



TRINITY CATHOLIC HIGH SCHOOL

**2016-2017
Student Handbook**

Everything for the Glory of God!

ADMINISTRATION

President	Mr. David McKenzie
Principal	Mr. Lou Pereira
Assistant Principal	Mrs. Kimberly Heitmuller
Dean of Student Life	Mr. Tommy Bond
Dean of Students	Mrs. Irene Collier
Director of Finance	Ms. Mary Rubio
Director of Advancement	Mrs. Penny Baird
Dean of Faith Formation and Spiritual Life	Ms. Anne Scanlan
Director of Edmund Rice Achievement Center	Mrs. Lila Vivi
Dean of Enrollment Services	Mrs. Linda Steer
Director of International Program	Mrs. Jennifer Beckett

HISTORY

Trinity Catholic High School was established by the most Reverend Bishop Dorsey in the year 2000. The school is owned and administered by the Diocese of Orlando.

Trinity Catholic High School is accredited by the Southern Association of Colleges and Schools.

MISSION STATEMENT

The following mission statement was adopted by the Trinity Catholic High School community:

Trinity Catholic High School, a Christ-centered community, provides students an opportunity to deepen their relationship with God, to excel academically and to commit to a life of service to others.

TRINITY CATHOLIC HIGH SCHOOL STATEMENT OF VISION

A Trinity Catholic graduate will be a person of integrity and faith who is inspired by a Christian worldview that fosters a respect for all faith traditions.

A Trinity Catholic graduate will actively bring about the kingdom of God and will use his/her unique talents to spread love to others through good citizenship and service.

A Trinity Catholic graduate will be a critical thinker who is committed to lifelong learning and is academically prepared for the challenges of society.

PHILOSOPHY

Education at Trinity Catholic High School is based on the tenet that a Catholic education awakens the awareness of God's unconditional love for all creation by affirming the dignity and self-esteem of each student, staff, and faculty member as a son or daughter of God.

Trinity Catholic High School exists to carry out the three-fold purpose of a Catholic education as defined in To Teach as Jesus Did, which is to teach the message of God as revealed in Christ and through His church; to build community through fellowship in the life of the Holy Spirit; and to provide opportunities for service to the entire human community, thus witnessing the Christian way of life.

We believe that a Catholic education should present Jesus of Nazareth as a model of the fully developed person and His Spirit as the source of strength. We believe that a Catholic education requires a family atmosphere on campus which will nurture the whole individual--spiritually, morally, emotionally, intellectually, physically and socially--thus preparing each person for his/her role as a responsible citizen in our society.

We believe that the pursuit of knowledge will lead the student to the Truth and to God. Therefore, a Catholic education should include a solid curriculum of all traditional disciplines, as well as an extensive and challenging study of theology, which takes into account the maturity of all the students and their ability to think critically.

Finally, we believe that Catholic education should be marked by willingness to critique and, when necessary, confront the excesses and ills of our society and be committed to prophetic action on behalf of the materially poor.

TRINITY CATHOLIC HIGH SCHOOL HONOR CODE

As a Trinity Catholic student, I believe that everything I do is for the glory of God; therefore, I will act with honesty, integrity and respect, both on and off campus.

MISSION AND STATEMENT OF THE TRINITY CATHOLIC HONOR CODE

At Trinity Catholic High School, we believe that academic and personal integrity are essential elements in creating a trusting educational atmosphere for students, faculty, and the entire Trinity Catholic family. Trinity Catholic High School is responsible not only for assisting in the development of a student's faith, but also for development of character, strong morals, and a sense of social responsibility. In order for our school to accomplish this we believe that each student must uphold the school's Honor Code.

The Trinity Catholic Honor Code is based on a system of mutual trust among students, faculty, and staff. It dictates that as members of the Trinity Catholic Community, we will treat each individual with respect. Furthermore, it puts forth that members of our community will not lie, cheat, steal, or plagiarize. Monitoring the code are students who are appointed to the Honor Board. These students are assigned to see that the Honor Code is upheld and that the values of this school are preserved. Violations of the Honor Code may be referred to the Honor Board for adjudication. The primary focus of the Honor Board is educational, not punitive.

RESPONSIBILITIES OF THE SCHOOL COMMUNITY

In order for the Honor Code to work, students, faculty, and administrators must share the responsibilities of promoting honor and creating an atmosphere of trust. Therefore, we ask both students and faculty to sign the Honor Code Pledge as a symbol of their commitment to the Honor Code.

PARENTS AS PRIMARY EDUCATORS

Trinity Catholic High School recognizes that the parents/guardians are the primary educators of their children. The school exists to help parents to fulfill their role. The more that the parents/guardians can be involved in the school and in their children's studies, the greater the probability of success. Trinity Catholic makes every effort to keep the parents/guardians informed and to provide opportunities for interaction. Trinity Catholic encourages parents to accept the professional advice of administrators, teachers, and counselors with regard to course selection and schedules.

PARENT AND GUARDIAN CONDUCT

- Parents and guardians in the local school community are expected to demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events.
- Parents should demonstrate support of the school's and Diocesan educational mission, personnel, policies, and procedures.
- Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school-sponsored activities and sporting events.
- Inappropriate behavior or failure to support the school policies and mission may result in the student's exclusion from the school.

TRINITY CATHOLIC HIGH SCHOOL BOARD OF DIRECTORS

The Purpose of the Board of Directors is to assist the Council of Advisors in the governance of Trinity Catholic High School, a self-sufficient Diocesan-sponsored secondary school. The Board of Directors is a participating policy-making and planning body for all

matters pertaining to the school. All decisions of the Board of Directors shall be in compliance with the school's Mission Statement, as well as policies, rules and regulations of the Diocese, the Corporation and the State of Florida.

COMMUNICATION BETWEEN SCHOOL AND FAMILY

Given Trinity Catholic's recognition of the critical role which parents/guardians have in the success of their children, the school makes considerable efforts to maintain contact with the family.

Each day news and information is updated on our web page: www.trinitycatholic.org. In addition, we post daily to our Facebook and Twitter pages: <https://www.facebook.com/TrinityCatholic> and <https://twitter.com/TCHSCeltics>. Carefully reading these communications enables parents/guardians to be aware of important dates and happenings. Parents should consult the school calendar on our website for the mid- and ending-dates of each semester.

Teachers will make efforts to contact parents about their children's progress. While such contacts might occur at any time during the year, the school provides weekly access to students' grades through Renweb. Parents/guardians are encouraged to check Renweb on a regular basis. Parents with concerns are encouraged to contact teachers. Contact information is provided on the Trinity Catholic High School website.

Trinity Catholic High School employee e-mail addresses are as follows:

First initial + last name @ tchs.us

(For example: vdubie@tchs.us)

Communications between the school and home are useless if mail does not reach the parents/guardians because of incorrect address information or mail interception. **Parents/Guardians must keep the school informed of any changes of mail and email addresses or phone numbers.** They also should phone if they have reason to think that mail is not reaching them.

ACADEMICS

ADMISSIONS

A student who wishes to enter Trinity Catholic High School is expected to take the Entrance Exam. The Admissions Board reviews the results of this examination, the student's previous report cards, teacher recommendations, standardized test scores, and attendance records in order to make an informed decision regarding acceptance and placement in classes and bases its decision on this information. Notification of acceptance is sent to the applicant. All acceptances are provisional upon receipt of transcripts from the previous academic year. Middle school courses counted as high school credit for entering freshmen will be considered on a one to one basis. **Trinity Catholic High School has an open admissions policy. No student is excluded on the basis of race, religion, gender, sexual orientation or national and ethnic origin.**

Students wishing to transfer into the school must submit a record of their academic work from the previous high school. A letter of recommendation from an administrator of the school from which they are withdrawing is necessary. Trinity Catholic does not typically accept transfers into senior year. Upon consultation with the Dean of Enrollment Services, the Director of Guidance, the Dean of Students, and other involved parties, the President makes the final decision regarding acceptance and the conditions for acceptance (if necessary). Teachers will receive advanced notification of the new student's arrival in their classes.

Condition Precedent to Acceptance

Catholic Schools within the Diocese of Orlando require enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.22 as a condition precedent to acceptance. Catholic Schools in the Diocese of Orlando do not recognize a religious objection to this immunization.

This certificate of Immunization (Blue Card – HRS) can be obtained from the Florida Department of Health or any physician in Florida.

For additional information, please reference the following page on the Diocese of Orlando website:

<http://www.orlandodiocese.org/parent-information/immunization-policy>

PLACEMENT IN COURSES

Placements are based on performance in class and on student ability as shown on standardized tests. By the end of April, parents will receive a listing of the courses recommended for their child. At that time, Trinity Catholic administrators can consider a parent's written request for changes. After consultation with the guidance counselors and teachers, administrators will respond to parents by mail, e-mail or telephone. **No changes to schedule will be considered after August 26, 2016.**

COURSE LOAD

Students at Trinity Catholic High School will take a full academic course load at all times. Students who are dual enrollment students are full-time TCHS students. There is no provision for part-time students at TCHS. **No changes to schedule will be considered after August 26, 2016.**

ACADEMIC DISMISSAL

A student who fails a core subject for the year loses the right to return to Trinity Catholic the following year. In cases where there have not been discipline problems, students who have failed one or two subjects may be allowed to return the following year if they successfully pass the course(s) in summer school at TCHS. Some students may be required to repeat their matriculation in a particular subject(s) the following year.

SUMMER SCHOOL POLICY

Students who wish to improve their GPA for eligibility purposes or for graduation may attend summer school. Grades received for summer school courses will be averaged with the initial grade received in the course(s). **Students who wish to raise a "D" or a "C" one letter grade may do so with administrative approval.**

REQUIREMENTS FOR GRADUATION

The graduation standards prescribed by the State of Florida require successful completion of a MINIMUM of 24 academic credits in grades 9-12. Trinity Catholic High School requires the following:

Religion	4 credits
English	4 credits
Science	3 credits*
Mathematics	4 credits (consecutive)
World Language	2 credits*
Personal Fitness/Health (HOPE)	1 credit
Social Studies	3 credits*
Fine/Practical Arts	1 credit
Elective Courses	6 credits
Community Service	25 hours per academic year at TCHS

In addition, the student must have obtained a cumulative unweighted GPA of 2.0 or its equivalent.

If a student has failed a course, that course must be repeated and passed before graduation.

* TCHS encourages students to take an extra credit in each of these subject areas to give them a competitive edge in the college application process.

TRINITY CATHOLIC ADVANCED STUDIES TRACK

Successful completion of the following is required to obtain a *Summa Cum Laude Diploma*:

1. A minimum of four credits (honors level or higher) in each of the following subjects: English, Mathematics, Science and Social Studies
2. A minimum of four credits of the same world language
3. A minimum of one fine art credit
4. A minimum of one HOPE credit
5. A minimum of five courses must be taken at the Advanced Placement* and/or Dual Enrollment level
6. A minimum of a 3.9** unweighted, cumulative grade point average on a 4.0 scale
7. Class of 2019 and beyond, no grade lower than a B on any report card.

* Taking an AP course requires completing the AP Exam

**A *Cum Laude Diploma* will be awarded to a student with a 3.5 unweighted, cumulative GPA on a 4.0 scale who meets the remaining requirements.

LEVELS WITHIN THE COURSE OF STUDY

At Trinity Catholic the aim of the course of studies is to provide course offerings for the students at their optimum functioning levels. Trinity Catholic offers three different course levels: advanced placement, honors, and regular. Any student taking an advanced placement course must take the AP exam in May. TCHS uses a 0.0 to 5.0 weighted cumulative GPA Scale. The difference in these course offerings is not necessarily content, although some adjustments are made in the reading level of the textbooks used. The primary difference is the pace at which material is presented. Most courses are college preparatory.

FLORIDA VIRTUAL SCHOOL

Students may opt to take FLVS courses if a course is not offered at TCHS or the same TCHS course will not fit into their academic schedule. Seniors must complete FLVS courses two weeks prior to graduation. Underclassmen must complete FLVS courses in 36 weeks. All FLVS AP Courses must be finished before the scheduled AP exam. Students may take one summer math course on FLVS during their four years at TCHS if they want to accelerate their course work.

DROP/ADD PERIOD FOR SCHEDULE CHANGES

Students must make an appointment with their guidance counselor in order to request to drop or add a course within the following timeframe:

- Elective Classes: 1 week once the school year commences
- Honors & AP Classes: 1 week once the school year commences
- Non-Honors Classes: 1 week once the school year commences
- All returning students will be assessed a \$75.00 fee for changes.

Changes will be made only if it is logistically possible (considering class sizes, times, etc.). Once changes are made they are permanent.

SYSTEM OF WEIGHTING GRADES

Trinity Catholic currently uses a weighting system for determining the honor roll, which means that grades earned in advanced placement and honors courses are given more weight than regular courses. Colleges ask the school for unweighted grades when reviewing applications but do review difficulty of schedule in making admission decisions.

HONOR ROLL

The Principal's List consists of two categories: First Honors and Second Honors. Students who achieve a weighted GPA of 4.0 to 5.0 with no class grade lower than a 90 are eligible for FIRST HONORS. Those having a weighted GPA of 3.0 to 3.99 with no class grade lower than 80 are eligible for SECOND HONORS. Students receiving this honor will be recognized appropriately per grading period.

SALUTATORIAN & VALEDICTORIAN

Determination of Salutatorian and Valedictorian is based upon the following:

- No courses beyond the 28 credits required for graduation will count towards strength of schedule.
- Student must have attended TCHS for three consecutive years.
- Cumulative unweighted GPA's and strength of schedules are compared.
- If there is a tie, numeric averages of all academic courses are compared.
- The announcement will be made at the National Honor Society induction ceremony.
- Student must have no serious discipline issues.
- Student must have an excellent attendance record.

SENIOR AND UNDERCLASS AWARDS

Any student who has been suspended in the course of the school year will not be eligible for any awards.

ACADEMIC GRADING POLICY

All grading at Trinity Catholic should reflect the students' academic efforts and achievements. For each course, grades will be calculated based on three categories—Formative Assessments, Summative Assessments, and midterm and final Exams. Formative Assessments include homework, classwork, participatory activities, and any other measurement employed during the learning process. This category will be weighted as 20% of the quarter grade. Summative Assessments comprise all assessments, projects,

papers, etc. that measure student learning outcomes. This category will be weighted as 60% of the quarter grade. The term Exam category consists of the mid-term exam and final exam grades. This category will be weighted as 20% of the quarter grade. Additionally, students may not be assigned zeros due to missing work in the Summative or Exam categories. In those categories, incompletes must be given for work that is missing. There will be a deadline for which all incompletes must be resolved.

EXAMINATIONS

Examinations are given at the middle and end of each semester. Mid-term and Final exams will together comprise 20% of the class grade.

***Mid-terms/final exams will not be administered prior to the scheduled date.**

***PARENTS, PLEASE DO NOT PLAN VACATIONS DURING MID-TERM/FINAL EXAMS.**

*A fifty dollar (\$50) fee will be assessed for each mid-term or final exam that must be proctored outside of the regular schedule except in the case that is a documented medical necessity.

*Tuition payments must be current before mid-term or final exams or those families in arrears will be subject to penalties.

MISSED EXAMS

A student with an excused absence(s) is allowed to take any missed exam before or after school. Upon returning to school the student should make the necessary arrangements with his or her respective teachers as to the day and time for the make-up test. The student must take the missed exam on a day and time agreed to by the teacher.

SUMMER READING

Summer reading is required of all students. A summer reading list is published at the end of each school year. The students are tested at the beginning of the school year.

GRADING POLICY

- 90 - 100 A: excellent (4.0); honors and AP (5.0)
- 80 - 89 B: above average (3.0); honors and AP (4.0)
- 70 - 79 C: average (2.0); honors and AP (3.0)
- 60 - 69 D: below average (1.0); honors (1.0) AP (2.0)
- 59 - 0 F: failure/no credit (0.0); honors (0.0) AP (0.0)

Unless the administration grants permission, the minimum grade for any marking quarter or semester exam is 50%.

ACADEMIC PROBATION

Academic Probation signifies that the student's enrollment at and graduation from Trinity Catholic may be in jeopardy. A student will be placed on Academic Probation for a quarter immediately following any quarter in which the student receives 1.99 or below in weighted grade point average or has one or more failures and or three or more Ds. Any student placed on Academic Probation should attend **teacher directed Study Hall** from 3:00 until 3:45. This Study Hall takes precedence over any other activities, including team practice or serving detention. Students may, go for extra help with a specific teacher at this time. While the school and its teachers will do everything they can to assist students in academic improvement, ultimately it is the responsibility of the student to attend these study sessions regularly. Please note: both our Citrus and Lake County buses leave school at 3:30 p.m. Parents or guardians are responsible to transport their sons or daughters from TCHS when they need to stay after 3:30 p.m.

Any student whose cumulative GPA falls below a 2.3 at the end of any given school year will automatically be placed on Academic Probation for the beginning of the following year and may be required to attend Study Hall for at least the first quarter.

SCHEDULES

Trinity Catholic makes use of several different schedules during the course of the year. Parents/Guardians are advised of an early dismissal or change in the day's schedule through the website news and calendar sections; posts on our Facebook and Twitter pages; and/or email, text, or phone messages sent via the school's automated message system. **Our "regular" school day runs from 8:00 a.m. until 2:45p.m. Flex time is from 2:45-3:30p.m. every day except Tuesday. During this time, clubs may meet, students may seek teachers for extra help, make-ups etc.**

SERVICE REQUIREMENTS

Guidelines for Christian Service

Reaching out to our brothers and sisters in need is a vital part of what it means to be a disciple of Jesus Christ and a contributing member of society. To love God and your neighbor implies a willingness to reach out and be of service to those who are in need. The Gospel message demands that the Christian serve, especially the poor and marginalized, and by doing so we serve our God. This is precisely the example of Jesus Christ himself, for he tells us: "Amen, I say to you, whatever you did for one of these least brothers of mine, you did it for me." (Mt 25: 40) Direct service to anyone in need has the power to transform us.

As a Catholic Christian school, Trinity Catholic High School challenges its students to reach out beyond themselves and be a people of service. The goal of our Christian service learning at Trinity Catholic is to develop a well-rounded person who will share their God-given gifts. In light of this challenge, students are expected to serve throughout the year.

The Gospel message, from which the school finds its very mission, inherently demands more than simply "doing" community service; it demands a selfless outward response to the needs of the impoverished. To follow in Christ's footsteps, we must go beyond mere volunteerism and put on the shoes of the poor.

Service Hour Requirements

Freshman 25 hours
Sophomore..... 25 hours
Junior 25 hours
Senior 25 hours
Minimum Total = 100 hours

Students may not fulfill the overall requirement in one year. They are required to do a minimum of 25 hours for each year of attendance. We must develop a life-long commitment of service to the human family. Transfer students will be required to do a prorated number of hours (e.g., a transferring junior in the middle of the academic year will need a minimum total of 37.5 hours by the end of senior year).

General Information

In deciding what service learning should be undertaken, we should always give priority to serving those who are economically poor and/or have special needs.

Service may be done in a student's place of worship or with a non-profit organization. There will be opportunities created by the Campus Minister for those who might have difficulties getting off-campus to other locations for service.

Service hours are recorded on transcripts so that requirements for scholarship opportunities can be exceeded.

All questions regarding appropriate service may be directed to the Campus Minister. Service during the summer is encouraged and hours completed count toward the next academic year.

Examples of Christian Service (including, but not limited to):

- Soup Kitchens and Shelters
- Visiting the sick in Hospitals / Nursing Homes / Assisted Living Facilities
- Tutoring at-risk children
- Special Olympics
- Habitat for Humanity
- Sports Camps / Summer Religious Programs (in which you assist younger children)

Please Note: Writing about Christian service is not simply to report the number of hours but to discover our own role in works of charity and justice. An analysis form must be completed as a means of assisting each student in understanding the impact of service for others and ourselves. *To better keep track of all service hours recorded, it is recommended that students make a copy of all forms for their personal records.*

Senior service hours must be completed and turned in by a date to be determined by the Dean of Faith Formation and Spiritual Life; seniors will not participate in graduation-related ceremonies until their service requirements are met. Junior service hours are due by April 1st. Freshmen and sophomore service hours are due by May 1st. All students who fail to meet the stated service requirements lose their privileges to attend the Homecoming Dance, Prom, and/or senior activities.

PARENT IN PARTNERSHIP PROGRAM

The Parent-In Partnership Program, or PIP, is a unique approach to the cooperative efforts of parents, students, faculty and administration as a means of building community in the fellowship of the Holy Spirit. Parents are encouraged to become involved in the life of Trinity Catholic according to their talents and interests.

This program is important to Trinity Catholic in keeping the cost of education to a minimum. The cost to educate a student at TCHS is approximately \$13,000 per year, and there is a gap between the cost to educate a student and the actual tuition collected. Each family with a student at TCHS will be required to commit to ten (10) hours of service per year. Opportunities for involvement will be available in many areas of school life including social activities, fund raisers, co-curricular activities, clerical help and special events sponsored by the Advancement Office. **Parents are responsible for reporting their hours directly to the Advancement Office.**

REGULATIONS

RESPONSIBILITY

Personal responsibility is one of the chief values Trinity Catholic intends to teach its students. A person who is responsible has very few problems with discipline. The school attempts to state clearly the guidelines within which students must act and then hold the students responsible for observing these guidelines. Student behavior at all school-related activities must be in accord with Catholic moral teaching. This section contains the essential guidelines. These regulations, while not formulated to be confining, are promulgated in order to affect the good order necessary and conducive to an atmosphere of learning. **It is impossible to foresee all discipline problems or situations; therefore, this clause empowers the administration and the faculty to take disciplinary action against any behavior that violates the mission, philosophy, or spirit of TCHS even though not specified in this handbook.** Such an action may result in expulsion and possible police involvement.

I.D. CARDS

Students will be issued school identification cards and lanyards, both of which must be worn throughout the school day. These school I.D. cards must be presented at the gate for students to receive free admission at a **regular season home** athletic event. Failure to present the school I.D. will result in the student having to pay the full price of admission.

GUARDIANSHIP

Trinity Catholic High School follows the Buckley Amendment with regard to custody and parental rights. Where there are specific concerns please submit to the Guidance Office a notarized copy of pertinent court records. *Students are expected to reside with a parent or legal guardian. Parents/Guardians who are going to be out of town and who will leave another party responsible for their student must send a notarized statement to the Attendance Office with pertinent names and dates.*

TRINITY CATHOLIC HIGH SCHOOL HONOR CODE

*As a Trinity Catholic student, I believe that everything I do is for the glory of God;
therefore, I will act with honesty, integrity and respect, both on and off campus.*

THE CODE

At its core, The Honor Code personifies within each individual honesty, integrity, and self-respect--values that are essential for a foundation of honor and morality to flourish.

THE HONOR BOARD

Incidents of dishonesty, lack of respect, bullying, theft, cheating, plagiarism or forgery are reported to the Dean of Students. All of these incidents may be cause for the Student Honor Board to convene. The senior President of the board reports their recommendations to the Dean of Students.

HONOR CODE EXPECTATIONS

Trinity Catholic students are expected to conduct themselves with the highest standards of honor and integrity at all times. This means both honestly pursuing one's own work and promoting an atmosphere of honesty and integrity among the student body. By encouraging honor and refusing to tolerate dishonesty, students will build a trusting, demanding, and fair environment.

First and most importantly, each student must seek to embody the virtues of honesty and integrity. In their pursuit of academic advancement students must strive to truly live out these virtues, not just avoid breaking certain narrowly-defined rules. In other words, students should seek to follow both 'the spirit of the law' and 'the letter of the law', seeking to be as honest and honorable as one can be, even when there appears to be a 'gray area' or loophole.

Second, students must avoid and discourage the following behaviors, each of which constitutes an explicit violation of this honor code:

Cheating

- Assignments
 - Copying all or part of an assignment
 - Completing an assignment based on another student's work without doing the assignment oneself, such as:
 - Using another student's verbal summary of the answer(s) as the basis for one's own answer(s)
 - Rewording another student's answer(s) and presenting the work as one's own
 - Obtaining the answers for an assignment from an illicit source rather than from one's own work (e.g., copying the answers from an internet site, teachers manual, etc.)
 - Acquiring/use of material including assessments from prior courses or other teacher associated materials.
- Tests (including quizzes and exams)
 - Copying an answer from another student's test (with or without their consent)
 - Using an illicit aid on a test or quiz (e.g., referring to notes written on a sheet of paper, one's body, a desk, a calculator, a phone, etc., during the course of a test)
 - Communicating with other students (via speech, gesture, electronic device, etc.) while a test is being administered
 - Discussing the specific content of a test or obtaining answers to a test from students who have already taken the test
 - Obtaining answers to a test from an illicit source (e.g., internet site, teacher's manual, and teacher's answer key, etc.)
 - Acquiring/use of material including assessments from prior courses or other teacher associated materials
 - Turning in another student's work as one's own (e.g., putting one's own name on someone else's assignment)

Plagiarism

- Turning in a paper that was written entirely or in part by another person (including cutting and pasting together a paper from several sources)
- Using another person's thoughts, ideas, or exact phrases without citing the source (including putting quotation marks around less than all the words copied)
- Faking a citation
- Submitting a paper in one class that was initially written for another class without the knowledge and permission of the teacher
- A grade of Zero will be given for these or similar violations.

Forgery

- Presenting a false signature (whether written by oneself or someone else), such as:
 - Faking a parent's signature on a permission slip, excuse note, progress report, etc.
 - Faking the signature of a teacher, staff member, or administrator on a pass, assignment book, note, etc.

Lying

- A false statement in a serious matter made with the intention of misleading a teacher, administrator, staff person or fellow student (e.g. falsely claiming a family crisis, power outage, computer malfunction, etc., as an excuse for a late or missing assignment)

Stealing

- Taking another's property without permission, such as:
 - Taking another's personal property (e.g. purse/wallet, phone, medicine, etc.)
 - Taking another student's calculator, book, backpack, assignment, etc.
 - Taking a teacher's assignment book, class notes, answer key, teaching manual, computer file, etc.
 - Taking another person's computer ID and password, locker combination, or other personal information

Complicity in an Honor Violation

- Encouraging or assisting another student in violating the Honor Code (e.g., giving another student one's homework assignment to copy, knowingly allowing another student to copy one's answers on a test, etc.)

Failure to Report a Violation

- The knowing failure to report any student who was observed committing or otherwise is known to have violated the Honor Code*
 - * This requirement is essential for promoting an atmosphere of integrity and honor in the school. Students are permitted to maintain anonymity in reporting an honor code violation.

DISCIPLINE CODE

Trinity Catholic High School has developed a discipline code based on a philosophy of mutual respect and understanding. If students respect each other, authority, and property, they should have no problems with our discipline code. In like manner, school personnel will always strive to treat each student with the level of respect and understanding that should be accorded to those created in the image of Christ.

Discipline is focused on directing and guiding the students, as well as teaching self-discipline and personal responsibility. Learning to take ownership of poor decisions and facing consequences is reinforced with genuine care, empathy, and encouragement. Our goal is to continue building and reinforcing these values in our everyday dealing with the Trinity Catholic family.

Students should understand that it is a **privilege** to attend Trinity Catholic High School. Students who abuse this privilege, **inside or outside of school**, inhibit the ability of others to enjoy the benefits of Trinity Catholic, and **therefore, students who by their actions reflect poorly upon TCHS, inside or outside of school, will be subject to our discipline code. The administration reserves the right to take appropriate action.**

DISCIPLINARY STATUS

Disciplinary Warning

Disciplinary Warning is an alert to students and parents that the student's general behavior needs improvement. The Dean of Students issues this warning in writing to the student's parents, and it remains in force until the end of the quarter. This warning is issued after a student has exhibited behavior that is of concern to teachers and administrators.

Disciplinary Probation

Disciplinary Probation is an urgent alert to students and parents that the student's behavior needs radical improvement. The Dean of Students sends written notice, citing the reasons for Disciplinary Probation, to the student's parents. Probation remains in effect until at least the end of the current semester.

Disciplinary Probation is issued when a student has committed a serious infraction of school rules. Records of students who have been placed on Disciplinary Probation throughout the school year are reviewed in June, and a decision is made at that time regarding enrollment status for the following school year.

Note: Any violation of school regulations while on probation may be cause for dismissal.

Eligibility

A student on Disciplinary Probation may be subject to ineligibility for all co-curricular activities.

DISCIPLINARY REVIEW

The student discipline and attendance records will be periodically reviewed. Students with excessive detentions, absences, or tardiness must, in the company of their parents/guardians, meet with the Dean of Students.

GUM/FOOD/DRINKS

No gum is permitted on campus. Food/candy is not permitted in the classroom unless directed by the instructor. Flavored drinks are not permitted in the classroom.

TARDY HALL

Students who are late to school must report to lunch tardy hall at the beginning of their lunch period in the cafeteria. Tardy infractions will be served on the day of the infraction. Tardy hall will last 15 minutes. Chronic cases of tardiness will be subject to further disciplinary consequences on a student by student basis.

AFTER-SCHOOL DETENTION

Students are assigned a detention when they are guilty of breaking the rules described in this student handbook. Detention is held on Wednesday after school from 3:00 p.m. to 3:45 p.m. Students serving detention must be on time and in school day uniform. **If a student fails to serve a detention he/she will be assigned a Saturday Detention. When a detention is issued by a teacher or staff member, the student must initial the detention slip to acknowledge its receipt.** Please note: both our Citrus and Lake County buses leave school at 3:30 p.m. Parents or guardians are responsible to transport their sons or daughters from TCHS when they need to stay after 3:30 p.m.

SATURDAY DETENTION

Saturday Detentions will be held from 8:00 a.m. to 11:00a.m. and are ordinarily scheduled on the first and third Saturday of the month. Students who arrive late may be sent home. Any student assigned Saturday Detention must pay a \$20.00 fee, unless other arrangements are made. Saturday Detentions are for students who have accumulated excessive detentions or who have failed to serve an assigned regular detention. **Failure to attend Saturday Detention will result in Out-Of-School Suspension.**

***Note: After-school or Saturday Detention takes precedence over athletic practices, co-curricular activities, jobs, etc. Memory lapse is not an acceptable excuse for missing an assigned detention.**

IN-SCHOOL and OUT-OF-SCHOOL SUSPENSIONS

Students will be suspended for repeated misbehavior or for a serious infraction, which may include but is not limited to fighting, aggressive words, skipping class or actions designed to provoke a fight. Students may be assigned an Out-Of-School Suspension. Suspension typically lasts from one to three days. **During suspension, students may not attend class or any school functions (games, dances, etc.).** Students with Out-Of-School Suspension may not be on the campus during this time. Students assigned to In-School Suspension must leave the school grounds at the end of the school day. **Students who receive a suspension will receive a 1 point penalty on their final quarter average for each day they are suspended in each class they miss.** Parents/guardians of a student who has been suspended may be required to meet with the Dean of Students before the student may return to school.

EXPULSION

A student who breaks school policy, or the law, or who participates in certain other grave actions, may be expelled from school. Expulsion may be accompanied by police action. Students who have been asked to leave the school are not invited to attend any school functions or be on school property without prior permission of the administrative staff.

Among the serious actions that may lead to immediate expulsion are the following:

- Stealing (including theft due to academic dishonesty)
- Serious disrespect to a member of the faculty or administration
- Violation of the school's alcohol, tobacco and drug policy
- Bringing a weapon onto school property
- Public disgrace to the school

- Serious and malicious defacement of school property
- Serious breach of personal conduct
- Any kind of bullying: verbal, physical, cyber, or sexual harassment
- Language or behavior which is immoral, profane, vulgar, or obscene
- Hazing
- Unauthorized absences or continued tardiness
- Habitual lack of effort leading to academic failure
- Inappropriate sexual behavior

FACULTY REVIEW BOARD

Students who are accused of offenses too serious to go to the Honor Board, or who repeatedly ignore or violate the rules of the school, will appear before the Faculty Review Board.

The Faculty Review Board is composed of teachers, an administrator, the student's guidance counselor, and a faculty advocate (chosen by the student). The student's parent(s)/guardian(s) are expected to appear to speak on their student's behalf.

Consequences may vary from Detention, service hours, suspension or expulsion from the school community. All violations are cumulative throughout a student's tenure at Trinity Catholic High School.

ADMINISTRATIVE REVIEW BOARD

A violation subsequent to an appearance before the Faculty Review Board will be cause for the Administrative Review Board to decide on the continued enrollment of that particular student.

The Administrative Review Board is composed of the President, Principal, Assistant Principal, Dean of Student Life and the Dean of Students. A student guilty of a third violation anytime during their enrollment may be expelled.

SUBSTANCE ABUSE POLICY

PURPOSE

Trinity Catholic is a Christian community whose mission is to help each student develop his/her potential by emphasizing his/her individual self-worth and dignity in an academically challenging and spiritually fulfilling environment. Substance abuse is intolerable in such an environment. It is expected that students will follow and parents will support the substance abuse policy in order to help any students who are in need and to eliminate substance abuse from the school.

STATEMENT OF THE RULE

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, and the abuse of prescription or over-the-counter drugs by any student is forbidden. Transgression of this rule will result in disciplinary action that may include dismissal from the school, even for a first offense. Police involvement may be required.

Any student selling drugs on school property or at school functions will be immediately expelled. It is likely that police may be involved.

COMMUNITY-WIDE RESPONSES

All diocesan schools are committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms, or is suspected of, substance abuse, the school may require that the student undergo substance abuse testing. If the results of the test suggest abuse (and the substance was not used on or brought to campus), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in dismissal from the school. A student who acknowledges his/her substance abuse may not need to be tested and will be assisted according to school policy. At times, the school may choose to conduct random drug testing of the student body. While this measure will not often be implemented, the scourge of substance abuse in our society is so serious that the administration may consider it an effective and justifiable way of combating the problem. The school reserves the right to conduct random searches of students' lockers, possessions, or cars.

STUDENT SEARCHES

The school administration reserves the right to search the students, their lockers, their automobiles and other personal belongings including electronic devices when a reasonable cause exists regarding contraband, or a threat exists to the general welfare of the school and its students. The determination of the reasonableness of the cause, under the foregoing circumstances, will be decided by the administration. The administration reserves the right to use any or all detection methods available. A student's failure to comply with a search will warrant immediate notification of his/her parents, and if necessary, the appropriate civil authorities.

TOBACCO

Trinity Catholic High School is a smoke-free campus. No one is permitted to smoke, chew, or possess tobacco or similar synthetic substances at any time on campus. E-cigarettes are also prohibited on campus at all times.

PUBLIC DISPLAY OF AFFECTION

Public displays of affection, such as kissing or prolonged embracing which connote more than simple friendship, are not permitted on campus. Inappropriate personal contact is not allowed in school, at dances, or at any TCHS events.

WEAPONS

In order to provide a safe environment, the possession or use of firearms, other weapons, or explosive devices on school premises is not permitted. The possession of a concealed firearm or weapon, at school-sponsored events or on the property of the school, including the buildings, parking lots, and other premises, is strictly prohibited. The school shall deal with such incidents according to the federal, state, and local law and accepted educational practices. Students who violate this policy shall be subject to discipline up to and including required withdrawal.

HARASSMENT POLICY

Harassment is contrary to Gospel values and has no place in our Catholic school. All students are entitled to study in a school environment that is Christ-centered and free of harassment. Harassment occurs in many ways, including but not limited to: verbal or written threats, bullying, or cyber-bullying of an emotional, psychological, physical, racial, and/or sexual nature. The school administration will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken.

SEXUAL HARASSMENT BY A SCHOOL EMPLOYEE

It is a violation of school policy for any teacher, administrator or other school employee, male or female, to sexually harass a student. For purposes of this prohibition, sexual harassment means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of educational benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or when such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment. As noted above, any condemnation of or any retaliation against a student because he/she complains of sexual harassment or assists a school investigation of such a complaint is also prohibited.

EXAMPLES AND FUTURE POLICY DISCUSSION

Whether particular language or conduct constitutes sexual harassment depends upon the circumstances of the incident and will be determined by school administrators on a case-by-case basis. The following are, however, some examples of language and conduct which all Trinity Catholic students and staff are cautioned to avoid. This is not an exhaustive list.

- Sexually graphic and/or degrading comments to, or about, any student or school employee regarding his/her appearance
- Any physical contact of a sexual nature
- Jokes or other remarks with sexual content that are graphic or may otherwise be offensive to others
- Sexually suggestive sounds or gestures
- Display of objects, posters, or pictures of a sexual nature

PROCEDURE FOR COMPLAINT AND INVESTIGATION

If any student believes that he/she has been subjected to sexual harassment, whether by a student, a school employee or any other person who comes on school property with permission, or that he/she has witnessed the sexual harassment of another, the student should report the incident promptly to the Principal or any other administrator with whom the student feels comfortable. A student, parent, or guardian may also act on a student's behalf and file a complaint of sexual harassment with any counselor or teacher. A counselor or teacher who receives such complaint will promptly notify the appropriate administrator to initiate an investigation. It is the policy of the school to have all complaints of sexual harassment promptly and fully investigated and to take any steps necessary to remedy the situation.

Normally, the investigation of a complaint of sexual harassment will be conducted by the Principal and will include separate interviews with the complainant, each person accused of harassment and each witness, if any. The administrator conducting the investigation will ordinarily document the interview, but those interviewed may also be asked to provide a written statement. All students are expected to cooperate fully with any investigation of sexual harassment.

Information provided during the investigation of sexual harassment will be treated as confidential. This means that such information will be shared with others on a need-to-know basis only. The parent or guardian of the complainant and those accused may be notified. In appropriate circumstances, as determined by the school, the accused may be informed of the identity of the complainant or witnesses.

At the conclusion of the investigation, the administrator will prepare a report, which will be shared with both the complainant and person or persons accused of harassment.

DISCIPLINARY ACTION

Any student found to have sexually harassed another individual is subject to disciplinary sanctions, up to and including suspension or permanent exclusion from the school. Any retaliation, discrimination or other adverse action, such as intimidation, threats, or coercion, taken against a student or school employee because he/she complains of sexual harassment or assists an investigation of harassment will also result in disciplinary sanctions, up to and including suspension or permanent exclusion from the school. **Any student found to have condoned sexual harassment by another may, depending upon the extent of his/her participation, be subject to disciplinary action.**

ATTENDANCE

Absence from school for a day or a part of a day interferes with a student's learning and the pace of the whole class. **Trinity Catholic High School administrators ask parents to set for their children the goal of attending classes every day of the school year.** Only a student's illness, or a very serious obligation without alternatives, should be considered a reason to allow a child to remain out of school.

It is the responsibility of parents/guardians to be aware of all absences and the penalties associated with excessive absences and unexcused absences and tardiness. The Florida State Legislature has determined that parents/guardians have the primary responsibility to establish habits of regular attendance and promptness. Trinity Catholic High School provides an on-line means for parents/guardians to view their son's/daughter's attendance.

A student who accumulates five (5) or more absences in any class in a quarter will receive a failing grade for each course affected by their non-attendance that quarter. The student's record will be reviewed and a determination will be made as to whether or not the student will be allowed to continue his/her education at Trinity Catholic High School. A student who misses more than 10 class periods/days in any quarter may be dismissed from the school. In extraordinary circumstances, the Principal may choose to retain the student.

Students who have 5 or more absences in any class in any one quarter due to extenuating circumstances may petition in writing for relief from this policy. These petitions should be made to the Dean of Students at least one week prior to the end of the quarter. As in all cases, parental communication with the Dean's office as to attendance issues will be very helpful.

When students are absent from school, they are ineligible to attend or participate in co-curricular activities or official school functions on that day. This includes clubs, plays, meetings, athletic practices or contests, and any official Trinity Catholic school event. To be considered present for the day a student must be present by 9:00 a.m.

The administration reserves the right to determine if an absence is legitimate. A doctor's statement may be required by the Dean of Students. (Florida Statutes 232.90)

State law mandates that students missing fifteen days or more of school in any 90-day period will lose their driver's license or their right to obtain a license. Students who have lost their license can get their license back once they have attended school for 30 consecutive days.

Excused absences are those for which work may be made up; however, they still count toward the maximum number of days/classes which may be missed per quarter. Documentation must be provided for an absence to be considered an "excused" absence.

Excused absences, tardiness, and early dismissals may be allowed for the following reasons:

- Illness of the student
- Major illness in the immediate family of the student
- Medical appointments of students
- Death in the immediate family of the student
- Duration of a religious holiday of the specific faith of a student
- Major disaster that would, in the judgment of the Administration, justify absence
- Planned absences approved by the Dean of Students **two days in advance**
- Approved events that involve the representation of TCHS

PROCEDURES FOR ABSENCES

Parents or guardians **must call the Attendance Secretary (352-622-9025 ext. 1121) before 8:30 a.m.** each day that their child is absent. Parent or guardian will be notified of any student who is not in their first period class. **In addition, the State of Florida mandates that on the day the student returns to school the parent or guardian must submit to the Attendance Office a written explanation for the absence.** Notes/documentation may also be sent via email to attendance@tchs.us or faxed to 352-861-8164. A lengthy illness requires a periodic appraisal of the situation; be aware that the Dean of Students may require a doctor's statement. (Florida Statutes 232.90) Documentation submitted on the day the student returns to school must be handed in before the first class period begins. Students should not turn in documentation to their teachers. Please bring all attendance documentation to the Attendance Office.

The written statement from the parent must include the following information:

- Date the excuse is written
- Date(s) of the absence(s)
- Full name of the student
- Reason for the absence
- Daytime telephone number of parent or guardian if note needs to be verified
- Signature of the parent or guardian

Absences require both (a) phone call(s) to the Attendance Office and written documentation from the parent. Undocumented absences are unexcused.

CONSEQUENCES FOR ABSENCES

- 3 Absences per quarter = letter home
- 5 Absences per quarter = failing grade for quarter, parent conference
- 10 Absences per quarter = expulsion

SCHOOLWORK MISSED DURING AN ABSENCE

When a student is absent from school, it is the student's responsibility to see each of his/her teachers on the day he/she returns to school to make specific arrangements to complete missed classwork. **Students will have one day for each day of absence to make up their work.** If a student is absent on the day an assignment is due and the student received advance notice of the assignment, test, or project prior to his/her absence, then the work is due the day the student returns unless otherwise stated by the teacher.

Many teachers require students to make up tests and quizzes after school during flex time. Please make sure arrangements have been made to pick up students at a later time.

LOSS OF CREDIT DUE TO ABSENCES

A student who is not present in class or school because of official school activities will be counted as present by each teacher in class periods missed and will be required to turn in missed work and make up quizzes/exams **on the day** they return to classes. A student who is suspended will receive full credit for any missed work that he/she completes.

TARDINESS

Students are expected to be punctual to class and all other school activities. Tardiness is a disruption to the learning process and places the students at a disadvantage. Students who are not in their 1st period class by 8:00 a.m. must report to the Attendance Office to obtain an admit slip. When a student arrives late or returns from a medical appointment, he/she must bring a note signed by his/her doctor; all notes must be submitted within two days of the appointment. Tardies are calculated on a quarter basis. Students should take into account the possibility of traffic delays when considering the time they leave for school; **traffic delay is NOT considered an excuse for tardiness unless otherwise stated by a school administrator.** Appointments should be made after school hours.

When tardiness or early dismissals become excessive, the problem may be addressed through a required parent conference with a school administrator. The school administrators will decide whether tardies are excessive.

Students who are tardy to school will serve a lunch tardy hall. Students tardy to classes during the school day, will be subject to the school's disciplinary code and may receive further consequences.

PROCEDURES FOR PRE-ARRANGED ABSENCE

Students/parents are required, whenever possible, to notify the Attendance Office in writing or by email one week in advance of an absence from school for any reason other than illness. A Pre-arranged Absence Form must be completed and submitted for all such absences. Forms are available on the Trinity Catholic website or in the Attendance Office. Students are required to have each of their teachers sign this form. Pre-arranged absences are counted as part of the five-day (**5-day**) limit for the term (including before/after holidays). Permission for such an absence is left to the discretion of the Dean of Students. Students are responsible for completing missed schoolwork. All work is due upon return to school.

- Absences for family trips and personal leave for off-campus visitation must be approved in advance by the school administration and are subject to attendance at Saturday Detention.
- Seniors are permitted excused absences for college visitations and **must bring a letter from each school indicating the visitation date(s).**

PROCEDURES IN CASES OF EARLY DISMISSAL

When students need to be dismissed early from school, they must present a note from their parents/guardians to the **Front Office before first period begins.** In lieu of a written note, an email to attendance@tchs.us, or a fax to 352-861-8164, may be accepted if received prior to 8:30 a.m. Students cannot be excused without prior written notice. Unavoidable last-minute doctor appointment requests must be documented in writing.

The note must contain the following information:

- Student's full name and grade
- Date and time of their requested dismissal and when/if the student will return
- Specific reason for dismissal
- Signature of parent and telephone number where parent can be reached during the day for verification
- The name of the person authorized to pick up the student, or if student has permission to drive himself/herself
 - **Non-driving students must be signed out and picked up in the Front Office by their parent/guardian.**

Once the dismissal is verified by the parent the student may leave on his/her own but must sign out at the Front Desk and leave through the front door of the Administration Building. Students are not permitted to drive other students prior to the end of the

school day. Parents are encouraged to refrain from requesting that their student sign out during a Mass or school-wide assembly. Parents are advised to schedule appointments outside of the school day.

PROCEDURES IN CASES OF ILLNESS DURING SCHOOL HOURS

A student who feels sick during the day should ask the teacher for permission to go to the Clinic. The student should be accompanied by another student and the Attendance Secretary notified of their arrival. Students are not permitted to contact the parent/guardian by email or cell phone. If it is determined that the student needs to leave school, the parent/guardian or emergency contact will be notified by school staff to pick up the student or to send written permission for the student to return home alone. If the Attendance Secretary is unable to make this contact, the student will not be permitted to leave. The student is ordinarily permitted to remain in the Clinic for **10 minutes**. Students who become ill at school and go home sick may not attend or participate in any co-curricular activity later that day. **It is imperative that all phone numbers of parents, guardians, and emergency contact people be kept current.**

TRUANCY

Absence from school without parents'/guardians' permission or leaving the school grounds without permission during the school day is considered truancy. The first offense will result in suspension, and the second may result in expulsion. **Failure to sign in and out of school will be considered truancy.**

Skipping class is a serious offense; the punishment will be determined by the Administration.

BEFORE/AFTER SCHOOL HOURS/CO-CURRICULAR ACTIVITIES

Supervision begins on campus at 7:30 a.m. Students are permitted to wait in the courtyard and cafeteria prior to the 7:40 a.m. bell. No students are permitted in the hallways prior to 7:40 a.m. Students are allowed to remain on campus after school hours only when they are participating in a school-sponsored activity. Students are expected to leave the school grounds within **thirty (30) minutes** after dismissal, and it is the parents'/guardians' responsibility to ensure that this rule is obeyed. For the safety of our students, every student who is on campus after 3:15 p.m., and not in a supervised school-sponsored activity, is required to report to the Media Center. Supervision/study hall is available in the Media Center until 6:00 p.m. A student who has their own transportation may be asked to leave campus if they are not participating in a school-sponsored activity. Students may not be in any athletic facility after school unless they are participating in a sponsored activity or are present to watch a scheduled game or activity.

BAD WEATHER POLICY

In emergency situations the Diocese of Orlando, in most cases, follows the lead of the appropriate county (Marion) with regard to school closings. Consult local media for the decision of the appropriate public school system regarding school closings due to weather emergencies or other emergency information. The automated alert system will be used when available. Trinity Catholic High School is not used as a public shelter and, therefore, may reopen before the Marion County Public Schools. **It is imperative that all phone numbers, email addresses, of parents, guardians, and emergency contact people be kept current so that you can get this notification.**

WITHDRAWAL

A family choosing to withdraw their child from Trinity Catholic must complete a withdrawal checklist (available from the Guidance Office). No official school records will be sent if outstanding financial obligations exist and the checklist has not been completed.

DRESS CODE RATIONALE

Trinity Catholic High School, in its attempt to educate the whole person, established a dress policy for the following reasons:

- To maintain a proper academic tone with the school community
- To provide financial relief to parents
- To reduce superficial competitiveness in dress among students and to support the dignity of the individual based on character rather than appearances

Students are expected to arrive at Trinity Catholic dressed appropriately. Only the clothing described in the uniform guidelines and purchased through the school's official supplier is acceptable. No substitutes are permitted. Uniforms must be clean, neat, and in good repair at all times. The school administration has the right to judge the acceptability of a student's appearance. At the discretion of the Dean of Students a student whose appearance is deemed unacceptable may not attend class and may be sent home, or a

parent/guardian may be called to bring proper attire. Dress at all Trinity Catholic High School activities should be appropriate; no refund will be given to any student who is asked to leave for improper dress. Trinity Catholic High School students are required to adhere to a dress code from arrival on campus until the time they leave this campus.

UNIFORM REGULATIONS

Official Uniform Supplier for 2016-2017 school year is: FlynnO'Hara Uniforms. School uniforms may be purchased by accessing FlynnO'Hara's website, www.flynnohara.com. You may also order by calling 800-441-4122.

DAILY UNIFORM

Clothing purchased from stores other than the approved uniform companies (FlynnO'Hara) may not be worn regardless of any attempt to alter them to appear as acceptable.

Shirt: A green, ladies' or men's, pique collared shirt, with the TCHS corporate logo on the chest. On **Fridays** students may wear any **collared** TCHS shirt. **Shirts must be two-buttoned, tucked in at all times.** Students may wear only white or green undershirts and/or long-sleeve shirts, with no writing or visible design on the sleeves under their school shirts.

Bottoms: All bottoms are khaki and marked by the official uniform supplier.

Boys- Shorts or pants worn appropriately at the waist. Brown belts are required.

Girls- Shorts, skorts, capris, or pants. A belt must be worn with the shorts, capris, or pants. Skorts or shorts must not be more than three inches above the knee. Skorts are not to be rolled. **Once a student has been issued a warning for a skort of inappropriate length, she has 5 days to replace the item. After a second warning for the same infraction, parents will be notified and student may be asked to leave campus until they are in compliance with the uniform code.**

Used uniform sales are held periodically; no items are sold outside the sale.

DRESS UNIFORM – (EVERY Thursday and EACH Mass Day)

Boys- Pants; brown belt; white buttoned-down oxford collared shirt; a white undershirt; green tie marked by the official uniform company. Students may wear only white undershirts and/or long-sleeve shirts, with no writing on the sleeves under their Mass shirts.

Girls- Skort; a white buttoned-down oxford collared shirt (one is pleated and can be worn outside the skort; however, the second has tails and must be tucked in.) A white undershirt may be worn but must be tucked in and buttoned up.

OUTERWEAR/WINTER WEAR

There are multiple uniform-approved options: pullover sweater marked by the official uniform supplier; café-collared zippered non-hooded sweat shirt marked by the official uniform supplier; Trinity Catholic hooded sweatshirt; or Trinity Catholic team- or co-curricular activity-issued outerwear. Team and other co-curricular activity outerwear must be approved by the Dean of Student Life. The approved outerwear is the only TCHS outerwear permitted to be worn on campus from 8:00 a.m. to the end of the school day. Students are expected to put unauthorized outerwear in their lockers before 1st period.

*****Blankets are not allowed on campus.*****

PE UNIFORM

Ladies' or men's green athletic shorts, and a heather gray T-shirt marked by the official uniform supplier, with a blank space to write a name. **All students taking a PE course, including upperclassmen, must wear the PE uniform.**

FOOTWEAR

There is one acceptable school shoe. It is a brown/tan Sperry. Flyers showing acceptable shoes are available on the Trinity Catholic High School website (www.trinitycatholics.org) and in the Administration Building. All students must wear only black socks; ankle, crew or knee are acceptable.

HAIRSTYLES/JEWELRY/TATTOOS/ETC.

Boys' hair shall be well-groomed and, at its natural length, may not touch the lower rim of the collar or cover the ears or the eyes. Tails or bands and pins to hold the boys' hair back or up are not permitted. No hats, caps, scarves or bandanas may be worn. Boys

are to be clean-shaven at all times. Sideburns may not be below the bottom of the ear. Extreme hairstyle and coloring are not permitted for either girls or boys. Mohawks or designs cut into the scalp or eyebrows are not acceptable. Visible piercings are limited to girls' ears. Male students may not wear earrings. **No visible tattoos are allowed.** No visible body parts may be pierced, including the tongue. Jewelry that accompanies body piercing is not allowed. The Administration reserves the right to make a judgment about the wearing of jewelry or accessories.

DRESS CODE FOR DRESS DOWN/FIELD TRIPS

Dress-down days occur throughout the school year. On these days students may wear: full-length jeans/pants with no rips, tears, or shredding; and a collared TC shirt. Leggings and stretch pants not allowed. Students may wear sneakers or approved school shoes. Girls may wear capris and boys may wear belted khaki shorts. Any field trip attire deviating from the above will be approved by the Dean of Student Life prior to the event. Clothing that advertises or displays alcoholic beverages, obscenities, sex, drugs, or represents disloyalty to our Church or country, or denigrates any individual or class of individuals is not allowed.

DRESS CODE FOR ATHLETIC ACTIVITIES

The Athletic Department requires that students be dressed in appropriate athletic wear while participating in an athletic activity. This includes physical education class, team practices and games. When requested in advance, the Dean of Student Life may approve teams to wear team apparel to class on the first and last home game days of their season. All jerseys are to be tucked in. A white, green or black T-shirt (no writing) may be worn underneath. No team may take it upon themselves to wear team apparel on days not cleared by the Dean of Student Life.

DRESS CODE FOR ATHLETIC/ACADEMIC AWARDS NIGHT/FORMAL DANCES

Dress and grooming of students shall reflect modesty and good taste. No jeans, T-shirts or clothes with holes are to be worn. Bare midriffs, low-cut tops, high slits and openings, transparent fabrics and dresses exposing excessive cleavage are not permitted at any Trinity Catholic function, including but not limited to Homecoming and Prom. School disciplinary policies apply to all TCHS students whenever they are involved in a school-sponsored event on- or off-campus, including while in transit both ways. Dresses or skirts should be no shorter than 3 inches above the knee. Gentlemen should wear: a shirt and tie; a collared shirt; tux, depending on the directions given. Students not dressed appropriately will be asked to leave a function; if a fee has been paid for attendance no refund will be given.

Hairstyles, visible tattoos, facial hair, length of clothes, undershirts, jewelry, and general appearance that are not in accordance with the guidelines of the school administration are not acceptable. Administrators may send a student home until the problem has been resolved.

IN-SCHOOL POLICIES

ACCEPTABLE USE POLICY CONCERNING TECHNOLOGY AND INTERNET

All computer users are obligated to use these resources responsibly, professionally, ethically, and lawfully. Students are given access to the TCHS computer network to assist them in performing their school-related activities. Students should not have an expectation of privacy for anything they create, store, send, or receive on this computer system. This computer system belongs to Trinity Catholic and may only be used for educational and professional purposes. Without prior notice, the school administration may review any material created, stored, sent, or received on its network or through the Internet or any other computer network.

Use of computer resources for any of the following activities is strictly prohibited:

- Sending, receiving, downloading, displaying, printing, or otherwise disseminating material that is sexually explicit, profane, obscene, harassing, fraudulent, racially offensive, defamatory, or otherwise unlawful
- Disseminating or storing commercial or personal advertisements, solicitations, promotions, destructive programs (password cracking programs, software key generators, viruses or self-replicating code), political information, or any other unauthorized material
- Wasting computer resources by, among other things, spending excessive amounts of time on the Internet, playing games, engaging in on-line chat groups, printing multiple copies of personal documents, or otherwise creating unnecessary network traffic
- Attempting to bypass network security in any fashion including but not limited to using "password cracking" or using "proxies" outside the Trinity Network

- Using or copying software in violation of a license agreement or copyright
- Violating any state, federal, or international law (Students who become aware of someone using computer resources for any of these activities are obligated to report the incident immediately to the TCHS administration.)
- Downloading files from the Internet that are not related to school work
- Sharing logins or passwords with other students
- Installing programs on campus hardware/software

Anyone misusing the campus hardware/software will be prohibited from all network access and be required to repair and/or replace any damaged items. Students violating any of these policies are subject to disciplinary action.

Social Networking

Participation in online sites, emails, blogs, social networks (e.g., My Space, Facebook, Twitter, etc.), and the like may result in disciplinary action if the content of the student's blog includes defamatory comments regarding the school, the faculty, or other students.

iPads

Technology is in use for academic purposes and instruction. To that end there are expectations for students. iPads are to be brought to school each day charged and ready for use.

To maintain integrity and ensure the proper use of instructional time, students enrolled at Trinity Catholic must have the iPads that they use on campus supervised by Trinity Catholic High School. This supervision will include mandatory mobile device management (MDM) that will be in effect during school hours while at Trinity Catholic.

Trinity Catholic will work with each family to supervise the iPads in a manner to preserve student data as much as is possible. If a student removes the supervision or the MDM profile, they will be charged a \$25 reimaging fee to reinstall the supervision or MDM. If a device is found to not have supervision or its MDM profile in effect, the student's network access may be denied until such time as it is reimaged by TCHS staff.

Jailbroken iPads are strictly forbidden on the network.

Trinity Catholic High School is not responsible for the theft or loss of individual devices.

Hot Spotting

While at school students share the TCHS network for their internet access. Hot spotting of phones while at TCHS creates unnecessary interference with the network. This interference can affect internet access for all of the students in the surrounding classrooms. For this reason, and to ensure integrity of all students, hot spotting while at TCHS is strictly prohibited.

Cell Phones

Student cell phones may not be used during class. Teachers may collect phones at the beginning of the class period. Students may use their cell phones outside of the classroom. **Teachers may grant students permission to use their phones in the classroom.** For those who violate the policy, faculty and staff have been advised to confiscate the phone and give the phone to the Dean of Students or an administrator. The violation will be documented. The search of cell phone history will be done by a school administrator if there is any suspicion that school policy has been violated.

- With the first confiscation, the student may pick up the device after school and a detention will be issued.
- With the second confiscation, a parent must pick up the device and a detention will be issued.
- With the third confiscation, the device will be kept in the Dean's Office until the end of the quarter and a consequence will be issued.

Electronic Devices

Personal electronic devices are not permitted to be out of book bags between 8:00 a.m. and the end of the school day. Failure to adhere to this policy will result in confiscation of the object(s).

- With the first confiscation, a detention will be issued and the student may pick up the device from the Dean's Office after the school day has ended.

- With the second confiscation, a detention will be issued and a parent must pick up the device from the Dean's Office.
- With the third confiscation, a detention will be issued and the device will be kept in the Dean's Office until the end of the quarter.

* The Acceptable Use Policy has been extended to include any and all electronic devices. **Any serious violation of the Acceptable Use Policy may result in dismissal.**

LOCKERS

Each student may be assigned a locker and issued a lock during the first quarter of attendance. Locks and lockers may not be exchanged or shared between students. **Lockers must remain locked at all times.** This especially holds true for locks/lockers for all students taking physical education classes. Students should never store the property of another individual in their lockers. Students are advised not to leave their property unattended but to place a lock securing their belongings in their lockers during the school day and after school. The school is not responsible for anything placed in unlocked lockers. Since lockers are the property of the school, members of the administration or their appointee may search any locker at their discretion. Students receive disciplinary action and/or lose their locker privilege for failure to comply with locker policies.

Lockers must reflect the pride and the respect students have in their school. To maintain an appealing appearance, permanent stickers, signs, etc. may not be attached to the outside of lockers. Fines will be assessed up to the cost of refurbishing a defaced or damaged locker. Inappropriate items, symbols or signs are not to be displayed in lockers. At the end of the school year, students are expected to thoroughly clean and remove any items from inside their lockers; all issued locks should be kept for the following school year.

Field House and locker room lockers are also subject to this policy.

FOOD/LUNCH

No food or drinks are allowed in classrooms during class time. All lunches and flavored drinks are to be kept in the students' lockers. Students are permitted to carry a 16.9oz store-labeled water bottle throughout the school day. Students are expected to follow the teacher's classroom procedures. Students may eat in the courtyard before school and during flex period; however, students must **keep the area clean** to continue to be afforded this privilege. Students are expected to exhibit decorum during lunch times, to clear the tables of all refuse and to wipe them clean when they have finished eating.

The delivery of lunch to students is strongly discouraged. However, food delivered to the school must be brought to the Front Office. The school is not responsible for refrigerating any deliveries.

LEAVING CLASS

Students are not permitted to leave the classroom during the class period. Visits to other teachers or offices, access to lockers, and bathroom necessities should be taken care of before school, between classes, or after school. The student should sign out on a log in the classroom. Completed logs will be submitted monthly to the Dean of Students.

TELEPHONES/MESSAGES/FAX NUMBER

Students are not allowed to make calls or send text messages during class time. **Students may use the school telephone before school, at lunch, and after school with permission.** If a parent/guardian needs to reach a student during the school day, they should contact the Attendance Office. Students will be invited to the Front Office to pick up any important messages before lunch and at the end of the school day. In an emergency, the parent/guardian should contact the Attendance Office and accommodations will be made. If it is necessary to provide documentation to the school on short notice, materials may be faxed to the school. The school's fax number is 352-861-8164.

CONTAGIOUS DISEASE POLICY

Trinity Catholic High School respects the dignity of all students. Any student who has a contagious or life-threatening disease will be treated with compassion and dignity. The Diocese of Orlando requires that all enrolling students submit a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.22 as a condition precedent to acceptance. Neither religious nor conscience objections are recognized by the Diocese of Orlando. All applicable state health regulations will be enforced.

MEDICATION

Students may not carry over-the-counter or prescription medication(s) on their persons during school hours.

- Authorization for Medication forms are available in the Attendance Office and on the school website. Parents/guardians must complete this form in order to grant permission for school personnel to administer medication(s) to their child.
- Students requiring inhalant/inhaler medications must also fill out the Authorization for Medication form; however, after submitting the completed form they may carry this medication on their person.
- All medication given to school personnel must be in a prescription bottle or original sealed container.

Note: These requirements must be met before school personnel may administer medication to a student.

SHADOWING

A student who wishes to invite another student to “shadow” them must fill out the proper form and receive permission from the Dean of Student Life at least **two days** before the intended visit. The approved visitor must be dressed appropriately for school, as outlined on the form. When approved the guest will receive a visitor’s pass in the Front Office, and check in at the Attendance Office. Visitors will not be allowed to shadow a Trinity Catholic student within 24 hours of a vacation or within a week before exams. Shadowing is only permitted for students who are contemplating attending TCHS.

ANNOUNCEMENTS AND NOTICES

The Trinity Catholic website news and calendar sections; posts on our Facebook and Twitter pages; and/or email, text, or phone messages sent via the school’s automated message system are the first means of communication for TCHS. Paper mailings are distributed only when approved by school administrators. All public address and in-school announcements, posters, and notices must receive approval from the school administration (via the Advancement Office) a minimum of one day before they are announced or posted. Advancement Office staff will forward approved announcements to the TV Production Manager by 9:00 a.m. the day before the announcement. All announcements must bear the signature of the moderator or coach. Announcements may be emailed to dhartley@tchs.us; once approved they will be forwarded. Athletic results from the previous day may be submitted in the morning on which the announcement is to be made. All approved notices or posters should be hung on the strips in each hallway. Only “putty” should be used to hang notices or posters in places other than the hallways. Materials may not be attached to windows or entry/exit doors in order to comply with fire codes.

CHANGE OF ADDRESS

To ensure school communication with families remains uncompromised, parents/guardians must notify school administrative staff in writing within five days of any change of address, home telephone number, cell phone number, as well as a change of work or emergency numbers. **It is imperative that all phone numbers, addresses, and email addresses of parents, guardians, and emergency contact people be kept current.**

AUTOMOBILES

Parking spaces require a permit. Students wishing to apply for a permit must meet all requirements and have a completed application on file, including a copy of a driver’s license and proof of vehicle registration.

- All cars must be registered and properly permitted. Registration fee is \$35.00 for all students.
- Parking permit must be displayed in the lower left corner of the front windshield.
- Parking will be allowed in the Designated Student Parking Lot only.
- Students must park in their assigned parking spots.
- Students may not occupy cars after arriving at school.
- Driving on campus is restricted to 10 mph.
- All students must be licensed and covered by insurance.
- Students are not to use cell phones while driving on the school grounds.
- Students must wear seat belts.
- **THE SCHOOL IS NOT RESPONSIBLE FOR THE VEHICLE OR ITS CONTENTS.**

Student vehicles may be subject to search if there is reasonable suspicion that weapons, drugs, alcohol, stolen property or other contraband might be present in the vehicle. Automobile sound systems must be kept at a whisper while on or in the vicinity of campus. Parking on school grounds is a **privilege**. Students will be issued a ticket and fine for violating parking rules. Those who violate the rules risk having their parking privilege revoked.

STUDENT ACTIVITIES

Trinity Catholic High School recognizes the importance of co-curricular activities in a well-rounded high school program. Trinity Catholic provides the opportunity for students to participate in a variety of athletic programs, service organizations, and special interest clubs.

ELIGIBILITY REQUIREMENTS

The State of Florida requires "... a cumulative grade point average of at least a 2.0 be maintained by each student athlete in order to be eligible to compete in interscholastic athletic competition." Trinity Catholic adheres to this policy for student participation in both athletics and co-curricular activities. Some organizations may impose additional requirements to maintain membership. Attendance at evening or weekend activities is not affected by these eligibility rules. All ineligible students may be required to attend special Study Halls until or unless they become eligible again.

HOME SCHOOL

Only students who are enrolled full-time at Trinity Catholic High School may participate in TCHS co-curricular activities.

CAMPUS MINISTRY

The purpose of the Campus Ministry Program is to provide students with opportunities to discover God, as well as their own giftedness, through prayer and other spiritual exercises. These exercises include retreats, service programs, school liturgies, student support groups, and training workshops.

LITURGIES

Liturgies are an integral part of the Christian community life at Trinity Catholic High School. Attendance is mandatory for all students. Reverent and respectful behavior is essential. Although Catholic schools do not compel students to profess any religious ideology, it is expected that all Trinity Catholic students, regardless of their beliefs, will participate in the school's faith formation program. Students are expected to abide by the dress code for school liturgies and conduct themselves respectfully and reverently during daily prayer, liturgy and any religious service.

NATIONAL HONOR SOCIETY

The National Honor Society is sponsored by the National Association of Secondary School Principals to honor juniors and seniors who excel in character, leadership, scholarship, and service. Membership in the National Honor Society is both an honor and responsibility. Students selected for membership are expected to continue to demonstrate the four qualities for admission. At TCHS membership is open to all juniors and seniors who have a 3.5 unweighted grade point average. Each eligible student will be given an interest survey that must be completed and submitted to be considered for admission. Both the student and parent/guardian must sign the survey. Induction of new members will take place each term of the school year. The fall induction is for seniors only.

STUDENT GOVERNMENT

Consistent with the qualities of leadership and service as expressed in the Trinity Catholic High School mission statement, the student body is encouraged to take an active role in school policy making, as well as organizing events and programs that engender mature camaraderie and cooperative interaction between the student body and faculty. The vehicle through which this goal is accomplished is Student Government.

FIELD TRIPS

Official parental permission forms for field trips must be completed and submitted to the appropriate teacher before a trip. **NO** student will be permitted to attend any trip without a signed permission form. Field trips are part of the official school day and the Trinity Catholic High School Code of Conduct applies. **All participants must follow the school's dress code policy as outlined on page 20.**

CLUBS AND ORGANIZATIONS

Trinity Catholic provides the opportunity for students to graduate having had a well-rounded high school experience. Every student is encouraged to participate in at least three activities. Students will be notified as to what activities/clubs are available for a given school year.

AFTER-SCHOOL STUDY PERIOD

Teachers will be available from 2:45 – 3:30 p.m. to assist students who seek help with their studies. Students who are struggling or who are receiving failing grades should avail themselves of this valuable service. Students should check with their teachers prior to this time to determine teacher availability. (At times a teacher may have another commitment.) See the Academics section of this handbook for Study Hall policies. Supervision/Study Hall is available from 2:45 p.m. to 6:00 p.m. in the Media Center.

FORMAL DANCES/EVENTS

Appropriate dress and dancing are required for the Homecoming Dance, as well as for Prom and any other school-sponsored formal event. **Students are required to dance face-to-face at all school dances.** Any student who does not comply may be asked to leave a function; if a fee has been paid for attendance no refund will be given. **Please reference the dress code policy for formal functions on page 20.**

ATHLETICS

In cooperation with the Florida High School Athletic Association and the Interscholastic Equestrian Association, Trinity Catholic athletic programs for both boys and girls are an integral part of the school experience. The school's coaches, under the leadership of the Athletic Director, supervise these activities.

Academic Criteria

Trinity Catholic is subject to the by-laws of the Florida High School Athletic Association. State law requires that a student meet the following academic criteria in order to participate in interscholastic athletic competition.

Participation in the co-curricular program is dependent upon behavior and weekly classroom performance. Ninth and tenth grade student athletes who fall below the 2.0 cumulative GPA can participate in athletics on a semester basis if the student:

- 1) Earns a 2.0 GPA the previous **SEMESTER (18 WEEKS)**
- 2) Attends summer school as necessary

Eleventh and twelfth grade student athletes must maintain a 2.0 cumulative GPA. If a student fails to meet these standards, he/she will remain ineligible until the proper cumulative GPA is attained.

Guidelines for Sportsmanship

Trinity Catholic supports the following guidelines regarding sportsmanship. **Sportsmanship applies to players, coaches, student fans, parents and guests.**

- The Player's role is as follows:
 - To understand and follow the creed: coaches coach, players play, and officials officiate
 - To refrain from questioning or showing extreme disgust over officials' judgment calls
 - To refrain from bad mouthing, baiting, name-calling, etc., that is directed towards opponents
 - To show respect for authority, including coaches and officials
 - To play the game fairly and within the limits of the rules
 - To refrain from fighting, pushing, kicking, etc., with opponents
 - To accept victory or defeat with poise and class

- The Fan's role is as follows:
 - Active participation on the part of our student body and fans at athletic contests is encouraged. Positive support is a key ingredient in the overall athletic experience.
 - Wholesome and affirmative school spirit is a means of drawing faculty, students, parents, friends, and athletes together.
 - Cheer enthusiastically and refrain from making antagonistic remarks about our opponents.
 - Realize that officials are human and that as such they will occasionally miss a call. Do not direct verbal comments at officials. The coach has the responsibility of questioning calls in the proper manner, presenting any difficulties to the TCHS Athletic Director.

The entire student body and the Trinity Catholic community are proud of our students and their sports achievements. Students, coaches, or supporters should avoid any behavior that might tarnish the school's reputation. Students, coaches, and supporters are expected to always conduct themselves with exemplary sportsmanship.

Requirements for Participation

- Several authorizations are required before a student may participate in athletics. **Each year the student must provide the following:**
 - Pre-participation Physical Evaluation (physical form)
 - Consent & Release from Liability Certificate (consent form)
 - Concussion & Heat-Related Illnesses Information Release Form
 - HIPAA Authorization Form
 - Emergency Treatment Authorization Form
 - Parent & Student-Athlete Contract
- Student must also complete:
 - The "Concussion in Sports" course on www.nfhslearn.com
 - The "Concussion Impact Test" on www.concussionimpacttestonline.com/customercenter/
- If the student has previously attended another high school he/she must also complete the Affidavit of Compliance With the Policies on Athletic Recruiting & Non-Traditional Student Participation.

The forms can be picked up in the Student Life Office, or you can print them from the Trinity Catholic website at www.trinitycatholic.org.

- **A student must pay a one-time \$100 sports participation fee in order to participate in sports.**

All individuals participating in a sport are required to stay with the team for the duration of the season. Those dropping from the team are not allowed to play another sport until the conclusion of his/her original sport season. This rule can be waived with an agreement on the part of all involved coaches and the approval of the Athletic Director.

DIOCESE OF ORLANDO – PHOTO/ VIDEO/WEBSITE CONSENT, WAIVER, RELEASE

For and in consideration of benefits to be derived from the furtherance of the educational programs of the Diocese of Orlando, (I) (we), the parent(s) or legal guardian(s) of a student enrolled at Trinity Catholic High School, do hereby consent, authorize and grant permission to the Diocese of Orlando and Trinity Catholic High School, Ocala, Florida, its agents, employees or duly authorized representative to take photographs, motion pictures, video or audio tapes of said student and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, video or audio tapes or any duplication or facsimiles thereof for any purposes it may deem proper.

In addition, we consent to Trinity Catholic High School's use, reproduction, display, and performance of any creative works made or authorized by my student as part of his/her school activities (including, without limitation, pictures, sketches, essays, short stories, and poems) for inclusion and display on the school's website. As a safety precaution, if a picture of a student or class is displayed on the school website, there will be no reference to student names, initials, or other personal information relating to the student. We understand that Trinity Catholic High School has no control over who will access the school's website and what, if anything will be done with the materials by those who access the website.

In granting such permission (I) (we) hereby relinquish and give to the Diocese of Orlando, Orlando, Florida, all right, title and interest (I) (we) may have in the finished pictures, negatives, reproductions or copies, and further waive any and all rights to approve the use of such photographs, motion pictures, video, audio tapes, or any other materials and so release any and all claims of any nature whatsoever arisen for their use.

STUDENT SERVICES

GUIDANCE

Our guidance program places emphasis on helping the student as an individual and assisting him/her throughout the whole educational process. The guidance counselors arrange for testing and assessment of the students, hold several conferences every year

with each student, and, as needs arise, assign tutors and provide referrals for other services. Trinity Catholic guidance counselors make it a priority to know each student as an individual.

Students are advised on career options, the college selection process, and filling out scholarship applications. Student success in obtaining college acceptances is partially due to the individual attention they receive at this stage of their career planning.

Students must do their part as well. When the need arises to talk to a counselor for personal or academic reasons, students must take the initiative to schedule an appointment. In particular, students must remember that the responsibility for the college application process lies primarily with the student and their families.

LOST AND FOUND

In the spirit of Christian charity and basic human decency, all lost or misplaced items that are found must be immediately turned in to the Attendance Office. **Students are responsible for locking and protecting their own belongings. Trinity Catholic High School is not responsible for any items, personal or otherwise, which are lost, stolen or damaged on school property.** All items left at the end of the last day of school will be donated.

LIBRARY/MEDIA CENTER

Media Center Hours:

Monday, Tuesday, Wednesday and Thursday: 7:30 am to 3:30 pm

Friday: 7:30 am to 3:10 pm

Trinity Catholic's Media Center is to be used as a study and research area. To promote more effective and efficient use of the Library/Media Center, students should adhere to the following rules:

- The media center is not to be used for socialization. Students are expected to remain quiet. The Media Specialist is authorized to give any disruptive students a discipline referral for "willful disruptiveness."
- Seating areas are provided for research and study only. Non-library users will be asked to leave.
- Students are responsible for all materials borrowed from the Media Center. Students will be charged the replacement cost for any lost or damaged items.
- Destroying or defacing library materials and/or furniture and equipment is strictly prohibited. All violators will be disciplined and made responsible for the cost of replacing all items.
- Computers, printers and iPads are for school-related uses only. Please refer to the Acceptable Use Policy (on pages 20-21) regarding student computer usage.
- Students are limited to five (5) free printing pages a day. Any printing after five (5) will be charged \$.05 per page. The copier cost is \$.10 per page. Students are only permitted to use printers before, after school, or during their lunch periods.
- Students must have a pass to enter the Media Center when coming from a classroom. Any student who does not have a pass will be sent back to their classroom.

Students are not allowed to eat or drink, nor are they permitted to have food or beverages (including water), in the Media Center or in the computer labs. Students will receive a Saturday Detention for each offense.

FINANCIAL INFORMATION

TUITION POLICY

Trinity Catholic High School's operational budget is funded by students' tuition. Unless the family participates in Stewardship with their local parishes, all tuition arrangements are to be made through FACTS, a tuition management and payment processing program. Please contact the Business Office for more information about FACTS. Registered families who are unable to pay full tuition may apply for financial aid. Submitting an application does not guarantee financial assistance.

Parents and Guardians must adhere to all written contractual arrangements made with FACTS and Trinity Catholic regarding tuition payment. Tuition payments must be current before mid-term or final exams or those families in arrears will be subject to penalties.

OTHER FEES

Every student who applies for admission to Trinity Catholic pays a \$90 application fee. Every student (new and returning) registering for courses pays a \$450 non-refundable registration fee. Parents are notified of the dates and times for registration.

The Diocese of Orlando requires all high schools to collect a Funded Depreciation Fee of \$250 per student per family. Parents receive a letter of explanation regarding the purpose and use of this fee.

There is a \$100 athletic participation fee for those students who wish to participate in any team sports.

A Senior Fee of \$275 includes graduation expenses and the student's senior yearbook.

Every student pays a Technology/Book fee of \$375.

Students who ride either the Lake County or Citrus County bus pay a \$1600/year (or \$160/month) fee for this service.

STUDENT ACCIDENT INSURANCE

Trinity Catholic has insurance for student accidents that occur during school time. The policy is on file in the Business Manager's office. All injuries are to be reported to the teacher/coach who will complete the necessary reporting requirements for the file. School personnel cannot recommend specific medical providers to families. A 24-hour optional student accident policy will be available on the first day of the new school year for parents who wish to secure this type of coverage.

CAVEAT

The President of Trinity Catholic High School reserves the right to amend this document at any time.

IMPORTANT MESSAGE FROM THE DIOCESE OF ORLANDO

Dear Parents:

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of your children. We continually review the measures we have in place to protect your children, and we oftentimes ask for your support in implementing new measures and procedures designed to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this letter is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools.

While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches, or students to engage in any of the following activities:

- Threatening or causing personal harm or injury
- Threatening or causing damage to school or Diocesan property
- Providing medical advice
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments, or other medical treatments, all of which require written permission from a parent or guardian)
- Administering drugs, including any over the counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy
- Providing massages or other physical therapy
- Taking blood samples or performing any other medical procedure
- Examining the genitalia of any student, for any reason
- Touching an individual inappropriately
- Smoking, or encouraging smoking, on school property
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker room or approved changing area
- Denigrating or abusing any child, volunteer, or employee

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to one of the Assistant Principals. Similarly, if your child observes or experiences these or similar activities, he or she should feel comfortable telling you, the Assistant Principal, or the Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent act occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur, but we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

Working together, we can continue to provide your children a caring, loving environment, and the best Catholic education. Please call an Assistant Principal if you have any questions or concerns about this letter.

TRINITY CATHOLIC FIGHT SONG

Cheer, Cheer for TCHS!
Second to None, we are the best!
Join together in one spirit
Defeat the foe! Let them hear it!

Against all odds, we stand tall.
In rousing victory overall.
Green and Gold will win out.
Onward to Victory!

TRINITY CATHOLIC ALMA MATER

Trinity we praise thee. We honor thy name.
May our lives bring you glory, no whisper of shame.
We stood shapeless at the portals of childhood's sweet gate;
With virtue and wisdom you determined our fate.

Trinity, we love thee. We sing to thy praise.
With hearts filled with gladness our voices we raise.
We hold dear the memories of friends young and old.
We'll always be faithful to the Green and the Gold.

We sing to the Trinity – three be as one --
The Father, the Spirit, and the Holy Son.
Your summons to God's purpose will always prevail
In our hearts forever.
Hail Trinity, Hail!

Bell Schedules
2016 – 2017

	Mon		Tues	Wed	Thurs	Fri
8:00-8:47	A	8:00-9:27	A	D	A	D
8:47-8:52		9:27-9:32	Announcements			
8:57-9:44	B	9:37-11:04	B	E	B	E
9:49-10:36	C	11:09-1:11	SH	F	Mass	F
10:41-11:28	D	1:16-2:43	C	G	C	G
11:33-12:55	E	2:43-2:45	Announcements and Prayer			
1:00-1:47	F	2:45-3:30	Flex			
1:52-2:39	G					
2:39-2:45	Announcements and Prayer					
2:45-3:30	Flex					

Half Day Schedule

8:00-9:15	A
9:20-10:35	B
10:40-11:55	C
11:55-12:00	Prayer and announcements

**TRINITY CATHOLIC HIGH SCHOOL
PARENT & STUDENT 2016-2017 CONTRACT**

In consideration of the acceptance of the student named below by Trinity Catholic High School, we the undersigned parents and student, hereby acknowledge that we have read, and are in accord with, the contents of the PARENT and STUDENT HANDBOOK.

It is our understanding that attending Trinity Catholic High School is a privilege, which may be revoked at any time. By sending our son/daughter to TCHS, we agree that the Administrators of Trinity Catholic High School have the right to expect our child to comply with the rules and regulations as set forth in the PARENT and STUDENT HANDBOOK. We also understand that such Administrators have the right to set policies and make decisions as they, in their exclusive discretion, find not only to be in the best interest of our child, but also in the best interests of the entire student body.

We do hereby contract with Trinity Catholic High School that we, the undersigned parents, will pay tuition and fees charged by the school for the 2016-17 school year on a timely basis.

These are:

- Tuition: Catholic Rate \$9,850 - Non-Catholic Rate \$11,850**
- Registration Fee: \$450**
- Technology Fee: E-book rental & consumables: \$375**
- Funded Depreciation Fee: \$250**
- Graduation/Senior Fee: (seniors only) \$275**
- Athletic Participation Fee: (athletes only) \$100**
- Bus Fee: (Citrus/Lake County riders only) \$160/month**

We do hereby contract with Trinity Catholic High School that we, the undersigned parents and our son/daughter, will comply with the school rules and regulations, and that we, the parents as well as our child, will accept those decisions made by the school Administration.

Parent's Name (printed) _____

Parent's Signature _____

Student's Name (printed) _____

Student's Signature _____

Date _____ **Year of Graduation** _____

This page must be signed by **both** the student and the parent with whom the student resides. *Please note: a student who is 18 years or older cannot sign his/her own notes, etc.* **Complete, sign, and return this Parent/Student 2016/2017 Contract and the student information on the next page to the front office in the Frances Marino Administration Building no later than August 22, 2016.** These pages will become part of the student's official school file.

_____ By affixing my (parent's) initials **I agree** to the Photo Release Statement of Trinity Catholic High School as stated on pages 26-27 of this handbook.

_____ By affixing my (parent's) initials **I do not agree** to the Photo Release Statement of Trinity Catholic High School as stated on pages 26-27 of this handbook.



TRINITY CATHOLIC HIGH SCHOOL

Honor Code Pledge

As a Trinity Catholic student, I believe that everything I do is for the glory of God; therefore, I will act with honesty, integrity and respect, both on and off campus.

Student's Name (printed) _____

Student's Signature _____

Date _____ Year of Graduation _____