

TRINITY CATHOLIC HIGH SCHOOL

Expanding minds... Changing lives

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 lifelong 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 college preparatory academic program.
- Is unmatched in value.
- Challenges students to think critically, live virtuously, and serve joyfully.
- Recognizes the uniqueness 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

This Trinity Catholic High School Handbook contains established policies and procedures for the 2017-2018 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 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. Support from parents and guardians is imperative. At times, it may be necessary to address adults who fail to support the policies and procedures 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 and to develop a plan of action that balances the concerns to the best of our ability and in the best interest of the entire Trinity community. While no handbook is complete or perfect, we have attempted to provide the information needed for productive communication.

This handbook is available to parents through the Trinity website. Parents may request a hard copy of the handbook by contacting the school office (314-741-1333) or e-mail (office@trinitycatholichigh.org).

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

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 college preparatory, 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 who apply for admission will be admitted after their past academic and discipline records have been reviewed and it can be determined that their educational needs can be met in a general education environment. Students whose applications are reviewed favorably will be admitted, given available space and ability to meet financial responsibilities. Students are admitted without regard to race, gender, ethnicity, religion or nationality. Students normally apply during their eighth grade for admission to ninth grade the following fall. All incoming freshman students must have successfully completed the eighth grade before registration is complete. 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.

ACCREDITATION

Trinity Catholic High School is fully accredited by the North Central Association, Commission on Accreditation and School Improvement, an accreditation division of AdvancED, and the Committee on Accredited Schools and Colleges at the University of Missouri, Columbia. Trinity is a member of the National Catholic Education Association. Trinity is fully accredited through June 2019.

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 that challenge students of all ability levels. A required core curriculum includes courses that meet and exceed the requirements of the State of Missouri.

Many courses are offered with content and method of instruction tailored to the student’s preparation, interests, and post-secondary goals. 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 and chemistry)
Fine Arts	1 credit
P.E.	1.5 credits (including health)
Practical Arts	1 credit (including personal finance)
Bridges	1 credit
Electives	9.5
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 school 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	Spanish	2 credits

GRADING SYSTEM

Academic progress is indicated by letter grades for A through F. Percentages for grades and letter equivalents are listed below:

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

Each teacher will also assess each student's classroom behavior. These grades appear on the report cards but are not included on final transcripts. Failing to cooperate with the expectation of attendance, preparation, and behavior may have a negative impact on a student's academic progress. The following is an explanation of the conduct grades.

- S – The student adheres to the expected norms including respect, cooperation, and attention. When redirection is necessary the student responds immediately and respectfully.
- N – The student deviates from the expected norms frequently or substantially and/or fails to respond to redirection and/or correction immediately and respectfully.
- U – Student behavior is unacceptable. There has been serious misconduct reported to the dean of discipline. The teacher involved will notify the student's parents/guardian and immediate improvement is required.

ACADEMIC POLICY

Credit is determined by a passing semester average. If 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 will 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 try out, audition, or participate in any extra curricular activities.

If credit from a correspondence course is needed for graduation, Trinity's counselor 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; all required and elective credits earned, Christian Service requirement completed and verified, and all financial obligations met.

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 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 for credit recovery. 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 by semester when a passing semester 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 and physical sciences, music, social studies, and Bridges) passing each semester = .5 credit
Full-year courses	(Spanish, mathematics)
	passing both semesters = 1.0 credit
	passing first semester but failing second semester = .5 credit
	failing first semester but passing second semester at Trinity with a C or higher = 1.0 credit

All courses taken for credit, which appear on the student's transcript, must be approved by Trinity Catholic High School. Only courses taken at Trinity or those pre-approved by the principal for credit recovery will be included on a student's transcript. Trinity must receive official notification of grade and credit no later than six weeks after completion of the course.

EXTRA CREDIT

Extra credit assignments may be offered at each teacher's discretion. **Only students who have completed all assignments given will have the opportunity for extra credit.** Extra credit is extra and is not to be used as a way to make up for missing assignments. Extra credit will only be given for academic work directly related to course content. Extra credit reading assignments must be related to course content.

LATE WORK

Student work may be submitted up to five school days after the due date for partial credit. Each teacher will determine the amount of partial credit that will be given. After five days, no credit will be given. Changes to the late work policy beyond the five-day limit may be necessary due to extenuating circumstances. The principal must approve any change.

REPORT CARDS

Report cards are issued four times each year and can be downloaded through FAMILY ACCESS by parents/guardians. The report card is the official notification of grades and credits earned. Final report cards as well as official transcripts will be withheld if there are outstanding responsibilities including tuition, fees, 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 Trinity's 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 will be interrupted when 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)
- ' No grade lower than a C-
- ' No unsatisfactory conduct grade

The Honor Roll is posted at the end of each quarter. Honor Roll status will be indicated on the report card.

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 3.85 and above (weighted)
- ' Magna cum laude, awarded for a cumulative GPA of 3.70 to 3.849 (weighted)
- ' Cum laude, awarded for a cumulative GPA of 3.30- 3.69 (weighted)

TRANSCRIPTS

A transcript, a copy of the student's cumulative academic 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." 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 counselor 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. There is no charge for the first three transcripts requested. There is a \$5.00 fee for each additional transcript.

Transcripts and report cards requested for any reason are released only if the student's academic and financial obligations are current.

RELEASE OF RECORDS

Parents transferring students to another high school from Trinity must complete a transcript release form. 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 for a student's discipline record.

HONORS PROGRAM

Trinity Catholic High School offers a full program of honors courses for qualified students. Students who meet the pre-requisites may enroll in honors core classes with teacher recommendation: English, social studies, math, and science. In addition to TCHS honors courses, a program of college credit courses and advanced placement opportunities are 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 Excel Program through Missouri Baptist University. These dual-credit courses are taught at Trinity by TCHS staff, certified as adjunct instructors at these schools. The cost per credit is significantly less than what full-time students pay at these schools. While many colleges

and universities will accept these credits, some will not. Parents and students are encouraged to check transferability to schools they are considering.

Students may also take advantage of the Advanced Placement (AP) national testing program. These tests are administered in May at an additional cost to students. Teachers of courses eligible for advanced placement testing are responsible for explaining the procedures and schedules for these tests. While no credit is offered, 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 if conflicts cannot be resolved. All schedules are finalized by the registrar and approved by the principal.

Student initiated schedule changes will only be considered during the first cycle (eight days) of each semester. The schedule change process begins with the counselor. Changes must be approved by each teacher involved, and the principal and will only be made by the registrar only after the schedule change fee, \$25.00, has been paid. Due to scheduling constraints and class size, some requested changes will not be possible. Unless there are extenuating 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, a 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 by a teacher or guidance counselor, a \$25.00 fee will be charged.

BLOCK SCHEDULE

Trinity Catholic High School uses a block schedule. The overall schedule consists 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 purpose and strength of block scheduling is to provide a variety of teaching and learning strategies within a single class period.

In order to be successful, students must be actively involved in their education and responsible for knowing and following the expectations of their classroom teachers. This is especially important when it is necessary for a student to be absent from class. Students will be expected to complete any missed work, including quizzes and tests, according to the schedule communicated by teachers in their class expectation documents.

ACADEMIC LAB

Academic lab is a forty-minute period during which no classes are scheduled. The purpose of academic lab is to promote student achievement and responsibility. During this time all teachers, support staff, counselors, and the learning consultant are available for academic assistance and student support. Lab is intended to encourage curricular projects, academic collaboration among students and teachers, and extended classroom learning. **Students and teachers must plan ahead and make academic lab appointments before the beginning of the first lunch period each day, usually 11:00 a.m. If a teacher wants to meet with a student during lab for academic reasons, that request has priority over all other activities. Students will receive disciplinary consequences if they fail to attend a required academic lab.**

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

- ' Keeping required appointments at a teacher's request
- ' Getting make-up work
- ' Reading and studying
- ' Making up missed quizzes, tests, or lab activities, with teacher approval
- ' Meeting with the 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
- ' Some club meetings and activities may be scheduled during academic lab with the principal's approval

The rules for academic lab are posted in each classroom. Failure to use academic lab time constructively will result in disciplinary action.

- ' Students must have their planners signed before the beginning of the first lunch period, usually 11:00 a.m.
- ' 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 are tardy and will have their Titan Card signed.
- ' 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 by their lab teacher to be signed by each teacher and returned to the lab teacher before the end of academic lab.
- ' 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.
- ' Seniors with early leave privileges may leave school at the beginning of academic lab. These students must sign out in the office.

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 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, LMC 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 are tardy and their TITAN CARDS will be signed.
- ' 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 and/or detention.
- ' 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, or arrive late (by 9:30 am) if their senior study falls at the beginning 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. Seniors who leave school early must sign out in the office. Early leave privileges may be suspended at any time by the dean of discipline or the principal.

COMMUNICATION WITH STUDENTS AND PARENTS

Education is a responsibility shared by students, parents, teachers, student support staff, and all other school personnel. Like education, communication is also a shared responsibility. Success will only be achieved with 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 all phone numbers (home, cell, and work) and e-mail addresses.

The teacher is the person immediately responsible for and knowledgeable about any classroom situation. The teacher must be the first person consulted about a student's classroom performance and behavior or about course content and requirements. Teachers are responsible for contacting parents about any significant changes in academic progress or classroom behavior. 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 e-mail.

Student academic progress is communicated through quarterly report cards. Parents, guardians, and students have the ability and responsibility to access grade information through Family Access, the online grading program. E-Backpack is the official organizational tool used by students and teachers for posting messages, deadlines, and assignments, as well as submitting assignments and sharing feedback. Any concerns or questions about the information posted on Family Access or eBackpack should be directed to the teacher as soon as possible.

In an effort to improve communication between home and school, Trinity uses 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. The success of this communication demands that contact information is current and functional.

DISCIPLINE, ATTENDANCE, AND SCHOOL POLICIES

PHILOSOPHY OF DISCIPLINE

Polite and respectful behavior is necessary to create an educational environment in which meaningful teaching and learning is possible. Quality discipline demands

- ' Mutual respect that appreciates and honors the dignity, safety, and well-being of each person.
- ' Shared responsibility for the teaching and learning process by students, parents, teachers, and administrators.
- ' Absence of any behaviors that interrupt or interfere with meaningful teaching and learning.

The key to discipline at Trinity is that every person fully accepts responsibility for his or her actions. The goal is for students to develop personal responsibility, exhibit self-control, and contribute to a respectful, welcoming, and caring community.

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 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 EVALUATING 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 spaces to record assignments and due dates, strategies for time management, study aids, etc. The planner is also used for hall passes and academic lab sign out.

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

Hall passes are provided in the planner. Students who are not in their assigned place for any reason must have a hall pass signed by a faculty or staff member. Classroom teachers 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 including demerits and/or detention. Students may only use hall passes contained in their own planner and may not borrow other students' planners for that purpose. 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 each semester, students are issued a Trinity Titan Card. Students must sign their Titan Cards immediately. This card is designed to serve as the following: (1) an official ID card with the student's name, ID number, grade level, and advisory; and (2) demerit card for recording discipline violations.

Students must carry the Trinity Titan Card at all times. A student must immediately present the Trinity Titan Card when requested by any member of the Trinity staff. Teachers will report students who do not present their own card to the dean of discipline. The minimal consequence for not presenting a card, presenting another student's card, or presenting a defaced card is a detention.

Infractions recorded on the Trinity Titan Card include classroom tardy, inappropriate language, dress code violations, food and drink violations, lack of responsibility, and discretionary matters including disrespect, classroom behavior, being off limits, not having a hall pass, failing to pick up a replacement card. The teacher involved must report the reason for any discretionary demerit to the dean of discipline in writing.

The staff member issuing the fifth signature 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 within one week. Failure to pick up a new card will result in a detention. If a teacher asks a student for the card before the new one is picked up a detention will be given.

Students will receive a two-day, in-school suspension after the second filled Titan Card within one semester, and placed on disciplinary contract. Students will receive a two-day out-of- school suspension if a third card is filled, and a parent meeting will be held in order for the student to return to school after suspension and determine if the student will be put on a disciplinary contract or placed on disciplinary probation.

Students who do not receive a signature for 60 calendar 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.

Students must carry their Titan Cards while at school and school functions.

Students must carry their Trinity Planners 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 supervised by Trinity personnel. Students will be marked absent for a full day if they are absent for 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. **Students who are absent during the school day are not permitted to attend after school or evening activities without the principal's permission.**

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, will impact student grades, and in some cases, will result in loss of credit.

It is very important that parents communicate with school about the reason for any lengthy or extended absence 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.

ABSENCE PROCEDURES

On the day of the absence a parent or guardian must notify the school office by phone before 8:30 a.m., and provide the reason for the absence. This procedure is necessary on every day of absence. Any absence without prior parent notification from a parent/guardian will be followed up with a phone call for verification. Without verification, the absence will be considered unexcused and will result in make-up work being withheld and a detention being assigned.

If it is necessary for a student to leave school early or arrive late because of a pre-arranged appointment, a note should be sent to school on the previous day requesting that the student be released from school and indicating the reason and the time of release. Students must sign out in the office before leaving school and sign in when returning or arriving.

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.

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. Students cannot be released from school without approval of parents or an adult listed as an emergency contact. Students who are driving may leave after permission has been confirmed. If a student is to be picked up, he or she will remain in the office until the ride arrives. When the authorized person arrives, he/she must come into the office before the student may leave campus.

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. E-mail communication cannot be accepted as a signed parent note. In cases of prolonged illness, parents will be asked to provide a physician's note verifying absence and authorizing the student's return to school.

EXTENDED ABSENCE

If it is necessary for a student to miss school for an extended period of time (three or more days) parents/guardians are expected to notify the school office in writing as soon as possible prior to the absence. The student must complete the Extended Absence form from the office and return it to the principal prior to the absence. The student will be responsible to see all teachers for their signatures and a plan for completing work to be missed.

EXCESSIVE ABSENCE

Earning credit in any course requires regular attendance, as well as a passing grade. Class participation is a valid component of assessing student learning. After five (5) absences in a quarter, parents/guardians will be contacted to review the cause. After eight (8) absences, a conference may be requested by the principal to determine consequences that may include an attendance contract, and/or loss of credit.

Because classes meet on alternate days, class attendance and school attendance might not agree. 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.** The principal will determine if credit will be lost due to excessive absences.

A student may not try out, practice or participate in an extracurricular activity if he/she has acquired 10 absences (excused or unexcused) in one semester. Once a student acquires 10 absences, he/she may not participate for the rest of the semester. The ONLY exception to this is medical documentation and/or administrative approval.

MAKE-UP WORK

Students must make up work missed due to absence according to the procedure and timeline determined by each teacher. It is each student's responsibility to see all teachers of missed classes immediately to find out what work needs to be made up and the required deadlines. Students are expected to see their teachers before school, after school, or during academic lab on the day they return to school. Students must be aware of the late work policy.

TARDINESS

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.**

Students who arrive after 8:30 a.m. will receive a detention.

Students who arrive late for school on a late start day more than once will be assigned a detention for each tardy after the first.

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.

Chronic tardiness may result in an attendance contract or disciplinary probation. If behavior is not changed, more severe consequences may result.

TRUANCY

A student, who is absent from school without the knowledge and permission of his or her parent or guardian, is considered truant. The student may not be permitted to return to school until a parent conference is held with the dean of discipline. The minimum consequence for truancy will be three detentions. A second offense will result in a discipline board hearing to determine further consequences including probation or withdrawal for cause.

Work missed because of truancy, including tests and quizzes, will not be accepted for credit.

A student who is missing from an assigned place (advisory, class, study hall, academic lab, assembly, etc.) without permission will be given two detentions. Work missed will not be accepted for credit.

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.

Students will not be allowed to leave school unless parent/guardian approval has been confirmed. Students being given an early dismissal must sign out in the office before leaving school.

SENIOR EARLY LEAVE PRIVILEGE

Seniors with early leave privileges who have senior study at the last period of the day may leave school early. The early leave privilege extends to academic lab. If these students choose to remain at school they must report to lab and senior study.

In order to be granted the early leave 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. The privilege will not be reinstated until the next report card.
- ' An unsatisfactory (U) conduct grade in one quarter. The privilege will not be reinstated until the next report card
- ' A major disciplinary violation or two (2) detentions in one quarter or an accumulation of minor disciplinary violations as determined by the dean of discipline.
- ' Failing to meet the designated Christian service hour benchmarks
- ' Planning or participating in a "senior skip day"
- ' Early leave privileges may be suspended at any time by the dean of discipline or the principal

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.**

COLLEGE VISIT POLICY

In order to make an informed choice, juniors and seniors are encouraged to visit campuses of the colleges they are considering. A student's first choice should be to visit campuses on scheduled professional development days or school holidays. If this is not possible, excused absences will be approved only under the following conditions. Students may schedule these visits during the second semester of their junior year or either semester of their senior year.

- The student has obtained and completed the College Visit Form at least two school days prior to the visit.
- 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.

- The student gives the counselor documentation of having made the visit.

POLICIES

ACADEMIC INTEGRITY

TCHS upholds high standards of academic excellence and 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 of all students involved in cheating in any form will be impacted at the discretion of the teacher in consultation with the principal. All 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.

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 good moral choices and 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
- ' Cheating: Taking, giving, or accepting any unfair advantage for any course work inside or outside of the classroom.

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.

All students waiting for rides will wait in the designated classroom that will be supervised until 5:00 on regular dismissal days. Students waiting for rides will be expected to follow the expectations of the supervising teacher. Unacceptable behavior will be reported to the dean of discipline for consequences. Repeated incidents could result in demerit, detention, or behavior contract. If students are not picked up by 5:00, parents will be notified and asked to make different arrangements for after school rides.

Because access to the building is limited after 3:00, students involved in after school club meetings, tutoring, or athletics must take their books and all belongings with them at dismissal. Students will not have access to the main building after 3:00.

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.

Students not being supervised by a teacher, coach, or moderator, must be picked up by 5:00

ACCEPTABLE BEHAVIOR AND CONDUCT

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 free from hostility and marked by genuine concern for each person's well-being and growth.

STUDENT BEHAVIOR AT 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 for appropriate consequences including detention.

STUDENT BEHAVIOR IN CAFETERIA

Students may not have iPads in the cafeteria during the lunch periods. Seniors may not have iPads in the gallery during the lunch period. Students are to remain in the cafeteria for the entirety of their assigned lunch period. Students may leave only with the permission of the faculty on duty.

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 unless seniors are going to the gallery or food is being returned to a student's locker. In order to provide a clean area for others, everyone is 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.

STUDENT BEHAVIOR 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, in writing, 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 and the student being put on disciplinary contract. In some cases, students will be required to appear before the disciplinary board for further consequences that may include disciplinary probation, or withdrawal from Trinity.

STUDENT BEHAVIOR 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, may 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.

SUBSTANCE ABUSE POLICY

Trinity Catholic High School strives to provide a safe and drug-free school environment. Through our curriculum, faith development, student activities, counseling services, referrals, and the overall implementation of our mission, Trinity Catholic High School strives to educate, prevent, and intervene when necessary to insure that our school community is healthy, safe, and drug free. Under present federal and state laws, the possession, use, transfer of prescribed drugs, including but not limited to, narcotics, depressants, stimulants, marijuana, and hallucinogenic drugs is illegal. Breathalyzer screening may be administered at any school event. **Any student testing positive on a drug test or who is in possession of or under the influence of drugs, including alcohol, on school property or at a school event will be suspended for a minimum of 10 school days.**

Any student who distributes, sells, or transfers alcohol or other illegal drugs on school property or at any school event at any time is subject to immediate suspension. A discipline board hearing will be held to determine whether or not the student will be allowed to remain at Trinity.

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 may be required and/or alcohol Breathalyzer may be administered. Vehicles may be searched while on school parking lots.

Resources for counseling and other preventive approaches are available through school to assist students and families in coping with the problem of substance abuse and dependency.

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

Drug Screening Policy

In keeping with the Mission of Trinity Catholic High School, we strive for the success of all students. When a student's behavior appears to be "at risk", drugs and alcohol need to be ruled out first as the primary cause for this behavior. It is for this reason we have instituted a "For Cause" drug screening policy. Once this issue is ruled out, then other avenues can be explored. Students could be tested for the following reasons:

- Unsatisfactory academic performance
- Demonstrating unsatisfactory behavior
- Overt preoccupation with drugs or alcohol
- Being under the influence or in possession of drugs/alcohol
- Being involved with a person in possession of drugs/alcohol
- Excessive tardiness and/or absences
- A student's self report or parental concerns

Procedure

(Testing results are strictly confidential)

1. Parents/Guardians are responsible for the cost of drug testing. The Administration will contact parents following testing and after the school receives screening results.
2. The following protocol will be followed if a student tests positive or is under the influence:
 - A minimum suspension of 10 school days.
 - A referral to an agency approved by Trinity Catholic High School for evaluation and recommendations. If the student fails to comply, suspension will continue until the evaluation is completed.
 - The parent must sign a release of information for communication between the agency and the school.
 - Results of the evaluation and recommendations must be communicated to and agreed upon by the Administration.
 - A conference will be scheduled with the student, parents/guardians, and the Administration. If the student is readmitted, he/she will be placed on Disciplinary Probation and must adhere to the required recommendations.
 - The agency must have on-going communication with the Administration to ensure sincere and serious steps are being taken to assure the student's future health. The student must demonstrate continued improvement and cooperation.

A student's failure to comply with recommendations or demonstrate cooperation and continued improvement may result in immediate withdrawal.

3. Any parent or student refusing to sign the Trinity Catholic High School Substance Abuse Policy will result in the student's immediate withdrawal from school.
4. A student's refusal to cooperate with the drug testing procedure will be treated as an immediate positive drug screen. The inability to obtain a sample will be viewed as a positive drug screen. He will be suspended and/or removed immediately from school. Parents will be notified.
5. Trinity feels parents are an integral part of student success. If a student is identified as "at risk", parent participation in a support group will be required.
6. The Athletic Department's Substance Abuse Policy will be enforced.
7. The following options may be implemented if a student's drug screen is negative:
 - Parents will be notified by the Administration
 - An educational evaluation may be requested when appropriate
 - The student will be placed under the supervision of the Care Team.
 - Additional interventions may be implemented on an individual basis
 - Outside counseling may be requested

Failure to comply with these steps fully will result in the student being withdrawn for cause.

ELECTRONIC EQUIPMENT

All students are required to use a school issued iPad. iPads are the property of Trinity Catholic High School. Families have the option to purchase the iPads when a student graduates or leaves Trinity for any other reason. Other electronic devices are not to be used by students during school hours. Teachers may confiscate electronic devices if they are seen even if they are not being used. The use of camera and video functions must only be used for academic purposes and with the permission of those being photographed or recorded.

FIGHTING

Any student provoking a fight, posturing to fight, retaliating, or participating in any form of physical altercation, including "fake" or "play" fighting 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 receive different consequences.

Any students engaging in a verbal altercation will be sent home and suspended for at least 1 day. The student(s) will return on disciplinary contract.

FUND RAISING

The president of Trinity Catholic High School must approve all fund-raising activities before they are begun. No other fund raising is permitted, including selling candy, snacks, etc. for personal fund raising.

FOOD, DRINK, AND GUM

In order to keep the building clean and reduce maintenance issues, food and drink are not allowed in the classrooms or hallways. Students who bring breakfast to school must eat and drink in the cafeteria or the gallery. Students must dispose of their trash and leave table clean for others. It is recommended that students not receive restaurant food deliveries. Students will receive signature for violations.

It is recommended that students not receive restaurant food deliveries. If a student receives a delivery for lunch, they will be requested to eat in a designated area in the front office.

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.

Students are allowed to chew gum. However, individual teachers may not allow gum in their classrooms. Continuation of this privilege will be based on students' ability to dispose of gum properly and to follow other restrictions. Gum is not allowed at Mass.

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.

HARASSMENT AND BULLYING

Trinity Catholic High School will maintain a learning environment free from all forms of harassment and bullying. No student or staff member will be subjected to these behaviors.

Harassment/bullying 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, sexual harassment, or deliberate annoyance in violation of Christian respect -- on campus and at extra-curricular or other school-sponsored events. Students who engage in sexual harassment or other forms of bullying that cause others to feel unsafe or uncomfortable 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.

Every reported harassment complaint will be investigated promptly and thoroughly. All investigations will be conducted with sensitivity and, to the extent possible, respect confidentiality. The investigations and all actions taken will be shared only with those who have a need to know. If necessary, authorities will be contacted.

INTERNET AND ELECTRONIC COMMUNICATIONS AND CONDUCT

A safe environment for all members of the school community is 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 Trinity Catholic High School's values. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to Gospel values, they will be subject to disciplinary action.

This policy applies to communications or depictions through e-mail, text messages, or any type of social, whether 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's reputation. Inappropriate electronic conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

iPad Policies and Acceptable Use of Technology

All students are required to lease an iPad from Trinity Catholic High School. These devices are owned by TCHS until a student has graduated and exercised the option to purchase it. Therefore information on these devices is NOT guaranteed to be private or confidential. School personnel have the right and responsibility to monitor student use of the devices as well as the content. Student iPads are subject to inspection at any time.

The basic definition of acceptable use at Trinity Catholic High School requires efficient, ethical, and legal utilization of all electronic communication devices, the Internet, and network resources. Violation of the acceptable use policies will be subject to disciplinary action appropriate to the severity of the offense. Any form of intimidation, harassment, and unwarranted annoyance will not be tolerated and will have disciplinary consequences.

The same Catholic values that drive the all school policies apply to the use of iPads (including the images chosen for backgrounds or screen savers). Students must uphold the standards of Trinity Catholic at all times, including issues concerning Internet and Electronic Communications Conduct, Conduct in Classrooms, Academic Integrity, etc.

Trinity takes the responsibility for filtering content and applications on campus and will address this to the best of our ability. Away from school parents and guardians assume the responsibility to ensure safe and acceptable use.

All students and parents or legal guardians are required to sign the Acceptable Use Policy Permission Form indicating that they have read and understand the acceptable use policy as set forth by Trinity Catholic High School. This form includes a Student Pledge, as well as the responsibilities for use, care, loss prevention, repair, replacement, and purchase.

- ' All iPads are the property of Trinity Catholic High School. As such any iPad can be confiscated and/or inspected at any time.
- ' Using iPads as part of teaching and learning is a privilege, and not a right. Ignorance of the rules does not justify their violation.
- ' Students must leave "Find My iPad" turned on at all times.
- ' Students may not download a VPN or employ any other method to circumvent the school's filters.
- ' Students must activate their Trinity email accounts and check it regularly, at least twice a day. These accounts will be supervised.

- ' Students are responsible for adhering to each teacher's policy for iPad use in class. Policies will be published in each teacher's classroom policies and expectation.
- ' Students are responsible for the proper care and protection of the device issued to them. Student iPads must be contained in a sturdy protective cover at all times. Devices not in cases will be taken from the student until a protective case is obtained. There will be assessed a \$10.00 fine
- ' Students may not bring their iPads to the cafeteria or to the gallery for seniors during lunch.
- ' Students must not lend their device to others, or share their user information or passwords.
- ' Students must never leave their iPad unattended. Unattended devices will be sent to the office and a \$10.00 fine must be paid before the iPad is returned.
- ' Students must bring their iPads to school each day fully charged and will follow procedures to conserve battery life.
- ' During the school day students may use ear buds (NOT EARPHONES) in classrooms (**NOT HALLWAYS OR CAFETERIA**) only with the permission of the classroom teacher.
- ' Students are responsible for all damage and/or loss.
- ' Students will return the TCHS iPad in good working condition at the end of each school year for any necessary updates.

LOCKERS

A school locker is assigned to each student. Students are expected to keep their lockers clean. Any items or signs hanging on the outside or inside a locker that are inappropriate will be removed immediately. Lockers must be kept locked at all times to ensure the security of students' personal belongings. Students are advised not to share their locker combination with anyone.

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 each student's responsibility to keep personal possessions safe by locking 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 and writing inside or outside of the lockers. Locker problems should be reported to the office immediately.

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 or advisory.

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 when arriving at or leaving 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 on campus, all students must remain on the premises and are not permitted to leave prior to the start of the school day. Trinity Catholic High School can not be responsible for students who leave campus prior to the start of school. 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.

Cars parked on Trinity's property are subject to search as deemed necessary by the Administration.

PHONE ACCESS/MESSAGES

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.

When it is necessary for parents/guardians to leave a message for a student they should do so through the school office. Students will not be called from class unless there is an emergency. Parents may use students' Trinity email addresses to contact their students during the school day. Students may not use or check their cell phones during the school day for voice or text messages. Cell phones seen during the school day will be confiscated. Fines and detentions will be assigned according to school policy.

PHONES

Students' cell phones must be turned off and kept in lockers 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. Fines must be paid even if the service to the phone is disconnected.

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 (2) 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 (2) 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.

Parents needing to leave messages for students are asked to go through the main office or use students' Trinity email addresses. Because students are not allowed to use cell phones during the school day, parents are asked to refrain from texting their students.

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.

- ' 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.
- ' 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 as permitted by law enforcement.

The administration of Trinity Catholic High School will make every reasonable effort to cooperate with civil authorities, while protecting the privacy rights and reputation 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 vulgar 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 will be referred to the dean of discipline and parent/guardian will be contacted.

PUBLIC DISPLAYS OF AFFECTION

Inappropriate displays of affection such as embracing, hand holding, kissing, or similar contact is not appropriate in school. All students are expected to refrain from this type of conduct. Repeated infractions will result in detention and parent contact.

SEARCH AND SEIZURE

School lockers and desks are school property and may be searched by school officials at any time without notification. 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 any search..

SMOKING/TOBACCO/NICOTINE PRODUCTS, INCLUDING ELECTRONIC AND VAPOR CIGARETTES

Smoking or the use of smokeless tobacco products 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, both inside and outside of the school building. Smoking in school buildings during the school day, and at evening or weekend events, is prohibited by St. Louis County ordinance. The possession or use of electronic or vapor cigarettes, including hookah pens will be addressed in the same way as cigarettes and smokeless tobacco products. Students are not permitted to smoke at any school related activity on or off campus.

If a student is found carrying or using any type of tobacco or nicotine product or paraphernalia on campus, a parent/guardian will be notified. Carrying, using any tobacco item, 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 as determined by the administration.

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 sent home and suspended for at least 1 day. The student will be required to return or replace the property. The student Some offenses may require a discipline hearing and could result in disciplinary probation or withdrawal from Trinity.

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, bullying, 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, probation, or withdrawal from Trinity. Legal action may be taken/

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

Vandalism occurs when a student deliberately and maliciously damages, defaces, or destroys the property of another student, faculty or staff member, or the school. In addition to restitution consequences will include parent contact, suspension and possible withdrawal for cause. Honest accidents do happen. Accidental damage should be reported immediately. The need for restitution will be determined by the administration.

References to or representations of (i.e., graffiti, signs, posters, notes, etc.) hate groups or gangs are 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

Educational research reveals that the learning environment and student achievement are positively impacted by student dress standards. The purpose of Trinity's dress code is to support a favorable learning climate, foster self-esteem, create a sense of identity, and promote school pride. Student dress and behavior while entering and leaving campus impacts Trinity's image in the community. It is each student's responsibility to promote a positive image of Trinity at all times. All clothing must be modest, clean, of proper fit to each student's body type, in good repair, and appropriate for a Catholic school. Tight and revealing clothing is not appropriate for Trinity students.

Students must be in dress code through out the entire school day including advisory, lunch, academic lab, senior study, and during detention. 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 or is repeated, a demerit will be issued. When the dress code issue cannot be corrected acceptably, the student will be sent to the office and report to the dean of discipline for consequences including being sent home.

Out-of-Uniform "Dress Down" Dress Code

On "dress down" days, students must wear school appropriate shirts, pants and shoes. Shorts, skirts and dresses must be school appropriate length. TCHS follows the fingertip rule: the clothing item must not be shorter than fingertips by placing your arms straight down your sides. Students may not wear flip flops, pajama pants, low-rise pants, or tops with bare midriffs, bare shoulders, or low-cut necklines. If girls choose to wear leggings or yoga pants, the girls must wear pants made of thicker material (not see-thru) and also wear a longer top that covers their rear ends. Jeans and sweat pants may not have tears or holes. Clothing may not have any images or words that depict alcohol, drugs or inappropriate language, or other illegal activity.

Uniform items must be purchased from *Fischer's of Florissant* or,

if available, from the Trinity Book Store.

Shirts: A TCHS polo shirt (white, wine, or gray) must be worn at all times. Polo shirts may be left untucked. Undershirts may be white, gray, wine, or black. Undershirts must not be visible at the sleeves or the bottom hem of the polo shirt. Any graphic on the undershirt may not be visible through the polo shirt.

Skirts/Skorts: The TCHS plaid skirt, or skorts (gray or khaki) are purchased through Fischer's. Skirts and skorts must be no more than three (3) inches above the middle of the knee. (Hint: measure the length from the back of the knee when the standing up straight) Skirts and skorts may not be worn rolled or unbuttoned and must be worn at the waist. If shorts are worn under the skirt, they must not be visible.

If a student's skirt does not fit properly the skirt will need to be replaced or the student must wear dress code pants.

Pants/Capris/Shorts: Pants must be a plain khaki "Docker" type style and fabric (cotton twill). Khaki jeans or pants with cargo pockets or metal studs may not be worn. Pants and shorts must be worn at the waist. Boys' shorts may be no longer than the bottom of the knee. Depending on fit a belt may be required. Girls' shorts must be no more than three (3) inches above the middle of the knee.

Repeated violation of length or fit of skirts, shorts, skorts, or slacks will result in disciplinary action beyond a demerit.

Sweaters: Only wine or gray TCHS monogrammed sweaters from Fischer's may be worn.

Sweatshirts/Jackets: Only Trinity sweatshirts or jackets may be worn during the school day. The approved sweatshirt/jacket colors are heather gray, charcoal gray, wine, or white. A TCHS polo shirt must be worn under sweatshirts and jackets. Jackets must be worn open. No shirts can hang out under the sweatshirts or jackets. Students wearing "hoodies" sweatshirts may not wear the hoods on their heads in the school building.

Socks/Tights: If knee socks are worn they must be a matching solid color. Textured or patterned hose or tights may not be worn. Matching sport crew socks may be worn. Solid color tights or leggings may be worn. They must be gray, wine, white, or black.

Shoes: Only athletic shoes or dress shoes will be permitted. (This includes "Sperrys.") All shoes must have a back. Shoes not allowed are boots, sandals, open toe or open back shoes, slippers, platform shoes or heels.

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: 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 including advisory and lunch. Mohawk, faux hawk, or hairstyles with cut or shaved in designs are not permitted. If hair is colored or dyed a natural color must be used. Inappropriate tattoos and body art are not acceptable and will be dealt with by the administration.

The dress code will be strictly enforced. Students who do not comply will have their Titan Cards signed. In some cases students may be sent home or required to call home for appropriate clothes. The administration has the final decision as to whether any particular clothing or accessory is acceptable to be worn at Trinity.

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

TRINITY TITAN CARD

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

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. Teachers will report students who do not present their own card to the dean of discipline.

The minimal consequence for not presenting a card or presenting a defaced card is a detention.

Infractions recorded on the Trinity Titan Card include classroom tardies, inappropriate language, dress code violations, food and drink violations, lack of responsibility, and discretionary matters including disrespect, classroom behavior, being off limits, not having a hall pass, failing to pick up a replacement card. The teacher involved must report the reason for any discretionary demerit 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 within one week. Failure to pick up a new card will result in a detention. If a teacher asks a student for the card before the new one is picked up a detention will be given.

Students will receive a two-day, in-school suspension after the second filled Titan Card within one semester. Students will receive a two-day out-of-school suspension if a third card is filled. A parent conference will be held in order for the student to return to school after suspension and the student will be put on a disciplinary contract or placed on disciplinary probation.

Students who do not receive a signature for 60 calendar 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.

Students must carry their Titan Cards while at school and school functions. Students must carry their Trinity Planners at all times while at school except during lunch.

DETENTION

Detentions are given when students choose not to meet their responsibilities as outlined in the Student Handbook. Detention is held regularly on Thursday afternoon and on Saturday mornings as needed. Students assigned to detention must report to the detention room 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 only**. 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. A second missed detention will result in a Saturday detention.
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.

Detention takes precedence over all other school activities and will not be rescheduled because of tryouts, practice, games, club meetings, auditions, etc.

DISCIPLINARY BOARD

A student attends this hearing with a parent/guardian. The board is comprised of the president, the principal, and the deans of discipline. In some cases other appropriate school personnel will also be asked to attend. The board will determine disciplinary consequences that will be enacted if the student is permitted to remain at Trinity. Consequences of the hearing include a behavior contract, disciplinary probation, or withdrawal from Trinity.

BEHAVIOR CONTRACT

If repeated attempts to improve student behavior are not successful it may be necessary to place a student on a behavior contract. The contract will be presented to the student and parent/guardian for their signatures. The contract will be reviewed at the end of each semester. At that time the contract may be continued or ended. If satisfactory improvement has not been made, the student may be placed on disciplinary probation.

PROBATION

Probation is the continued enrollment of a student with specific conditions. The decision to use probation is made by the principal in consultation with the deans of discipline, counselor, learning consultant and other appropriate school personnel. The conditions of probation will be communicated to the parents/guardians of the students involved.

During probation, a student may not participate in any way in extra-curricular activities, including tryouts, auditions, practices, rehearsals, games, performances, competitions, etc. If the student is on probation, and therefore ineligible at the time of tryouts, he or she may not participate anytime during that season.

Academic probation

A student who has a deficiency of one (1) credit or more will be placed on academic probation for a period of at least one semester. Academic probation is reviewed by the principal and counselor 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 the 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

- ' The actions of the student at school or at school activities are judged sufficiently serious and/or persistent.
- ' The student receives two or more unsatisfactory (U) conduct grades during the same grading period.
- ' The student receives any combination of three less than satisfactory conduct grades 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, 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. The school wide late work policy is in effect during ISS. While on ISS students may not participate in or attend extra-curricular activities (i.e., dances, games, etc.)

OUT OF SCHOOL SUSPENSION (OSS)

Out of school suspension is the removal of a student from school for a specific time. The decision to use suspension as a disciplinary action is made by the principal in consultation with the dean 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 in all the work missed in order to keep current in their classes. They are encouraged to communicate with their teachers by email or through eBackpack in order to stay current with assignments by due dates. The school wide late work policy is in effect during OSS. 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.

Out of school suspended students will be placed on disciplinary probation effective immediately upon their return to school.

Credit may be given for 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 timeline 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 Trinity. 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. However, 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.

The student and parent(s)/guardian(s) will be given an opportunity to appear before the discipline board. After this meeting, the members of the board will make a recommendation to the president regarding the status of the student. Parents/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.

EXTRA-CURRICULAR ELIGIBILITY

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

- ' Are registered and/or enrolled at Trinity.
- ' Are in good standing (not on academic or disciplinary probation).
- ' Meet their current Christian service benchmark.
- ' Meet all of the criteria established by the Missouri State High School Activities Association (MSHSAA).
- ' Have paid the athletic participation fee (athletes only).

If a student becomes ineligible at the end of the first semester, according to the Missouri State High School Activities Association (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.

Students who have a credit deficiency of one credit or more will be ineligible to participate in all extra curricular activities. If a student becomes ineligible at any time, the student will be removed from the team or activity until eligibility is 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 POLICIES AND RULES

CONDUCT

All Trinity Catholic coaches, student athletes, as well as family members and friends who attend athletic contests, are expected to:

- * know and demonstrate the fundamentals of good sportsmanship *
- * respect school property and authority
- * show respect for opponents and opposing coaches and fans
- * show respect for players who are injured
- * respect the judgment and strategy of the coach, even if you disagree
- * avoid profane language, obnoxious behavior, applauding errors and penalties of the opponents
- * refrain from heckling, jeering distracting opponents, being critical of players, coaches or officials for a loss.

Failing to live up to these expectations could result in coaches and athletes being suspended from games and others being banned from attending Trinity Catholic athletic contests.

A student who commits an act for which charges may be or have been filed by law enforcement authorities under any municipal ordinance, misdemeanor or felony statute, shall not be eligible by MSHSAA guidelines until all proceedings with the legal system have been concluded and any penalty (i.e. jail time, fines, court costs, etc.) or special conditions of probation (i.e. restitution, community service, counseling, etc.) have been satisfied. Moving traffic offenses do not apply unless they involve drugs, alcohol or injuries to others.

It is the responsibility of the student and/or parents to notify the school of any and all situations that would affect a student's eligibility under the above standards. If the student or parents do not notify the school of the situation prior to the school's discovery, the student shall be ineligible for 365 days from discovery, pending review by the MSHSAA Board of Directors.

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 July 29, 2015
90% of the requirement completed and verified by October 28, 2015 100% of the requirement completed and verified by February 22, 2106
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.
10. **Detention takes precedence over every other school activity and will not be rescheduled because of tryouts, practice, games, etc.**

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

1. The use of illegal drugs, alcohol, and tobacco products including electronic and vapor cigarettes 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 including electronic and vapor cigarettes 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 Catholic 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 Catholic 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.
5. An athlete who displays unsportsmanlike conduct, or i.e. vulgar or profane language, excessive rough play, and not in accordance of the policies of Trinity Catholic High School and MSHSAA, shall receive the following punishments in all sports:
 - a. Ejection from a contest – miss the following contest and meet with the AD and Administration
 - b. Second ejection from a contest – miss following contest, meet with AD and Administration, possible dismissal from the squad.
 - c. THIRD ejection will result in immediate removal from the squad.
 - d. Any student athlete reported for inappropriate conduct or unsportsmanlike behavior will participate in a conference with their coach, the AD and the principal to determine consequences.

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 July 24, 2017
- ' 90% of the requirement completed and verified by October 30, 2017
- ' 100% of the requirement completed and verified by February 1, 2018

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% of required service hours is a requirement for graduation.

RETREATS

Graduation requirements for archdiocesan high schools 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 off campus.

SPIRITUAL OPPORTUNITIES

The mission of Trinity Catholic High School includes the important objective of fostering spiritual growth in the life of every person. This mission is 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, respectful behavior, 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. Other Eucharistic celebrations may be planned by individual teachers and classes.

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.

LEARNING CONSULTANT PROGRAM

The purpose of the Learning Consultant Program is to provide support for the full inclusion of students diagnosed with disabilities within a general education environment. The program at Trinity is staffed with one full-time special educator and one part-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.

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.

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

Trinity offers the following extra-curricular activities:

Book Club	National Art Honor Society	Student Council
Campus Ministry	National Honor Society	Three in the Morning
Diversity Club	Newspaper	Worldwide Youth in Science and WYSE
Drama Club	Renaissance	Youth in Government
Health Career Club	Save and Continue	
Home-Ec Club	Student Ambassadors	

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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 Trinity. 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, 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.

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.

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 Depart. 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 must be approved by the principal.

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.

COLLEGE REPRESENTATIVES

Scheduled visits by college representatives are posted in senior hall and also read during daily announcements. The procedure for students to be excused from class for college rep visits is:

- ' Obtain a "College Representative Visit Form" from the counselor **prior to the day of the scheduled visit.**
- ' Obtain the approval of teacher whose class will be missed, and the teacher must sign the form **prior to the day of the visit.**
- ' Present the signed form to the counselor at the time of the visit
- ' Be 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.

LOST AND FOUND

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

MARRIAGE/ENGAGEMENT

In accordance with the Archdiocesan High School Policy, there shall be no public or formal announcement of engagements to marry during the time of enrollment in high school. Married students are not permitted to attend Trinity Catholic High School.

PREGNANCY

A student who becomes pregnant may continue to attend school. 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.

PARENTAL/GUARDIAN CUSTODY: Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been communicated.

SNOW/BAD WEATHER

In the most severe weather, school will be canceled or will operate on a late start schedule. When the late start schedule is being used school will begin at 9:00. Decisions about cancellation will be broadcast on KMOX radio, KSDK, KMOV, and FOX television. Notice will also be posted to the school website as soon as possible. Announcement of any disruption of the regular schedule will 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.

Parents/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 a parent/guardian must call school and report the absence.

STUDENT HEALTH

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. A parent/guardian will be contacted. No student will be permitted to leave school without permission of a 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 or epi-pens when properly registered with the school. School personnel are trained in medication distribution. All medications must be in the original container. Parents/guardians are responsible for contacting school concerning their students' medication needs.

No medications will be dispensed by school personnel unless there is an authorization form on file signed by the parent/guardian.

TEXTBOOKS

Textbooks are provided for student use as part of tuition and fees. Students are responsible for the textbooks 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 assigned to him or her. 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 published 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

All visitors must sign in at the main office and receive a visitor badge to be worn during their visit.

Only students who are seriously interested in attending Trinity Catholic High School in the future are permitted to visit during the school day. These shadow visits are arranged through the Advancement Office. Student ambassadors will serve as guides for visitors.

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.