

Trinity
Catholic
High
School

**STUDENT HANDBOOK
2011-2012**

1720 Redman Road, St. Louis, MO 63138
314-741-1333

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TRINITY CATHOLIC HIGH SCHOOL

Our Belief Statement

Christ is the reason for this school.
He is the unseen but ever present teacher in its classes.
He is the model for its faculty
and the inspiration of its students.

Our Mission

Trinity Catholic High School is a welcoming and caring community committed to graduating responsible citizens grounded in Christian values,
dedicated to serving others, and engaged in life long learning.



Our Vision

Trinity Catholic High School, founded on the proud traditions of Mercy, St. Thomas Aquinas, Rosary, and St. Thomas Aquinas-Mercy High Schools, is a faith-based school serving North County and the surrounding areas of the metropolitan St. Louis area that

- Provides an excellent comprehensive academic program
- Is unmatched in value
- Challenges the students to think critically, live virtuously, and serve joyfully
- Recognizes the uniqueness of and diversity of each individual's talent, intellect, style, and ability
- Continually strives to create a state of the art facility in a safe, welcoming, and caring environment.

Our Blessing

May the love of the Father enfold us, the wisdom of the Son enlighten us,
the fire of the Spirit enflame us.
And may the blessing of our Triune God rest on us
and abide with us, now and evermore.

PURPOSE AND ACKNOWLEDGMENT OF THE HANDBOOK/PLANNER

This Student/Parent Handbook contains established policies and procedures for the 2011-2012 school year. Since it is not possible for a handbook to address every situation that may arise during a school year, the administration of Trinity Catholic High School reserves the right to amend or revoke the policies and procedures in this handbook at any time as circumstances may require. When changes are made to the handbook, parents and students will be informed of the change in writing in a timely manner, and this will include a statement about when the change will take effect.

This handbook is a contract with Trinity Catholic High School. By returning the signed form, students and parents are agreeing to abide by and support the policies contained in this handbook.

While school authorities are not able to fulfill every request, the administration and staff of Trinity are committed to listening to needs and concerns presented in a timely manner and to develop a plan of action that balances the concerns to the best of our ability. While no handbook is complete or perfect, we have attempted to provide the information you need for productive communication.

The tools contained in this planner are designed to help you take an active part in creating academic success. Successful students attend school regularly and are prepared for all classroom activities. Students are expected to carry and use their planners throughout the year. Limited replacements are available for \$10.00.

This handbook is available to parents through the Trinity website. Parents may request a hard copy of the handbook by contacting the school office.

Trinity Catholic High School

Trinity Catholic High School was created in January 2003 with the consolidation of St. Thomas Aquinas-Mercy and Rosary High Schools. Through the unity of these two schools and the spirit of Mercy High School comes Trinity. Trinity is a comprehensive, co-educational high school dedicated to the fostering of spiritual, intellectual, social, and physical growth in its students with the support of its parents, staff, alumni, and the school community.

Students whose educational needs can be met by the Trinity staff and who apply will be admitted, given available space. Students are admitted without regard to race, gender, ethnicity, or nationality. Students normally apply during eighth grade year for admission to ninth grade the following fall. All incoming freshman students must have successfully completed the eighth grade. Non-Catholic students are admitted provided they, and their parents or guardians, agree to fully subscribe to the religious philosophy and participate respectfully in the religious education program and activities at Trinity Catholic High School.

TRINITY HERITAGE

Mercy High School opened in 1948 in University City and was staffed by the Sisters of Mercy. The school served the Catholic community of the central city and county areas until it merged with St. Thomas Aquinas High School in 1984.

St. Thomas Aquinas High School opened in 1954 at Sacred Heart Parish School in Florissant. It moved to the Dunn Road location in 1958. The school was named after the 13th century philosopher who is the patron saint of Catholic education. St. Thomas Aquinas-Mercy was consolidated with Rosary to form Trinity Catholic High School in 2003.

Rosary High School was founded in 1961 by the Catholic Schools System of the St. Louis Archdiocese, in collaboration with the School Sisters of Notre Dame. It has been located at 1720 Redman Avenue since it opened. The high school was dedicated to Mary, the mother of Jesus Christ, and our Lady of the Rosary. Rosary was part of the Trinity Catholic High School consolidation with St. Thomas Aquinas-Mercy in 2003.

School Mascot - THE TITANS
School Colors - CRIMSON, SILVER, & WHITE
Motto – *Ex Trinitate Unitas* “From Trinity Comes Unity”

ACCREDITATION

Trinity Catholic High School is fully accredited by the North Central Association, Commission on Accreditation and School Improvement and the Committee on Accredited Schools and Colleges at the University of Missouri, Columbia. Trinity is a member of the National Catholic Education Association.

ACADEMIC INFORMATION

THE CURRICULUM

The curriculum of Trinity Catholic High School is designed to meet a wide range of student abilities, interests, and career goals. Additionally, the curriculum is designed to provide courses to challenge students on all ability levels. A required core curriculum includes courses that meet or exceed the requirements of the State of Missouri. Each student may also choose from a variety of elective courses offered at each grade level.

In many subject areas, courses are offered at three levels, with the content and method of instruction tailored to the student's preparation, interests, and post secondary goals. In addition, college credit classes and advanced placement opportunities are available in English, Spanish, history, mathematics, and science for students who meet the eligibility requirements.

GRADUATION REQUIREMENTS

Students are required to earn credits in the following areas:

Religion	4 credits
English	4 credits
Social Studies	3 credits
Mathematics	3 credits (including geometry)
Science	3 credits (including biology)
Fine Arts	1 credit
P.E.	1.5 credits (including health)
Practical Arts	1 credit (including personal finance)
Bridges	1 credit
Electives	9
Total	31 credits

Other graduation requirements include participating in an overnight retreat during senior year, completing a Christian service requirement, and passing the United States and Missouri constitution tests.

Students who transfer after the beginning of ninth grade are expected to have earned the same number of credits attempted at their previous schools as well as meeting all subsequent requirements at Trinity. In all cases students are required to complete eight semesters of high school attendance.

To qualify for graduation, a student must be in attendance at Trinity the full semester prior to completing course requirements. Only students who are eligible to receive a diploma will be able to participate in the graduation ceremony.

COLLEGE PREP CURRICULUM

The recommended college prep curriculum includes the following earned credits:

English	4 credits	Mathematics	4 credits
Science	3 credits	Social Studies	3 credits
Fine Arts	1 credit	Practical Arts	1 credit
P.E.	1 credit	Language	2 credits

GRADING SYSTEM

Academic progress is indicated by letter grades for A through F. A letter grade of at least a D is required to earn credit. Percentages for grades and letter equivalents are listed below:

A+	99 – 100
A	95 – 98
A-	93 – 94
B+	91 – 92
B	87 – 90
B-	85 – 86
C+	83 – 84
C	78 – 82
C-	76 – 77
D+	74 – 75
D	72 – 73
D-	70 – 71
F	69 and below

Each teacher also assigns a conduct grade for each student. These appear on the report cards, but not on the student's final transcript. The following is an explanation of the conduct grades.

- S – Class conduct is satisfactory. The student adheres to expected norms of behavior with little or no deviation.
- N – Class conduct needs improvement. The student deviates from expected norms of behavior frequently or substantially.
- U – Class conduct is unacceptable. There is serious misconduct. Disciplinary action has been taken and immediate improvement is required.

ACADEMIC POLICY

The semester grade is a combination of two quarter grades (40% each) and a semester exam grade (20%). Percentages are used to compute semester averages. When a student loses credit there must be an immediate plan for credit recovery. In most cases that plan will include summer school or correspondence with an accredited school or learning center. Any course taken to recover lost credit must be pre-approved by the principal. Grades received for classes taken for credit recovery are not included in a student's GPA. Only courses taken at Trinity or those pre-approved by the principal for credit recovery will be included on a student's transcript. In most cases, a maximum of 3.0 credits earned off-site will be accepted toward graduation.

Failure to make up lost credit within two semesters of failure will jeopardize a student's enrollment at Trinity. Students who are one or more credits deficient will be expected to adhere to an academic contract for credit recovery that will be monitored by their counselor. Any student failing to adhere to the contract or accumulating a deficiency greater than three credits may not be able to continue at Trinity. A credit deficiency of one or more credits places a student on academic probation. Any student on academic probation may not participate in any extra curricular activities.

According to the Missouri State High School Activities Association (MSHSAA), correspondence courses cannot be used to regain a student's athletic eligibility. In addition, failures impact eligibility for extra-curricular activities.

If credit from a correspondence course is needed for graduation, Trinity counselors must receive official notification of credit by the date that senior grades are due. No student will participate in graduation unless all graduation requirements have been fulfilled.

Trinity Catholic High School's grades are based on a four-point system. The grade points are: A=4; B=3; C=2; D=1; F=0. Courses that are offered at college level and for college credit (ACC, AP, ACP) are given an honors point (1.0) for a passing grade. Grade points for these weighted classes are A=5; B=4; C=3; D=2; F=0.

A student's class rank is based solely upon the grade point average for all semesters from the beginning of ninth grade. "Grade points" are issued for each course average letter grade in the student's schedule. No grade points are given for courses taken in summer school, night school, correspondence, or independent study. The grade point average (GPA) is determined by dividing the grade points earned by the number of credits attempted within a grading period. On the report card the "term GPA" is the grade for the last quarter completed. The "semester GPA" is the average for the last semester completed. The "cumulative GPA" is the average for all semester grades from the beginning of ninth grade. Because many colleges and universities only recognize non-weighted GPAs both the weighted and non-weighted cumulative GPAs are published on a student's report card and transcript.

EARNED CREDITS

Credit is earned when a passing grade is achieved for a course. Trinity offers courses that are one semester or two semesters/full-year in length. The official length of a course is specified in the course catalog.

Course credit is earned as follows:

Semester courses	passing semester = .5 credit
Full-year courses	(English, religion, life sciences, music, social studies, and Bridges) passing each semester = .5 credit
Full-year courses	(Spanish, mathematics, chemistry, and physics)

passing both semesters = 1.0 credit
passing first semester but failing second semester = .5 credit
failing first semester but passing second semester at Trinity = 1.0 credit

All courses taken for credit, which appear on the student's transcript, must be approved by Trinity Catholic High School. Courses taken off-campus such as evening classes, summer school classes, correspondence, or independent study classes, must be approved by the principal, prior to registering for the course. For the credit to be included on a student transcript, Trinity must receive official notification of grade and credit no later than six weeks after completion of the course.

REPORT CARDS

Report cards are issued four times each year. The report card is the official notification of grades and credits earned. Final report cards will be withheld if there are outstanding responsibilities including tuition, book fines, unreturned books, unreturned athletic uniforms, etc.

Students and parents are able and encouraged to view all grade reports, including grades for individual assignments in specific classes through the Family Access link on our website. This resource provides the opportunity for students and parents to have ongoing information and conversations about student progress. Each parent/guardian and student will receive a specific password to access the site. Assigned passwords are kept on file in case a parent/guardian or student loses the code. Family Access may be interrupted if financial obligations are not current.

HONOR ROLL

The Honor Roll is a means of recognizing a student's academic achievement. The following criteria are used to determine this recognition each quarter.

- GPA of 3.250 or higher (weighted)
- Student may not have an academic grade of D+/D/D- or F (quarter/exam/semester)
- Student may not have any conduct grade of U

The Honor Roll is posted at the end of each quarter. Students achieving honor roll will receive an "Honor Roll" stamp on their report cards.

GRADUATION HONORS

All graduation honors are calculated at the end of the third quarter during senior year. The honor of Valedictorian is awarded to the student with the highest cumulative grade point average. The Salutatorian identifies the student with the second highest cumulative grade point average. Other graduation honors are based on GPA.

- Summa cum laude, awarded for a cumulative GPA of 3.90 and above (weighted)
- Magna cum laude, awarded for a cumulative GPA from 3.75 to 3.89
- Cum laude, awarded for a cumulative GPA of 3.40- 3.74

TRANSCRIPTS

A transcript is a copy of the student's permanent record is provided to schools, colleges, employers, and the armed services when requested by the parent or the student. Transcripts must be requested in writing by completing the "Transcript Request Form" obtained from the Guidance Department. Transcript requests must be made at least 24 hours before the transcript is needed. For college applications deadlines are extremely important. Students are responsible for postmark deadlines. The counselors will mail college applications, transcripts, and letters of recommendation. To maintain the integrity of these documents, no "official" transcript will be given directly to a student or parent. The first three transcripts sent for each student will be free. There is a \$5.00 fee for each additional transcript.

Transcripts requested for any reason are released only if the student's academic and financial obligations are current. Report cards may be withheld for the same reasons.

RELEASE OF RECORDS

Parents transferring students to another high school from Trinity must complete a transcript release form from the main office. As part of the transfer process, parents of students withdrawing from Trinity are required to complete a "withdrawal form." This must include permission to release academic records. Since discipline records are not part of a student's permanent file, a separate release form is required.

HONORS PROGRAM

Trinity Catholic High School offers a full program of honors courses for qualified students beginning in their freshman year. Students who meet the pre-requisites may enroll in honors core classes: English, social studies, math, and science. Students in honors courses must have academic motivation, demonstrate independent learning, and possess strong reading, writing, and critical thinking skills. Honors courses demand more intensive reading and writing, depth of study, and independent learning. In addition to TCHS honor courses, a program of college credit courses is offered to juniors and seniors.

COLLEGE CREDIT PROGRAM

Trinity Catholic High School offers college credit opportunities for eligible students: 1818 Advanced College Credit (ACC) through St. Louis University; Advanced Credit Program (ACP) through University of Missouri—St. Louis; and Advanced Credit through Missouri Baptist University. These dual-credit courses are taught at Trinity by TCHS staff who are adjunct instructors at these schools. The cost per credit is significantly less than what full-time students pay at these schools and provide a considerable cost advantage. While many colleges and universities will accept these credits some that will not. Parents and students should check transferability to schools they are considering.

Students may also take advantage of the Advanced Placement (AP) national testing program. These tests generally take place toward the end of the second semester. Teachers of courses eligible for advanced placement testing are responsible for explaining the procedures and schedules for these tests. Colleges and universities determine how a student's score on the AP tests will impact their college placement.

STUDENT SCHEDULES

Student schedules are determined at the time of registration by the courses selected, including those identified as alternates. Alternate courses will become a part of a student's schedule in the case of conflicts that cannot be resolved. All schedules are finalized by the registrar and approved by the principal.

Student initiated schedule changes will be considered during the first cycle (eight days) of each semester. These changes must be approved by each teacher involved, the registrar, and the principal and will only be made after the schedule change fee, \$25.00, has been paid. Due to scheduling constraints and class size, some suggested changes are not possible. Under most circumstances student schedules will not be changed.

During the school year, a schedule change may be made at the recommendation of the subject-area teacher or counselor, with the principal's approval. No schedule changes will be made without parent/guardian notification.

Student schedules include courses being taken for the first time. Under unusual circumstances, failed required course may be placed into a student's schedule. This will not erase the student's credit deficiency. Classes needed for credit recovery do not take priority in the master schedule.

Whenever there is a schedule change not initiated and authorized by a teacher or guidance counselor, a \$25 fee will be charged.

BLOCK SCHEDULE

Trinity Catholic High School uses a block schedule. The overall schedule is made up of eight blocks, or classes, scheduled over two days (A and B days). A regular school day consists of four seventy-five minute classes. The block schedule allows for expanded instructional methods such as collaborative learning, hands-on activities, labs and experiments, long-term projects, technology and media-integrated classes, interdisciplinary lessons, and team-teaching.

Students must take an active role in their education. They are responsible to get missing assignments/homework when they return to school after an absence. This should be done before school, after school, or during academic lab, using the pass provided by their lab teacher. Students will be expected to complete any missed work, including quizzes and tests, according to the schedule assigned by each teacher.

ACADEMIC LAB

The purpose of academic lab is to promote student achievement and responsibility. Academic lab is a forty-minute period during which no classes are scheduled. During this time all teachers, support staff, counselors, and learning consultant are available for academic assistance and support for students. Lab is intended to encourage curricular projects, academic collaboration among students and teachers, and extended classroom learning.

Students must plan ahead and make academic lab appointments with teachers before the beginning of the first lunch period each day.

A school wide sustained silent reading (SSR) period is held on Thursdays during the first half of academic lab, 12:35-12:55. Students are not signed out of lab during SSR.

Academic lab is an extension of Trinity's academic program and preserves class time by providing flexible time during the week for activities.

- Getting make-up work
- Meeting with guidance counselor or learning consultant
- Getting individualized help from a subject area teacher
- Using media, computer labs, and LMC for academic or school related activities
- Making up missed quizzes, tests, or lab activities, with teacher approval
- Reading and studying

The rules for academic lab are posted in each classroom. Failure to use academic lab time constructively will result in being assigned to a restricted study hall.

- Students must have their planners signed before the beginning of the first lunch period.
- Signatures will only be accepted in the student's planner. (Approved forms will be acceptable for some special events and meetings.)
- Students must get to their academic lab, sign out, and get to their approved destination within a six-minute passing period between the end of third lunch and the beginning of lab. Students arriving after the bell will have their Titan Card signed and a tardy recorded.
- Students must bring sufficient work with them for the lab period. Students will not be permitted to leave rooms, labs, LMC, etc., until the end of the lab period.
- Students needing to see teachers because of absence will be given a form from their lab teacher to be signed by each teacher and returned to the lab teacher.
- Academic labs are to be quiet and students are to be engaged in academic work.
- Group work is permitted if it is school related and does not cause distraction to others in lab.
- Sustained Silent Reading (SSR) is held on Thursdays from 12:35 until 12:55.
- Seniors with early leave privileges may leave school at the beginning of academic lab, but they must sign out with their lab teacher before leaving.

Students will not be permitted to go to lockers, restrooms, or any areas that are off limits or unsupervised during academic lab.

SENIOR STUDY

Seniors who are scheduled for fewer than eight classes are assigned to a senior study hall. This is a 75-minute period intended to provide students with a variety of academic opportunities. These may include teacher consultation, library access, computer lab work, research, independent project work, collaborative learning, and other academic enrichment or extensions of classroom learning. Students are expected to use this time for academic pursuits

- At times when seniors are not scheduled for class, they are assigned to a study hall.
- Students arriving to senior study after the bell will be marked tardy.
- Students will remain in senior study for the entire period unless they have prior written permission to go to another area such as the, guidance office, campus ministry, etc.
- Students who are in the corridors during a class period without written permission in the TCHS Planner are liable for a demerit.
- Seniors who qualify for, and have received, "Senior Privilege" may leave school early if their senior study period falls at the end of the school day. No senior privileges are available on days of assemblies, pep rallies, or other activities scheduled at the end of the day.

COMMUNICATION WITH STUDENTS AND PARENTS

We believe that education is a responsibility shared by student, parents, and all school personnel. Like education, communication is a shared responsibility. Success will only be achieved if effective, timely, and meaningful communication among everyone involved, including students, teachers,

parents, counselors, principal, etc. In order to foster effective communication, parents are encouraged to keep the office informed of any changes in their contact information including phone numbers and e-mail addresses.

The teacher is the person immediately responsible for and knowledgeable about the classroom situation and should be the first person consulted about a student's classroom performance and behavior or about course content and requirements. Teachers are responsible for keeping parents and students informed about any significant changes in student progress. The staff is expected to return telephone calls and electronic messages from parents within one school day.

Trinity communicates with parents through a newsletter published ten times a year. This newsletter includes calendar up-dates, announcements of important events, and news about student awards and accomplishments. Other means of communication include Back-to-School Night, parent-teacher conferences, informational meetings sponsored by the counseling department, and Trinity Parent Organization (TPO). Parents are encouraged to make effective use of every means available for monitoring a student's progress and receiving information. Parents may also contact teachers, counselors, or members of the administration by phone, in writing, or through email.

Student progress is communicated through quarterly report cards. Parents and students have the ability and responsibility to access grade information through Family Access, the online grading program. Any concerns or questions about the information posted on Family Access should be directed to the teacher as soon as possible.

In an effort to improve communication between home and school, Trinity has instituted a telephone broadcast system that enables school personnel to notify all parents by phone if an emergency or unplanned event causes a change in the expected schedule of any given day. This system may also be used to communicate general announcements and reminders.

DISCIPLINE, ATTENDANCE, AND SCHOOL POLICIES

PHILOSOPHY OF DISCIPLINE

Discipline should create an educational environment in which meaningful teaching and learning can happen.

- Mutual respect that appreciates and honors the safety and dignity of each person
- Shared responsibility for the teaching and learning process by students, parents, and teachers
- Absence of disruptive activity

The key to discipline at Trinity is that every person accepts responsibility for his or her actions. The goal is for students to develop self-control and a desire for self-improvement.

COMMON GOALS, COMMON GOOD

Students who act as part of a group share responsibility for the actions of the group – group rewards, group consequences, and group sanctions. Discipline should free a person to interact with others in an atmosphere that is free from hostility and marked by genuine concern for each person's well-being and growth.

- All members of the Trinity Catholic High School community are responsible to each other for creating an atmosphere of acceptance and respect for each person. With open minds, the faculty and students attempt to genuinely listen to each other even in the midst of disagreement, conflict, or controversy.
- All members of the Trinity Catholic High School community are responsible for the use and care of school facilities so that all school property is well maintained and available for use.
- All members of the Trinity Catholic High School community will demonstrate good manners and courtesy.
- All members of the Trinity Catholic High School community will reflect concern and respect for others.
- All members of the Trinity Catholic High School community are willing to put the needs and best interests of others before their own.

THE ADMINISTRATION RESERVES THE RIGHT TO IMPLEMENT THIS PHILOSOPHY OF EDUCATION AND DISCIPLINE BY JUDGING THE NEEDS OF THE COMMON GOOD AND TAKING WHATEVER ACTION IS NECESSARY TO MAINTAIN THAT COMMON GOOD.

TRINITY STUDENT PLANNER

Every student must purchase a Trinity Student Planner at the beginning of the school year. The planner is designed to help students take an active role in their academic success. The planner contains the student handbook, the current school year calendar, spaces to record assignments and due dates, strategies for time management, study aids, etc.

Students must carry their planner with them at all times while at school except during lunch.

Hall passes are also in the planner. Students who are not in their assigned place for any reason must have a hall pass signed by an authorized teacher. Classroom teachers establish their own classroom policies for the use of the hall passes and are responsible to make sure that students do not leave their supervised area without a signed and dated pass. Students are limited to five hall passes in a week. Students who are in the halls without a signature in their planner, or who loiter in restrooms, hallways, cafeteria, etc. are liable for disciplinary action. Violations will be recorded on the Titan Card. Repeated violations will be reported to the dean of discipline for further action.

TRINITY TITAN CARD

On the first day of school, students are issued a Trinity Titan Card. This card is designed to serve as the following: (1) an official ID card with the student's name, school number, grade level, and advisory; and (2) demerit card for recording violations of the school's discipline code.

Students must carry the Trinity Titan Card at all times. Students must present their Trinity Titan Card when requested by a member of the Trinity staff. Failure to present the card, or presenting a defaced card, will result in a detention.

Infractions recorded on the Trinity Titan Card include classroom tardies, inappropriate language, uniform code violations, food and drink violations, and discretionary matters including disrespect, classroom behavior, being off limits, not having a hall pass, failing to pick up a replacement card. Discretionary demerits will be reported by the teacher to the dean of discipline in writing.

The staff member issuing the fifth violation will take the card and give it to a dean of discipline. A detention will automatically be assigned and students will be charged \$5.00 for the replacement card. It is the student's responsibility to obtain the replacement from the office. A new card must be picked up immediately. Each day the Titan Card is not picked up results in a signature.

Students will receive a two-day, in-school suspension upon the accumulation of two (2) filled Titan Cards within a semester. Students will receive a four-day out-of-school suspension upon the accumulation of three (3) filled Titan Cards within a semester. In this situation a student may be placed on disciplinary probation. After accumulating five (5) filled Titan Cards, students will be suspended until a parent meeting with the disciplinary review board is held.

Students who do not receive a demerit for 60 days may request a "clean" Titan card. Students who receive a detention for an issue not covered by the Titan card (i.e., cutting class, etc.), or have been suspended, are not eligible for a "clean" Titan card at the end of 60 days.

**Students must carry their Titan Card while at school and school functions.
Students must carry the Trinity Planner at all times while at school except during lunch.**

ATTENDANCE

The regular school day begins at 8:00 a.m. and ends at 2:30 p.m. All students are expected to be punctual. Students are considered absent whenever they are away from school during school hours except for school sponsored or school sanctioned co-curricular activities. Students will be marked absent for a full day if they are absent form more than three hours of a regular school day. A half-day absence is recorded if a student misses between forty-five minutes and three hours of the school day.

An important part of academic success is a habit of consistent attendance and punctuality. Although a student may be very conscientious about making up assignments missed due to absence, there can be no way to recreate the experience of any particular classroom presentation or discussion. The personal interaction that takes place among teachers and students is an integral part of education. Excessive absence has a negative impact on a student's academic progress and may result in a lowered grade or in some cases loss of credit.

It is very important that parents communicate with school about the reason for any lengthy or extended absences so that a student's academic needs can be addressed. In some cases the principal may require a physician's report documenting the length of absence and/or permission to return to school.

Specific academic consequences for excessive absences are included in each teacher's classroom expectations and policies. If a student misses five classes in a quarter for any particular class the teacher has the option of lowering that student's grade. Parents will be notified when a student has accumulated six absences within one quarter. In some cases a conference with the principal and an attendance contract will be required.

ABSENCE PROCEDURES

If an absence is planned, a note from a parent/guardian must be presented to the office prior to the absence. The student will be responsible to see teachers and get the work that will be missed. If the planned absence will last three or more days, the student must get an Extended Absence Form from the office and return it to the principal prior to the absence.

On the day of the absence a parent or guardian must notify the school office by phone before 8:30 a.m., and give the reason for the absence. This procedure is necessary on every day of absence.

When returning to school following an absence the student must bring a note signed by a parent or guardian stating the date(s) and reason for absence. Email communication cannot be accepted as a signed parent note.

It is the student's responsibility to see all teachers of missed classes immediately to find out what work needs to be made up. Students are expected to see their teachers before school, after school, or during academic lab on the day they return to school.

Students who become ill during the school day and are unable to remain at school must report to the office so that parents can be notified. These students will be asked to notify the teachers of the classes they will be missing. No student will be allowed to leave school without parent/guardian approval. Students who are driving may leave after permission from a parent is confirmed. If a student is to be picked up, he or she will remain in the office until the ride arrives. When the parent or authorized person arrives, he/she must come into the office before the student may leave campus.

TARDINESS

Any student who arrives after the time fixed by school policy for the start of the school day is tardy. Students must be in advisory at 8:00 a.m. Any student who is not in advisory by the 8:00 bell must report to the office to pick up a late slip. Students who are tardy, but arrive before 8:30 a.m., will receive an arrival tardy. A detention will be assigned for each arrival tardy after the third during a quarter. A parent conference will be held if a student accumulates six (6) tardies in one quarter.

Students who arrive after 8:30 a.m. without prior notification from parent/guardian will receive a detention.

Chronic tardiness may result in disciplinary probation, loss of extra-curricular eligibility, and an attendance contract or, in severe cases, withdrawal from Trinity.

A student who is late because of a doctor, dentist, or orthodontist appointment will not receive an arrival tardy if he or she has an official note from the doctor, dentist, or orthodontist.

CLASSROOM ATTENDANCE AND TARDINESS

All students must be in class and ready to begin when the bell rings. Students who are tardy for a particular class during the day are to be admitted immediately and the tardy recorded on the Titan Card as a demerit. Teachers will call the office to report any discrepancies between the online attendance and actual classroom attendance.

EARLY DISMISSALS

If a student needs to leave school before the scheduled dismissal a note must be brought to the office at the beginning of the day identifying the time and reason for the early dismissal. The note must include a daytime phone number for the parent/guardian so that the dismissal can be verified if necessary. Students will be allowed to leave school only when parent approval has been confirmed. Students being given an early dismissal must sign out in the office.

In order to participate in an extra-curricular event, a student must be in attendance at school for the full day of the event. Only the principal will approve special circumstances allowing participation if a student misses any part of the school day.

UNEXCUSED ABSENCE, TRUANCY

Any student who is absent without the knowledge and permission of his or her parent or guardian will be considered truant and the absence will be unexcused. The student will not be permitted to return to school until a parent conference is held with the dean of discipline. The consequences for truancy will be in-school suspension (ISS) and three detentions. A second offense will result in a discipline review meeting where consequences will be determined. Work missed because of an unexcused absence, including tests and quizzes, will not be accepted for credit.

Any student missing a class without permission will be given two detentions.

SENIOR EARLY LEAVE PRIVILEGE

Seniors who have senior study at the last period of the day may leave school early. Students who remain at school must report to their senior study.

In order to be granted the early dismissal privilege, seniors must turn in a permission form signed by their parents. The final determination of a student's eligibility for this privilege rests with the administration. Reasons that would cause the privilege to be denied or withdrawn include, but are not limited to:

- Academic or disciplinary probation
- One failing (F) or two below average (D) grades in one quarter (privilege will not be reinstated until the next report card)
- An unsatisfactory (U) conduct grade in one quarter
- A major disciplinary violation or a accumulation of minor disciplinary violations determined by the dean of discipline
- Failing to meet the designated Christian service hour benchmarks
- Planning or participating in a "senior skip day"

This privilege is not available on days of assemblies, pep rallies, or other activities scheduled at the end of the day. **A senior will be required to forgo this privilege on any day at the request of a teacher or administrator.**

POLICIES

ACADEMIC INTEGRITY

All students are challenged to act with integrity and honesty at all times. Any lack of integrity or honest behavior is a direct contradiction to Christian values and moral choices. Cheating will not be tolerated in any form.

- Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment
- Fabrication: The falsification of data, information, or citations in any academic exercise
- Deception: Providing false information to an instructor concerning an academic exercise—e.g. giving a false excuse for missing a deadline or falsely claiming to have submitted work
- Sabotage: Acting to prevent others from completing their work (This includes destroying the work of others or willfully disrupting the experiments or work of others.)
- Forgery: Presenting a false signature

TCHS upholds the highest standards of academic excellence and therefore expects academic integrity of all students. Cheating is a violation of personal integrity, a mark of disrespect, and a contradiction to Christian values. The academic grade will be impacted at the discretion of the teacher in consultation with the principal. Students involved will receive an unsatisfactory conduct grade. Teachers will contact the parent/guardian of all students involved whether the involvement was active or passive. Incidences involving cheating will be recorded as a discipline infraction. Repeated offenses will result in disciplinary and/or academic probation, detention, suspension, or in extreme cases, withdrawal from Trinity.

ASSEMBLIES

All students are expected to attend general assemblies whether of a religious, cultural, entertaining, or informational nature. While there are various types of assemblies and various types of acceptable behavior, each student will show respect and courtesy toward all speakers, guests, and one another. Conduct at liturgies and prayer services must show reverence and respect for the sacredness of the event. Students who are not able to show proper behavior will be reported to the dean of discipline.

BUILDING HOURS

Students are permitted to enter the school building at 6:45 a.m. All students are expected to leave the building at the regular dismissal time unless they are participating in a supervised extra-curricular activity. Students waiting for rides should remain in the area that has been designated for that purpose. The outside school doors are locked at 4:00 p.m. and there will be no access to areas other than the lobby. Students who are not directly involved in a supervised after school activity may not remain in the school building later than two hours after the student dismissal.

All students must be picked up by 5:00 unless a teacher, coach, or moderator is directly supervising them.

Because access to the building is limited after 3:00, athletes must take their books and all belongings with them at dismissal. Students will not be permitted into the main building after 3:00 p.m. or after a practice. Athletes must leave the building by the back or side door as directed and supervised by their coaches. Students are not permitted to re-enter the school after the conclusion of extra-curricular events.

CONDUCT IN CAFETERIA

Students using the cafeteria before school, after school, or during the lunch periods are expected to be responsible and orderly. No food or drink items are to be taken out of the cafeteria. The only exception is for seniors taking their lunch to the Gamma Gallery. In order to provide a clean area for all students, students are expected to clean off their tables and pick up items on the floor around their chairs. Trashcans and recycling containers are located around the cafeteria. Failure to clean off tables will result in demerits and/or detention.

Students will stack the cafeteria chairs at the end of the last lunch period.

CONDUCT IN CLASSROOMS

Students are to be courteous, respectful, cooperative, and attentive in class. Consistent disruption, disrespect, or lack of cooperation will result in the student being asked to leave the class. When this happens the teacher will call the office and the student must report to the office immediately. The dean of discipline will be notified. Failure to report to the office immediately will result in additional disciplinary action.

Any time a student is asked to leave class, the teacher must inform a dean of discipline, write a student referral, and notify the parent/guardian. Possible consequences include a parent conference with a dean of discipline and the teacher. The decision to return the student to class will be made at the discretion of the dean of discipline in consultation with the principal, and the recommendation of the teacher. Persistent disruptive behavior will result in further disciplinary action including detention or suspension. In some cases, students will be required to appear before the disciplinary board. Withdrawal from Trinity may be recommended.

CONDUCT AT EXTRA-CURRICULAR ACTIVITIES

Students at Trinity Catholic High School are expected to conduct themselves in a respectful Christian manner at all school related activities on Trinity Catholic High School property or at any other location. If a student is asked to leave any extra-curricular activity for inappropriate behavior, the parents of that student will be called and the student will be sent home. Other disciplinary consequences will follow. To act in a non-Christian and/or selfish manner, disregarding the rights, health, and safety of others, can result in withdrawal from Trinity Catholic High School.

All cheers and activities will reflect a "pro Trinity" attitude and will not show or imply any disrespect or ridicule to any individual or school. Students involved in inappropriate behavior will be reported to the principal for disciplinary action.

DRUG, TOBACCO, ALCOHOL, AND SUBSTANCE ABUSE

The use and abuse of alcohol and other drugs poses a threat to the health of young people and creates an obstacle to their full development as Christian persons. In addition, under present federal and state laws, the possession and use of certain un-prescribed drugs, including narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs are illegal.

The possession, use, or transfer of un-prescribed or illegal drugs, and the use, possession of or being under the influence of alcohol on the school premises or at school-sponsored functions are not permitted. Students violating this policy will be subject to suspension and/or withdrawal for cause. In addition, civil authorities may be contacted.

Any student who possesses, or is under the influence of narcotics, marijuana, barbiturates, amphetamines, hallucinatory drugs, alcoholic beverages, etc., on school property or at school events at any time is subject to suspension from school for up to ten (10) days and possible further disciplinary probation. The student may be required to undergo a chemical dependency evaluation before returning to school. Any student who distributes or sells alcohol or other illegal drugs on school property or at a school event at any time is subject to immediate suspension and possible withdrawal for cause.

Counseling and other preventive approaches are available at school to assist students in coping with the problem of chemical dependency. The use of prescribed drugs must be consistent with school policy and per doctor's directions.

ALCOHOLIC BEVERAGES/DRUGS/TOBACCO ARE NOT ALLOWED AT ANY TRINITY STUDENT FUNCTION.

If a student comes to any school-sponsored event, whether on or off campus, under the apparent influence of drugs or alcohol, the parent/guardian of that student will be called to take the student home. Other consequences will follow, up to and including withdrawal for cause. Drug testing and/or alcohol breathalyzer may be required or administered.

The use of tobacco has been found to be a hazard to personal health, and is illegal for minors. In accordance with state and local laws, fire regulations, and insurance policies, the entire Trinity Catholic High School campus is a smoke-free environment. Smoking is not permitted by anyone at any time on campus. Use of tobacco products is considered a serious offense, and is not permitted at anytime on campus. Smoking in school buildings during the school day, and at student-oriented evening or weekend events, is also prohibited by St. Louis County ordinance. **Students are not permitted to smoke at any school related activity on or off campus.**

If a student is found carrying or using tobacco products on campus parent/guardian will be notified. Carrying, using tobacco, or smoking on campus will be subject to a \$100.00 fine and a detention. If there is a second offense the student will be fined \$125.00, and placed on disciplinary probation. Subsequent incidents will result in further disciplinary action determined by the deans of discipline after consultation with the administration.

DRUG AND ALCOHOL TESTING

The safety and well being of all students and maintaining high academic standards are priorities of the faculty, staff, and administration of Trinity. Students are expected to be drug and alcohol free at all times. Parents of students who act in such a manner so as to raise a question as to whether or not they have consumed drugs or alcohol will be notified immediately. The student may be asked to submit to a drug and/or alcohol test. Refusal to comply with this request may result in civil authorities being involved.

Students who receive the following grades or exhibit the following behavior may be required to undergo drug and/or alcohol testing.

- a pattern of declining academic performance (i.e., significant drop in GPA, etc.) and/or declining behavior
- a pattern of excessive absences and/or tardies
- serious disciplinary offenses

NOTE: Parents/guardians will be responsible for the cost of any required drug/alcohol testing/screening. Testing will be conducted by TCHS.

An alcohol breathalyzer will be used at all school dances including the prom. TCHS students, their guests, and visitors are subject to this random test.

Drug/alcohol violations may also result in more severe action, including withdrawal from Trinity and/or the involvement of civil authorities. If a student is able to continue at Trinity, he/she will be suspended for ten (10) school days.

The philosophy behind drug/alcohol testing of TCHS students is to assist students in removing drugs/alcohol from their lives as an impediment to their success. Any student who tests positive for drugs/alcohol a second time will be required to undergo a chemical dependency evaluation by a certified professional. The results of the evaluation will be shared with the administration and the student will be required to cooperate with any recommended strategies. Failure to comply with these steps fully will result in the student being withdrawn for cause.

ELECTRONIC EQUIPMENT

MP3 players, iPods, personal computers, pagers, Gameboys, CD players, TVs, or any other technology of this kind may not be used during school hours (usually 8:00 a.m. until 2:30 p.m.). These items will be confiscated and disciplinary action may be taken. In some cases, individual teachers may allow the use of electronic equipment in their classes to assist and support teaching and learning. **This decision by an individual teacher relates only to the specific class or activity directly supervised by that teacher.**

FIGHTING

Any student provoking a fight, posturing to fight or participating in any form of physical altercation with another student, will be subject to suspension from school for a minimum of five (5) school days. This suspension could be as long as ten (10) days. However, if while dealing with the matter, a dean of discipline and principal feel that there is some question regarding the degree of guilt of one of the students in comparison to the other, the matter can be referred to the disciplinary review board for further consideration. The board may determine that the students involved should receive different consequences.

FUND RAISING

Fund raising for extra-curricular activities or other groups is allowed only with the specific permission of the president of Trinity Catholic High School.

FOOD AND DRINK

Students may eat food and candy, or consume drinks ONLY in the cafeteria during their lunch periods, before, or after school. Violations will be recorded on the Trinity Titan Card and the food/drink confiscated and disposed of.

Seniors have the privilege of eating lunch in the Gamma Gallery. This privilege will be revoked if the gallery is not left clean and orderly.

GAMBLING

Gambling in any form is not permitted on campus. Any violations will be reported to a dean of discipline for disciplinary action. The discipline will include detention and possible suspension. Due to the poor image presented, card playing, dice games, coin tossing, etc. are not permitted. Electronic versions of these games are also prohibited.

HARASSMENT

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive environment. Examples include verbal, visual, or physical confrontation, real or perceived threats to other students, teachers, or their families, and sexual harassment or deliberate annoyance in violation of Christian behavior -- on campus, at extra-curricular or other school-sponsored events. Students who engage in sexual or other forms of harassment or in any way cause others to feel unsafe will be subject to the full range of disciplinary consequences, including withdrawal for cause. Off campus behavior that has negative impact on the in school environment will be subject to the same disciplinary action.

Trinity Catholic High School will maintain a learning environment that is free from all forms of harassment. No student shall be subjected to any type of harassment. Harassment is forbidden because it is not in keeping with the Gospel message of Jesus Christ and the standards of Trinity Catholic High School.

Every harassment complaint will be investigated promptly and thoroughly. All investigations will be conducted in a sensitive manner and, to the extent feasible, confidentiality will be honored. The investigations and all actions taken will be shared only with those who have a need to know.

INTERNET AND ELECTRONIC COMMUNICATIONS AND CONDUCT

A safe environment for all members of the school community should be a hallmark of a Catholic school. This is accomplished, in part, by fostering a climate based on Gospel values that emphasize the dignity of and respect for all persons. Words, actions, or depictions, which violate the privacy, safety, or good name of others, are inconsistent with that goal. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to Gospel values they can be subject to disciplinary action by the school.

This policy applies to communications or depictions through e-mail, text messages, or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which are of a sexual nature, threaten, libel, slander, malign, disparage, harass, or embarrass members of the school community, or, in the principal's discretion, cause harm to the school, the school community, or the school reputation. Inappropriate electronic conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

LOCKERS

A school locker is assigned to each student. Lockers and desks are school property. They are provided to students for their use and are subject to search by school officials at any time. Students must keep their lockers locked and are advised not to share their locker combinations with anyone. Students should limit locker visits to passing periods. Lockers are available in the locker rooms for student use during PE classes and after school activities. When in use these lockers must be locked. Locks for these lockers must be purchased through the TCHS bookstore. If other locks are used, they will be removed.

Students are responsible for the contents of their own lockers. It is their responsibility to keep their possessions safe by locking the lockers and safeguarding combinations. Accessing another student's locker without permission is considered stealing and will have the same consequences.

Students are also responsible for the condition and operation of their lockers. Students will be fined or assessed the repair costs for damaged or broken lockers.

Students must store all textbooks, book bags, sports bags, etc. in their assigned lockers. Students may not bring backpacks, sports bags, or book bags to class.

PARKING

Parking spaces on campus are available to students. All student parking spaces are assigned. Students may apply for a parking space at the end of the school year for the next school year. Spaces are assigned on a first-come-first-served basis. A parking fee of \$75.00 per year is due at the time of application. A temporary parking permit is available from the school secretary for \$2 per day or \$10.00 per week for students who do not have a permit but need to drive on special occasions.

Violations of parking regulations will result in a \$50.00 fine and the possible suspension of parking privileges. Students may not "borrow" another student's parking permit. Parking violations include parking without a Trinity permit, as well as parking in a space other than the one assigned. Students will also be fined for careless or reckless driving entering, leaving, or on the lot.

Students who have the privilege of parking should not loiter on the parking lot upon arrival or departure from school. If a student's assigned space is taken, the student should report this to the school secretary at the time of arrival, and a temporary space will be assigned until the correct space is made available.

Once arriving to campus, all students must remain on the premises and are not permitted to leave prior to the start of the school day.

Students will not be permitted to go to their cars for forgotten items during the school day.

Signs on student cars must be positive and promote school spirit. Students must ensure all decorations are appropriate in verbiage and connotations. All artwork must be appropriate as well.

PHONE ACCESS

Students may use the telephones in the office with the permission of the office staff. Phone calls during class periods are limited to emergency calls only. Less urgent phone calls may be made before and after school as well as between classes.

PHONES

Cell phones have proven to be a significant distraction and easily interfere with teaching and learning. Since sufficient means of outside contact are available should an emergency arise, including phones in all classrooms, cell phones should be kept in lockers or cars during the school day. Teachers and staff are responsible for confiscating any cell phone when seen, regardless of use. Phones will be returned to students after fines are paid, but not before the end of the school day. If parents need to leave messages for students they are asked to do this through the main office and not by calling or texting students' phones.

First offense: Cell phone will be confiscated. The phone will be returned to the student only after a \$25.00 fine has been paid (no earlier than the end of the day).

Second offense: Cell phone is confiscated and two detentions assigned. The phone will be returned to the student when a \$50.00 fine has been paid and parents have been notified.

Subsequent offenses: Cell phone is confiscated and two detentions assigned. The phone will be returned to parents when a \$75.00 fine has been paid.

Students who refuse to give up their phones will be reported to the dean of discipline. Parents/guardian will be notified of insubordination. Fines and detentions will be issued as listed above along with additional consequences for insubordination.

POLICE CONTACT

Except at the direction of a caseworker from the Division of Family Services, no student will be questioned by law enforcement authorities or officials of other public agencies unless a school administrator or representative is present. Every effort will be made to contact parents and provide them the opportunity to be present.

If a police officer asks to question a student at school, the following guidelines will apply.

1. Before the administrator permits the questioning of a student by a law enforcement officer, the administrator will obtain: a) the officer's name and title, b) the reason for the questioning, c) assurance that a juvenile authority will be present during questioning, if the student is younger than 17 years of age.
2. The administrator will make reasonable efforts to contact the student's parents or guardian. If a student is subject to arrest or apprehension by a law enforcement officer, an administrator will request to see the summons or warrant before delivering the student into the officer's custody. Every reasonable effort will be made to notify the parents in a timely manner.

The administration of Trinity Catholic High School will make every reasonable effort to cooperate with civil authorities, while protecting both the privacy rights of the student and the school.

PROFANITY

The use of profanity is disrespectful, offensive, contrary to Christian values, and interferes with a safe and healthy environment. It will not be tolerated. Students are expected to refrain from the use of abusive, offensive, and profane language. Vernacular or street language is often inappropriate and unacceptable. This includes ethnic and racial slurs as well as sexual innuendoes. These will be addressed in the same manner as profanity. Violations will be recorded on the Titan Card.

Serious and persistent violations should be referred to the dean of discipline for parent contact.

SEARCH AND SEIZURE

School lockers and desks are school property and may be searched by school officials at any time. With good reason school officials can request that a student empty the contents of pockets, purses, and/or backpacks. If the student refuses, disciplinary action such as suspension may be taken based on that refusal.

Specially trained dogs will be used as part of a comprehensive plan for maintaining a safe and healthy school environment and to ensure the school is free of contraband. Lockers or other school property may be opened in the process of the any search. School officials can request that a student empty the contents of pockets, purse or backpack. If the student refuses, disciplinary action such as suspension may be taken based on that refusal.

SMOKEBOMBS/ FIRECRACKERS/WEAPONS/ MATCHES/ LIGHTERS/ MACE/ LASER POINTERS/ ETC.

Any student who brings firecrackers, smoke bombs, matches, lighters, mace, laser pointers and the like, or knives, guns, martial arts weapons, or anything that is used in a "weapon-like or threatening manner" to school, or is involved with the use of these items at school or at school sponsored activities, is liable for withdrawal for cause. These items will be confiscated and not returned to students.

As deemed necessary by the administration, the police may be notified of and/or involved in the handling of any possession, threatened use, and/or use of a firearm or other weapon(s) by a student or other individuals.

STEALING

Any student who is caught stealing or in possession of stolen property will be suspended up to ten (10) days. In some cases the student may be required to appear before the discipline review board that may result in withdrawal from Trinity. Stealing includes not paying for food in the cafeteria, using another student's lunch card without permission, accessing another student's locker without permission, stealing from students, faculty, staff, or Trinity itself.

Financial restitution will be required. Civil authorities may be contacted.

THREATS

Catholic schools shall provide a safe learning environment for all members of the school community. The climate of Catholic schools shall reflect Gospel values including an emphasis on the dignity of all persons that is necessary for respect, the interdependence of all persons which is the basis of community, and the rights and responsibilities of all persons which are the foundation of justice.

Violence is inconsistent with the unity and peace that are essential to living the Catholic faith in community. Violence also inhibits human development and successful learning. Therefore, violent words, gestures, and actions that result in hurt, fear, lack of safety, or injury will not be tolerated. Violence includes threats of injury, harassment, assault, possession, and/or use of a weapon, and theft or vandalism of property.

A weapon is anything used or intended to be used to threaten, intimidate, and/or harm persons. The possession or use of firearms, other weapons, or explosive devices on school property is not permitted.

All reported or observed instances of threatened or actual violence will be addressed by the school administration. Appropriate actions may include parent/guardian conferences, mandatory counseling, suspension, withdrawal for cause, and legal action depending upon the severity of the incident.

Any student who verbally, electronically, or physically threatens to cause harm to others whether on or off campus will be liable for immediate suspension. Parents will be notified and a conference will be held with the administration. Any student involved in threatening speech, actions, electronic communication, etc., will be subject to the full range of disciplinary consequences, including withdrawal for cause.

VANDALISM

Any student who deliberately destroys school property is subject to dismissal and possible prosecution. Any damage should be reported immediately, and those responsible will be required to pay for the damage. Honest accidents do happen. Accidental damage should be reported immediately to the administration.

References to or representations of (i.e., graffiti, signs, posters, notes, etc.), hate groups or gangs is contrary to the Christian philosophy of Trinity Catholic High School and will not be tolerated. Appropriate disciplinary action will be initiated. In severe cases, withdrawal from Trinity may result.

DRESS CODE POLICIES

The purpose of a dress code is to support a favorable learning climate and to foster self-esteem, self-discipline, and a sense of responsibility in each student. The dress code also gives the TCHS community a sense of identity and promotes school as well as personal pride. Each student accepts the responsibility to be neat and clean. All clothing must be in good repair and appropriate to each student's body type and the environment of a Catholic school.

It is each student's responsibility to know and follow the dress code. Students must come to advisory dressed appropriately. Advisors will check dress code compliance every morning. Students will be expected to correct any dress code problem immediately. If the problem is not corrected immediately a demerit will be issued. In some cases when the dress code issue cannot be corrected acceptably, a student may be sent home. Students who consistently need to be reminded about correct dress in advisory will be referred to the dean of discipline.

Students are expected to remain in correct dress code throughout the entire school day, which includes lunch, academic lab, and senior study. Student dress as well as behavior entering and leaving the building impacts Trinity's image in the community.

The administration has the final decision as to whether any particular clothing or accessory is acceptable to be worn at Trinity.

Uniform items must be purchased from *Fischer's of Florissant* or, if appropriate, from the Trinity Book Store.

- Shirts may be left untucked. However, shirts must be all in or all out.
- Shirts must be long enough to be tucked in, even if the student chooses to leave the shirt untucked.
- Long sleeve shirts are not to be worn under short-sleeved polo shirts.
- Skirts are not to be rolled.
- Excessively baggy or excessively tight pants are not permitted.
- No clothing may be frayed, cut, or altered from its original form.
- Patch pockets are not permitted.
- Students will be required to follow specific dress guidelines on days that dress code is relaxed or excused.

**THE DRESS CODE WILL BE STRICTLY ENFORCED.
DEMERITS WILL BE ISSUED TO STUDENTS WHO DO NOT COMPLY.**

Women

- Tops** **A TCHS polo shirt with a visible collar must be worn at all times except when a collared TCHS sweatshirt is worn.**
The outermost piece of clothing must be one of the following:
- A TCHS wine, white, or gray polo shirt
 - A Trinity approved logo sweatshirt (hooded sweatshirts are not acceptable)
 - A wine or gray TCHS logo sweater purchased from Fischer's of Florissant (no other sweater is permitted)
 - An approved lightweight TCHS non-hooded team jacket
- No t-shirts of any kind may be worn as the outermost piece of clothing at any time of the school day.
T-shirts worn under the polo shirt must not be visible at the sleeves or bottom hem. Any graphics on the t-shirt must not be visible through the polo shirt.
- Skirt/skort** TCHS plaid (#54), khaki or gray skirts
Khaki or gray skorts
Skirts and skorts must be no more than four (4) inches above the knee.
Repeated violation of skirt/skort length or fit will result in disciplinary action beyond receiving a demerit.
- Pants/Capri pants/shorts** Solid khaki, cotton twill material, with only four pockets
No denim, corduroy, cargo, or "swoosh" styles
Pants must not be excessively low, baggy, or form fitting and must be worn at the waist.
Shorts must be no more than four (4) inches above the knee.
Repeated violation of shorts length or fit will result in disciplinary action beyond receiving a demerit.
- Shoes** Shoes must be safe and quiet.
Athletic, dress shoes, or Birkenstock style shoes must be worn.
Open-toed shoes, sandals, or slides are not permitted.
Shoes with heels higher than two inches or platform soles are not to be worn.

Men **A TCHS polo shirt with a visible collar must be worn at all times except when a collared TCHS sweatshirt is worn.**

- Tops** The outermost piece of clothing must be one of the following:
- A TCHS wine, white, or gray polo shirt
 - A Trinity approved logo sweatshirt (hooded sweatshirts are not acceptable)
 - A wine or gray TCHS logo sweater purchased from Fischer of Florissant (no other sweater is permitted)
 - An approved lightweight TCHS non-hooded team jacket (winter letterman jackets are not permitted.)
- No t-shirts of any kind may be worn as the outermost piece of clothing
T-shirts worn under the polo shirt must not be visible at the sleeves or bottom hem. Any graphics on the t-shirt must not be visible through the polo shirt.
- Pants/Shorts** Solid khaki cotton twill material, with only four pockets
No denim, corduroy, cargo, or "swoosh" styles
Pants must not be excessively low, baggy, or form fitting, and depending on fit, a belt may be required.
Pants must be worn at the waist. Underwear must not be visible.
Shorts may be no longer than the bottom of the knee.
Repeated violation of shorts length or sagging pants will result in disciplinary action beyond receiving a demerit.
- Shoes** Shoes must be safe and quiet.
Athletic, dress shoes, or Birkenstock style shoes must be worn.
Open-toed shoes, sandals, or slides are not permitted.

Men and Women

PE Uniform All students must dress out for all physical education classes.
Students in the Fundamentals classes are required to wear the complete PE uniform (shirt and shorts) purchased from the Trinity bookstore. Shirts and shorts worn for other PE classes must be appropriate for school and may not be made of spandex or other form fitting material.

- Accessories** If tights are worn they must be a solid color. Textured hose or tights are not permitted.
Coats, caps, hats, bandanas, do rags, scarves, and sunglasses are not to be worn
Body piercings are limited to ears and discrete nose studs.
Backpacks may not be carried during the school day.
Mohawk, faux hawk, or mullet haircuts are not permitted.

**THE DRESS CODE WILL BE STRICTLY ENFORCED.
DEMERITS WILL BE ISSUED TO STUDENTS WHO DO NOT COMPLY.**

PROCEDURES FOR DETENTION, PROBATION, SUSPENSION, DISCIPLINARY REVIEW BOARD HEARINGS, AND DISMISSAL

DETENTION

Detention is held regularly. Students assigned to detention must report to the designated place at the designated date and time and must be in proper dress code.

1. Students will be allowed to reschedule a detention for a valid reason **one time**. This must be done ahead of time and approved by the dean of discipline. After that, no excuses will be accepted. Students who miss detention will be required to make up that detention and will be assigned another.
2. Students who are late for detention will not be allowed to serve the detention that day. They will be required to make up that detention and will be assigned another.
3. Students who are asked to leave detention before dismissal will be required to make up that detention and will be assigned another.

DISCIPLINARY BOARD

The purpose of a discipline board hearing is part of due process. Students attend this hearing with their parent/guardian. The board is comprised of the president, the principal, and the deans of discipline. The board will determine disciplinary consequences that will be enacted if the student is permitted to remain at Trinity. Consequences include a behavior contract, disciplinary probation, or withdrawal from Trinity.

PROBATION

Probation is the continued enrollment of a student, but with specific conditions. The decision to use probation is made by the principal in consultation with the deans of discipline, counselors, and the learning consultant. The conditions of probation will be communicated to the parent/guardians of the students involved.

During probation, a student may not participate in extra-curricular activities and/or sports, including tryouts, practices, performances, games, and competition. If the student is on probation, and therefore ineligible at the time of try outs, he or she may not participate anytime during that season.

Academic probation

A student who is deficient 1.0 or more credits will be placed on academic probation for a period of at least one semester. Academic probation is reviewed by the principal at the end of each semester and prior to the start of a new school year. At those times, probation may be ended if satisfactory progress is made towards credit requirements, or continued if the 1.0 credit deficiency remains or if insufficient academic progress is made (as determined by principal). If a student is on academic probation for two consecutive semesters, the parents and student will be required to have a conference to determine a course of action. Accumulation of a three-credit deficiency may result in dismissal from Trinity for academic reasons.

Disciplinary probation

A student will be placed on disciplinary probation if

1. actions of the student at school or at school activities are judged sufficiently serious and/or persistent
2. the student receives an "U" in conduct in three or more subjects during the same grading period
3. the student receives four "N's" in conduct during the same grading period

Disciplinary probation is reviewed at the end of each semester. At that time, the probation may be terminated, may be continued with the possibility of additional conditions of probation, or the student may be referred to the Disciplinary Review Board to determine if the student will be permitted to remain at Trinity. During the period of disciplinary probation, any single serious violation or series of lesser violations of school regulations may result in the student being withdrawn.

IN-SCHOOL SUSPENSION (ISS)

In-school suspension removes students from the classroom for a designated period of time, while still allowing students to be at school and complete their work. The student assigned to in-school suspension spends the entire day in a designated location, completing work submitted in advance by the student's teachers, and being monitored by school staff.

OUT OF SCHOOL SUSPENSION (OSS)

Suspension is the removal of a student from all classes for a specific time. The decision to use suspension as a disciplinary action is made by the principal in consultation with the deans of discipline. While on suspension, students may not participate in or attend extra-curricular activities (i.e., dances, games, etc.) Students have the total responsibility of obtaining, completing, and turning all the work missed in order to keep current in their classes. Tests and quizzes must be made up as soon as possible, on a schedule determined by each teacher. Homework should be completed to assure understanding and comprehension of the work missed. Repeated suspensions will result in disciplinary probation.

Credit may be given for class work, homework, tests, and quizzes assigned while a student is suspended. It is the student's responsibility to get the work, complete and turn in the assignments, and take missed quizzes and tests. Each teacher will determine the time line and deadlines. However, the responsibility for obtaining and completing assignments, as well as taking tests and quizzes is solely the student's. Failure to do so will result in the student not receiving credit for the material.

WITHDRAWAL FOR CAUSE

Withdrawal for cause is the permanent end of enrollment of a student from school. Ordinarily a student is not subject to withdrawal for cause unless there has been a period of suspension or formal probation and the consequences of further infractions clearly communicated to both students and parents/guardians. A student may be subject to withdrawal for cause as the result of a single, extremely serious conduct violation or action contrary to the mission and purpose of a Catholic school.

As a part of due process, the student and parent(s)/guardian(s) will be given an opportunity to appear before the disciplinary review board. After this meeting, the members of the board will make a recommendation to the administration regarding the status of the student. Parent/guardians will be notified of their decision as soon as possible after the meeting.

The administration of Trinity Catholic High School reserves the right to review any student behavior on or off campus it believes is detrimental to the good name of the school or the well being of the TCHS community, and to act upon it in a manner it deems appropriate that is consistent with the philosophy and objectives of the school. In all situations, the administration's discretion will be used.

GUIDANCE DEPARTMENT

The Guidance Department exists to serve the needs of the entire school community; students, parents, and teachers. Counseling is an integral part of the total educational experience at Trinity and provides a variety of services in the areas of individual planning, responsive services, and systems support.

The guidance curriculum consists of classroom and small group presentations addressing student needs in career planning, educational development, interpretation of standardized test results, and college planning. Counselors conduct these sessions during Bridges classes, senior study periods, and academic lab. Sessions are aimed at reaching all students with important topics.

Individual planning consists of advisement, student educational and career planning, test interpretation, and providing information on various topics. The Guidance Center contains college reference materials, application forms for many colleges, guidance software, and online resources for career and college planning. Students may use the guidance center for researching scholarships, meeting with college representatives, researching colleges, career information, and other needs. The counselors organize night sessions for parents on financial aid and college planning. The counselors also serve as a resource for appropriate course selection and provide information about job opportunities in the area.

Responsive services consist of opportunities for individual short-term counseling involving personal, social, family, and other concerns. The counselors will also work with academic concerns, problems among students, and other issues that effect school success. When necessary, the counselors refer students and parents to outside agencies or individual professionals for counseling.

Systems support consists of activities that improve the guidance program and benefit the entire school. Organizing the school testing program, public relations with the school community, providing school testing results for use with school improvement, consulting with faculty and administration, and other school-wide issues are examples of activities in this area.

Information concerning all of the above tests can be obtained from the Guidance Department.

COLLEGE VISIT POLICY

In order to make an informed choice, seniors are encouraged to visit campuses of the colleges they are considering. A senior's first choice should be to visit campuses on scheduled professional development days or school holidays. If this is not possible, **seniors are permitted ONE excused absence for this purpose prior to making a final choice.** Excused absences will be approved only under the following conditions.

1. The student has obtained and completed the College Visit Form at least two school days prior to the visit.
2. The student must inform teachers of the scheduled visit, get the signatures of teachers whose classes will be missed, and obtain the work that will be missed because of the absence.
3. The student must bring back to the counselor documentation of having made the visit (a signed note from your tour guide or any official representative of the college is recommended).

MEETING WITH COLLEGE REPRESENTATIVES

Scheduled visits by college representatives are posted in senior hall and also read during daily announcements. Seniors may be excused from classes to meet with them. This is the correct procedure.

1. The student must obtain a "College Representative Visit Form" from the guidance counselor **prior to the day of the scheduled visit.**
2. The student must have the approval of teacher whose class will be missed, and the teacher must sign the form **prior to the day of the visit.**
3. The student must present the signed form to the counselor at the time of the visit
4. The student is responsible for making up any work missed. Teachers are always free to withhold approval if they feel that the student cannot afford to miss a particular class.

EXTRA-CURRICULAR ELIGIBILITY

Trinity students are eligible to participate in athletics and other extra-curricular activities if they:

1. are registered/enrolled at Trinity
2. are in good standing (not on academic or disciplinary probation)
3. meet their current Christian service benchmark
4. meet all of the criteria established by the Missouri State High School Activities Association (MSHSAA)
5. have paid the athletic participation fee (athletes only)

If a student becomes ineligible at the end of the first semester, according to the MSHSAA, that student will be ineligible for the entire second semester. If a student becomes ineligible at the end of the second semester, according to the MSHSAA, that student will be ineligible for the next semester unless that student passes sufficient summer school classes to regain his/her eligibility.

NOTE: According to the MSHSAA, correspondence courses do not regain a student's eligibility.

If a student fails two (2) classes in a semester, the student will be ineligible to participate in activities. If a student becomes ineligible at any time, the student will be removed from the team or activity until eligibility is reviewed and restored. If a student is not eligible by the completion of tryouts for the activity, he/she is not eligible to participate in that sport or activity until the next semester grades are posted and sufficient courses passed (or the criteria listed above are met). Students who are unable to tryout due to injury or other medical reason, may try out for the activity or team when the injury/medical reason is resolved. A release to participate must be obtained from a physician and approved by the coach, athletic director, and principal.

ATHLETIC DEPARTMENT RULES

CONDUCT

All Trinity student-athletes are expected to maintain high standards of conduct and self-discipline, practice good sportsmanship, and be respectful of others, including opponents, team mates, officials, coaches, and spectators.

ELIGIBILITY

1. Eligibility to participate in athletics is a privilege that is attained by meeting standards set for that sport by the Missouri State High School Activities Association (MSHSAA) and Trinity Catholic High School. Trinity's requirements may exceed those of MSHSAA.
2. Trinity expects its students to be in good standing (not on academic and/or disciplinary probation and less than 1.0 credit deficient). Additionally, senior participants must be current with their Christian service requirements.
 - 80% of the requirement completed and verified by August 4, 2011
 - 90% of the requirement completed and verified by November 3, 2011
 - 100% of the requirement completed and verified by February 22, 2012
3. If, in the opinion of the parents, coach, counselor, or principal, an athlete is having academic problems serious enough to indicate that extra study time is necessary for academic success, the athlete may be suspended from the squad to allow for more study time. Progress reports may be required by the principal to ensure a given athlete is demonstrating sufficient academic/disciplinary progress. The athlete may be reinstated when evidence is provided that her/his academic standing and/or behavior have improved.
4. A student can be ruled ineligible by the administration, athletic director, or the coach for failure to be a good school or community citizen.
5. Ineligible students are not permitted to try out, practice, perform, or compete.
6. Individual coaches select team members from those students who try out. The coaches also set standards for retention in consultation with the athletic director.
7. All eligibility rules and infractions are subject to review. The administration will make the final decision regarding a student's status.
8. Students must be in regular full attendance the day the activity is scheduled in order to participate in an extra-curricular activity (game, practice, performance). At the close of school on the day of the activity, the sponsor or coach shall certify to the principal that all those who will represent the school have been in attendance the full day. This policy applies to practice sessions, rehearsals, etc. Coaches and sponsors shall advise participants of this policy. Students who have been unable to schedule dentist or doctor appointments on another day may be excused from this policy as long as they provide the attendance secretary with a written doctor's note verifying their presence at the dentist or doctor office and stating the student is released to participate in an activity. All other circumstances involving absence and the approval to participate must be approved in advance by the principal.
9. Students must be excused from practice to attend SNAP.

ATHLETES' USE OF ILLEGAL DRUGS, ALCOHOL, AND TOBACCO PRODUCTS

1. The use of illegal drugs, alcohol, and tobacco products prevents athletes from performing to the best of their ability and is forbidden.
2. Athletes who use alcohol or other illegal drugs on or off campus will be dismissed from the team and will be referred to the administration for further disciplinary action according to school policy.
3. Athletes who use tobacco products will be suspended for one game. The second offense may result in dismissal from the team and a referral to the administration. At a minimum, an additional suspension will be imposed.

ATHLETIC EQUIPMENT

1. As stipulated by MSHSAA, Trinity issued sports uniforms may be worn when Trinity Catholic High School is being represented in competition.
2. Equipment and uniforms, including warm-ups and sweats, issued to athletes are the sole responsibility of the athlete.
3. All school issued uniforms and equipment, including warm-ups and sweat suits, must be returned at the time and place designated by the coach.
4. Equipment and uniforms issued to athletes must be returned in good condition; clean, undamaged, and the proper color.
5. Athletes must make full restitution for damaged or lost equipment and/or uniforms. Athletes who fail to make full restitution will not be permitted to try out, practice, or compete in any sport until the restitution is made.
6. Final report cards, diplomas, and transcripts will not be issued to athletes who do not turn-in uniforms or do not make full restitution for lost or damaged equipment or uniforms.
7. Athletes who willfully or maliciously destroy school property will be required to make full restitution. If they are permitted to remain at Trinity they will be ineligible to participate in extra curricular activities for at least one calendar year.

RULES FOR INDIVIDUAL SPORTS

1. Standards for athletes in specific sports are set by the coaches and approved by the athletic director and principal.
2. Athletes who do not meet the standards and do not follow the expressed expectations and rules may be suspended or dismissed from the team.
3. Ordinarily Sunday practices are not held. If Sunday practices must be held they will be pre-approved by the administration. Sunday practices will not begin before noon and will conclude by 8:00 p.m.
4. All competitions and practices will conclude by 5:00 p.m. on Holy Thursday. No competitions or practices will be held on Good Friday.

CO-CURRICULAR ACTIVITIES AND PROGRAMS

CHRISTIAN SERVICE PROGRAM

Trinity's philosophy is based on the teachings and directives of the Bishops of the Catholic Church. They direct that the educational efforts of the Catholic Church include service to the community along with academic excellence and community prayer. To meet these needs, Trinity has a Christian Service Program based on the interests and abilities of students, as well as the availability of volunteer organizations and opportunities.

As part of the graduation requirements, each student must perform at least one hundred (100) hours of service during their four years of high school. Adjustments are made for transfer students, who must complete twenty-five (25) hours for each year or part of a year they attend Trinity.

All service projects must follow the specified criteria given to students and parents by the Christian Service Coordinator, especially with regard to obtaining prior approval for all projects and returning signed evaluation forms WITHIN TWO MONTHS after the completing of the project.

Seniors who have not completed their service requirement according to the following benchmarks will be ineligible to participate in any extra-curricular activity until the benchmarks have been met.

- 80% of the requirement completed and verified by August 4, 2011
- 90% of the requirement completed and verified by November 3, 2011
- 100% of the requirement completed and verified by February 22, 2012

These hours must be approved, completed, all forms completed, and hours verified by the service director prior to the first day of tryouts .

In addition, all senior service hours must be completed, forms turned in, and all hours verified no later than two weeks before prom bids are scheduled to go on sale in order to be able to attend prom. Completion and verification of 100 percent of required service hours is a requirement for graduation.

Freshmen must wait to begin service projects until after completing the orientation and commissioning that occurs early in the first semester. Transfer students must meet with the Christian Service Coordinator before beginning service projects.

RETREATS

Graduation requirements for archdiocesan high school include participation in an extended overnight retreat. At Trinity this retreat takes place during the first semester of senior year. The Campus Minister schedules retreats and all seniors must participate in one of these scheduled retreats to fulfill the graduation requirement. In the event that a student cannot attend the school planned retreat (due to illness or other emergency), it is the responsibility of the student and his or her family, in consultation with the Campus Minister, to schedule an alternate, approved retreat as soon as possible and to provide documentation to the Campus Minister that the approved retreat has been completed. The alternate retreat program must be age appropriate and complete.

Because a student's graduation depends on the completion of a retreat, grades will be withheld, senior privileges will be suspended, and students will not be able to participate in prom, graduation, or graduation events until this requirement is met and the Campus Minister receives documentation that the approved retreat program has been completed.

Annual days of prayer are scheduled for juniors, sophomores, and freshmen. These days are held at area retreat centers.

SPIRITUAL OPPORTUNITIES

The mission of Trinity Catholic High School includes the important objective of fostering spiritual growth in the life of every person, an integral aspect to the learning environment in a Catholic school. The Trinity community models the faith and teachings of Jesus and His Church through an experience of prayer, concern for others, and a personal commitment to Christ. Spiritual, liturgical, and sacramental opportunities are offered under the direction of the campus minister.

At the heart of the Catholic faith is the Eucharist. Throughout the year, the Eucharist is celebrated for the entire student body as well as in smaller groups.

The sacrament of Reconciliation is made available at to students and staff during Lent. Prayer services are scheduled to emphasize the liturgical seasons and to celebrate specific feast days.

Other spiritual opportunities include Christian outreach through mission collections, spiritual direction, religious counseling, and vocation awareness.

LEARNING CONSULTANT PROGRAM

The purpose of the Learning Consultant Program is to provide support for the full inclusion of students with disabilities within the comprehensive high school setting. The program at Trinity is staffed with one full-time special educator.

The learning consultant provides direct and indirect service to students requiring educational support. She also consults with teachers, administrators, parents, and outside agencies to determine the best way to respond to student needs. The learning consultant supports the comprehensive mission of the school by assisting teachers with instructional strategies, design and implementation of lesson plans, and making required and recommend accommodations and appropriate modifications for students with special needs.

LIBRARY MEDIA CENTER (LMC)

The mission of the Trinity Library Media Center is to support and enhance the curriculum as well as the academic endeavors of students and faculty. Trinity strives to provide a variety of up-to-date print and electronic resources. Print resources include both materials for research and leisure reading. Electronic resources include information, Internet resources, magazines, and organizational databases.

The LMC is normally available to students from 7:45 a.m. to 3:30 p.m. on regular school days. Students may use the LMC during academic lab periods, class visits, and with a research pass from a teacher.

The atmosphere in the LMC is one that fosters academic pursuits. Therefore, students are required to keep conversations to a minimum. Computers are considered research tools and will not have access to games and game web sites.

EXTRA-CURRICULAR ACTIVITIES

Participation in an extra-curricular activity is beneficial for every student. Through such experiences, students make friends and learn to get along with others. Participation in extra-curricular activities trains the student in leadership, cooperation, and confidence. Research indicates that students who participate in extra-curricular activities tend to be more successful in school. This participation is an important consideration when colleges award scholarships.

Trinity offers the following extra-curricular activities:

3 in the Morning (daily in-house televised news program)	Newspaper
Campus Ministry	Student Council
Cheerleaders	Theater opportunities, performing and technical
Chess Club	Worldwide Youth in Science and Engineering (WYSE)
Math Club	Yearbook
Mission Club	Youth in Government
National Honor Society	

Athletic teams - "The Titans" - include football, basketball, soccer, track, baseball, golf, volleyball, softball, and swimming. Trinity's athletic activities are governed by the rules of the Missouri State High School Activities Association (MSHSAA) as well as policies specific to Trinity Catholic High School.

Additional activities or clubs will be considered by the administration if there is sufficient student interest, and a willing faculty moderator.

Since academic pursuits, rather than extra-curricular participation, should constitute the first place in the student's life, some requirements are necessary:

- Academic or disciplinary probation and/or an excessive number of failing grades exclude a student from participation in extra-curricular activities. Specific rules of conduct and participation are provided to students by the Trinity Athletic Department. (See Athletic Department Rules).
- Students must be in full attendance of school in order to participate in an extra-curricular activity (game, practice, or performance) on the same day. Any exception to this must be approved by the principal.

NATIONAL HONOR SOCIETY

The National Honor Society of Trinity Catholic High school is governed by the policies of the national organization under the direction of the National Association of Secondary School Principals. These policies must be followed by all local chapters to ensure that NHS members exemplify the highest standards of scholarship, leadership, character, and service.

Trinity Catholic High School has the following procedure for being admitted into the National Honor Society.

- Students who meet the academic requirement, a cumulative weighted GPA of 3.25, are invited to apply to the National Honor Society in the fall of their junior and/or senior year.
- Eligible students will be asked to submit evidence of their qualifications for membership in the areas of service, leadership, and character.
- Applicants will complete an activity form covering their co-curricular activities at Trinity as well as outside involvement including volunteer and community service.
- Service eligibility requires completion and documentation of at least 50% of their requirement at the beginning of their junior year and at least 80% at the beginning of their senior year.
- Applications will be submitted to the faculty advisor of the National Honor Society by a designated deadline.
- Faculty and staff will be invited to give input to the selection process.
- A five-member faculty committee selects new members.
- The faculty advisor is a non-voting member of the selection committee.
- Students are notified of the selection committee's decision in writing.

To remain in good standing, members must continue to exemplify the high standards on which they were selected.

STUDENT COUNCIL AND CLASS OFFICERS

The Student Council is central to many of the activities held at Trinity. This organization gives students the opportunity for leadership and to take an active role in making a difference at TCHS. The student council represents the entire student body. Class officers represent their class level. Students who are elected as student council members and class officers accept the responsibility to represent their constituents and to solicit their ideas, recommendations, and suggestions.

Student council and class officer elections are held at the end of each school year in preparation for the next. President, vice-president, secretary, treasurer, and class representatives make up the council. Class officers are president and vice-president. These students work with the faculty advisor to promote school pride, spirit, and unity.

STUDENT RECOGNITION

Trinity Catholic High School has become affiliated with the nationally recognized Renaissance Program. The program was founded in Conway, South Carolina in 1983 with the intent of upgrading academic excellence in high schools across the country. Borrowing the ideas of incentive and reward used by successful businesses, Renaissance began a movement to showcase the academic and personal achievements of high school students. Today, over 12,000 schools across the nation have created a Renaissance Program.

The Renaissance Program was established at Trinity to acknowledge the educational achievements and outstanding contributions of the students, staff members, and school patrons through a process of reinforcement, recognition, and reward. A Trinity Renaissance Assembly is held each year to recognize students who have distinguished themselves by making a distinct difference at Trinity.

MISCELLANEOUS

BOOKSTORE

Gym locks (locks for individual student lockers are provided); PE/gym clothes, spirit items, and other school items may be purchased from the school store. The store hours are posted.

EMERGENCY PROCEDURES

Fire drills

Directions for routes to the nearest exits are posted throughout the school. When the alarm sounds, the person nearest the windows should close all windows. The nearest person to the door opens the door while the last one closes it. It is essential that everyone walks rapidly, in single file, and maintains silence during the entire drill. Several practice drills are held during the school year.

Tornado and earthquake drills

Tornado and earthquake drills are held and instructions are given over the PA system. Tornado drill information is posted in each classroom.

LOST AND FOUND

Books and other personal belongings that are lost are turned in at the bookstore.

MEDICAL CARE

In case of serious illness or accident occurring on the school grounds, the student will be taken to a doctor or hospital after parents have been contacted. A student who gets sick during the day should report to the Main Office. Parent/guardian will be contacted. No student will be permitted to leave school without permission of parent/guardian. If an ill or injured student is to be picked up by a parent or authorized person, the student must remain in the office. The person coming for the student must come into the office before the student may leave campus.

Forms are made available to parents, authorizing Trinity Catholic High School to have emergency medical treatment administered to students by Christian Northeast Hospital.

All students are required to have a complete physical examination upon entering ninth grade. The health form (completed and signed by a physician) must be in the possession of the school authorities by the first day of school. Missouri state law permits NO EXCEPTIONS to this policy. Students whose health records are not current and up to date will not be able to attend school until they are made current.

Parents should notify the office concerning students who are taking prescribed medication. Students may not carry medication on their persons, with the exception of metered-dose inhalers when properly registered with the school. School personnel are trained in medication distribution. All medications must be in the original container. Parent/guardians are responsible for contacting school concerning their students' medication needs.

SNOW/BAD WEATHER

In the most severe weather, school will be canceled or will operate on a late start schedule. The late start schedule is printed on the back cover of the Trinity Planner. Decisions about cancellation will be aired on KMOX radio, KSDK, KMOV, and FOX television. Notice will also be posted to the school website as soon as possible. Announcement of school closing will also be sent by phone blast. The decision to cancel school is normally made in the morning.

If bad weather causes school to be dismissed during the school day, students will be released after the television and radio stations have been notified and the phone blast message has been sent.

Parent/guardians are responsible for decisions regarding their students' attendance based on unique factors related to their own transportation and safety needs. If a student is not going to be present when school is open parent/guardian must call school and report the absence.

STUDENTS WHO BECOME PARENTS

The Archdiocesan directives regarding student pregnancy seeks to offer the support needed for the student to carry the pregnancy to term. There is no attempt to discipline the student for the purpose of punishing a moral offense.

There is no encouragement for pregnant students to get married or to terminate their education because of the pregnancy. They are expected to assume the responsibilities related to bringing human life into the world. This implies a change in priorities. A pregnant girl must care for herself as a mother-to-be. This may require dropping out of some extra-curricular activities. Arrangements to plan for the student's health and educational needs are to be made with the administration as early as possible. Catholic schools respect and promote the sanctity of all human life, especially the life of an unborn child. A student may be subject to removal from school if abortion is chosen.

TEXTBOOKS

Textbooks are provided for student use as part of tuition and fees. Students are responsible for the textbooks that are issued to them. The student's name must be clearly entered in each book issued. Each student will complete a Condition of Book (COB) form for each book received. It is the student's responsibility to care for books properly and to ensure that books are returned in a condition very close to what was recorded on the COB form. Each student must return the books that were assigned to them. Fines will be assessed for damaged books. Students must pay the replacement cost for any lost books. Final report cards, diplomas, and transcripts will be withheld until books are returned and/or fines paid.

TUITION AND FEES

Tuition and fees must be paid according to the schedule published each year on the FINANCIAL SHEET. Report cards and transcripts will be withheld if tuition is not paid. All tuition must be paid in full in before students will be permitted to attend the senior prom, or participate in graduation and lock-in.

VISITORS

Only students who are seriously interested in attending Trinity Catholic High School in the future are permitted to visit during the school day. A Trinity student must sponsor each guest. Visitor forms are available from the Advancement Office. The Trinity student must complete this form, have it signed by all of his or her teachers, and return it to the Advancement Office at least two days prior to the visit.

Students from other schools are welcome to some Trinity dances, but only as registered guests of a Trinity student. The guest may be admitted only after a completed Guest Form has been submitted to the principal no later than the announced cut off date for each dance. Guests are subject to Trinity's rules and policies while attending dances/activities. Trinity students will be held responsible for the behavior of their guests.

THE WHO AND WHERE FOR WHAT

Absence/ tardiness	Main Office
Academic question.....	Teacher
Change of address/ phone	Main Office
Christian service	Christian Service Coordinator
Class rank	Counselor
College information	Counselor
Discipline	Deans of Discipline
Fundraising	President
Graduation requirements/credits	Counselor
Honor roll	Main Office/ Principal
Illness	Main Office
Locker problem	Main Office/Deans of Discipline
Lost and found	Bookstore
Lost schedule	Main Office (\$2/replacement schedule)
Personal/academic problems.	Teacher/Counselor/Principal
Report card (not received, etc.)	Main Office
Standardized testing	Counselor
Spiritual direction	Campus Minister
Summer school/make-up courses	Counselor
Tardiness	Main Office
Textbooks	Teacher
Transcripts	Main Office

APPENDIX A

CHILD ABUSE:

Trinity follows the policies and procedures on child abuse, as set down by the Archdiocese of St. Louis. Following are summary excerpts from the Revised Statutes of Missouri regarding child abuse:

Definitions:

- "Child" means any person less than 18 years of age
- "Abuse" means any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the care, custody, and control of the child, which includes any person "exercising supervision" over a child for any part of a 24-hour day.
- "Neglect" means failure by anyone responsible for the care, custody, and control of a child to provide the proper or necessary support, education as required by law, nutrition or medical, surgical, or other care necessary for the child's well being. This also includes any person "exercising supervision" over a child for any part of a 24-hour day.

Who must report?

Every person with responsibility for the care of children is required to make a report. Generally, this covers anyone dealing with the care or supervision of children. Specifically, it covers every teacher, principal, other school official, day care center worker, childcare worker, or social worker (in addition to health care personnel and others). The obligation of a priest or a religious to report depends on whether he/she is responsible for the care or supervision of children or is otherwise required to report because he/she is in one of the professional capacities listed in the statute.

What requires a report?

A person is required to report when he/she has reasonable cause to suspect that a child has been or may be subjected to conditions or circumstances that would reasonably result in abuse or neglect.

To whom must the report be made?

A staff member, such as a teacher, day care worker, or social worker must report to the person immediately in charge (e.g. the principal, pastor or agency director) when such staff member learns of abuse or neglect in his/her staff or professional position. The person in charge then becomes responsible for further internal reporting in accordance with these procedures with a report ultimately being required to be made to the Missouri Division of Family Services if indicated by the circumstances. Anyone else required to report (including a teacher, social worker, etc., learning of the abuse or neglect outside of his/her staff or professional position) must report directly to the Missouri Division of Family Services.

Reports to the Missouri Division of Family Services may be made by calling 1-800-392-3738.

When must a report be made?

A report must be made to the Division of Family Services by the person legally responsible for making the report immediately upon receiving a report of child abuse or other information regarding child abuse which gives him/her reasonable cause to suspect that a child has been or may be subjected to abuse or neglect. While the statute gives no time limit in its provisions, stating only that the report must be made immediately, the obligation to report does not arise until there is reasonable cause to suspect abuse or neglect. Some initial investigation may be required to determine whether such reasonable cause exists and, accordingly, there may be a period between learning of suspected abuse and making a decision whether to make a report. However, when reasonable cause to suspect abuse has been established, the report must be made immediately.

Failure to report:

Failure to report suspected child abuse by a person required to do so is a Class A misdemeanor.

GLOSSARY OF WRITING TERMS

BODY PARAGRAPHS: paragraphs between the introductory paragraph and the concluding paragraph that develop points a writer wants to make to support the thesis

CITATION: a systematic way of acknowledging/giving credit to other people's words and ideas, usually MLA-style

COMMENTARY: thought-based writing coming from putting the pieces together that may include valid conclusions, opinions, analysis, evaluation, etc.

CONCLUDING PARAGRAPH: the last paragraph in an essay that sums up ideas, reflects on what has been said, or gives a personal statement

CONCLUDING SENTENCE: the last sentence in a paragraph that brings the thought to a close

CONCRETE DETAILS: fact-based writing coming from the text, research, etc. that may be facts, statistics, sensory details, incidents, examples, quotations, illustrations, etc.

CONVENTIONS: sentence structure, grammar, usage, agreement, consistent verb tense, punctuation, capitalization, spelling, etc.

EDITING: the process of correcting errors that involve conventions

ESSAY: a multi-paragraph composition on some special subject; the piece may be analytical, expository, persuasive, or reflective

HOOK: a method of connecting paragraphs by repeating keys words or ideas from the end of the previous paragraph

INTRODUCTORY PARAGRAPH: the first paragraph in an essay or research paper that introduces the topic and states the thesis statement

LEAD: a strong opening sentence or two that gets the reader's attention

PLAGIARISM: passing off another person's words or ideas as your own without properly documenting the source(s)

RESEARCH PAPER: a multi-page paper developed and structured by the student after extensive investigation of multiple sources

REVISING: the process of improving writing in the areas of thought, unity, coherence, clarity, and style

SENTENCE FLUENCY: clear sentences of varied beginnings, lengths, and structures that possess natural rhythm, cadence, and flow

THESIS STATEMENT: a sentence typically found at the end of the introductory paragraph that states the argument, insight, or focus of the paper

TOPIC SENTENCE: the main idea of a paragraph, which, in a multi-paragraph paper, supports the thesis statement

TRANSITION: a word, phrase, or sentence that moves the reader from one thought to the next (i.e. **however**, **in addition**, and **as a result**)

VOICE: the writer's unique and personal personality and expression emerging through words that involves enthusiasm, awareness of audience, purpose, tone, etc.

WORD CHOICE (also DICTION): the use of rich, colorful, precise language that moves and enlightens the reader, creating just the right mood, impression, image, etc.

WORKS CITED PAGE: a listing of sources that were actually used in the paper

WORKS CONSULTED PAGE: a listing of all sources that were investigated for the paper

MLA WORKS CITED STYLE SHEET

Information on citations for resources not here can be found at the LMC. ALL CITATIONS require a hanging indent and must be double-spaced.

PRINT RESOURCES:

A book with a single author

Last name, First name. *Title of the Book*. Place of Publication: Publisher, Date. Medium of publication.

Kurlansky, Mark. *Salt: A World History*. New York: Walker, 2002. Print.

A book with two or more authors

Hutcheon, Linda, Michael Hutcheon, and Thomas Kincaid. *Bodily Opera: Living Opera*. Lincoln: U Of Nebraska P, 2000. Print.

A book edited or compiled with an editor listed on the title page

Name of editor or compiler, abbreviations ed. or comp. *Title of the book*. Place of publication: Publisher, Date. Medium of publication.

Shell, Marc, ed. *American Babel: Literatures of the United States from Abnaki to Zuni*. Cambridge: Harvard UP, 2002. Print.

Anonymous Book

Title of the book. Place of publication: Publisher, Date. Medium of publication.

American Heritage Guide to Contemporary Usage and Style. Boston: Houghton, 2005. Print.

ELECTRONIC RESOURCES:

Periodical publication on an online database

Author. "Title of the article." *Name of the magazine* Date: Pages. *Name of the database (Proquest or Wilson Web)*. Medium of publication. Date of access. (day, month year).

Grunwald, Michael. "Going nuclear." *Time* 12 Jan. 2009:38-39. *Proquest. Web.* 6 July 2009.

WEB SITES (PROPERLY EVALUATED):

A Page on a web site

Editor or author name (if available). "Name of the page." *Name of the website*. Name of the institution/organization affiliated with the site (sponsor or publisher). Date of publication or update. Medium of publication. Date of access. <URL>. (if required)

"How to Make Vegetarian Chili." *eHow.com*. eHow, n.d. *Web.* 24 Feb. 2009.

ADDITIONAL RESOURCE:

<http://www.liu.edu/cwis/cwp/library/workshop/citmla.htm>