Trinity High School
2019-2020 Student Handbook

Trinity High School
12425 Granger Road
Garfield Heights, Ohio 44125

P: 216-581-1644
F: 216-581-9348
W: ths.org

College Board School Code: 362260

Mission Statement
Supported by Franciscan values, a rigorous college preparatory curriculum, and the Pre-Professional Internship Program, Trinity High School educates young women and men to become compassionate servant leaders, critical thinkers, and life-long learners.

Approved May, 2015

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2019-2020 Academic Calendar

August 13	New Student Orientation, Freshmen: 9:00 am • Transfer Students: 9:30 am
August 14	First Full Day of School
September 2	Labor Day (No School)
September 12	Continuous Improvement Workday, Students Dismissed at 12:30
September 23	Homecoming Free Day (No School)
October 3	Parent-Teacher Conferences, 2:30-4:30 and 5:30-8:00 pm
October 4	No School
October 18	First Half Term Ends
October 21	Continuous Improvement Workday, Students Dismissed at 12:30 pm
November 19	Continuous Improvement Workday, Students Dismissed at 12:30 pm
November 27-29	Thanksgiving Break
December 20	Continuous Improvement Workday, Students Dismissed at 12:00 pm
December 23-Jan 5	Christmas Vacation
January 6	School Resumes
January 10	Continuous Improvement Workday, Students Dismissed at 12:30 pm
January 11	First Term Ends
January 13	First Day Second Term
January 20	Martin Luther King Jr. (No School)
February 12	Continuous Improvement Workday, Students Dismissed at 12:30 pm
February 17	Presidents Day (No School)
March 5	Parent-Teacher Conferences, 2:30-4:30 and 5:30-8:00 pm
March 6	No School
March 17	Continuous Improvement Workday, Students Dismissed at 12:30 pm
March 20	Third Half-Term Ends
April 10-19	Easter Break
April 23	Continuous Improvement Workday, Students Dismissed at 12:30 pm
April 27	No School
May 1	Out of the Blue Benefit
May 22	Continuous Improvement Workday, Students Dismissed 12:30 pm
May 25	Memorial Day (No School)
June 1	Baccalaureate Liturgy, Trinity, 7:30 pm
June 2	Class of 2020 Graduation, St. Basil the Great Church, 7:30 pm
June 5	Last Day of School

School Philosophy

Trinity High School is a Catholic educational community sponsored by the Sisters of St. Joseph of the Third Order of St. Francis. It seeks to guide young men and women to realize their call to become mature, educated, Catholic adults. Trinity's program seeks to utilize the diverse areas of spiritual, intellectual, social, emotional, aesthetic, and physical development in order to realize the one goal of aiding students to achieve maturity as Catholic adults.

Trinity believes that the student is the focal point of its educational mission that is centered in the person of Jesus Christ. As a member of the redeemed community of humankind called to cooperate with grace in a world flawed and influenced by sin, the student is challenged to respond to the call to become a mature, educated Catholic adult. The response involves:

- A willingness to foster a personal relationship with Jesus Christ.
- An active participation as an individual learner in Trinity's educational program and pre-professional internships in order to develop his/her talents, refine career goals, begin to make personal choices, and accept responsibility for the direction of his/her life.
- A growing acceptance of and growing sense of care and concern for others.
- A developing sense of responsible membership with an ever-widening circle of communities: family, school, parish, city, nation, Church, and world.
- An openness to discerning the importance of living Gospel values in today's pluralistic world.

Trinity believes the educator is a person of faith who is committed to the task of guiding students to realize their call to become mature, educated Catholic adults. Essential elements in the educator's commitment to this task include:

- Seeking personal growth in faith and a relationship with Jesus Christ.
- Serving as a model of moral living and of the integration of life, learning, and faith.
- Stimulating, guiding, and facilitating the students' learning toward the attainment of the school's educational goals.
- Expressing care and concern for the students by being sensitive to what is happening in the students' lives.
- Incorporating real-world experiences and a reflection upon the theology of work into student coursework.
- Dedicating himself/herself to professional growth in teaching skills and subject area knowledge, and in commitment to the mission of Catholic education.

Trinity locates its mission within the educational mission of the Catholic Church that seeks to infuse all knowledge and human culture with Gospel values so that the light of faith will illumine the knowledge that the students gradually gain of the world, of the marketplace, of life, and of humankind. Trinity's educational program is designed to offer students a variety of courses, relevant pre-professional internship experiences, and activities that prepare them for a future life in our pluralistic world as mature, educated, Catholic adults.

Academic Program

Graduation Requirements

In order to receive a Trinity High School diploma, students must earn 28.5 credits from high schools chartered by the State of Ohio Department of Education. Students must also fulfill the relevant statutory requirements for graduation as mandated by the Ohio Department of Education.

Credits must be distributed in the following manner:

Course	Credits	Required Courses
Theology	4.0	Theology 9,10, 11, and 12
English	4.0	English 9, 10, 11, and 12
Social Studies	3.5	Including World History, US History and American Political Studies/US Government
Mathematics	4.0	Including Algebra, Geometry, and Algebra 2 or its equivalent.
Science	3.0	For college admission: Credits must include Biology and Chemistry.
Health and Physical Education	1.0	Physical Education 1 and 2, and Health
Fine Arts	1.0	Vocal Music, Instrumental Music, or Art
Foreign Language	2.0	For college admission: 2.0 credits in the same foreign language.
Business	2.0	Internship 101 and Personal Finance
Electives	4.0	

Requirements for Participation in Commencement

Participation in the commencement ceremony is a privilege granted solely by the Administration of Trinity High School. In addition to fulfilling the criteria for receiving a diploma, including satisfactory scores on state-mandated examinations, a student must fulfill a number of other obligations, including but not limited to the following:

- The payment in full of all tuition and fees,
- The payment in full of all balances owed to the cafeteria or bookstore;
- The return of all textbooks and the payment of fees for any lost or damaged textbooks;
- The return of all sports uniforms and the payment of fees for any lost or damaged uniforms;
- The completion of all requirements of the Trinity High School Religious Formation Program.
- Behavior in accord with the Student Accountability Code, including the dress code. Students who choose to behave inappropriately risk being denied the privilege of participating in any or all senior activities, including commencement, baccalaureate and prom.

Student Promotion

A student who completes successfully the criteria established by the teacher for passing an academic course will receive the appropriate unit(s) or fractional units of academic credit.

Calculation of Grades

A teacher may determine a student's letter grade by whatever method he/she has established in writing and distributed to students. Term grades are calculated by assigning a weight of 40% to each half term grade and a weight of 20% to the final exam or project. In the event that no final exam or project is given, each half term grade will be weighted as 50%.

Academic Program

Academic Honesty

As a Catholic Christian learning community, Trinity High School expects truth and honesty from every student in all academic endeavors. By copying, cheating or misrepresenting another's work as one's own, a student seriously damages the spirit of trust and dialogue that characterize this community. Examples of academic dishonesty include but are not limited to:

- Unauthorized access to or use of information, materials or other aids in an academic activity.
- Plagiarism, which involves misrepresenting another's ideas or work as one's own.
- Knowing about, contributing to or facilitating such dishonest acts.

Teachers will include the consequences for such behavior in their classroom policies. Additional penalties, including the possibility of suspension and expulsion, may also be imposed by the Administration of the school.

Grading Scale

Letter Grade	Numerical Percentage	Quality Points	Weighted Courses	AP Courses
A+	98-100	4.30	4.80	5.30
A	95-97	4.00	4.50	5.00
A-	93-94	3.60	4.10	4.60
B+	90-92	3.30	3.80	4.30
B	87-89	3.00	3.50	4.00
B-	85-86	2.60	3.10	3.60
C+	82-84	2.30	2.80	3.30
C	79-81	2.00	2.50	3.00
C-	77-78	1.60	2.10	2.60
D+	75-76	1.30	1.80	2.30
D	72-74	1.00	1.50	2.00
D-	70-71	0.60	1.10	1.60
F	Below 70	0.00	0.00	0.00

Reporting Academic Progress

Trinity High School informs parents of the progress of their student(s) through a combination of written interim reports and formal report cards. Formal report cards are issued every nine weeks. Final course grades are documented at the end of each term (Jan./June). In addition, parents and students may access the electronic gradebook for information about academic progress.

Transcripts include final grades and credits earned. As of 2014/2015 it is Trinity's policy not to rank students and will no longer be included on the transcript.

Honor Roll Requirements

First Honors: 3.700 or above
Second Honors: 3.400-3.699
Merit Roll: 3.100-3.399

Graduation Honors Policy

All graduation honors are based on the seniors 7th term accumulative grade point average. A student must complete at least one-half of his/her credits at Trinity High School to qualify for graduation honors.

Honors/Advanced Placement Courses

Honors and Advanced Placement courses are designed for academically talented, highly motivated students who have demonstrated by their past achievement that they are capable of mastering a more challenging course. Because there are a limited number of openings available in Honors/Advanced Placement classes, the Administration reserves the right to make the final decision in assigning or not assigning a student to an Honors/Advanced Placement class. Students enhance their chances of being admitted to Honors/Advanced Placement classes through earning high grades and participating in standardized tests.

Failures

A student who receives an "F" (failing mark) as a term grade will not receive the appropriate unit(s) or fractional unit(s) of academic credit.

Failure to earn credit in a course is an extremely serious matter. In the event that failure does occur, there are three options for earning the lost credit:

- Earn the missed credit from a school or program approved in advance by the Principal of Trinity High School.

- Secure private tutoring during the summer months with a teacher licensed in the appropriate subject. This program of tutoring must be approved by the Principal in advance and must include documentation of mastery of the objectives of the Trinity High School Course of Study. The proposed tutor must provide Trinity with a copy of his/her valid teaching certificate or license in the appropriate subject in order for this option to be approved.
- Re-enroll in the course at Trinity High School in the following academic year as approved by the Principal on a case-by-case basis.

All academic matters are subject to the review of the Principal.

Scholastic Awards Convocation
At the end of the year, the school sponsors an academic convocation to honor the students who have shown significant achievement in academic endeavors. Seniors with an accumulative grade point average of 4.0 after the 7th term will be designated St. Anthony Scholars. This convocation is by invitation only.

Incompletes
If special circumstances exist, e.g., extended illness, a teacher may assign temporarily a grade of "Incomplete" (I) at the end of a half-term or term. A student may make up the necessary work within a time period equal to the number of days absent or two weeks, whichever is shorter. Otherwise the "Incomplete" grade becomes an "F," a failing grade. The Administration reserves the right to extend the time allowed for make-up work.

Make-Up Work Following Full Day(s) of Absence
Tests and Long Term Assignments: If a student is absent for the day when a pre-announced quiz or test is given, the student should be prepared to complete that quiz or test on the day of return. In any event, the student must contact the teachers on the first day he/she returns to receive make-up work. Similarly, if a student is absent for the day when a pre-announced, long-term assignment is due, the student must submit that assignment on the day of return. Given the ease and availability of electronic communication, teachers may choose to impose academic penalties for such late submissions.

Other Academic Work
It is the student's responsibility to make-up all schoolwork missed due to absence from a full day or days of school. Work that is not completed within a time period equal to the number of days absent or two weeks, whichever is shorter, will not be accepted. The Administration reserves the right to extend the time allowed for make-up work. In any event, it is the responsibility of the student to cover work missed. Moreover, in the event of an extension, a written statement noting the deadline for missing assignments must be prepared by the student and signed by the student, a parent/guardian and each teacher.

Missing Individual Classes on a School Day
Students who miss any part of a school day due to a late arrival, early dismissal or school-related activity are responsible for approaching each teacher promptly concerning missed work according to the time frame listed in each teacher's classroom policies. Work missed because of unexcused absence or tardiness may not be made up.

Academic Probation Program
Students who fail to achieve the level of academic performance expected of Trinity students will be assigned to the school's Academic Probation Program. This program involves the following steps and procedures:

1. Entry: Students who earn one "F" or below a 1.3 GPA in a half-term enter the program's first level.

2. Notification: Shortly after the issuance of report cards, the Administration will notify the student's parent/guardian of the student's entrance into/continuance with the Academic Probation Program.
3. Steps for Improvement: In a meeting with the student, a counselor will work with the student to identify the possible cause(s) of low achievement. The counselor and student will identifies strategies to facilitate improved achievement.
4. Transition to Level Two of Academic Probation: If a student has improved his/her achievement to the point of exceeding the minimum standards of the Academic Probation Program, he/she is removed from the program. If a student has faithfully employed the recommended strategies and still falls below the "one F/below 1.3 GPA" criteria, the strategies are re-evaluated and revised as appropriate.
5. Transition to Level Three of Academic Probation: If a student has improved his/her achievement to the point of exceeding the minimum standards of the Academic Probation Program, he/she is removed from the program. If a student has not followed the recommended strategies and again falls under the standard, the question of the student's re-admittance to Trinity High School will be decided by the Administration.

Withdrawal from Trinity High School

As a condition of withdrawal, a student wishing to withdraw from Trinity must contact the Business Office and complete a form that asks pertinent information. In addition, the Business Manager must approve the release of academic records. The Administration reserves the right to discuss with the student reasons leading to the decision to withdraw.

Annual Review of Student Performance

In the weeks immediately following the conclusion of each school year, the Administration conducts a thorough review of the performance of each student enrolled. Based upon this review, a student may be required to enter into disciplinary, academic, and/or attendance contracts as a condition of his/her continued enrollment at Trinity High School. This review may also result in a student's withdrawal.

Daily Bell Schedule

Time	Period
7:55 am	Warning Bell
8:00 to 8:07 am	Announcements
8:07 to 9:38 am	First Period
9:38 to 9:45 am	Change
9:45 to 11:13 am	Second Period
11:13 to 11:20 am	Change
11:20 to 11:50 am	Period 3A
11:50 am to 12:20 pm	Period 3B
12:20 to 12:50 pm	Period 3C
12:54 to 1:20 pm	Period 3
1:20 to 1:27 pm	Change
1:27 to 2:57 pm	Fourth Period
2:57 to 3:00 pm	Announcements

Athletic Policies

Eligibility

Trinity High School recognizes three dimensions of eligibility: academic eligibility, social eligibility, and eligibility as determined by Ohio High School Athletic Association (OHSAA) policy.

Academic Eligibility

Since Trinity is first and foremost an academic institution designed to prepare students to go on for further study or to enter the labor force, it is expected that every student give top priority to his/her education. The decision on academic eligibility is the sole responsibility of each faculty member. The procedure for determining academic eligibility is as follows:

- At the beginning of each season (three times annually), the Athletic Director will submit a list of student athletes to the administrative secretary of those athletes currently eligible for participation. The list is used for the entire athletic season.
- The Athletic Director will compile a list of students who are failing. If any student is failing two or more courses, he/she will be ineligible for one week beginning the following Monday that will last through Sunday.
- A student athlete will lose eligibility for a period of nine weeks if he/she earns two or more failing grades at the half-term, or if he/she earns a half-term average below 1.30
- All student athletes must pass at least two classes worth one credit each half-term to be eligible. Failure to do so will result in suspension of athletic participation for the next quarter per Ohio High School Athletic Association policy.

Social Eligibility

Any student whose behavior in the school demonstrates a lack of self-discipline and an inability to follow the school's Student Accountability Code will not be permitted to dress for or play in an interscholastic contest. The procedure for determining social eligibility is:

- Certain offenses or an accumulation of offenses can result in suspension from practices and games as determined by the Administration.
- Rules for those students who use alcohol, tobacco or any other chemicals are listed in the student's training rules.
- The Administration of the school makes the final determination of the student's eligibility.

OHSAA Eligibility

OHSAA rules include but are not limited to the following:

- A student must be enrolled as a pupil no later than the 5th school day after the start of a semester in which the contest occurs.
- After the eighth grade, a student has eight semesters of eligibility for sports participation. Repeated semesters count against eligibility.
- Students representing OHSAA member schools must be amateurs. No promise of or acceptance of remuneration is permitted.
- Each athlete must be registered on Final Forms and have a yearly physical examination prior to the beginning of practice for their sports season. The completed physical form and completed Final Forms must be on file in the Athletic Director's office prior to the first practice session.

- Squad members may not participate on an independent team in the same sport during the same season.
- A student may participate only in a maximum number of games, quarters, periods, matches as established by the OHSAA per sport.
- A student is ineligible for competition if he/she reaches the age of 19 prior to August 1.
- A student must be present in school one-half day on the day of the contest or practice to be eligible to dress or play that day.
- From the time a student's name appears on the eligible list, he/she may not join another team in another sport until the end of that sports season without the written consent of the Athletic Director.
- No student may be excused from physical education classes (seasonally or on a per day basis) due to athletic competition.
- The athlete shall adhere to all training rules established by the coach of the sport.

Status of an Ineligible Player

- The student may practice with his/her squad.
- The student may accompany his/her squad to a contest but may not dress in uniform.
- The student may not participate in any team game at any level.
- The Administration, athletic director and/or coach reserve the right to revoke all participation privileges of an ineligible student for behavior inconsistent with the school's academic, conduct, and athletic standards.

Conduct of Student Athletes

A student who becomes a member of an athletic team, including cheerleading, must adhere to guidelines, rules and regulations governing that activity. These guidelines include rules regarding practices, award requirements, training rules and statements concerning games and practices occurring during school vacations or holidays. When students participate in an athletic activity, they are representing their school and community. Athletic rules and regulations apply before, during and after sports activities.

Training Rules

Expectations of coaches:

- The coach of each athletic team is expected to present a written statement of guidelines, training rules, and regulations to each member of the squad. The student must sign an acknowledgment that he/she understands them and the penalties that may be imposed for breaking the rules.
- Although coaches may set training rules that are unique and pertinent to their sport, the rules and the penalties for breaking these rules shall be consistent and in common with all of the rules set by coaches directing interscholastic athletic programs.

General Training Rules

- The student athlete shall not intentionally cause or attempt to cause substantial damage to valuable school property or steal or attempt to steal school property including, but not limited to, athletic equipment, uniforms and supplies.
- A student athlete shall not cause or attempt to cause damage to valuable private property, or steal or attempt to steal private property.
- A student athlete may never use any form of abusive or profane language or gestures toward a coach, teacher, administrator, authorized participant, official, or spectator.

- All student athletes shall comply with specific training rules and regulations distributed to them by the coach or director at the beginning of the sports season.
- Students participating in one sport are not eligible to take part in training or open gym sessions of another sport until the current sport season ends.

Failure to abide by the aforementioned responsibilities and requirements shall result in disciplinary action.

Wearing Uniforms
Wearing uniforms the day of a game is ordinarily not permitted unless a rally is being held that day or special permission has been given.

Attendance Required on Contest Days and Practice Sessions
A student must attend at least one-half day (two classes) to be able to dress for or compete in an athletic event that day. He/She must also attend classes one-half day in order to take part in the same day's practice session. Any exceptions (i.e. doctor's appointment, funeral, etc.) must be cleared with the Assistant Principal and Athletic Director.

No Practices When School is Cancelled
No practice will be held when school is cancelled because of inclement weather. The status of any scheduled game will be the responsibility of the Athletic Director and the Principal.

Athletic Awards
Freshman Teams: Each player receives a certificate for participation on the team. Individual team members may qualify for a Varsity letter or a JV certificate.

Junior Varsity Teams: Each player receives a certificate for participating on the team. Individual team members may qualify for a Varsity letter.

Varsity Teams: This award consists of a six-inch chenille "T," a sports patch and a certificate. If a player letters in the same sport a second year, he/she receives a patch and certificate. The third year a plaque is awarded, and the fourth year, a special plaque is given.

Special Awards: Three special awards are given each year in every sport: Most Valuable Player, Most Improved Player, and a Team Award. Also, a senior boy and girl are named Student Athletes of the Year. To qualify for this award, the player must maintain a 3.0 scholastic average and must letter in at least two sports.

Cheerleaders: Cheerleaders are eligible for the same awards as team members.

Awards Regulations

- Recipients of awards are determined by the individual head coaches and the Athletic Director.
- All seniors get letters if they participate at least two years in a program.

Excused Absence, Unexcused Absence, and Tardiness
"Excused" indicates that work missed during the absence may be made up. "Unexcused" means that work missed may not be made up. For an excused absence, the parent/guardian must notify the school by phone and must give the student a written excuse, which must be presented upon the student's return to school. Otherwise, absence has only one meaning: not present. Similarly, tardiness means not on time. Students and parents must be aware that all absences and tardiness, regardless of reason or excuse, have the potential of negatively affecting both academic progress and continued enrollment at Trinity High School.

Reasons for Excused Absence from School
Possible reasons for excused absence include:

- Illness with doctor's excuse
- Illness with parent's excuse
- Illness in the immediate family
- Death of a relative
- Emergency at home (validity to be determined by the Attendance Office)
- Absence approved by the Principal
- Breakdown of school bus known to Attendance Office
- Extreme weather conditions that make it impossible to get to school

Reasons for Unexcused Absence from School
Possible reasons for unexcused absence include:

- No call from parent/guardian on the day of absence
- No written excuse presented upon return to school
- A phone report of absence from an unauthorized person
- A forged written excuse with a forged signature

Please note: With an unexcused absence, the student is denied the right to make up any work missed. He/She receives a failing grade for such missed work.

Reporting Absences
Trinity High School requires that the following procedure be implemented whenever a student is absent:

- The parent or legal guardian must call the Attendance Office at 216-581-1644 before 8:15 am and give the student's name, grade and reason for absence.
- For the purpose of verification, the student must present a written excuse signed by the parent/guardian upon return to school. Failure to bring this written excuse will be reported to the Principal.
- Students whose parents fail to call or fail to give the student a written excuse will have their absences recorded as unexcused.
- Students whose absences are unexcused will receive no credit for any work missed.

Vacation Absence Procedure

- Parent/Guardian must submit a written request to the Principal of Trinity High School a minimum of two weeks in advance of the scheduled vacation. This request, which must be signed by the parent or guardian, should indicate dates of departure and return as well as the destination.
- Permission to take early vacation during the final week of school and final exams will not be granted

- The student assumes full responsibility for obtaining, in advance, assignments and materials that will be covered during the absence. However, teachers cannot reasonably be expected to furnish students with all materials, activities, etc. that will occur during the absence.
- Teachers are not expected to tutor students for work missed during planned absences and are not obligated to permit make up work if the necessary arrangements have not been made prior to departure.
- The request is approved by the Principal, and the student gives the approved request to the Attendance Office.
- Vacation days are counted as days absent; therefore, the student does not have perfect attendance. Also, vacation days do count against the school's excessive absence policy described elsewhere in this section of the Handbook.

Procedure for Late Arrival and Early Dismissal

The parent/guardian must call the Attendance Office prior to the student's request to arrive late or leave early because of an out-of-school appointment. No student will be permitted to leave early if a phone call has not been received.

In addition, the student must present a note from his/her parent or guardian to obtain a late arrival/early dismissal pass from the Attendance Office on the day of the late arrival or early dismissal. The pass must be shown to the classroom teacher prior to leaving and/or upon return.

The student is responsible for making up all work missed, provided the late arrival or early dismissal is deemed excused.

Excessive Absence

Students are considered excessively absent when they have six absences from any class(es) in one half-term. Once a student has been absent six times in a half term, the family will receive a letter stating such. Special consideration may be given to students who have documented medical reasons for prolonged absence or if there are other extenuating circumstances.

When the student is absent from class(es) six times in one half-term, he/she risks a failing grade for the class(es) for that half-term, subject to the determination of the Principal.

When the student is absent from class(es) twelve times in one term, he/she risks a failing grade for the term and must retake the course subject to the determination of the Principal.

The school administration has the ultimate authority in all attendance reality matters and reserves the right for discretionary deviation from the aforementioned attendance policy.

Tardiness

A student is tardy to school when he/she arrives late and is marked tardy by a classroom teacher or the Attendance Office. Persistent tardiness can lead to serious consequences, including suspension and withdrawal from Trinity High School.

Attendance Policies

- A student who arrives any time after 8:00 am must report to the Attendance Office, where the tardiness will be recorded and an admit slip will be issued.
- The Attendance Office keeps track of all tardiness and reports repeated offenses to the Assistant Principal for possible action.
- With the exception of situations where a student is detained by a staff member and reports to class with a written excuse from that staff member, teachers do not distinguish between excused and unexcused tardiness. Teachers simply report that a student arrived late to class. Students who feel that their tardiness merits special consideration need to present their cases directly to the Assistant Principal. Because the Student Accountability Code generously allows for two tardies before disciplinary action occurs.
- Students who miss quizzes, tests or other assignments because they are late risk not being permitted to make up the work.

Cutting Class or School

A student is considered to have cut if, for any reason, he/she does not report to an assigned class or other activity without the prior written permission of a staff member. The student who cuts a class may not make up the missed work. Students will be assigned a detention for each class they cut, subject to the "two detentions per half-term" policy; students who cut school will incur disciplinary penalties that may include, suspension, and withdrawal.

Activities, Athletics, and Attendance

- Student must attend at least one-half day of school (two classes) in order to take part in scheduled athletic events or a practice session.
- If a student is absent from school on a given day, he/she ordinarily may not attend any school-sponsored function in the evening.

Guidance Services

To Make an Appointment with a Counselor
To see any member of the Guidance Department, you must request an appointment using the online scheduler. A confirmation of your appointment will be sent to you. Show your appointment slip to your teacher and have it signed before coming to the scheduled appointment. If you need to see a guidance counselor but have not made an appointment, go to the Guidance Area and ask the attendance secretary for assistance.

Transcripts for College Applications
All college applications must be taken to your assigned Guidance Counselor. You will then be given a "Request for Transcript Release" to authorize Trinity to release specific information about you to the colleges you are designating on the form. The law requires this type of release signed by you (or your parents if you are under 18) if information is to be sent to any college or employer. The following procedure is to be followed for transcript requests:

- Meet with your Guidance Counselor with your completed college applications and fill out the "Request for Transcript Release" form.
- Transcripts are sent free of charge for current Trinity High School students. Transcripts for graduates and students no longer enrolled at Trinity High School will cost $3 each.
- Your counselor will review your college application with you, complete any sections requiring secondary school information and send the completed forms to the Business Office.
- The Business Office will mail your application and a copy of your transcript to the designated institution.

Job Opportunity Board
Various job opportunities will be listed on the bulletin board outside the library.

Guidance Resources
There are many resources available for student use located in the Guidance Area. They include tapes, slides, videos, printed materials and computer programs on study skills, test taking, college information, financial aid information, career planning skills, stress management, and many other topics.

Trinity High School's College Board Code Number
Trinity's College Board Code Number is 362260.

Religious Formation

Trinity High School locates its individual mission and purpose within the pastoral mission of the Church. Its goal is to provide a quality education, firmly rooted in the framework of the Catholic faith, that aids its students to grow intellectually, physically, socially, religiously and morally. All of its programs and policies are evaluated within this context. As a community of persons, it seeks this model, focus and goal in the person of Jesus Christ.

In light of recent documents of the Church, Trinity's religious formation program focuses its attention on the development of a sense of ministry within its students. The goal is to help students see themselves as full members of the Church with the privilege, responsibility and challenge to minister to one another in an ever-widening circle of community. The programs and policies of religious formation are geared to aid in this process of development. This program is meant to be a help to students as they are prepared to take up the challenge of living the Christian life.

Religious Formation within the School
As a Catholic School, Trinity High School believes that its primary reason for existence is the religious formation of students. Religious formation is one of its top priorities, and this priority can be clearly seen at Trinity. It is not sacrificed because of financial problems or scheduling difficulties.

Religious formation is not the exclusive domain of any one person or group of persons on the staff. All faculty members support and participate in religious formation activities. A number of faculty members serve on the Ministry Team and assume responsibility for specific aspects of the Religious Formation Program.

Religious Activities
The Second Vatican Council described the liturgy as the source and summit of the whole ministry of the Church. Trinity places the liturgical celebration of the Eucharist at the center of its school life. It offers its students a wide variety of liturgical and prayer experiences to expose them to the riches of the Church's heritage and to help them develop a personal appreciation and love for the Eucharist and for prayer as integral to a life of faith. At Trinity, the liturgy and prayer services are regularly celebrated in small class groups and, on special feasts, with the entire school community.

Sacrament of Reconciliation
The school plans penance services during Lent. Students are then free to celebrate the Sacrament of Reconciliation privately with a priest.

Retreats
The staff of Trinity High School believes it is important to offer students the opportunity to make a Trinity High School retreat each year. Retreats, a long-standing tradition in the Church and Franciscanism, provide individuals with the time and space necessary to pull aside from all day-to-day concerns and to reflect on the direction of their lives. It is an excellent opportunity to pray and to "listen" to God's voice in one's life. Each year the Ministry Team develops a variety of retreat experiences for all Trinity students. Participation in a Trinity class retreat experience is required of every student each year.

Service Program
As a Catholic school, Trinity recognizes service to others as a fundamental obligation of all Christians. Through the THS service program, Trinity students will:

- Participate in a wide variety of meaningful service experiences, both within Trinity High School and their church, as well as in the local community and as part of service organizations and agencies.
- Be provided opportunities to connect their service experiences with Scripture and Catholic social teaching and thus deepen their understanding of the relationship between being a disciple of Jesus and service of others.

- Reach out to those most in need within our society and in the world.
- Examine and consider the causes of poverty and suffering in the world in light of the Gospel.

Structure of the Trinity High School Service Program

- In-Reach: Service within Trinity High School or a student's church community.
- Out-reach: Service beyond Trinity or church community, including agencies, non-profit organizations and programs which serve people in need.
- Theology Class Connections: Each of the four years of theology will include a service component whose guidelines will be established by the theology teacher. These hours will also count toward a student's cumulative total for each year.
- Campus Ministry: Students will be encouraged to participate in additional service opportunities provided through the Ministry Office. Students may choose between significant ministry events, service projects sponsored by the "Instruments of Peace" organization or other approved service projects, such as Alternative Spring Break.

General THS Service Program Guidelines

- Each student is expected to complete and submit 20 hours per year, for a total of 80 over four years, during which students have provided service within Trinity or their church, as well as their local community. These hours should be submitted to the Director of the Service Program to be recorded in each student's service file.
- The Trinity High School Service Program will not accept service hour recognition for the following types of service:
    1. Family-owned businesses or organizations;
    2. For-profit businesses or organizations, regardless of ownership;
    3. Service provided for extended family members, except under extraordinary circumstances, and only when preapproved by the Director.
- Trinity High School service hour forms must be submitted for approval within 30 days of completing a particular service or project in order to receive credit for that service.
- In order to encourage students to experience a variety of service opportunities, individual service experience will count for not more than 10 hours toward a student's total, unless pre-approved by the Director or the appropriate Theology teacher.
- Organizations in which students serve must be consistent with Catholic values and church teaching.

Accountability for Participation in the Service Program
Any student who fails to fulfill the service hours requirement will not be permitted to publicly graduate from Trinity.

Baccalaureate Liturgy
As a Christian Catholic community, it is only natural that those about to graduate should gather to celebrate the Eucharist with their parents and with the faculty and school Administration. This Baccalaureate Liturgy centers around the theme of being sent forth in service to God and God's people.

Student Accountability Code

Philosophy

Trinity High School's Student Accountability Code seeks to promote the development of students by upholding standards of behavior that reflect Gospel values, enhance mutual respect, form character, encourage personal responsibility, and offer opportunities for personal growth as students respond to the call to become mature, educated Catholic adults.

We believe that:

- This educational community needs a code of student accountability to articulate behavioral standards consistent with the school's philosophy, to maintain order and to promote positive behavior necessary for learning and growth.
- Discipline is a learning process that guides an individual to develop his/her best self while respecting the rights of others.
- Students learn responsibility for their actions through the choices they make and by accepting the consequences of their actions.
- Disciplinary interventions are designed to help students reach their full potential as members of the Trinity High School community whose behavior conforms to standards determined by the school's Administration.

Applicability to All Students

The Student Accountability Code applies to all students at Trinity High School, including those who are eighteen years of age or older, at any time they are under school authority, including:

- While off campus, if the behavior impacts the learning environment or reputation of Trinity High School, its students, faculty, and/or staff;
- While on the campus or at any other location used by the school for educational activities and programs;
- While attending or participating in any school-sponsored event or activity, regardless of location;
- While on board any bus or other vehicle used by the school for the transportation of students; and
- While traveling to and from school.

Levels of Behavior

Trinity's Student Accountability Code recognizes two levels of behavior:

- Class I: Very Severe Behavior
- Class II: Serious Behavior

Class 1: Very Severe Behavior

- 040: Pulling a fire alarm or tampering with safety equipment
- 041: Possessing, using, threatening to use or exhibiting a weapon
- 042: Using, possessing or threatening to use any kind of fireworks
- 043: Possessing, transmitting, buying, concealing, using, or being under the influence of any drug or alcoholic beverage at any time the student is subject to school authority or being in the company of students involved in these behaviors. This includes the possession, transmittal, concealment and use of drug paraphernalia.
- 044: Writing, speaking, or otherwise using profane, vulgar, racist, disrespectful, or other improper language or gestures
- 045: Engaging in behavior considered by the Administration of the school to be sexually harassing

Student Accountability Code

- 046: Smoking and Vaping which shall be defined as possessing tobacco and/or a cigarette, cigar, pipe, or smokeless tobacco in the mouth or hand either on or off school property while the student is subject to school authority, or being in the company of students involved in these behaviors. This includes bringing tobacco products and other smoking materials (lighters, for example) to school and having them in the student's possession or in the student's locker.
- 047: Forging a signature on a school or parental document, using another student's identification, or tampering with any school document, including delivering a forged note or appointment slip
- 048: Stealing, destroying or vandalizing personal and/or school property as well as obtaining a locker number for the purpose of vandalizing or stealing, including changing, tampering or mutilating the locks of others
- 049: Fighting or threatening to commit any act of violence or endangering another student
- 050: Failing to comply with directions of teachers or other authorized school personnel and/or disrespectfully responding to such directions during any period of time the student is subject to school authority
- 051: Failing to accept discipline or punishment as prescribed by the Student Accountability Code
- 052: Cutting school (for all or part of a school day), class(es), liturgies, prayer services, assemblies, assigned detentions or otherwise leaving the building without permission
- 053: Hazardous driving or disruptive behavior on school property and/or being the reason for the presence of others who engage in such hazardous or disruptive behavior
- 054: Engaging in individual or group activity that could harm the reputation of the school or an individual, including hazing or other types of initiation
- 055: Engaging in any activity, action or disturbance deemed by any administrator to be disruptive.
- 056: Attempting or committing arson or extortion
- 058: Inappropriate physical contact with a teacher or staff member
- 059: Violating the Acceptable Use Policy for instructional technology
- 060: Dangerous or disruptive behavior on the school bus
- 061: Academic dishonesty
- 062: Posting inappropriate material on social networking web sites (e.g., Instagram, Twitter, Facebook, etc.)

Class II: Serious Behavior

- 002: Failure to provide written documentation after an absence
- 005: Eating in class or taking food and/or drink outside the cafeteria (penalty as established by classroom policy)
- 006: Littering; writing on desks/chairs
- 008: Disruptive behavior in class
- 009: Disregard of classroom policy
- 010: Use of unacceptable language
- 011: Gum chewing (penalty as established by classroom policy)
- 012: Dress code violation
- 013: Disruptive behavior in the cafeteria or other common area
- 014: Improper boy/girl relationship behavior
- 015: Disregard of school policy
- 021: Failing to report to the Attendance Office when arriving late or leaving early
- 023: Carrying a book bag or backpack during the school day
- 024: Disrupting learning with a cellular phone or other electronic devices

Student Accountability Code

Procedure for Class I (Very Severe Behavior) Referrals
The first referral may result in any or all of the following actions as determined by the Administration of the school:

- Assignment to detention(s);
- Referral to a guidance counselor;
- Parent phone call, letter, or conference;
- Out-of-school suspension; and/or
- Expulsion.

Subsequent referrals may result in any or all of the following actions as determined by the Administration of the school:

- Parent phone call, letter or conference;
- Out-of-school suspension; and/or
- Expulsion.

Procedure for Class II (Serious Behavior) Referrals
In conjunction with classroom intervention strategies employed by individual teachers, the following procedures apply to Class II (Serious Behavior) referrals:

- A student who is tardy to three classes in any half-term will be assigned to one two-hour detention.
- A student who cuts a class will be assigned to one two-hour detention. Additional cuts will bring additional penalties.
- A student who violates the dress code is subject to the penalties detailed elsewhere in this Handbook
- If a student continues to misbehave after serving two detentions in a half-term, he/she will incur harsher consequences, including suspension and/or expulsion.

Rules Governing the Detention Period

- Detentions are scheduled on Monday afternoons, beginning promptly at 3:10 pm and ending at 5PM.
- Because students are assigned to detention because of their own failure to follow the Student Accountability Code and because they will have at least 48 hours' notice of their detention assignment, detentions may not be rescheduled to accommodate scheduling conflicts with work, athletics, activities, etc.
- Students must appear in full compliance with the Trinity Dress Code.
- Students should come to the detention site with sufficient textbooks, notebooks, paper, writing instruments, etc. in order to be actively engaged in academic activity (reading, writing, studying) for the entire two hours. At the discretion of the administration, students may be assigned to work detail in lieu of study time.
- There is absolutely no talking or sleeping during the detention period.
- Students who arrive after 3:10 pm will automatically receive a second detention assignment.
- Students accumulating 3 detentions for not wearing their ID Lanyards and Tardiness will lose their phone privileges for one week. The phone will be dropped off to Mrs. Fritsch in the Business Office before 8AM and will be picked up after 3PM each day

Student Accountability Code

Rules Governing Out-of-School Suspension
An out-of-school suspension for one or more days is assigned to a student who has committed a Class I (Very Severe Behavior) offense. Short of expulsion, out-of-school suspension represents the school's most grave disciplinary measure. The following rules govern out-of-school suspension:

- The student may not participate in any school activity on the day(s) of the suspension.
- A student on out-of-school suspension is not permitted on or near school property.
- The student risks loss of eligibility for interscholastic athletic competition.

Expulsion
The Administration of Trinity High School may expel any student whose behavior, as determined by the Administration, is seriously detrimental to anyone or anything connected with the Trinity High School community. Expulsion can occur any time after committing one or more Class I offense(s), after a series of Class II offenses and/or after repeated violation of the school's attendance policies.

Disciplinary and Attendance Contracts
At the direction of the Principal or Assistant Principal, students may be required to enter into disciplinary and/or attendance contracts as a condition of their enrollment at Trinity High School. The terms specified in these contracts typically involve standards higher than those outlined in this Handbook. Students who fail to comply with the terms of their contracts risk withdrawal from Trinity High School.

Policy on Youth Gangs

Jurisdiction
Realizing all gang activity is a community concern, communication will be maintained with the police department on all matters related to gang activity within the school.

Prevention
In order to assist students in the development of positive self-esteem, decision-making skills and social values appropriate educational programs and activities will be provided on a regular basis in the school curriculum.

Youth gangs and gang-related activities are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Gang activity includes:

- Recruitment
- Initiation
- A manner of grooming, hair style and/or wearing of clothing, jewelry, head coverings, or accessories that by virtue of color, arrangement, trademark, or other attribute denotes membership in a gang
- Displaying gang markings or slogans on school or personal property or clothing
- Having gang tattoos
- Possessing literature that indicates gang membership
- Fighting, assault, and hazing
- Extortion
- Establishing turf
- Use of hand signals, gang vocabulary, and nicknames
- Possession of beepers or cellular phones
- Possession of weapons or explosive materials
- Possession of alcohol, drugs, drug paraphernalia

- Attendance at functions sponsored by a gang or known gang members
- Exhibiting behavior fitting police profiles of gang-related drug dealing
- Being arrested or stopped by police with a known gang member
- Selling or distributing drugs for a known gang member
- Helping a known gang member commit a crime
- Any other action directly resulting from membership or interest in a gang.

Consequences

If a participant in any school activity is suspected or identified as being a member of a gang, shows interest in joining a gang, initiates, or participates in any gang related activity, or has been approached for recruitment, any or all of the following steps may be taken:

- Parents/guardians will be contacted immediately and appropriate intervention initiated.
- Individuals may be referred to counseling (personal and/or family).
- Individuals may be referred to the Department of Human Services or other welfare or child care agencies of the respective county.
- Individuals may be referred to outside agencies or programs for treatment when use of drugs and/or alcohol is involved.
- Individuals may be referred to the Task Force on Violent Crime.
- Police, juvenile court, and other appropriate authorities will be notified of violence and/or illegal activities.
- Individuals may be suspended or asked to withdraw.
- Parents/children will be held liable and financially responsible for all forms of vandalism.

Related Policies

In order to prevent the onset of gang related activity, the following related policies will be strictly enforced:

- Appropriate attire at all times while on school property.
- Expectations of appropriate conduct for school activities.
- The right of school authorities to search personal property brought to any school activity if suspicion of gang involvement, weapon possession, or possession of drugs exists.
- Policies and procedures relative to scheduling, supervision and attendance at school sponsored events, whether on or off school property.
- Policies and procedures established relative to participation in and attendance at school sponsored athletic functions whether held on school property or at other public facilities.
- Encouragement of parent cooperation in not permitting children to host/attend unsupervised parties or activities.

Non-discrimination, Anti-Harassment, Intimidation, and Bullying Policy

Trinity High School does not discriminate on the basis of race, creed, gender or national origin in its enrollment practices. We are committed to provide a welcoming environment for all members of our faculty, staff, students and volunteers**.**

Trinity High School teaches belief in the sanctity of human life and the inherent dignity of the human person. We believe that all students, school employees and volunteers have a right to a safe and healthy school environment. All members of the school community, in turn, have an obligation to promote mutual respect, tolerance, and acceptance.

Student Accountability Code

The Principal will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build the school's capacity to maintain a safe and healthy learning environment. Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying.

Harassment, intimidation or bullying behavior by any student/school personnel in Trinity High School is strictly prohibited and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying," in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts (e.g., Internet, cell phone, personal digital assistant [PDA], or wireless hand-held device), either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will the effect of:

1. Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and
2. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

Trinity High School will not tolerate behavior that infringes on the safety of any student, school employee, or volunteer. A student, school employee, or volunteer shall not intimidate or harass another student, school employee, or volunteer through words or actions whether in the classroom, on school property, to and from school or at school-sponsored events, or from any computer not on school property.

Definition
"Harassment, intimidation, or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students, school employee, or volunteer exhibits toward another particular student, school employee, or volunteer more than once and the behavior both:

1. Causes mental or physical harm to the other; and
2. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other.

Such behavior includes overt intent to ridicule, humiliate, or intimidate another student, school employee, or volunteer. Examples of conduct that could constitute prohibited behaviors include:
- Physical violence and/or attacks;
- Threats, taunts, and intimidation through words and/or gestures;
- Extortion, damage, or stealing of money and/or possessions;
- Exclusion from the peer group or spreading rumors; and
- Repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other Web-based/online sites (also known as "cyberbullying"), such as the following:
    a. Posting slurs on web sites where students congregate, or on Web logs (personal online journals or diaries);
    b. Sending abusive or threatening instant messages;
    c. Using camera phones to take embarrassing photographs of students and posting them online;
    d. Using web sites to circulate gossip and rumors to other students;
    e. Excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

Procedure for the Alleged Victim

1. Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor, or Principal to help.
2. If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
   a. Tell a teacher, counselor or Principal; and
   b. Write down exactly what happened, keep a copy and give another copy to the teacher, counselor, or principal including:
      i. What, when, and where it happened;
      ii. Who was involved;
      iii. Exactly what was said or what the harasser did;
      iv. Witnesses to the harassment;
      v. What the student said or did, either at the time or later;
      vi. How the student felt; and
      vii. How the harasser responded.

Complaint Procedure

Trinity High School expects students and/or staff to immediately report incidents of bullying to the Principal or his/her designee. Staff members are expected to immediately intervene when they see a bullying incident occur. According to the Ohio Department of Education: "A school employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with a policy if that person reports an incident of harassment, intimidation, or bullying promptly in good faith and in compliance with the procedures specified in the policy."

The Principal upon receiving a complaint must notify the parents or guardians of any student involved in a prohibited incident and must provide access to any written reports pertaining to the prohibited incident within the spirit of the Ohio Revised Code 3319.321 and the Family Educational Rights and Privacy Act of 1974 as amended.

The Principal may appoint an investigator. Any evidence of harassment, including but not limited to, letters, tapes, and pictures should be turned over to the investigator. Each complaint of bullying should be promptly investigated. The investigator, with the approval of the Principal, or the Principal has the authority to initiate an investigation in the absence of a written complaint.

Any witness to the event is encouraged to describe what was witnessed to the investigator. Information received during the investigation is kept confidential to the extent possible.

Trinity High School prohibits retaliatory behavior against any complainant, witness, or any participant in the complaint process. Any person who engages in bullying may be subject to disciplinary action up to and including expulsion.

Investigation Procedure

It is imperative that harassment, intimidation, or bullying be identified only when the specific elements of the definition are met because the designation of such prohibited incidents carry special statutory obligations. However, misconduct by one student against another student, whether appropriately defined or not, will result in appropriate disciplinary consequences for the perpetrator.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions to each allegation of harassment and report the findings and conclusions to the Principal. The investigator will provide a copy of the findings of the investigation to the Principal.

Resolution of the Complaint
Following receipt of the investigator's report, the Principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps that may include discipline. Prior to the determination of the appropriate remedial action, the Principal, at the Principal's discretion, interview the complainant and the alleged harasser. The Principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The Principal will maintain a log of information necessary to comply with the Ohio Department of Education reporting procedures.

Points to Remember in the Investigation

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

Conflicts
If the investigator is a witness to the incident, an alternate investigator shall be appointed to investigate.

"Made in the Image and Likeness of God"
Trinity High School seeks to create and to foster a Catholic School community in which all individuals are treated with dignity, integrity, and respect. And in light of this, every person has a human dignity, which Trinity High School is committed to enhance and protect. We believe that all individuals are 'created in the image and likeness of God.' For these reasons, the Trinity High School community is one in which all faculty, students, and staff are entitled to pursue their fullest spiritual, intellectual, physical, social, and emotional potential. Harassment of any kind interferes with this development and, therefore, will not be tolerated.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, or sexual orientation. Harassment creates an offensive, hostile, and intimidating environment. Examples of harassing behavior include, but are not limited to, the following:

1. Verbal Harassment: Derogatory or demeaning comments, jokes, threatening, or intimidating words spoken to or about another person or group.
2. Physical Harassment: Unwanted contact, touch, impedance, blocking, assault, hazing, or any intimidating interference with normal activity or movement.

3. Visual Harassment: Derogatory, demeaning or inflammatory drawings, written words (including those on the Internet), cartoons, posters, gestures, or altered photographs physically produced or posted.
4. Sexual Harassment: Unwelcome insults and other verbal or physical conduct of a sexual nature.

Our school will treat all allegations of harassment seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

Sexual Harassment Policy
Trinity High School is committed to creating an environment where sexual harassment is eliminated as contrary to the Catholic vision of humanity and social justice. Accordingly, sexual harassment is viewed by this community as immoral and illegal behavior that will not be tolerated. This policy is written and implemented to inform all students, parents, faculty, and staff members of an accurate understanding of sexual harassment and what procedures are to be followed in the event sexual harassment occurs.

Description of Sexual Harassment
Consistent with state and federal laws, Trinity High School defines sexual harassment as unwanted sexual advances or unwanted visual, verbal, or physical conduct of a sexual nature. Unacceptable behavior in this regard includes, but is not restricted to:

- Unwanted sexual advances, including propositioning and repeatedly asking someone out on a date after it is stated by that individual that he/she is not interested in such a relationship.
- Explicitly or implicitly offering benefits such as academic rewards or employment benefits in exchange for a sexual behavior.
- Making or threatening any type of reprisal after a negative response to a request for a date or any sexual behavior.
- Unacceptable non-verbal conduct, including, but not limited to, leering, sexual gestures or displaying sexually suggestive objects, pictures, cartoons, or posters.
- Unacceptable verbal conduct, including, but not limited to, making or using derogatory comments, epithets, slurs or jokes of a sexual nature or making sexually based remarks about another person's or one's own body.
- Verbal abuse of a sexual nature, including graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
- Unacceptable physical conduct, including touching, assault or impeding or blocking movement related to a sexually based conversation or action.

What to Do If You Are Sexually Harassed
When unwelcome activities described above occur that are of a milder nature, the best thing to do is to say that you are uncomfortable with the behavior and ask the individual to cease such behavior. If the behavior does not stop, students should immediately inform a guidance counselor or an administrator. Faculty and staff members should contact the Principal immediately. The following steps will be taken:

- The individual reporting the harassment will be asked to submit a written complaint.
- The Principal, or, in the case of the Principal's alleged involvement, an investigator appointed by the Trinity High School Board of Trustees, will investigate the matter. The investigation will include interviewing the person filing the complaint, the alleged harasser, eye witnesses, and corroborative witnesses.
- If any individual is found to have engaged in sexual harassment, sanctions deemed appropriate by the Administration of Trinity High School will be imposed.

Student Accountability Code

In addition to contacting school officials regarding incidents of sexual harassment, there may be additional legal avenues for complaint. Contact the Equal Employment Opportunity Commission or an attorney for more information.

Instructional Technology Acceptable Use Policy

General Understandings
Trinity High School has made a profound and pervasive commitment to providing excellence in computer-related educational experiences for all its students. In order that optimum advantage may be taken of both the equipment and computer related classroom experiences, mature and responsible behavior is expected of all students at all times. Respect for administrators, teachers, staff, other students, as well as for the equipment itself is essential.

The various networks and programs available to students in a variety of classes are meant to enhance the learning environment and contribute to the overall development of knowledge both in the subject areas and in computer-related technology. The right of a student to use computers is contingent upon his/her cooperation with the understandings and procedures outlined here as well as those indicated by the individual classroom teachers.

The understandings and procedures outlined here are in effect for all computers throughout the building including, but not limited to those in the computer labs, the second floor computer labs, the science lab, the drafting room, and the library.

Specific Understandings
The computers at Trinity High School are to be used for academic purposes only.

- Students are not to bring computer games to school, nor are they to spend time online playing games.
- Students are not to occupy themselves in writing personal letters or sending personal e-mail messages on the school's computers without the explicit permission of a teacher or staff member.

Each student is required to have a password.

- The password should be considered as the combination lock on one's locker, and should not be shared with anyone else. Should any difficulties arise, a student who has shared his/her password shares in the responsibility for the incident.
- Students should choose a password not easily deciphered.

The computers may never be used to review or transmit indecent or harassing material.

- Transmitting indecent material includes making, creating, soliciting, copying or initiating the transmission of any comment, request, test, graphic file, suggestion, proposal, image, or any other communication which is obscene, offensive, or otherwise inconsistent with the Trinity High School philosophy as determined by the Trinity Administration.
- Students are not to use the computer to threaten, harass, insult, or defame others.

Teachers, site coordinators, systems operators, and school administrators always retain the right to access, read, alter, or perform any needed function regarding any program in all school computers.

- Students should assume that computer usage is monitored for breaches of security or inappropriate use.
- Students should not assume that their files are confidential.

All students using computers, and their parents, are required to sign the Computer Usage Agreement. This contract will be kept on file by each teacher.

Instructional Technology Acceptable Use Policy

Unacceptable Behaviors

The following behaviors are considered unacceptable and will be dealt with swiftly and judiciously:

- Logging in—or attempting to log in—to the computer as another student
- Logging in—or attempting to log in—to the computer as a teacher, administrator or systems operator
- Sending messages of any kind without the explicit permission of a teacher or staff member
- Damaging, defacing, marring, or in any way harming the computer hardware or furniture, including but not limited to the monitor, keyboard, CPU, printers, desks, trays, chairs, glass, etc.
- Doing or attempting any damage or mischief to the networks
- Any activity deemed inappropriate by the systems operator or site coordinator
- Copying—or attempting to copy—the work of another student whether from a disk or hard drive
- Destroying or tampering with another's disk
- Installing software, freeware, or applet onto any computer
- Sharing your home directory (H:\Drive) or any folder with another student unless set up by the teacher for project work
- Installing or using emulators to play games
- Attempting to circumvent the school web filtering software by using a proxy or other program
- Changing computer settings that affect the look or behavior of the computer
- Attempting to access restricted areas of the network
- Copying music to any location of the server/network for any purpose that violates copyright laws
- Downloading pirated versions of movies and other media types
- Storing personal files not meant for school use on the server
- Copying or attempting to copy licensed software

Consequences

A student who does not cooperate with the above understandings or who engages in unacceptable behavior may be subject to the sanctions of detention, temporary or permanent suspension of computer privileges or suspension or expulsion from school. Such actions may have a detrimental effect on the student's academic record.

When serious infractions occur, teachers are to notify the IT Director and Assistant Principal. After considering the opinion of the teacher who made the referral, the Assistant Principal, together with the IT Director, will determine the appropriate action.

Student Dress Code

In choosing to attend Trinity High School, a student and his/her parent(s) agree to follow the expectations for dress established by the school's Administration. As leaders of a private, Catholic school, the Administration has adopted the following dress code as a reflection of a belief in several values:

1. **Personal discipline:** The dress code evokes and enforces neatness and responsibility. Adherence to the dress code reflects the maturity and self-discipline required for both academic excellence and growth in spiritual life.
2. **Positive identification with the school:** The dress code identifies students with Catholic education in general and Trinity High School in particular. In so doing, the code upholds the school's tradition and fosters Trinity's positive public image. The code also builds school unity by establishing a sense of community and promoting gender equity.
3. **Reducing competition and overall cost of dress:** The dress code seeks to guard against excessive variation and cost in the attire students wear to school on a daily basis.
4. **Consistency:** A student who wears a visible item that is not specifically identified in this code is in violation of the code.

The Administration of Trinity High School has the ultimate authority to determine the appropriateness of all attire.

Regulations for Young Men

Pants
Young men may wear pleated or flat front, regular-fit, khaki dress pants. Pants should not be skinny, boot cut, or jogger fit. A solid black or brown belt must be worn at all times.

Dress Shirts
Young men wear appropriately fitted white or light blue, fully-buttoned dress shirts (long or short-sleeved) that include the Trinity High School logo embroidered in blue on the left side chest. Shirts are to be tucked securely into the waistband of the pants. A plain white undershirt may be worn, provided its sleeves do not extend beyond the sleeves of the dress shirt. All dress shirts must be purchased from Trinity's Lands' End School Uniforms store.

Ties (Optional)
While wearing a dress shirt, young men may choose to wear a traditional, diagonal striped, or solid colored tie that is fastened tightly around the neck and that extends to the top of the belt.

Polo Shirts
Young men are permitted to wear appropriately fitted white, royal blue, navy blue, or light blue polo shirts that include the Trinity High School logo embroidered in blue or white on the left side chest as an alternative to a dress shirt. A plain white undershirt may be worn, provided its sleeves do not extend beyond the sleeves of the polo shirt. All polo shirts must be purchased from Trinity's Lands' End School Uniforms store.

Shoes
Young men wear solid, neutral-colored dress shoes that completely cover the foot, do not extend above the ankles, and have heels that do not exceed two inches. Permissible shoes include plain Black, White or Brown Vans, and Brown or Tan Sperry boat shoes. No checkers, insignias, or designs on the shoes of any kind will be permitted. Sandals, tennis shoes, and boots are not appropriate for school.

Socks
Young men wear solid colored dress socks at all times.

Jewelry
Young men may wear a single post earring (no logos, insignias, or other art), worn in the ear lobe only. No other visible piercings are permitted.

Hair
Young men wear their hair in neat, clean and ordinary styles. Among those styles not permitted are unusual lines, shavings, tails, extreme spiking, unnatural colors, and combinations of more than two natural colors. A young man's hair should not extend beyond the top of the shirt collar. No unnatural colors (like pink or red) will be permitted. Before adopting any non-traditional hairstyle, a student should consult with the Assistant Principal. Students who adopt non-traditional styles without such consultation risk consequences that may include withdrawal from Trinity.

Trinity adheres to a no facial hair policy; however, if a male student is unable to shave due to medical reasons, you must provide doctor's documentation. Once received, your facial hair must be kept trim and neat.

Regulations for Young Women

Pants
Young women may wear regular-fit, straight, boot cut, elastic back, tapered, or cropped khaki dress pants. Pants should not be skinny or jogger fit.

Dress Blouses
Young women wear appropriately fitted white or light blue, fully-buttoned dress blouses that include the Trinity High School logo embroidered in blue on the left side chest. A plain white undershirt may be worn, provided its sleeves do not extend beyond the sleeves of the blouse. All blouses must be purchased from Trinity's Lands' End School Uniforms store.

Polo Shirts
Young women are permitted to wear appropriately fitted white, royal blue, navy blue, or light blue polo shirts that include the Trinity High School logo embroidered in blue or white on the left side chest as an alternative to a dress blouse. A plain white undershirt may be worn, provided its sleeves do not extend beyond the sleeves of the polo shirt. All polo shirts must be purchased from Trinity's Lands' End School Uniforms store.

Shoes
Young women wear solid, neutral-colored dress shoes that completely cover the foot, do not extend above the ankles, and have heels that do not exceed two inches. Permissible shoes include plain Black, White or Brown Vans, and Brown or Tan Sperry boat shoes. No checkers, insignias, or designs on the shoes of any kind will be permitted. Sandals, tennis shoes, and boots are not appropriate for school.

Socks
Young women wear solid colored dress socks at all times.

Jewelry
Girls may wear one delicate silver or gold necklace, worn at the nape of the neck. Girls may also wear no more than two small earrings per ear, worn in the ear lobe only. No other visible piercings, including in the nose, are permitted.

Cosmetics
In a school setting, cosmetics should be worn sparingly, if at all. Excessive or distracting lipstick or other cosmetics are inappropriate for school.

Purses
Purses should be small. Purses worn on the back are inappropriate.

Hair
Young women wear their hair in neat, clean and ordinary styles. Among those styles not permitted are unusual lines, shavings, tails, extreme spiking, unnatural colors, and combinations of more than two natural colors. No unnatural colors (like pink or red) will be permitted. Before adopting any non-traditional hairstyle, a student should consult with the Assistant Principal. Students who adopt non-traditional styles without such consultation risk consequences that may include withdrawal from Trinity.

Alternative Tops for All Students

Students are permitted to wear a variety of alternative tops that identify them as Trinity students. Alternative tops include Trinity sweaters, hoodies, and pullovers with the Trinity High School or Trinity Athletics logo printed or embroidered on them. A selection of alternative tops is available for purchase from the Trinity Spirit Shop or Trinity's Lands' End School Uniforms store. Alternative tops must be worn on top of the regular uniform dress shirt, blouse, or polo shirt. T-shirts and other tops without a Trinity logo are strictly prohibited.

Dress Down Days for All Students

Participation in a "dress down" day is a privilege that must be earned. Unauthorized participation in a "dress down" day will be viewed by the Administration as an act of dishonesty and defiant disregard of school policy. Accordingly, consequences for unauthorized participation in a "dress down" day can be quite severe. The following regulations govern authorized "dress down" days:

- Students are to wear a shirt or blouse with long or short sleeves or a T-shirt with sleeves. "Muscle shirts" and tank tops are not permitted.
- Students are to wear long pants. No torn, frayed, worn, ragged, or excessively tight pants or shirts, including articles made of Spandex-type material, are permitted.
- No article of clothing may contain any symbol, representation, word, or phrase conveying a message or theme inconsistent with the Administration's perception of the Gospel and tradition of the Catholic Church. In addition, articles of clothing containing advertisements or references to any tobacco or alcohol product are prohibited.
- Unless permission to wear shorts is specifically granted over the P.A. during the previous day, no shorts are permitted. If permission is granted, the length of the shorts must be consistent with the style known as "walking shorts." Silk-style shorts and short athletic-style shorts are among those styles not permitted.
- During dress down days designated to promote a certain theme, students must wear acceptable articles of clothing that have a predominance of the approved color(s). For example, on "Blue and White" Day, students must wear clothes that are blue and white.
- In accordance with our everyday dress code policy, no hats, head coverings of any kind or torn/ripped jeans will be allowed to be worn.

Student Dress Code

School ID Cards

The Administration of Trinity High School requires all students to wear their Student ID card on the blue Trinity lanyard provided to them. ID cards must be worn on the lanyard, around the student's neck, anytime they are in the school building. If a student is not wearing their Student ID card, they will be reported for a disciplinary infraction. After three (3) infractions, the student will be issued a detention.

Procedures for Violation of the Dress Code
The Administration considers the decision not to comply to the dress code as a deliberate decision to defy school regulations. Consequently, the penalties for such decisions can be severe. Specifically, once it is determined a student is not in dress code:

- The student must correct the problem immediately if it is correctable as determined by a teacher or administrator.
- The student's violation will be reported to the Assistant Principal.

The Atrium Sport Shop
The Atrium Sport Shop is located in the Atrium. The store is open for selected hours during special events. Students can order school jackets through the Atrium Sport Shop and can purchase a variety of Trinity clothing, decals, and other memorabilia.

Attendance Office
The Attendance Office is located on the first floor in the front of the building. All matters pertaining to absences and tardies are handled by this office.

Business Office
The Business Office is located on the first floor across from Room 101. Office hours are 8:00 am to 4:00 pm during the school year. Summer hours vary.

Emergency Procedures
Trinity High School is a ALICE trained institution. ALICE procedures are an option based response to any emergency. All Trinity faculty and staff are trained in a blended model of learning of all ALICE (Alert Lockdown Information Counter Evacuate procedures. All ALICE information can be located electronically at; https://www.alicetraining.com/ and a hard copy is available in the Trinity High School business office. All Trinity faculty and staff will implement and use the Navigate app in all emergency situations. Navigate is an alert and attendance technology that is used for accountability of all students and staff.

> *****INFORMATION SHARING*****
>
> **During the time of an emergency, no information should be shared with the public via text messages, social media, or phone calls.**
>
> **Faculty, staff, and students should not speak with the media unless instructed to do so by the Principal or Tony Burke.**

Severe Weather
The PA tornado siren will sound
- Take the safest/nearest route to designated areas.
- Take hard copies of the class rosters.
- Assist those needing special assistance.
- Do not leave the designated area until "all clear" is given.

Financial Policies
All tuition must be paid in advance through one of the plans offered by through the business manager's office. No student will be allowed to begin a school year unless all tuition is paid. Report cards and/or transcripts will not be released during the school year if bank payments are late or if a student owes any other money to the school. Seniors will not be allowed to graduate unless all financial obligations (lost books, fines, etc.) are paid in full.

Guidance Office
The Guidance Office is located next to the Attendance Office.

Health Services
The Clinic is located on the second floor in the center of the building. A registered nurse is on duty every day from 8:00 am to 3:00 pm. Students who wish to see the nurse must do the following:

- If leaving class, the student must secure a pass before reporting to the nurse.
- If the situation is an emergency, the student should proceed immediately to the nurse. The nurse will issue a pass to return to class.
- If a student is to be sent home, the nurse will notify parents and the Attendance Office.
- The nurse will issue a pass for the student to leave school.
- The student will report to the Attendance Office where he/she will wait to be picked up by the parent/guardian. No student will ever leave the building without having reported to the Attendance Office. No student who is ill will ever leave the building without having reported to both the nurse and the Attendance Office.

Parents and guardians should inform the nurse in writing of any medical conditions or limitations that need special consideration and of any medication that the student is required to take daily. This information is kept in the student's health record and referred to in case of illness.

The nurse will not administer any medication, including over-the-counter medicines, without the written consent of both a student's parent and personal physician.

Students with diagnosed allergies must have an emergency plan on file with the school nurse. Students are permitted to carry self-injecting epipens when prescribed by their physicians.

Asbestos Management Plan
Trinity High School has developed an asbestos management plan. This plan is available through contacting the Business Office of Trinity High School during normal business hours.

Lockers
Trinity High School owns the lockers and allows students the use of them. The lockers and the contents thereof are subject to searches at any time. The following rules also apply to locker use:

- Students will select their own lockers. Freshman and Sophomore lockers will be designated on the 2nd floor. The Junior and Senior lockers will be designated on the first floor. No student is permitted to change a locker without permission from the Business Office. Lockers are to be kept clean and free of food and debris.
- Students are cautioned not to give their locker combination to any other student.
- The school is not responsible for anything stolen from lockers.

- Students are responsible for keeping their locker free from all graffiti. If vandalism is noted, students should report it to the office.
- Lockers must be cleaned out at the end of the school year. If not, the contents will be discarded. Damage to lockers will result in charges added to the student's tuition bill.

Marriage Policy
A student deciding to marry while in high school will be excluded from attendance at Trinity High School.

National Honor Society
Membership in the National Honor Society is an honor extended to those students whose character, scholarship, leadership and service meets the standards established by the Trinity High School Chapter. These standards and the selection procedures are publicized each year by the NHS adviser. Students are responsible for meeting all deadlines and other requirements associated with application for NHS membership.

Parking

- All cars must be registered with the Business Office in order to be parked on the school lots. Parking is free for the school year for all registered drives.
- The parking permit gives permission to park in any available spot in designated areas of school parking lots. No student has exclusive right to a particular parking space.
- On occasion, special events or other activities may require the school to close certain spaces to student parking. In these situations, some students will need to park in the municipal lot on Granger Road. Students who receive parking permits agree to this provision of Franciscan hospitality.
- Speed is not to exceed 10 mph on school property. Hazardous driving may result in revocation of parking privileges and other disciplinary penalties.
- Courtesy, safety and consideration are expected of every driver.
- No student is allowed to go to his/her car during the school day without a pass from the Business Office.
- Trinity High School is not responsible for the safety of any car or its contents.

Pregnancy Policy
An unmarried girl who becomes pregnant will not automatically be dismissed from school. The Administration will decide on continued attendance and subsequent return of both the boy and/or girl involved after counseling with the student(s) and their parents. Each case will be determined individually considering the students involved, the protection of the unborn child, and the welfare of the school.

School Media Policy
Student images, activities, and accomplishments may be published in a number of internal and external media outlets, including but not limited to: television, newspaper, advertising, Web site(s), Trinity administered social media sites and school promotional materials. Students who do not wish to participate should contact Trinity High School's Public Relations Office.

School Research
It is beneficial for Trinity High School to conduct student research across a number of topic areas, including but not limited to: religious formation, student life, academics, admissions, and all other studies deemed

appropriate by the Administration. Such research projects are voluntary, and students may choose not to participate at any time during the process.

School Rings
Although a representative from the Josten's Company comes to the school to take orders from sophomores in the second term, there is no requirement that students purchase a ring from Josten's. As juniors, students receive their rings during a prayer service in November.

School Songs
Trinity Alma Mater
To Trinity High School we sing.
Our voices rise to thee;
In Unity and love we will live
In Truth and Fidelity.

To Trinity High School we sing;
We pledge our love to you.
Our Trojan Spirit through the years
Will live within our hearts.

Trojan Fight Song
Come on you Trojans, we will win tonight.
We won't give up till we have shown our pride.
We've got the pep and spirit always on our side.
And when our gallant men all fall in line,
We're going to win again another time.
So go on fight, fight, fight, fight, THS.
We're the best.
Blue and White: Fight!

Security

- The school building is open and supervised beginning at 7:00 a.m. on school days. The school is supervised afterschool until 4:30 p.m. **ALL STUDENTS MUST BE PICKED UP BY 4:30 P.M.** Only students who have scheduled co-curricular activities that are supervised may remain at school beyond 4:30 p.m. The atrium is open for students who are waiting for co-curricular activities beyond 4:30.
- Unless special permission has been granted by the Administration, no student may be in the building or on school grounds after 10:00 pm on the night before a school day.
- No student is allowed in a locked area of the building without proper authorization and supervision.

Signs
Students and student organizations may post materials in halls and classrooms after receiving approval from either the Principal or Assistant Principal.

Snow Days
Trinity will be closed when it is specifically announced that Trinity High School is closed. Parents and students should listen to local radio and television stations for the announcements of closing during bad weather. They will receive a text and social media posts to learn of any decision to close.

A text message will be sent directly to the parents/students who have supplied their cell phone number to the business office immediately following the decision to close. This is an optional and free service to our families, but please note that your cell phone provider may charge standard text message rates.

Stage Area
Students may use the stage area only with the permission of and under the supervision of a faculty member. No student is allowed in the storage rooms above the stage. Lights should be turned off and the area used must be cleaned when leaving the stage and gym.

Students Who Leave Home Before Graduation
Students who move away from home while still attending Trinity may be asked to leave the school.

Student Assistance Program
Trinity recognizes the struggles confronting today's young people, and hence, has on its staff personnel trained to recognize the symptoms of chemical dependency and to assist both students and parents in relation to such contemporary problems. Parents/students who need assistance should feel free to approach any member of the Guidance Department.

Vandalism/Damage to Property
Damage to school property, the building or the grounds as well as damage to private property or buses will not be tolerated. The repair/replacement of such damage must be reimbursed by the student(s) responsible in addition to any other disciplinary action that Trinity High School deems appropriate in any given case.

Visitors

- Parents should make an appointment in advance to meet with a teacher.
- The school policy is to accept only those visitors who have legitimate business at the school.
- All visitors must first report to the reception area at the front entrance to receive a visitor's pass.
- Visitors will not be issued a pass unless they are known to one of the administrators or unless they have legitimate business at Trinity.
- Small children should not be brought to school.
- Students who wish to bring a visitor to school may do so only after first obtaining permission from the Admissions Director.
- No Trinity student is permitted to open any locked door to admit someone into the building. After the start of the school day, doors are to remain locked.