bring a pencil, picture ID and NSHE number.* The testing center will provide scratch paper for computation.

Beginning July 1, 2014, students may retake the ACCUPLACER tests after two weeks. Students may not, however, take the same test more than twice in any six-month period

TEST CENTERS

<p>ALL THREE MAIN CAMPUSES</p> <p>(Charleston/Cheyenne/Henderson):</p> <p>Monday - Thursday 8:00 am to 7:30 pm Last test at 6:00 pm</p> <p>Fridays 8:00 am to 5:00 pm Last test at 3:30 pm</p> <p>Winter and Spring Break Hours: 8:00 am to 5:00 pm Last test at 3:30 pm 12/15/15 to 12/31/15</p> <p>Closed Weekends and Holidays (State and Federal)</p> <p>All cell phones will be collected prior to testing.</p>

Charleston Campus 651-5733 6375 W. Charleston BLVD Las Vegas, NV 89146 Building D (Main Lobby) Sort Code: WCD108	Cheyenne Campus 651-4050 3200 Cheyenne Ave. Las Vegas, NV 89030 Room E 122 Sort Code: CYE122	Henderson Campus 651-3128 700 College Drive Henderson, NV 89002 Building B 107 Sort Code: HNB107
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COMPUTER LAB/CLASSROOM POLICY

Agreement for Student and Parents

The Trinity Early College Program affords students with a certain amount of liberty that other students may not have. Therefore, you will also need to assume the responsibility of conducting yourself with a greater sense of maturity and respect. The use of computer network technology resources shall be consistent with all of Trinity International School policies and regulations and used for professional or educational purposes. The purpose in providing these services is to facilitate access to information and resources, promote educational excellence, and enhance communication between schools and the community.

RULES FOR COMPUTER LAB/CLASSROOM USE

- Students may be given access to Trinity's computer network resources. This access, including account and password, must not be shared, assigned or transferred to another individual.
- Access to Trinity's computer network resources may be suspended or terminated if terms and conditions of this Agreement are violated.
- Attempting to gain unauthorized access to Trinity's network resources or go beyond authorized access is prohibited. This includes attempting to log in through another person's account or accessing another person's files.
- Computer games are not permitted unless specifically authorized by a Trinity teacher. If you want to take the liberty of playing without asking, we will take the liberty of writing you up. Moreover, games and internet access will be of an appropriate nature without sexual or violent overtones.
- Monitors must remain off during all videos and presentations.
- Cell phones are not to be on or used in class at anytime. This can result in immediate confiscation and a parent will need to pick-up on behalf of the student.
- Polite and appropriate language is expected at all times both verbally and in writing. Profanity and abusive messages are strictly prohibited.
- Harassment is prohibited. Harassment is conduct which is sufficiently severe, persistent, or pervasive that adversely affects, or has the purpose or logical consequence of interfering with a user's educational program, or creates an intimidating, hostile, or offensive environment. Behavior that continues after an individual is informed of its offensiveness may constitute evidence of intent to harass. If told by a person or school official to stop sending messages, the sender must stop.
- Your person and your work area must remain clean and neat. This includes your person adhering to Trinity dress code. Failure to accomplish this will result in a loss of privileges. Unless a teacher ahead of time gives consent, all items left on the desks may be thrown away immediately.
- Teacher requests (ex: to be quiet or turn off games) should be followed the first time, every time the teacher asks. If the teacher has to ask more than once, the student may be written up and/or asked to leave class. No exceptions.
- If an instructor is speaking, students are not to speak during a discussion. Speaking over someone is rude and shows immaturity. If a teacher has to ask you to be quiet while they are speaking to you or to another student, be quiet and show respect.
- Lying under any circumstances is prohibited and contrary to the mission of the school.
- Please read and review the **Nevada Department of Education: CODE OF HONOR**. Violating the Code of Honor can result in expulsion from the NSHE which can remain in effect after high school graduation.

Early College is a privilege, not a right.

NEVADA DEPARTMENT OF EDUCATION

CODE OF HONOR

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self respect and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

What is cheating?

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- ◆ Taking or copying answers on an examination or any other assignment from another student or other source
- ◆ Giving answers on an examination or any other assignment to another student
- ◆ Copying assignments that are turned in as original work
- ◆ Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- ◆ Allowing others to do the research or writing for an assigned paper
- ◆ Using unauthorized electronic devices
- ◆ Falsifying data or lab results, including changing grades electronically

What is plagiarism?

Plagiarism is a common form of cheating or academic dishonesty in the school setting. It is representing another person's works or ideas as your own without giving credit to the proper source and submitting it for any purpose. Examples of plagiarism can include, but are not limited to:

- ◆ Submitting someone else's work, such as published sources in part or whole, as your own without giving credit to the source
- ◆ Turning in purchased papers or papers from the Internet written by someone else
- ◆ Representing another person's artistic or scholarly works such as musical compositions, computer programs, photographs, drawings, or paintings as your own
- ◆ Helping others plagiarize by giving them your work

All stakeholders have a responsibility in maintaining academic honesty. Educators must provide the tools and teach the concepts that afford students the knowledge to understand the characteristics of cheating and plagiarism. Parents must support their students in making good decisions relative to completing coursework assignments and taking exams. Students must produce work that is theirs alone, recognizing the importance of thinking for themselves and learning independently, when that is the nature of the assignment. Adhering to the Code of Honor for the purposes of academic honesty promotes an essential skill that goes beyond the school environment. Honesty and integrity are useful and valuable traits impacting one's life.

Student Signature _____ Date: _____

Parent/Legal Guardian Signature _____ Date: _____

Questions or concerns regarding the consequences associated with a violation of the Code of Honor may be directed towards your child's school administration.

TRINITY INTERNATIONAL SCHOOLS

4141 Meadows Lane, Las Vegas, Nevada 89107 ▶ (702) 732-3957 Fax (702) 784-0192

DOCUMENT VERIFICATION

By signing below student and parents acknowledge they have read and understand the parameters set forth by the following documents:

- ✓ **Welcome Letter**
- ✓ **The Basics**
- ✓ **Where to Start.....**
- ✓ **Table of Contents**
- ✓ **Contract Form**
- ✓ **CSN Associate of Arts Degree Sheet**
- ✓ **TEC Program Tentative Course Schedule**
- ✓ **Computer Lab Etiquette Form**

Student and parents agree to uphold these standards to the best of their ability as well as support your fellow students in doing the same.

Parent or Guardian Signature

Date

Print Parent Name

Student Signature

Date

Print Student Name

TIS Administrator or TEC Director Signature

Date

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NSHE CONSENT TO ACCESS

Dear Trinity Parent:

Your student, _____, has enrolled in Trinity Early College Program. This program is done jointly with NSHE so the student may earn college credit as well as high school credit for each course taken. It is imperative that we have access to the student's grades, enrollment, data and other information from NSHE. However, we need parental permission to gain the privilege of access. By signing this document, you will be giving Trinity International School's administration and classroom teacher access to your student's records at NSHE.

Parent or Guardian Signature

Date

Print name

Student Signature

Date

Print name

Thank You,

Fernando O. Gomez

Fernando O. Gomez
Trinity Early College Director
gomezf@trinitylv.org

NEVADA DEPARTMENT OF EDUCATION

CODE OF HONOR

There is a clear expectation that all students will perform academic tasks with honor and integrity, with the support of parents, staff, faculty, administration, and the community. The learning process requires students to think, process, organize and create their own ideas. Throughout this process, students gain knowledge, self respect and ownership in the work that they do. These qualities provide a solid foundation for life skills, impacting people positively throughout their lives. Cheating and plagiarism violate the fundamental learning process and compromise personal integrity and one's honor. Students demonstrate academic honesty and integrity by not cheating, plagiarizing or using information unethically in any way.

What is cheating?

Cheating or academic dishonesty can take many forms, but always involves the improper taking of information from and/or giving of information to another student, individual, or other source. Examples of cheating can include, but are not limited to:

- ◆ Taking or copying answers on an examination or any other assignment from another student or other source
- ◆ Giving answers on an examination or any other assignment to another student
- ◆ Copying assignments that are turned in as original work
- ◆ Collaborating on exams, assignments, papers, and/or projects without specific teacher permission
- ◆ Allowing others to do the research or writing for an assigned paper
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Student Information

- Use Legal Name – **No Nicknames**
- All information must match information provided to NSHE
- All updates and changes must be provided to TEC Director, TIS School Office and NSHE

LAST Name		First Name	
Birthdate (Month/Day/ Year)	/	/	Phone:
E-Mail:			
Address:			
City:		State:	Zip Code:
Parent Name			
Parent Phone			
High School Grade Level		TIS High School Graduation Year	
NSHE Student #		NSHE Password	
		CANVAS Password	