



TRINITY CATHOLIC HIGH SCHOOL

2017-2018

Student Handbook

Everything for the Glory of God!

ADMINISTRATION

President	Mr. Lou Pereira
Principal	Dr. Erika Wikstrom
Assistant Principal	Mrs. Kimberly Heitmuller
Dean of Student Life	Mr. Tommy Bond
Dean of Students	Mrs. Irene Collier
Business Manager	Ms. Mary Rubio
Advancement Director	Mrs. Penny Baird
Dean of Faith Formation and Spiritual Life	Mrs. Regina Dougherty
Director of Edmund Rice Achievement Center	Mrs. Buffy Vivi
Dean of Enrollment Services	Mrs. Linda Steer

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 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 25, 2017.**

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 25, 2017.**

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

Make-up work and Late work Policy School Wide

The school recognizes the need for students to develop punctuality and responsibility as two life-long skills and stresses the need for all work to be submitted on time.

AP Late Work Policy

Late work is not accepted for AP courses.

Standard/Honors Late Work Policy

Homework and classwork assignments not submitted in class by the deadline posted in RenWeb may be submitted no later than the next class meeting for 50% credit. No credit will be given for work submitted beyond the five class sessions. Other assignments, which require work substantially completed outside of class time such as essays, papers, lab reports, presentations, projects etc., when submitted late will be graded on merit. The score will be reduced 10% for every class session the work is late. No work will be accepted after five class sessions.

Make-up Work Policy for Excused Absences

A student with an excused absence on the day of a test, quiz or other in-class assessment must be prepared to make-up the work on the day he/she returns to class.

Only one test retake per quarter will be allowed. The grade on the retake will be the grade recorded in the grade book. There will be no averaging of grades on a retake. ALL retakes must be completed TWO weeks prior to the end of the quarter.

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. Most students will take semester and final exams in all courses except for students enrolled in an AP class. AP (Advance Placement) Exams will serve as a substitute for final exams in the second semester. Students are expected to be in school for all exam days. Students may be required to take an exam on the first day they return to school after an absence.

***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

Absences on the day of a semester/final exam are excused only when the proper medical documentation is presented. 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 administration (principal, assistant principal) regarding the scheduling of the missed exam. Failure to report to an examination may warrant not earning credit for that assessment.

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.

Failures

To advance to the next grade in good standing, students must receive a passing mark each semester in all subjects assigned to them for the year. Students failing ONE or more subjects will be required to meet with their assigned counselor to formulate an alternative plan that will include options to allow the student to receive grade forgiveness. Students will also Guidance department, be required to attend FLEX on a regularly scheduled basis and attend other sessions and/or meetings as deemed necessary that will assist the student in achieving satisfactory academic standing.

Grade on Line "RenWeb"

Online grades are found by going to the Trinity Catholic High School web page. Find the parent/student link. A new screen will be uploaded. To the left a RenWeb link will appear. Students and parents will be prompted to enter both their user ID and password. New students/parents are issued a User ID and Passwords to access grades online. This access information is provided at the beginning of the school year. Returning students User ID and Passwords will remain the same each year.

Grades are entered once a week on Fridays. Grades will be for the previous week (note: alternate assessments and written assignments may take longer). Teachers add comments to the grades where necessary. It is important that students and parents check grades weekly.

Student grades are averaged in three categories: daily grades, testing grades, and alternate assessment. The course syllabus will indicate the weight of each of these categories. See the categories below. Please contact your teacher/counselor if you have a concern with the reporting of grades.

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%.

Grading Category Weighting

Level	Tests	AAs
AP	60%	40%
Honors	55%	45%
Standard/Electives	55%	45%

Note: ALL AP courses are considered academic courses and follow the AP weighting above grading category chart.

Academic Excellence

TCHS has a No Extra Credit Policy therefore, **students may not for any circumstance be issued extra credit in any course.** TCHS follows a Late Work Policy for all work not submitted on the due date by students who are present the day the work is due. TCHS follows a Make-up Work Policy for Excused Absences, which occurs when a student has been absent from school due to an excused absence.

Students heavily involved in co-curricular activities, including student-athletes, are expected to manage both their academic and athletic/co-curricular commitments without deadline extensions. In cases such as overnight travel, a teacher may give a reasonable extension, but daily practice and games require planning ahead of time in order to comply with homework and project due dates.

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. 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 FLEX time with the teacher 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, makeups 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.

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.

Cheating and plagiarism will not be tolerated in any form. Infractions of this policy can prevent a student from being admitted to an honor society and may result in further loss of privileges. Cheating and or plagiarism constitutes an explicit violation of our honor code:

Cheating is defined as the act of deceiving. This would include (but not limited to) any of the following behaviors:

- 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 or giving information to a student who missed a test.
 - Using "Cheat Sheets of any kind, including use of two cell phones. Students may not turn in one cell phone or a non-functioning phone and keep one on their person. Cell phones are turned in the teacher designated area and may not be with a student during any test or assessment.
 - Obtaining answers to a test from an illicit source (e.g., internet site, teacher's manual and or answer key. This includes finding old tests or assessments on the internet or from prior courses or other teacher associated materials.
 - Turning in another student's work as one's own. It is unacceptable to borrow any work (or pay another person to do one's work).

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.**

CODE OF CONDUCT

The Catholic Diocese of Orlando is committed to the protection of children and young people and the establishment of a safe environment in which they may learn and grow into responsible Christian adults. The intent of this Code of Conduct is to promote responsible behavior and Christian values that create an orderly, nurturing and safe environment.

Discipline in the Catholic school is an aspect of moral guidance and refers to those reasonable controls, which promote the individual student's development and self-discipline and a Christian environment in which the responsibilities of the school and students are upheld. It is important to constructively maintain discipline in order to further the student's growth in Christian virtue and to create a safe and peaceful atmosphere to advance the educational process.

At Trinity Catholic High School, a student is expected to be a self-disciplined and responsible person. In an attempt to clarify the specific expectations we place on our students, a Code of Conduct is provided to our students and their parents for guidance and direction.

The first assumption our Code makes is that students function best when expectations are clearly defined. Therefore, a structured, supportive learning environment fostering personal, academic, social, and spiritual growth is maintained. A student is held accountable for his/her actions. Our intention is that discipline policies will serve as a vehicle through which students will grow and respond positively to the responsibilities of adulthood.

Our second assumption is that when a student fails to respond in a positive manner to community expectations, he/she not only impedes his/her own development, but also interferes with the rights of others. For this reason, it is necessary for the school to establish and enforce policies it deems necessary to accomplish its educational and religious mission.

In light of these assumptions, Trinity Catholic High School will insist that its students respond to school policies in a positive manner. For those students who will not or cannot abide by these expectations, the school reserves the right to impose appropriate sanctions. Since discipline has such a profound effect on academic performance, all students must adhere to The Code of Conduct. The Dean will impose appropriate disciplinary action befitting the severity of the violation of the Code. Any conduct, in or out of school, which is determined to be detrimental to the Trinity Catholic community may result in expulsion.

The expectation exists that the behavior of students on campus and at school-related events be consistent with the Catholic code of moral conduct.

These standards are not all-inclusive, and the administration reserves the right to declare a member in violation of the code for any conduct that is inconsistent with Christian morals. Self-dignity and self-control are expected of each member. Violation of this code jeopardizes membership in the honor societies.

Discipline up to or including expulsion may be administered for violation of this code and will result in administrative action, which includes but is not limited to:

- Parent/student/Dean conference
- Detention (teacher or dean)
- Saturday School
- Extended Saturday School
- Suspension
- Disciplinary Probation
- Expulsion

Any of the above may be warranted (*even for a first offense*).

Please note that Trinity Catholic is limited in its ability to investigate reported off-campus activity. Parents may be contacted when news of such activity becomes known to the administration and may be encouraged to contact outside authorities depending on the nature of the issue.

General Disciplinary Regulations

The following list of regulations is not intended to be all-inclusive, but rather a guideline for student conduct:

- No student is to be on the grounds of Trinity Catholic High School or their buildings, unless attending an officially sanctioned event or activity. This includes all athletic fields and basketball courts.
- No student on unscheduled time or lunch period is to be in the parking lot. At no time should students be outside the school gate unless accompanied and supervised by a faculty member. Students should be in or outside the cafeteria, the library, or other authorized areas.
- The administration of Trinity Catholic High School reserves the right to discipline any student whose actions on or off campus are deemed detrimental to the name and/or reputation of Trinity Catholic. This includes all actions that fall under the Code of Conduct and any other actions detrimental to the institution.
- Students are expected to make a conscious effort to maintain a clean, safe campus. The consumption of food and drink is prohibited in classrooms.
- Chewing gum on campus is prohibited. Students in violation of this rule will have a detention issued to them.
- Students are to attend school daily and be dressed properly in school uniform the entire school day.
- No sporting equipment of any kind is to be carried to classes. All sporting equipment must be stored in the Athletic Department.
- Students may not gamble on campus or possess items related to gambling.

- Teachers and administrators have the right to confiscate any item deemed inappropriate, detrimental or distracting to the learning environment. Possession of the above will result in disciplinary action. Confiscated items must be reclaimed in the Student Services Office by a parent. Trinity Catholic High School will not be responsible for the loss of or possible damage to any confiscated item.
- A false alarm of any type is a criminal offense and will be treated as such. Any such action may warrant immediate expulsion and criminal prosecution.
- Any student in the company of a student violating the Code of Conduct will assume responsibility for being in violation of the Code and will be subject to the appropriate penalty.
- Student pranks are unacceptable and may result in expulsion and criminal prosecution.
- The administration has the authority to regulate any conduct or action it deems inappropriate and does not meet the moral teachings of the church.
- Each student is expected to behave appropriately at all times, respect the right of others, and adhere to all classroom rules and school regulations. Classroom teachers are responsible for discipline within their own rooms. Students are expected to comply with all class rules set forth by that teacher, as well as whatever disciplinary actions are imposed for noncompliance. Teachers reserve the right to regulate rules outline in their classroom syllabus.

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/EAR BUDS

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.

Ear buds, headphones may not be worn in the ears, hanging from the ears or visible during class rotation. Teachers will direct students as to the appropriate time to use earphones. This is a safety issue as all students need to hear directives given at any time during the school day.

Tardiness-Rational

Punctuality fosters courtesy, communication, and effective use of time. Students who are habitually late cause interruption and impede learning within the school community. In order to instill a sense of responsibility and to develop proper work habits, Trinity Catholic High School holds its students accountable for being on time to school, classes and special events scheduled during the day.

Students must be in their first block class before the last bell at 8:00 AM in order to be on time. A warning bell rings at 7:50, giving students adequate time report to class by 8:00. Arrival after that time will be recorded as a tardy on the student's official attendance record. Students who arrive late to first block and or any class during the day will have to report to the Student Services Office to obtain a late pass which will constitute an unexcused tardy. On rare occasions, an excused tardy may be issued by the Student Services Office or Administration.

Tardies

Tardiness to school or to class is unacceptable and discouraged. Work missed due to unexcused tardies receives a "0" credit. It is understood that tardiness to school can occur for a myriad of reasons, chronic tardiness to school will not be tolerated. Academic consequences are tied to habitual tardies. A student with 7 or more unexcused tardies to school will receive a failing grade for that nine weeks and will immediately be placed on an attendance contract.

2 Unexcused Tardies = Detention

4 Unexcused Tardies = Saturday School # 2; parent contact which may result in an Attendance Contract.

6 Unexcused Tardies = Extended Saturday School, parent contact and may result in an Attendance Contract; as there is an established pattern.

8 Unexcused Tardies = In School Suspension; parent contacted and an attendance contract will be implemented

10 Unexcused Tardies = In School Suspension/Out of School Suspension. Parents will meet with administration

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/Extended Saturday School

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.

Extended Saturday School will be issued if a student is issued a second Saturday School. Extended Saturday school is held from 8:00 am until 12:30 pm. Dean of Students reserves the right to announce when Saturday schools will meet if additional weeks are needed.

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, advisement, communal lunch, 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

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 law enforcement 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 unexcused 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 unexcused 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. Administration reserves the right to waive this rule when deemed appropriate.

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.

Teachers will require students to make up tests and quizzes during the next class session. Students are encouraged to meet with teachers during FLEX for tutoring, additional reviews or help with any classwork or homework.

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.

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. It is of the utmost importance that students attend school for the entire day. Please refrain from checking students out of school for lunch dates with parents. Please continue to be mindful of the attendance policy regarding number of absences. 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 or the Dean of Students 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. 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.

- No uniform substitutes are permitted.
- Dress at all TCHS activities must be appropriate and in conformity with the outlined dress expectations for the event. Uniforms are not interchangeable; girls and boys must wear the designated uniform pieces.
- Boys are to be clean-shaven at all times. Students who have a medical condition related to shaving must present a note from a physician stating condition and reasonable timeline for resolution on or before the first week of school. Students who are sent to the Dean of Students Office and do not have a note on file will be subject to disciplinary action, even if a note is turned in after the referral; as the expectation is to provide the note prior to being addressed.
- If a clothing article is not listed, it is not acceptable to wear to school, as it is not considered a part of the dress code.
- Uniforms must be clean, neat, and in good repair at all times.
- Repeated violations of the dress code will result in disciplinary action and loss of privileges, probation and or other consequences. Administration reserves the right to address on an individual basis.

ID-All students must have a current ID and have it with them at all times while on campus.

- Leggings, yoga pants, trench coats, denim, Army fatigues are not appropriate and permitted to be worn to school.
- Blankets, sweaters, sweatshirts, and jackets are never worn tied around the waist. Hats/head coverings may not be worn or carried on campus.
- Body piercing, tattoos, beads, link chains, extreme hairstyles, and all other symbols of a counter culture are not permitted. Drawing on arms and legs will not be permitted.
- Hair- Dying, bleaching, or tinting hair to an unnatural color or having contrasting unnatural colors is not permitted. Dramatic color streaks are not permitted. Extreme styles and cuts are not permitted, this includes but is not limited to shaved heads, and/or razor cut styles.
- Earrings- Should be modest and appropriate for school
- Boys are never permitted to wear earrings.
- Girls- proper undergarments must be worn and must not be visible. Undergarment color should blend with the clothing of the wearer so that it is not visible.

UNIFORM REGULATIONS

Official Uniform Supplier for 2016-2017 school year is: Flynn and O'Hara. School uniforms may be purchased by accessing Flynn and O'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 (Flynn and O'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 be 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 block.

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.trinitycatholichs.org) and in the Administration Building. All students must wear only black socks; ankle, crew or knee are acceptable. Shoes must be worn completely on the foot covering the heels, failure to do so warrants an immediate detention. Students should **never** wear boots, slippers, sandals, flip flops, canvas shoes or shoes without backs.

HAIRSTYLES/JEWELRY/TATTOOS/ETC.

Boys' hair in the interest of good grooming is to have a neat, clean, properly combed hair of modest length and style. Hair, when fully extended, may not touch the lower rim of the collar, eyebrows or ears. 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 of any kind, such as wedge cuts, perms, shaving of the head, flattops, points, twists, dread locks (one half inch above the collar only), two tone hair, Mohawks or other exotic or faddish haircuts, including man buns, will not be permitted. Wigs are not permitted. Hair is not to be cut any lower than a quarter of an inch. Unnatural coloring (blue, pink, purple, multicolor) hair dyes are not permitted for either girls or boys. Design 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 (temporary and/or permanent).** 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.

DRESS CODE FOR DRESS DOWN/FIELD TRIPS

Dress-down days occur throughout the school year. On these days students may wear: full-length **blue** 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. Sunglasses may not be worn indoors.

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

Dress and grooming of students shall reflect modesty and good taste. No jeans, T-shirts or clothes with holes are to be worn. School disciplinary policies apply to all Trinity Catholic High School students whenever they are involved in a school-sponsored event on- or off-campus, including while in transit both ways.

Homecoming and Prom Guidelines

Proper dress attire is required as specific to the event. If appearance is considered unacceptable, the student may be sent home immediately.

- The administration reserves the right to judge the acceptability of hair style/color.
- Once admitted, all individuals must remain at the dance until released, no exceptions.
- While at the dance student/guests behaviors deemed inappropriate by chaperones will not be tolerated.
- Alcohol, drugs and tobacco products are not to be used or possessed before, during or after the dance.

- Boys:
 - Must be clean shaven
 - Hair must be cut in a conservative, traditional fashion. Length must be no longer than mid ear or the sides and two inches above the collar in back.
 - Are not permitted to wear earrings or gauges, have visible body piercing, tattoos, beads, link chains, extreme hairstyles and/or symbols of counter culture.
 - Must wear a dress shirt and tie with a suit or tuxedo.

Girls:

- When shopping for your dress, please keep in mind that the latest styles in fashion may not be allowed per TCHS policy.
- Undergarments may not be visible and must blend in with the clothing color or skin color of the wearer. The color of the dress and the undergarment must match to avoid noticeable undergarments.
- NO bare midriffs, this includes cutouts or open areas with no fabric. Cutouts that have fabric as lining are acceptable as long as the skin is not exposed.
- No dress/skirt should be shorter than 3 inches above the knee. SLITS must be NO more than three inches as well. Measurements will be taken from the top of the kneecap.
- No cleavage or plunging necklines.
- No hems more than 3 inches above the knee when standing straight up without the need to pull down the dress or hem down.
- Females attending Prom or Homecoming are encouraged to seek advance approval for the dress by the Dean of Students. Pictures of the dress will not be accepted.

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. **All time out of school will be considered unexcused.**

Students under no circumstances may wear torn, soiled or ragged clothing, pajamas, yoga pants, leggings, tube tops, midriff styles, halter tops, plunging necklines or backs. Failure to comply with casual uniform days will result in a Saturday School and possible loss of this privilege.

The administration of Trinity Catholic High School reserves the right to any and all judgments on matters not explicitly outlined in this dress code, the acceptability of a hair style/color and to judge the acceptability of a student's appearance. The administration reserves the right to judge outlandish or fad styles will not be accepted for either boys or girls.

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 will 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. 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 \$25.00 for seniors and \$35.00 for underclassmen.
- 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.
- Tickets will be issued by the Dean’s office for students who: do not have a valid permit, park in the wrong spot or park to impede or block out another car or spot.
- Students may face disciplinary action by the dean’s office for any reckless driving or inappropriate behavior reported by other students, teachers or parents.
- **During lunch, students will not be permitted to go back to their cars.**
- **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**.

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 pages 19 and 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. All clubs must be approved by the Principal.

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.

Academic Eligibility

For the first semester, an athlete must have six full credits from the previous year and must have at least a 2.0 cumulative average based on semester grades.

A student who is on Academic Probation may not practice or participate in any sport or extra-curricular activity.

Athletes who drop out of a sport during the season will be ineligible to participate in another sport until the sport they dropped is over for the season.

Individual coaches will make announcements on practice dates and times

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

- Five 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

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 an annual \$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 21-22) 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.

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 brings 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 mem'ries 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 2017-2018

MONDAY SCHEDULE

TUESDAY SCHEDULE (Adv)

8-8:05	Prayer/Pledge/Announcements		8-8:05	Prayer/Pledge/Announcements
8:05-8:52	A BLOCK		8:05-9.32	A BLOCK
8:57- 9:44	B BLOCK		9.37-11.04	B BLOCK
9:49- 10:36	C BLOCK		11.09-1.11	Advisement
10:41- 11:28	D BLOCK		LUNCH	Based on grade level
11:33- 12:55	<u>E BLOCK</u> A Lunch 11.33-12.03 (1 st floor) A Class 11:33-12:20 (2 nd floor) B Lunch 12.25- 12.55 (2 nd floor) B Class 12.08-12.55 (1 st floor)		A Lunch A ADV B Lunch B ADV	11.09- 11.39 11 th and 12 th 11:09- 12:36 9 th and 10 th 12.41- 1.11 9 th and 10 th 11.44- 1.11 11 th and 12 th
1.00-1.47	F BLOCK		1.16-2.45	Prayer C BLOCK
1.52-2.45	Prayer G BLOCK		2.45-3.30	FLEX
2.45-3.30	Flex			

WEDNESDAY & FRIDAY SCHEDULE

THURSDAY SCHEDULE (Mass)

8-8:05	Prayer/Pledge/Announcements		8-8:05	Prayer/Pledge/Announcements
8:05-9.32	D BLOCK		8:05-9.32	A BLOCK
9.37- 11.04	E BLOCK		9.37-11.04	B BLOCK
11.09-1.11	F BLOCK		11.09	ATTENDANCE in ADVISEMENTS
LUNCH	Based on F block		11.14-12.14	MASS
A Lunch A Class B Lunch B Class	11.09-11.39 (1 st floor) 11:09-12:36 (2 nd floor) 12.41- 1.11 (2 nd floor) 11.44-1.11 (1 st floor)		12.20 12.30-1.16	REPORT to C BLOCK for ATTENDANCE and lunch dismissal (Staggered release to lunch by announcement) COMMUNITY LUNCH
1.16-2.45	Prayer G BLOCK		1.21-2.45	Prayer C BLOCK
2.45-3.30	FLEX		2.45-3.30	FLEX

EARLY RELEASE SCHEDULE

8-8.05	Prayer/Pledge/Announcements
8.05-9.15	A BLOCK
9.20- 10.35	B BLOCK
10.40-12.00	Prayer C BLOCK

**TRINITY CATHOLIC HIGH SCHOOL
PARENT & STUDENT 2017-2018 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 2017-18 school year on a timely basis.

These are:

- Registration Fee: \$450**
- Tuition: Catholic Rate \$10,150 - Non-Catholic Rate \$12,150**
- 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 2017/2018 Contract and the student information on the next page to the student's advisement teacher no later than September 8, 2017.** 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 page 30 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 page 30 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 _____

Diocese of Orlando / Office of Catholic Schools

Student Technology Responsible Use Policy

{2017-18 School Year}

1.0 Introduction

Trinity Catholic High School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, we provide access to technologies for student and staff use.

This Technology Responsible Use Policy outlines the guidelines and behaviors that students are expected to follow when using school technologies or when using personally owned devices on the school campus.

- The Trinity Catholic High School network is intended for educational purposes.
- All activity over the network or when using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network can result in disciplinary action.
- [Trinity Catholic High School](#) makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

2.0 Definitions

2.1 Authorized Users:

- **Student:** any child 18 years or younger enrolled in [Trinity Catholic High School](#)
- **Faculty/Staff:** any person who is employed by [Trinity Catholic High School](#) , whether part-time or full-time, who provides instruction to students

2.2 School Network: communications systems connecting two or more computers and their peripheral devices to exchange information and share resources, it includes wired and wireless

2.3 Internet: includes both external and internal access of communications and data storage equipment, either owned or reserved for use by [Trinity Catholic High School](#).

2.4 Technologies Covered: [Trinity Catholic High School](#) may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Also, [Trinity Catholic High School](#) may allow students to bring their personal devices which will also be covered by this policy.

As new technologies emerge, [Trinity Catholic High](#) will attempt to provide access to them. The policies outlined in this document are intended to cover **all available technologies**, not just those specifically listed.

3.0 Usage Policies

All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know. In the event that the inappropriate behavior happens outside of the school and it is brought to the principal's attention, [Trinity Catholic High School](#) will investigate and may have disciplinary repercussions at the discretion of the school according to the Code of Conduct.

3.1 Web Access

[Trinity Catholic High School](#) provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Diocesan Social Communication Policy, CIPA (Children's Internet Protection Act) regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely.

Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it should not be, the student should follow school protocol to alert Technology staff or submit the site for review.

3.2 Email

Trinity Catholic High School may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies.

If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

3.3 Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Trinity Catholic High School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users.

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online.

The use of personal social media sites for enjoyment is prohibited on campus during instructional hours. Students must refrain from taking and posting pictures and videos of themselves, other students or teachers at school during instructional hours.

3.4 Mobile Devices Policy

Trinity Catholic High School may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same responsible use policies when using school devices off the school network as on the school network.

Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the student's care. Students should report any loss, damage, or malfunction to the Technology staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse.

Use of school-issued mobile devices off the school network may be monitored.

3.5 Personally-Owned Devices Policy

[Trinity Catholic High School](#) may allow students to bring personally owned devices to use in the classroom after it has been approved by the Technology staff. Students should keep personally-owned devices (including laptops, tablets, e-readers, smart phones, cell phones, and smart watches) turned off and put away during school hours unless as instructed by a teacher or staff for educational purposes or in the event of an emergency. Because of security concerns, when personally-owned mobile devices are used on campus requiring the use of data, these devices must only be on the school network, data services must be disabled and permission from the Technology staff is required. For the Technology staff to grant permission, students need to submit the required paperwork with the appropriate information such as MAC address and serial number. In some cases, a separate network may be provided for personally-owned devices. Students must follow the same code of conduct for use of personally owned devices on [Trinity Catholic High School](#) campus or at other functions, whether on or off property, related to the [Trinity Catholic High School](#).

3.6 Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin. If the student believes a computer or mobile device the student is using might be infected with a virus, IT must be alerted immediately. The student must not attempt to remove the virus or download any programs to help remove the virus.

3.7 Downloads

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff. Students may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, only for education purposes, and following copyright laws.

3.8 Netiquette

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet and follow copyright laws for their use.

Students should also remember not to post anything online that they would not want parents, teachers, or future colleges or employers to see. Once something is online, it is out there—and can sometimes be shared and spread in ways it was never intended.

3.9 Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

4.0 Personal Safety

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission from a parent or legal guardian. Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental or legal guardian permission.

If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you are at school; parent or legal guardian if you are using the device at home) immediately.

5.0 Cyber Bullying

Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Do not be mean. Do not send emails or post comments with the intent of scaring, hurting, or intimidating someone else.

Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

6.0 Sexting

Any student taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” which can include, but is not limited to, pictures of themselves, other students or friends without appropriate clothing or in compromising or suggestive positions, will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior needs to be immediately reported to the parent/guardian, and if it involves other students in the school it should be reported to the teacher or principal.

7.0 Examples of Responsible Use

The student will:

- ✓ Use school technologies for school-related activities.
- ✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
- ✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
- ✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
- ✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
- ✓ Cite sources when using online sites and resources for research.
- ✓ Recognize that use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of others and myself.
- ✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

8.0 Examples of Irresponsible Use

I, the student will **not**:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Attempt to find inappropriate images or content.

- ✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
- ✓ Try to find ways to circumvent the school's safety measures and filtering tools.
- ✓ Use school technologies to send spam or chain mail.
- ✓ Plagiarize content I find online.
- ✓ Post personally identifying information, about others or myself.
- ✓ Agree to meet someone I meet online in real life.
- ✓ Send or distribute obscene, lewd or sexually explicit images.
- ✓ Use language online that would be unacceptable in the classroom.
- ✓ Use school technologies for illegal activities or to pursue information on such activities.
- ✓ Attempt to hack or access sites, servers, or content that is not intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

9.0 Internet Safety Plan

- ✓ [Trinity Catholic High School](#) implements an effective internet filtering and reporting solution [{Name Solution}](#), that monitors internet activity, detects inappropriate usage and blocks and/or filters visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA
- ✓ The internet filtering solution controls access by minors to inappropriate matter on the Internet and the World Wide Web and restricts access to materials that may be harmful to minors
- ✓ Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats
- ✓ School network is secure with [{Name Solution}](#) from unauthorized access, including "hacking" and other unlawful activities by minors online
- ✓ Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying
- ✓ Technology Responsible Use Policy and Internet Safety Plan will be published in the parent/student handbook and [Trinity Catholic High School](#) will hold an informational meeting to address the policy.

10.0 Limitation of Liability

- ✓ [Trinity Catholic High School](#) will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.

- ✓ While [Trinity Catholic High School](#) employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- ✓ [Trinity Catholic High School](#) will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.
- ✓

11.0 Violations of this Responsible Use Policy

Violations of this policy may have disciplinary repercussions at the discretion of [Trinity Catholic High School](#), according to the Code of Conduct, and including but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

12.0 References

- ✓ Children's Internet Protection Act – <http://www.fcc.gov/cgb/consumerfacts/cipa.html> , <http://ifea.net/cipa.html>
- ✓ Children's Online Privacy Protection Act - <http://www.ftc.gov/ogc/coppa1.htm>
- ✓ Protecting Children in the 21st Century - http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData_PublicLaw110-385.pdf
- ✓ Consortium for School Networking – <http://www.cosn.org>

I understand that inappropriate and irresponsible use and conduct while using the device and/or other technology resources and/or school network shall result in appropriate disciplinary action. I agree to be a responsible digital citizen and user and will conduct myself appropriately while online. I have read and understood this Responsible Use Policy and agree to abide by it:

(Student Printed Name)

(Student Signature) _____
(Date)

As a parent/guardian, I will or have discussed Responsible Use Policy, user guide, and all other policies with my child and will support the school in guiding my child in using the device at home as an educational tool. I understand that I am responsible for monitoring and guiding my child's activity while he/she is not at school.

(Parent/Legal Guardian Printed Name)

(Parent/Legal Guardian Signature) _____
(Date)