



TRINITY HIGH SCHOOL

- 2026-27 STUDENT HANDBOOK -

TRINITY HIGH SCHOOL
12425 GRANGER ROAD
GARFIELD HEIGHTS, OHIO 44125

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COLLEGE BOARD SCHOOL CODE: 362260

MISSION STATEMENT

Trinity High School, guided by the Franciscan values of kindness, community, and service, educates diverse young adults. Our students grow to become compassionate thinkers and leaders through immersive spiritual experiences, a comprehensive college and career curriculum, and an innovative Pre-Professional Internship Program.

Approved July, 2026

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ADMISSIONS POLICY



An admissions decision cannot be made until ALL required information has been received and reviewed for both the Trinity application for Charter/Public School and Transfer students and the Digital Academy Application for Catholic School 8th grade students. The required components of this process are below.

ALL STUDENTS

- Complete a Shadow Visit
- Take a Placement Exam

CATHOLIC SCHOOL 8TH GRADERS

- Complete the Diocesan of Cleveland High School Application through Digital Academy; directions are given to you from your school principals/8th grade teachers.
- Catholic Schools will send over the following information
 - ◇ Your application with essay questions
 - ◇ Transcripts for 6th through 8th grade
 - ◇ Your standardized test scores
 - ◇ Two recommendation forms completed by teachers
 - ◇ Any other pieces of information they feel are needed to review your application
 - ◇ Accommodation Plan (IEP, Sego, 504, etc) and ETR

PUBLIC/CHARTER/TRANSFER STUDENTS

- Complete the Trinity High School Application available from the Admissions Office; components are listed below
- You are responsible for getting the application components to Trinity High School.
 - ◇ The following needs to be submitted by you to Trinity
 - » Signed application pages
 - » Essay Questions answered
 - ◇ The following needs to be submitted by the staff at your current school
 - » Transcript for 6-8 grades if you are an 8th grader
 - » High School Transcript for transfer student
 - » Two recommendation forms completed by teachers.
 - » Any other pieces of information they feel are needed to review your application
 - » Accommodation Plan (IEP, Sego, 504, etc) and ETR, if applicable

REVIEWING APPLICATIONS

Once a student's application is completed it is brought to committee for review. If a student is on an accommodation plan (IEP, Service Plan, 504, etc) the completed application and Accommodation Plan with ETR is reviewed by our Intervention Specialist to make sure we can accommodate the student's needs.

Trinity looks for students who can succeed in the classroom, are involved in their schools, community, and have good behavior. We closely review grades and conduct and take a student's recommendations very seriously.

ACADEMIC PROGRAM



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 culturally diverse young men and women from all backgrounds 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



The governing board of Trinity High School, located at 12425 Granger Rd. in Garfield Heights, Ohio 44125 has adopted the following racial nondiscriminatory policies:

NON-DISCRIMINATION POLICY

Trinity High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

Trinity High School will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

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:

SUBJECT	CREDITS	REQUIRED COURSES
Theology	4.0	Theology 9, 10, 11, and 12
English	4.0	English 9, 10, 11, and 12
Social Studies	3.0	Including World History, US History & 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	1.5	Health and Physical Education
Fine Arts	1.0	Vocal Music, Instrumental Music, Art, or Graphic Design
Foreign Language	2.0	For college admission: 2.0 credits in the same foreign language.
Business	1.0	Personal Finance
Electives	5.0	

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.
- The return of assigned Chromebook, cover, and charger, and the payment of fees for any lost or damaged Chromebooks & accessories.

ACADEMIC PROGRAM



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. Students must pass 2 out of the 3 grades (Halfterm 1, Halfterm 2, Final Exam / Project) used to calculate the overall final grade to receive credit for the course.

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.

STUDENT RECORDS AND CONFIDENTIALITY

Trinity's PowerSchool portal allows students and parents to view assignments and upcoming tests as well as grades achieved in class work, projects, tests, etc. Class schedules and attendance are also included. Students can access assignments via Google Classroom to stay on top of assignments, information and other components the teachers or school feel is relevant to their academic progress. These services do not substitute for a student's responsibility for all aspects of academic work.

PERMANENCY OF RECORDS: Accurate and complete individual permanent and cumulative records are maintained for each student enrolled at Trinity. These records will include student's attendance, final grades and other pertinent information that is relevant to the student's tenure at Trinity.

AVAILABILITY FOR REVIEW: The school implements all applicable requirements of the Family Educational Rights and Privacy Act. Parents of any student who attends or has attended Trinity has the right to inspect and review the education

GRADING SCALE



records of their children. Access to education records shall be made to parents within thirty (30) days after a written request has been made. Except for parents and those employees of Trinity who have access to education records within the normal course of business, all student records shall remain confidential.

TRANSCRIPTS

Final report cards and student records are the property of Trinity High School. Student records will not be transferred to another school until all financial accounts are settled.

Students must request transcripts for college applications and scholarships through Naviance, a secure, web-based college tool provided to Trinity students and families. There is no transcript fee for high school students. Allow two (2) weeks for processing of transcripts. Transcripts issued to the student or parent will be marked unofficial. Transcripts will not be issued unless all financial obligations to date have been met.

LETTER GRADE	NUMERICAL PERCENTAGE	QUALITY POINTS	WEIGHTED COURSES	AP COURSES
A+	97-100	4.30	4.80	5.30
A	93-96	4.00	4.50	5.00
A-	90-92	3.60	4.10	4.60
B+	87-89	3.30	3.80	4.30
B	83-86	3.00	3.50	4.00
B-	80-82	2.60	3.10	3.60
C+	77-79	2.30	2.80	3.30
C	73-76	2.00	2.50	3.00
C-	70-72	1.60	2.10	2.60
D+	67-69	1.30	1.80	2.30
D	63-66	1.00	1.50	2.00
D-	60-62	0.60	1.10	1.60
F	0-59	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 (January/June). In addition, parents and students may access the electronic gradebook for information about academic progress.

In addition to mid-quarter progress reports and quarterly report cards, students with learning differences will also receive quarterly progress reports completed by their intervention specialist that will report on progress with the goals and objectives listed on the Individualized Education Plan/Services Plan. These records are available to staff who work with the students but kept confidential in all other situations. Records are only released with written parental consent.

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.)



TRINITY HIGH SCHOOL ASSIGNMENT REDO POLICY

WHAT IS A REDO?

A redo gives the student an additional opportunity to demonstrate mastery of the learned content. It gives the student a chance to review their original work, make decisions about how to improve, and demonstrate improvement of relearned content. Since the goal of a redo is to help the student master the content being presented, the higher grade will be reported as the final assignment grade. A redo may be given as an alternate assignment in a different format than the original. At the teacher's discretion, the redo may require the student to redo the entire assignment or only the portion that was not mastered.

ELIGIBILITY

- Any test/quiz/project/paper is eligible for redo at the discretion of the teacher based upon the student's fulfillment of the parameters stated in this policy.
- Midterm Exams, Final Exams, Final Semester Projects/Presentations are NOT eligible for redos.
- Tests/quizzes/projects/papers assigned during the last 2 weeks of a halfterm are NOT eligible for redos.
- Any test/quiz/project/paper that is impacted due to academic dishonesty is NOT eligible for redos.
- In order to be eligible for a redo, the original project/paper must be turned in ON TIME unless the tardiness was due to a student excused absence.
- Students who refuse to take/complete the original quiz/test/project/paper are NOT eligible to complete a redo.

EXPECTATIONS

- Students must REQUEST a redo within 3 school days of a grade being posted on PowerSchool.
- Redo assignments must be COMPLETED within 2 weeks of the original grade being posted on PowerSchool.
- The process of completing a redo assignment is as follows:
 - ◇ Student requests permission to complete a redo by talking directly with his/her teacher
 - ◇ Student and teacher complete the Redo Form, develop a detailed plan of relearning, and set a deadline for the redo
 - ◇ Student must submit the original graded assignment, evidence of relearning/reflection (redo form), and redo assignment in order to have their redo graded.
- All homework/assignments that relate directly to the quiz/test/project/paper that is being requested for a redo must be completed before a redo will be accepted. This may be a part of the evidence of relearning plan.
- The student is expected to keep up with all their current classwork while they are completing a redo.
- Only one redo per eligible assignment is permitted unless the teacher feels that there is enough evidence of growth that would warrant a second redo.
- Students are only allowed 2 redo assignments per halfterm per class. Any more will require a parent- teacher conference to discuss the situation.
- Any student who uses the above policy to consistently fall behind, not come to class prepared, or form habits that will not benefit the student moving forward will be denied the privilege of further redos.

Redo Assignment Form

Student Name _____

Course Name _____

Date _____

Period _____

Assignment Name _____

Original Score _____

What specific things do you plan to do to improve your understanding of the concepts covered on this assignment? Be very specific and detailed in your plan of action. Please include dates and times.

The following is required when you turn in your redo assignment:

- The original graded assignment in its entirety
- This filled out form with your evidence of relearning plan completed
- The completed redo assignment

My redo assignment is due on (include date and period): _____

Signature of Teacher

Date

Signature of Student

Date

GRADING SCALE



TRINITY HIGH SCHOOL LATE WORK POLICY

POLICY OVERVIEW

At Trinity High School, turning work in on time is essential for mastering course material and staying on track. Because learning builds sequentially within each unit, all classwork, homework, and projects for a specific unit must be submitted before the unit deadline.

KEY GUIDELINES

- **The 3-Day Window:** Students may submit late work for up to 3 school days after a unit officially ends.
- **Hard Cutoff:** Once that 3-day window closes, late work for that unit will no longer be accepted for credit, and missing assignments will remain a zero.
- **Grade Deductions:** Late assignments will incur a 10% grade deduction for each day they are late past the original due date, up to a maximum deduction of 30%.
- **Assessments & Major Projects:** Tests/quizzes and major final projects follow specific teacher scheduling and make-up protocols, not the standard daily late work rules.

ABSENCES & SPECIAL CIRCUMSTANCES

- **Excused Absences:** Students get one extra day for every school day missed. If an absence occurs right at the end of a unit, the 3-day late window begins after the make-up days expire.
- **Extenuating Circumstances:** In cases of extended illness, medical emergencies, or family crises, students or guardians should contact a guidance counselor, administration, and their teachers as soon as possible to create a customized academic recovery plan.

ROLE	EXPECTATION
Teachers	Post unit end dates at least 1 week in advance and update missing work promptly in PowerSchool.
Students	Track deadlines, reach out for help early if falling behind, and submit late work within the 3-day window.
Parents & Guardians	Monitor progress in PowerSchool and encourage daily work habits before units wrap up.

GRADING SCALE



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.

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 more challenging courses.

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.

GRADING SCALE



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 two 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 at the family's expense.
- 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.

INCOMPLETES

If special circumstances exist (e.g., extended illness), a teacher may temporarily assign 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.

GRADING SCALE



WITHDRAW FROM TRINITY HIGH SCHOOL

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 a.m.	Warning Bell
8:00 to 8:07 a.m.	Announcements
8:07 to 9:38 a.m.	First Period
9:38 to 9:45 a.m.	Change
9:45 to 11:13 a.m.	Second Period
11:13 to 11:20 a.m.	Change
11:20 to 11:50 a.m.	Period 3A
11:50 a.m. to 12:20 p.m.	Period 3B
12:20 to 12:50 p.m.	Period 3C
12:54 to 1:20 p.m.	Period 3
1:20 to 1:27 p.m.	Change
1:27 to 2:57 p.m.	Fourth Period
2:57 to 3:00 p.m.	Announcements



STUDENT-ATHLETE HANDBOOK

REVISED JUNE, 2023

INTRODUCTION:

We are very pleased that your son/daughter has chosen to participate in the interscholastic athletic program of Trinity High School. A goal of the athletic program is to provide our student-athletes with the best environment in which their experiences may be as rewarding as possible. We are dedicated to the concept of the student-athlete. Students, coaches and athletes must remember that academics need to be the student-athlete's priority. Each student-athlete is bound by the Trinity High School Student Handbook and the expectations outlined in this student-athlete handbook. The Athletic Director and Administration has the final authority on all matters related to athletics.

GUIDELINES:

Participation in the athletic programs at Trinity High School is a privilege and all participants must adhere to the Guidelines below:

1. RULES:

Athletes are expected to:

- Follow the rules and procedures set forth in this Student-Athlete Handbook.
- Follow the rules and procedures specific to the individual team.
- Follow the rules set forth in the Trinity Student Handbook.
- Follow the rules of the Ohio High School Athletic Association.

2. 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.

3. 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.



4. 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.

5. 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 responsibility of the Administration. 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 Assistant 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.



6. SPORTSMANSHIP:

- On behalf of the Chagrin Valley Conference, we ask you to practice our core values of sportsmanship.
- Respect the coaches, players, officials and fans.
- Be a Role Model and encourage others.
- Take Responsibility for your actions and show leadership.

7. TRANSPORTATION POLICY:

- Students will be transported to away contests by the transportation company hired by Trinity High School.
- Students are permitted to drive themselves to practices and/or home games if the facility is off the campus. Students may NOT drive another student to these practices and/or home games.
- Special exception must be approved by an Administrator in advance.

8. SOCIAL MEDIA:

- As an athlete, you are a representative of Trinity High School and that means that what you put out there for the world to see is a direct reflection of not only you, but of this school, this program and its alumni, this coaching staff, and your teammates.
- We will not tell you that you cannot engage in these different forms of media, but we, as coaches, will caution you. Be aware of what you put out there.
- Remember that not only can your actions reflect poorly on all these individuals, but that they can also follow you. Social media has cost many an opportunity to attend the college of their choice, earn scholarships, or attain a job and these photos or posts will only follow them as they navigate their lives.
- Before you or members of your family hit send, think twice before you post and be sure that you are willing to bear the consequences of your thoughts and actions.
- Actions will be taken by the Administration if any social media is deemed inappropriate.

9. HAZING & HARRASSMENT:

- The practice of hazing, which is defined as committing an act of initiation into a group, or coercing others to commit such an act, that causes mental or physical harm or personal degradation, will not be tolerated at Trinity High School.
- The practice of harassment, which is defined as any act, gesture, or comment that degrades an individual or creates an intimidating situation, is an unacceptable practice and will not be tolerated at Trinity High School.
- Victims of any hazing/harassment incident should immediately report the abuse to their coach, athletic director, Administrator, or any school personnel. Any student or group of students involved in hazing and/or harassment will be subject to school and team discipline, which may include suspension from team or school and possible dismissal from the team for the remainder of the season.

ATHLETIC POLICIES



10. CHEMICAL USE:

During the season of practice or play, regardless of the quantity, a student shall not:

- Use any beverage containing alcohol.
- Use or consume, have in possession, buy/sell or give away any illegal controlled substance. (It is NOT a violation for a student to be in possession of a legally defined drug specifically prescribed for the students' own use by his/her doctor.)
- Minimum penalties for Athletic Activities:

FIRST VIOLATION

• Penalty: After confirmation of the first violation, the student shall lose athletic eligibility for the next four (4) weeks (or a minimum of four (4) contests (if the violation occurs before the season starts) of a season in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student remain at practice for the purpose of rehabilitation. NOTE: The use of tobacco in any form will cause the student to lose eligibility for one-half the time periods as above. Subsequent violations will have penalty of 1 and ½ times the previous penalty.

SECOND VIOLATION

• Penalty: After confirmation of a second violation, the student shall lose eligibility for twelve (12) weeks consecutively or twelve (12) contests, whichever is greater. This penalty shall carry over to any other sport in which that student is a participant.

THIRD VIOLATION

- Penalty: After confirmation of a third violation, the student shall no longer be allowed to participate in any athletic contests or be a member of any athletic team.
- Penalties shall be cumulative beginning with and throughout the student's years of participation on all levels of all interscholastic athletic teams.

11. INJURED ATHLETES:

- A player injured during a practice, game, or outside of school must report the injury to the head coach before going to the trainer. Injured athletes are considered a part of the team and should confer with their coach and the athletic trainer regarding rehabilitation and their role as an injured player on the team. An athlete must have a written note from a doctor releasing them before returning to participation.

12. ATTENDANCE:

- 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. A student-athlete 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 Attendance Clerk and Athletic Director.

13. 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.



14. ATHLETE-COACH COMMUNICATION:

- Philosophy of the coach.
- Expectations the coach may have for your child and the team.
- Locations and times of all practices and contests.
- Team requirements, for example: fees, special equipment, eligibility, attendance, off-season conditioning.
- Procedure to follow should your child become injured during participation.
- Athletic code of behavior policy and any additional rules that may affect your child's participation.
- Requirements to earn a letter.
- Disposition of lost or outstanding equipment at the end of the season.

15. PARENT-COACH COMMUNICATION

♦ **COMMUNICATION THE COACH EXPECTS FROM THE PARENTS AND ATHLETES**

- Concerns expressed to the coach FIRST.
- Notification of schedule conflicts.
- Special needs of the athlete; example, physical limitations.

♦ **APPROPRIATE CONCERNS TO DISCUSS WITH A COACH**

- The treatment of your child mentally and physically.
- Ways to help your child improve.
- Concerns about your child's behavior.
- As your child becomes involved in the various athletic programs of Trinity High School, it is our hope that he/she will experience some of the most rewarding moments of his/her life. It is important to understand that things may not always go as you or your child wishes. At these times, discussion with the coach may be desirable (IN FACT IS ENCOURAGED) to clear up the issue and avoid misunderstanding.

♦ **AREAS NOT APPROPRIATE TO DISCUSS WITH THE COACH**

- Playing time/Position assignment.
- Team strategy/Play calling.
- Matters concerning other student athletes.
- Many aspects of the highly emotional and dynamic setting of interscholastic athletics are often questioned. These may include decisions made by coaches, administration, officials, athletes, parents and fans. As you have seen from the previous list, certain concerns can be and should be discussed with your child's coach. Our coaches are professionals. They make judgment decisions based on what they believe is best for all students involved under the circumstances present.



♦ **PROCEDURE TO FOLLOW IF YOU HAVE A CONCERN TO DISCUSS WITH THE COACH:**

- There are situations that may require a conference between the coach and parent. Such a meeting is encouraged when necessary. It is important that both parties have a clear understanding of the other person's position. Each should be willing to listen. The following procedures should be followed to help promote a resolution to the issue.
- Contact the coach to set up an appointment.
- If the coach cannot be reached after a reasonable period of time, call the Athletic Director at #216-581-5746.

IMPORTANT – Please DO NOT attempt to confront a coach before or after a contest or practice session.

- These can be emotional times for both the parent and coach. Meetings of this nature do not promote resolution and in fact often escalate the issue.

THE NEXT STEP

- What can a parent do if the meeting with the coach does not provide a satisfactory resolution? Although total agreement may not always be reached, most often such a meeting does afford the opportunity for productive discussion and better understanding. If the parent desires further communication, please call the Athletic Director to discuss the situation. The appropriate next step will be determined.

16. PARENTS/FANS RESPONSIBILITY:

- Parents and fans at home or away contests are to act in an appropriate manner. No parent or fan should be interacting inappropriately towards officials, staff or players during a contest. Be positive. Parents or fans may be held accountable for their inappropriate actions through game suspensions, season suspensions or yearly suspensions.

17. 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.
- In addition, a senior boy and senior girl are named as the OHSAA 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.

18. AWARDS REGULATIONS:

- The individual Head Coaches and the Athletic Director determine recipients of awards.
- All seniors get letters if they participate at least TWO years in a program.

ATTENDANCE POLICIES



EXCUSED ABSENCE, UNEXCUSED ABSENCE, AND TARDINESS

“Excused” indicates that work missed during the absence may 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 Line at 216-581-1645 before 8:15 a.m. and leave a voice message with your name, student’s full name, grade, reason for absence, and a preferred phone number if our Attendance Clerk needs to reach you.
- 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.

ATTENDANCE POLICIES



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 (If a family chooses to still go on vacation during the final week, the student receives a 0% for all work missed, including the student's Final Exam/Project).
- 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. 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.

ATTENDANCE POLICIES



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.

- Three tardies within a 4-week time period will result in a detention.
- The Attendance Office keeps track of all tardiness and reports repeated offenses to the Administration 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 Dean of Students.
- 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. Students who cut school will incur disciplinary interventions 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 practice sessions.
- If a student is absent from school on a given day, he/she ordinarily may not attend any school- sponsored function in the evening.

CELL PHONE POLICY



PURPOSE

Trinity High School is committed to fostering an educational environment that is rooted in the Gospel values of attentiveness, respect, community, and personal responsibility. In accordance with Ohio House Bill 250 and the expectations outlined by the Ohio Department of Education, this policy is intended to limit distractions, reduce screen dependency, and promote meaningful engagement in academic and spiritual growth.

SCOPE

This policy applies to all Trinity High School students during the entire academic day and at any school-sponsored instructional activity, whether on or off campus.

POLICY STATEMENT

Student use of personal electronic devices – including, but not limited to, cell phones, smartwatches, headphones, earbuds, tablets, and personal hotspots – is prohibited during all instructional time and school programming, unless explicitly permitted under an approved accommodation or by a faculty member for academic purposes.

Devices must remain off and stored in lockers during the school day from 7:50 AM to 3:00 PM. They may NOT be used in hallways, bathroom, lunchroom, or classrooms. If a student needs to reach a parent, they may come to the Main Office. If a parent needs to reach their child, they should call the Main Office at 216-581-1644.

CELL PHONE USE DURING AN EMERGENCY

School policy requires students to keep cellular phones in their lockers during the school day and therefore students ordinarily will not have access during an active threat or emergency. However, when students have access to their cell phones during an emergency or active threat, they are permitted to use them to contact emergency services, report an active threat, or to communicate during a crisis.

EXCEPTIONS

Limited exceptions will be granted under the following conditions:

- Medical necessity, as documented in a student's Individualized Health Plan.
- Learning accommodation, as outlined in an IEP or 504 Plan.
- Explicit teacher authorization for specific academic use, such as research or project work.
- Emergency use, as determined by school administration.

Requests for exception must be formally submitted to the Principal's Office with supporting documentation and are subject to administrative approval.

CONSEQUENCES FOR VIOLATION

- **1st Violation:** Verbal warning and device returned at the end of the school day.
- **2nd Violation:** Device held in the main office; parent/guardian notified.
- **3rd Violation:** Mandatory parent meeting; device returned only to parent/guardian.
- **Subsequent Violations:** Detention, potential loss of extracurricular privileges, or suspension.

PARENT/GUARDIAN SUPPORT

We ask parents/guardians to support this policy by refraining from calling or texting students during the school day. In case of emergency, please contact the main office at 216-581-1644.

ALIGNMENT WITH MISSION

This policy is grounded in our call to form young men and women of integrity who are fully present to their vocation as learners and children of God. By limiting personal devices, we prioritize relationships, academic rigor, and reflection – hallmarks of a Gospel-centered education.

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 Clerk for assistance.

TRANSCRIPTS FOR COLLEGE APPLICATIONS

All senior parents will complete an electronic Transcript Release form within their PowerSchool Back to School forms to authorize Trinity to release specific information about you to the colleges you are applying to.

All transcript and recommendation requests will be handled through the student's Naviance account. You must complete your college application prior to requesting your transcript and any letters of recommendation from staff members. Once the transcript request has been submitted, the senior guidance counselor will make an appointment to meet with you.

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 \$5 each.

The senior guidance counselor will work with the school business office to process your college documents through Naviance. Most transcripts and letters of recommendation are electronically sent directly through Naviance to the institution.

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.

RELIGIOUS FORMATION



SERVICE PROGRAM

Based on the teachings of Jesus and our Catholic heritage, Trinity recognizes service to others as an essential part of a student's experience. Like our model Saint Francis, we believe that the human heart truly comes alive in service of one's neighbor. And in today's disconnected world, caring interactions with others are needed more than ever. All Trinity students and faculty are welcome and expected to participate in service opportunities.

Service contains three components:

- **Time:** In service, you give of your time to others in a meaningful way.
- **Talent:** In service, you use your talents to be a gift of self to others.
- **Treasure:** As you share your time and talent, you also become a treasure to others. This can also look like giving monetary or physical items.

GENERAL SERVICE GUIDELINES

Instead of tracking service hours (which promotes a mindset of just checking a box), students are expected to engage in **3 Service Experiences** during each of their freshman, sophomore, junior, and senior years – **12 total by graduation**. A Service Experience is defined as a volunteer opportunity that costs at least an hour of time and gives of talent or treasure to another person.

This requirement applies to incoming 9th graders. Other classes will be expected to do the 3 Service Experiences per year going forward, unless they have already accumulated a significant number of service hours. Students can see the Campus Minister for clarification on their expectations.

A master list of current Service Experience opportunities will be available on the Trinity website.

Examples of Service Experiences:

- Helping lead a Got Prayer or class retreat
- Trinity-led service outings (*transportation provided*)
- Events at Trinity for the school or local community
- Events at a local church (*fish fry, food pantry, etc.*)
- Something a student does on their own through their church or another organization

Reflection is a necessary part of a student's service experience. Reflection enables a participant to realize what they learned through volunteering and incorporate that learning into their lives. Students will be expected to fill out a simple form that tracks where and when they completed their service experience. But, before that experience is logged, they will need to meet with an Adult Ministry Team member for a short reflective conversation. Additional reflection may take place in Theology courses, especially during senior year.



ACCOUNTABILITY FOR PARTICIPATION IN THE SERVICE PROGRAM

If students do not complete the required Service Experiences each year, they will be expected to add hours to their 3 requirements. Additional hours will be completed over the summer or during the next school year. Follow up about service expectations will be communicated to students by the Campus Minister. If students do not complete the experiences/hours before graduation, their diploma may be withheld.

BACCALAUREATE LITURGY

As a Catholic Christian community, it is fitting that those about to graduate would gather to celebrate God's goodness with their parents and with the faculty and school Administration. Our Baccalaureate Liturgy, held with our Commencement ceremony, 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.

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.

The Trinity High School Administration has final authority over all disciplinary actions.

LEVELS OF BEHAVIOR

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

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

CLASS I: 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

STUDENT ACCOUNTABILITY CODE



- 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.
- 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.
- 006: Littering; writing on desks/chairs.
- 008: Disruptive behavior in class.
- 009: Disregard of classroom policy.
- 010: Use of unacceptable language.

STUDENT ACCOUNTABILITY CODE



- 011: Failure to wear school issued ID and Lanyard.
- 012: Dress code violation.
- 013: Disruptive behavior in the cafeteria or other common area.
- 014: Improper public display of affection in any relationship.
- 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.
- 025: Physical or digital gambling; betting of any kind.

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 within a 4-week period will be assigned to a detention.
- A fourth detention will result in a suspension.
- Any decision to not comply with detention will result in further severe disciplinary interventions.
- A student who cuts a class will be assigned detention. Additional cuts will result in further severe disciplinary interventions.
- A student who violates the dress code is subject to detention as detailed elsewhere in this Handbook.
- A student caught wandering the hallways more than two times will receive a detention.
- If a student continues to misbehave after serving three 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 and served during the student's lunch period.
- Students will be able to eat their lunch during detention.

STUDENT ACCOUNTABILITY CODE



- The student should immediately get their lunch and report to Britton Hall with their lunch in a timely manner to serve their detention.
- Students who arrive substantially late or skip detention will have further severe disciplinary interventions.
- At the discretion of the administration, students may be assigned to a writing assignment during detention.
- Students should come to the detention with writing instruments in order to be actively engaged in the writing assignment.
- Students may bring additional classwork to work on upon completion of the detention writing assignment.
- There is absolutely no talking or sleeping during the detention period.
- 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 any other activities, etc.
- Any decision to not comply with detention will result in further severe disciplinary interventions.

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 or attend 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 OR ASKED BY ADMINISTRATION TO WITHDRAW

The Administration of Trinity High School may expel or withdraw any student whose behavior, as determined by the Administration, is seriously detrimental to anyone or anything connected with the Trinity High School community (this includes all co-curricular and athletic events.) 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 Administration, 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.

STUDENT ACCOUNTABILITY CODE



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.

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:
 - What, when, and where it happened;
 - Who was involved;
 - Exactly what was said or what the harasser did;
 - Witnesses to the harassment;
 - What the student said or did, either at the time or later;
 - How the student felt; and
 - 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.

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.



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 Chromebooks and computers throughout the building.

SPECIFIC UNDERSTANDINGS

The Chromebooks/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.

The Chromebooks/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, text, 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 Chromebooks/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 Chromebooks/computers.

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



All students using Chromebooks/computers, and their parents, are required to sign the Computer Usage Agreement.

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 Chromebook/computer as another student.
- Logging in—or attempting to log in—to the Chromebook/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 Chromebook/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 Principal. After considering the opinion of the teacher who made the referral, the Principal, together with the IT Director, will determine the appropriate action.



TRINITY HIGH SCHOOL AI POLICY 2026-27

DEVELOPED IN COMPLIANCE WITH THE OHIO DEPARTMENT OF EDUCATION

Perhaps the fastest-growing technology of our time, Artificial Intelligence (AI) tools are encountered in nearly every aspect of our lives, including academics and education. Trinity High School recognizes that while AI tools can be used to enhance learning, doing so requires clear guidelines and ongoing learning opportunities to utilize them responsibly. Thus, we have determined that the best way for us to do so will be as a partnership between School, Student, and Family, in the following areas:

ACCEPTABLE USE	ETHICS	CRITICAL THINKING
<i>Provide clear guidelines for students AND teachers on the acceptable and unacceptable uses of AI tools in the classroom</i>	<i>Foster a culture of ethical AI awareness that promotes academic integrity when using AI tools, emphasizing honesty, respect, and responsibility</i>	<i>Purposefully integrate reading comprehension, writing, and literacy in every subject area to develop independent critical thinking skills</i>
• The use of AI tools will be disclosed by THS students and employees • Every assignment will indicate the permitted level of AI use per the AI Assessment Scale • AI tools will not replace student effort or educator role • AI tool use in the classroom for the '26-'27 school year is limited to associated Google AI products • Consequences for violating policies will result in disciplinary action	• AI Tools will only be permitted for use if they adhere to data privacy and security policies • Negative environmental and social impacts of AI use will be taught and discussed in the classroom • Encourage thoughtful and efficient use of AI tools, minimizing wasteful generation and using existing educational resources • AI tool use will remain human-centered, keeping student learning at the forefront of all practices	• All teachers will incorporate elements of print media and reading comprehension into their weekly plans • Students will regularly practice answering written prompts with writing utensil and paper • Dedicated reading time will be provided for students in every subject area • Hands-on critical thinking activities and assignments will be integrated into every curriculum (i.e. puzzle solving, independent problem-solving, team collaboration, etc.)



ACCEPTABLE USE

1. AI LITERACY:

The Administration recognizes the importance of preparing students and educators for the successful integration of innovative technologies. Accordingly, it is the policy of the Administration that Trinity High School responsibly integrate AI by building AI literacy for all students and educators, including integration of AI into relevant curriculum, professional learning opportunities, and safe and responsible usage.

- **School**

- Teacher training on our AI policy will be provided
- Teachers will teach and follow our AI policy in the classroom
- Resources for teachers to implement our AI policy will be distributed
- Additional opportunities for teacher Professional Development on AI use will be supported

- **Student**

- Students will follow teacher instruction on AI use in the classroom
- Resources for appropriate student use of AI will be distributed
- Students will limit their use of AI in the classroom to academic purposes only

- **Family**

- Families should familiarize themselves with our AI Policy
- Resources for family reference of our AI policy will be distributed
- Families will be updated on any AI policy changes throughout the year

2. PERMITTED USE

Trinity High School recognizes that responsible and appropriate uses of AI by students and educators will vary depending on the context, including but not limited to grade level, subject, and/or the nature of the classroom activity or assignment.

Expectations for acceptable student uses should be clearly articulated by educators in alignment with the policy and guided by the specific requirements for an assignment or activity. This includes specifying AI use expectations in course syllabi and assignment instructions using the **AI Assessment Scale***, which clearly articulates the expectations of use, types of relevant assignments where AI use is acceptable, and required format for references.

Educators should consider the impact on learning objectives and assessment of student learning when designing related instruction and classroom activities. No assignment shall require the use of a tool that cannot be provided by Trinity High School.

AI tools approved for use should be clearly communicated. Expectations for educator, staff, and third-party use should align with Trinity High School priorities. Educator use should be in alignment with the Licensure Code of Conduct for Ohio's Educators. Educators and staff must model appropriate acceptable use practices when using AI tools for instructional and operational uses. Use of tools that have not been approved is not permitted.



All users are expected to employ AI tools solely for educational and related operational purposes, upholding values of respect and academic integrity, and in alignment with other related Trinity High School policies. Using AI tools for bullying, harassment, and any form of intimidation is strictly prohibited and should be addressed in alignment with existing behavior and discipline policies.

Students and staff with concerns regarding inappropriate use that violates Trinity High School policies and/or applicable state or federal laws should contact the Trinity High School Administration.

- **School**

- Teachers will use learning objectives and student needs to inform their integration of AI use
- Teachers will communicate the appropriate level of AI use permitted for EVERY assignment, using the AI Assessment Scale. The default AI level is Level 1 - No AI unless the teacher states otherwise
- Teachers will not require the use of an AI Tool that is not provided by Trinity High School
- Teachers will disclose their own use of AI in content creation, assignments, presentations, etc.

- **Student**

- Students will follow the level of AI use communicated with every assignment (default Level 0 unless stated otherwise by the teacher)
- If AI level use is exceeded for the assignment, disciplinary action will be taken
- Students will not use AI tools that are not approved for use in the classroom
- Students will not use AI tools for any purpose other than academic assignments

- **Family**

- Families should look for the AI use level communicated with each assignment (default Level 0 unless stated otherwise by the teacher)
- Families will be notified if student exceeded level of AI use for an assignment
- Any issues or concerns with AI use at Trinity High School will be communicated to the Trinity High School Administration

2. ACADEMIC INTEGRITY

Trinity High School recognizes that the responsible use of AI requires the highest standards of academic integrity with clear expectations for students, educators, and staff regarding the ethical use of AI tools.

AI-enabled tools may be used to support student work at or below the level indicated for the assignment per the AI Assessment Scale, but AI-generated work must not replace student work. Students are expected to complete assignments and assessments in a manner that reflects their own understanding and effort, critically analyze AI-generated content and not misrepresent it as original work, and use proper citations and references for AI assisted work according to existing policies and expectations relevant to assignments (APA or MLA style formats for formal works cited pages; students can use the following model paragraph for other assignments “I used [Name of AI] to help me [brainstorm/outline/critique] this assignment. My specific prompts were: [Insert Prompt]. I have verified all facts and the final writing is my own.”).



Violations of this policy will result in disciplinary actions including but not limited to:

- a. A warning or notification to the student
- b. Requiring the student to redo the assignment
- c. Receiving a reduced score on the assignment
- d. Further disciplinary measures in accordance with the school's code of conduct

- **School**

- Teachers will use adherence to the AI Assessment scale as part of grading assignments
- Teachers will document and report violations of AI use to the Vice Principal

- **Student**

- Students will disclose how AI was used in completing every assignment
- Students will not misrepresent AI-generated content as their own work

- **Family**

- Families should support their students in following the accepted level of AI use per assignment

ETHICS

1. DATA PRIVACY AND SECURITY/PROCUREMENT AND EVALUATION OF AI TOOLS

Trinity High School is committed to protecting the privacy and security of all student and staff data. The adoption and implementation of any AI tool must adhere to existing data privacy and security policies that include, but are not limited to, Personally Identifiable Information (PII), FERPA (Family Educational Rights and Privacy Act), and any other relevant state of Ohio and federal laws. AI tools should only access, store, or process data that is necessary, and must do so in a secure, transparent, and ethical manner. AI systems must be vetted to ensure they meet rigorous standards for data encryption, access control, and responsible data use. Users must also follow the terms of service, including appropriate age limits.

The adoption of AI-enabled tools should be conducted in accordance with existing procurement policies and in alignment to Trinity High School's core values, goals, and priorities. Selection procedures must ensure that any AI tool must adhere to data privacy and security policies. Evaluation of tools must also address alignment to instructional and operational goals, accessibility, and cost. All third-party vendors providing AI tools must comply with Trinity High School standards, state and federal law for data protection, ethical use, and accessibility.

- **School**

- Teachers must submit requested AI tools to Administration for vetting and approval before implementing in the classroom
- Teachers will not use any AI tools in the classroom that have not been approved for use

- **Student**

- Students will not use any AI tool other than what has been permitted for the assignment
- Students will only use AI tools for educational purposes

- **Family**

- Families should support their students in using approved AI tools



2. ETHICAL USE OF AI

It is the policy of Trinity High School that the design and implementation of AI be safe, responsible, and keep people at the core of every AI-related decision. AI implementation should be human-centered and should empower students, educators, and communities. It is a tool to support learning and teaching, not a substitute for student effort or the role of the educator. Accordingly, users should critically analyze AI output, respect safeguards and rules, and be transparent about its use.

Additionally, Trinity High School recognizes that there are elements of AI use that can cause adverse effects both environmentally and socially. Implementation of AI will take into consideration the importance of remaining mindful and intentional when using AI tools, so as to minimize wasteful use of resources with unnecessary or excessive prompts and generation.

• School

- Teachers will demonstrate wording prompts effectively for students, encouraging efficient AI use
- Teachers will educate students on the environmental and social risks of AI use
- Teachers will demonstrate how to critically analyze AI output
- Teachers will model usage of AI tools as a way to support learning and teaching, rather than a substitute for their role as educator

• Student

- Students will not use an AI tool if they could instead consult an existing resource
- Students will use AI mindfully, minimizing excessive use
- Students will not use AI as a substitute for student effort and learning

• Family

- Families should model responsible AI use in the home

ONGOING REVIEW

1. STAKEHOLDER ENGAGEMENT AND IMPLEMENTATION/REVIEW

An ongoing AI workgroup will continually evaluate and inform AI policy and implementation. This workgroup includes educators who are representative of grade levels and departments, including special education and related services professionals, and other relevant staff and administrators. They will occasionally consult students and external representatives such as local businesses and postsecondary institutions.

Educators and staff will be given the opportunity to explore and gain experience with applications and integrated approaches to achieving Trinity High School priorities. The workgroup will regularly review new research and guidance and provide ongoing feedback to Trinity High School.

Parents and community members should be informed through ongoing engagement about the skills students need for the future workforce and how AI is being used in the classroom. Educational resources may be provided to empower families to understand the potential risks associated with the unsupervised use of AI tools. Regular AI updates, including use of tools and opportunities for feedback, shall be integrated into the existing family and community engagement strategy.

AI POLICY



Trinity High School, in partnership with the ongoing AI workgroup, will monitor developments in AI technology and update policies to address emerging risks. This policy should be reviewed often for effectiveness; alignment to district, school, educator and student needs; considerations of ongoing innovation; related data privacy and management policies; and impact on students including learning outcomes.

- **School**

- Trinity's AI Workgroup will continually monitor the effectiveness of the AI policy
- Any changes to the policy will be clearly communicated

- **Student**

- Students should provide any feedback on the AI policy to the AI Workgroup

- **Family**

- Families should provide any feedback on the AI policy to the AI Workgroup



THE AI ASSESSMENT SCALE

0	<i>NO AI</i>	The assessment is completed entirely without AI assistance in a controlled environment, ensuring that students rely solely on their existing knowledge, understanding, and skills. You must not use AI at any point during the assessment. You must demonstrate your core skills and knowledge.
1	<i>AI PLANNING</i>	AI may be used for pre-task activities such as brainstorming, outlining, and initial research. This level focuses on the effective use of AI for planning, synthesis, and ideation, but assessments should emphasize the ability to develop and refine these ideas independently. You may use AI for planning, idea development, and research. Your final submission should show how you have developed and refined these ideas.
2	<i>AI COLLABORATION</i>	AI may be used to help complete the task, including idea generation, drafting, feedback, and refinement. Students should critically evaluate and modify the AI suggested outputs, demonstrating their understanding. You may use AI to assist with specific tasks such as drafting text, refining, and evaluating your work. You must critically evaluate and modify any AI-generated content you use.
3	<i>FULL AI EXPLORATION</i>	AI may be used to complete any elements of the task, directing AI to achieve the assessment goals, enhance problem-solving, generate novel insights, or develop innovative solutions to solve the problem. Students and educators work together to explore unique AI applications and develop responsible, effective use. You may use AI extensively throughout your work either as you wish, or as specifically directed. Focus on creatively achieving your goals while demonstrating your unique critical thinking.



Perkins, Furze, Roe & MacVough (2024). The AI Assessment Scale

STUDENT DRESS CODE



REVISED JULY 2024

In choosing to attend Trinity High School, a student and his/her parent(s) agree to follow the expectations for dress code established by the school's Administration. As leaders of private, Catholic school, the Administration has adopted the following dress code as a reflection of 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 doing so, the dress code upholds the school's tradition and fosters Trinity's public image. The code also builds school unity by establishing a sense of community and belonging, promoting gender equality.
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 this 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 must wear pleated or flat front, regular-fit, khaki or black dress pants. Pants should not be jogger fit. A solid black or brown belt may be worn.

Dress Shirts:

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

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. A plain white undershirt may be worn, given its sleeves do not extend below the sleeves of the polo shirt. All polo shirts must be purchased from the Trinity's Lands' End School Uniforms store.

Shoes:

Young men should wear solid, neutral-colored dress shoes that completely cover the foot, not extending above the ankle, and having heels extending more than two inches. Permissible shoes such as tennis shoes, vans, or sperry's must be worn of a solid black, white, grey, tan, or brown (no brightly colored shoes). Crocs are not proper footwear and will NOT be allowed as part of the dress code.

Socks:

Young men wear solid colored or multi-colored dress socks at all times.

STUDENT DRESS CODE



Jewelry:

Young men may wear a single post earring (no logos, insignias, or other art), worn in the ear lobe only. Young men may be permitted to wear stud nose piercing. No septum, lip, tongue or eye piercings are permitted.

Hair:

Young men wear their hair in neat, clean and ordinary styles. Among those styles not permitted are mullets, mohawks, or unnatural colors such as pink, purple, blue, or green will not be permitted (with the exception of red). Trinity's facial hair policy allows neatly short trimmed/ full beards.

REGULATIONS FOR YOUNG WOMEN

Pants:

Young women may wear regular-fit, straight, elastic back, tapered, black or khaki dress pants. Leggings are not permitted.

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 sleeve does not extend beyond the sleeves of the blouse. All blouses must be purchased from the 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 sleeve does not extend beyond the sleeves of the polo shirt. All polo shirts must be purchased from Trinity's Lands' End School Uniform store.

Shoes:

Young women should wear solid, neutral-colored dress shoes that completely cover the foot, not extending above the ankle, and having heels extending more than two inches. Permissible shoes such as tennis shoes, vans, or sperry's must be worn of a solid black, white, grey, tan, or brown (no brightly colored shoes). Crocs are not proper footwear and will NOT be allowed as part of the dress code.

Socks:

Young women wear solid colored or multi-colored dress socks at all times.

Jewelry:

Earrings extended past the jawline, and gauge piercings are not permitted. Girls may be permitted to wear one stud nose piercings. Girls may also wear delicate anklets. No septum, lip, tongue or eye piercings 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.

Hair:

Young women should wear their hair neat, clean and in ordinary styles. Among those styles not permitted are unnatural colors such as pink, purple, blue, or green. These colors will not be permitted (with the exception of red).

STUDENT DRESS CODE



ALTERNATIVE TOPS FOR STUDENTS:

Students are permitted to wear a variety of alternative tops that identify them as a Trinity student. Alternative tops may include sweaters, hoodies, pullovers, quarter-zips, t-shirts, and long sleeve shirts. Alternative tops should be of the colors grey, blue, black, or white with a Trinity logo or Trinity athletic logo. School issued Trinity gym shirts are not permitted. A selection of alternative tops is available for purchase from the Trinity Spirit Shop or Trinity Lands' End School Uniforms store. Any alternative tops without a Trinity logo are strictly prohibited. Students may never wear the hood up on any hooded sweatshirt.

DRESS DOWN 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. Consequences for unauthorized participation in a "dress down" day will be arranged. 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", "crop" shirts, and tank tops are not permitted.
- Students are to wear long pants with no excessively torn designs.
- No article of clothing may contain 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.
- 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 or sport headbands may not be worn.

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 FOR THE DRESS CODE

The Administration considers the decision not to comply to the dress code as a deliberate decision to defy school regulations. 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.
- A student's violation will be reported to the Administration.
- 3 Dress Code Violations will result in a Detention.
- Should a dress code issue occur, a parent/guardian should notify the Dean of Students in advance.



THE ATRIUM SPORT SHOP

The Atrium Sport Shop is located in the Atrium. The store is open during the school day and 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 a.m. to 4:00 p.m. 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; 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 Laurie Meadows.

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 participate in Prom, Graduation Ceremony, the issuance of Diplomas, nor receive final transcripts 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 health professional is on duty every day from 8:00 a.m. to 3:00 p.m. Students who wish to see the health professional must do the following:
- If leaving class, the student must secure a pass before reporting to the health professional.
- If the situation is an emergency, the student should proceed immediately to the health professional. The health professional will issue a pass to return to class.
- If a student is to be sent home, the health professional will notify parents and the Attendance Office.
- The health professional 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 health professional and the Attendance Office.

Parents and guardians should inform the health professional 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 health professional 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 health professional. 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

- 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 or Attendance Clerk.
- 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.



SCHOOL SONGS

Trinity Alma Mater

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

To Trinity High School we sing;
Yes, we pledge our love to you.
Our Trojan Spirit through the years
Will live within our hearts.
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 p.m. 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 the 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 or the Administration.
- 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.