



Trinity Catholic  
High School



**2019-2020**  
**Student**  
**Handbook**  
Everything for  
the glory of  
God!



## 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

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

### VISION STATEMENT

A Trinity Catholic graduate will be a person of integrity and faith who is inspired by a Catholic 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, 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 a 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 the 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.

## **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](http://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 via email. Contact information is provided on the Trinity Catholic High School website. Parents may also schedule parent/teacher conferences through the guidance department.

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.

## ACADEMIC INFORMATION

At Trinity Catholic, we believe that the greatest service we can provide for our students is to instill in them a love of learning and to provide them with the necessary skills to pursue their education beyond their high school year.

### 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 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 the schedule will be considered after August 28, 2019.**

### 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 the schedule will be considered after August 28, 2019.**

### 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

Summer school is available for any student who fails a class throughout the regular school year. Florida Virtual School is used for students needing grade recovery. Students with a GPA below 2.0 at the end of any given year, must attend in order to be considered for the next academic school year.

### 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* (Same Language)
Personal Fitness/Health (HOPE)	1 credit (freshmen year)
Social Studies	3.0 credits*
Fine/Practical Arts	1 credit
FLVS	1 credit
Elective Courses	6 credits (Includes online course)
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: Graduates through 2020**

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 college prep. 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. 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. Freshmen are required to take one FLVS course in order to receive a diploma from the State of Florida.

### **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 first two weeks of classes, with a deadline of August 28, 2019.

- Students enrolled in Dual Enrollment courses must add/drop in compliance with the college/university deadlines in order to avoid additional fees.
- Changes will be made only if it is logistically possible.
- 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. An honors class will add a .5 weight to a GPA where an AP class will add a 1.0 weight for a C or higher.

## 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 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.

## GRADING POLICIES

### Grading Scale

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 0-59

### Grading Category Weighting

	<u>Summative</u>	<u>Formative</u>
AP/DE/Honors	60%	40%
Standard	55%	45%

### Summative Category

\* A minimum of 3 100-point tests per quarter

\* Examples include:

- tests
- quizzes
- Projects
- Presentations, etc.

### Formative Category

\* Examples include:

- homework
- participation
- classwork, etc.

### Midterm/Final Exams

Counts as 10% of the SEMESTER grade

## Academic Excellence

- TCHS has a **No Extra Credit Policy**. Students may not 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. This policy is followed when an absence is NOT an issue.
- 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 an extension, but daily practice and games require planning ahead of time in order to comply with homework and project due dates.

## Late Work Policy

- **AP Late Work Policy**  
Late work is not accepted in AP courses.
- **Standard/Honors Late Work Policy**  
Homework and classwork assignments not submitted in class or 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 that date. Other assignments that 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 by 10% for every class session the work is late. No work will be accepted after one class session.

## 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.
- Other previously announced and posted assessments that involve substantial work outside of class (see examples in Late Work Policy) are due on the date posted in RenWeb, as most work can be submitted electronically. In the event that an assignment is a poster or other 3-D project, the student can take a picture of the work and submit it electronically. The work can then be submitted when the student returns to class.
- In exceptional circumstances, such as extensive absences resulting in multiple make-up work assessments and assignments, the teacher, with the permission of an administrator, may extend these deadlines.

## EXAMINATION

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 (Advanced 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.

## SENIOR EXAMS

Exempting exams for Seniors is a privilege, not a right. Seniors who request to exempt a final must meet the following criteria. The administration will decide if students are eligible.

Seniors with no more than four (4) excused or unexcused absences (excluding school events) and no more than four (4) unexcused or excused tardies PER SEMESTER may exempt their exams. Exemptions will be based on the attendance record for that class. However, more than four (4) excused or unexcused tardies to school will cause loss of exemption in ALL CLASSES, not just first period.

Students must have an A (90-100) for each semester of the class, not an A average in all semesters, in order to be considered for exemption. Midterms are only exempt if the class is a semester class.

A student's discipline record will also be reviewed when being considered for Senior Exemptions.

## **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.

## **Grades Online in "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. 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.

## **Religion Curriculum**

All students must take formal classes in religion as it is an integral part of the academic and program of TCHS. When a student enrolls in a Catholic school, that student automatically commits himself/herself to participate in the school's Religion program. Although Catholic schools do not compel students to profess any religious ideology, it is expected that all students, regardless of their beliefs, will participate fully in the religious education program at the school by attending scheduled liturgies, prayer services, class retreats, reconciliation, weekly Mass and other opportunities for faith development. Students are committing to wearing the appropriate uniforms as required for these days, for example, full dress uniform on all Mass days. Students will conduct themselves with the proper respect and demeanor when participating in all activities most especially if it is a religious one.

## **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. Flextime is from 2:45 - 3:30 p.m. every day except Wednesday. 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 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).**

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 1<sup>st</sup>. Freshmen and sophomore service hours are due by May 1<sup>st</sup>. 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, fundraisers, 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 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. Each day, the first-period teacher will check to ensure that each student is wearing a lanyard with a picture I.D. This is an important component of security. Students are to wear their lanyard throughout the school day. It must be on the student, not attached to the backpack or inside a pocket. Students must have their I.D. cards in order to take examinations and standardized tests. 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.

### DOCUMENTATION OF CHILD CUSTODY

It is required that the custodial parent provide the principal with an official, updated copy of the custody order. In the absence of a court order, the non-custodial parent may request a parent-teacher conference for the purpose of receiving pertinent information in a timely manner.

## 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 the 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 at 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).
  - Sending projects, papers, quizzes or tests to another student for their "review."

**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 is 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 every day 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 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 Life 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 the rules outlined in their classroom syllabus. Classroom rules align with school policies.

## **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/EARBUDS**

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.

Earbuds, 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 Rationale**

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 a.m. in order to be on time. A warning bell rings at 7:50 a.m., giving students adequate time report to class by 8:00 a.m. 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 Attendance Office to obtain a late pass which will constitute an unexcused tardy. On rare occasions, an excused tardy may be issued by the Attendance Office or Administration.

## **AFTER-SCHOOL DETENTION**

Students are assigned detention when they are guilty of breaking the rules described in this student handbook. Detention is held on Monday, Tuesday, and Thursday 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 detention he/she will be assigned a Saturday Detention. When 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 11:00 a.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 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 a.m. until 12:30 p.m. The 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.**

## **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 a suspension, students may not attend class, seminar, 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 have the same number of days they are suspended to complete the coursework missed in class; no additional time will be given for completion. 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 another 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 FURTHER 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
- Sending, receiving or distributing sexually graphic material via SnapChat, Instagram, Video or text message.
- 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. There is a high correlation between consistent attendance, academic achievement, and future academic success.

Students are expected to be in class by 8:00 a.m. and in each class on time every school day of the year. Students are to remain in class the entire period. Students are not to leave the classroom without permission at any time.

### **PROCEDURES FOR ABSENCES**

Parents or guardians must call the Attendance Secretary (352-622-9025 ext. 1119) before 8:30 a.m. each day that their child is absent. 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](mailto:attendance@tchs.us) or faxed to 352-861-8164. A student's absence from school will be an unexcused absence until the required documentation has been submitted. A lengthy illness requires a periodic appraisal of the situation; in such a case the student must be under the supervision of a physician in order to receive an excused absence. All documentation should be brought to the Attendance Office. Documentation should include:

- Full name & grade level of the student
- Date(s) of the absence(s)
- Date the excuse is written
- Reason for the absence
- Daytime telephone number of parent or guardian
- Signature of parent or guardian

According to Florida Law, an absence may only be excused for one of the following reasons:

- Illness of the student
- Death in the immediate family
- Religious observation
- Documented doctor visit
- Court appointment/requirement with appropriate documentation from the court system

### **\*\*FAMILY VACATIONS ARE NOT EXCUSED ABSENCES.\*\***

When in question, the determination of excused or unexcused absences must be resolved within 48 hours or two school days, or the absence is considered unexcused. If a student is absent for 2-4 periods in a school day, it will be recorded as a ½ day absence. If a student is absent 5+ periods, this will be recorded as a full-day absence.

NOTE: Florida Statute requires that the parents of a compulsory age student must report and explain the reason for the absence.

Trinity Catholic High School follows the Florida State Statute which allows only 5 absences per any one marking period or 10 per any one semester. Absences are days that the student is not present, whether excused or unexcused, as these constitute a loss of academic time.

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

### **PROCEDURES FOR PRE-ARRANGED ABSENCES**

Students and parents are required, whenever possible, to notify the Attendance Office in advance of 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 limit per marking period. Permission for such absences is left to the discretion of the Principal. Students are responsible for completing missed schoolwork. All work is due upon return to school.

## CONSEQUENCES FOR ABSENCES AND TARDINESS

### TARDINESS

Tardiness is a disruption to the learning process and places the students at a disadvantage. Students who are not in their first block class by 8:00 a.m. must report to the Attendance Office to obtain an admit slip. The possibility of traffic delays should be taken into account when considering the time students leave for school; traffic delays are NOT considered an excuse for tardiness unless excused by the administration. When a student returns from a medical appointment, a note signed by the doctor must be submitted within two days of the appointment.

**NOTE: THREE (3) TARDIES TO SCHOOL WILL RESULT IN AFTER SCHOOL DETENTION BEING ISSUED.**

### ABSENCES

When students are absent from school they are ineligible to attend or participate in co-curricular activities or official school functions that day. That 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 in class by 9:00 a.m. Administration reserves the right to waive this rule when deemed appropriate.

Administration reserves the right to determine if an absence is legitimate.

**NOTE: FLORIDA STATE STATUTE ALLOWS 5 ABSENCES PER MARKING PERIOD OR 10 PER ANY ONE SEMESTER.**

- Three (3) Absences per quarter = letter home
- Five (5) Absences per quarter = letter home; parent conference
- Ten (10) Absences per quarter = letter home; parent conference; possible further action as determined by Administration

### 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 an excused absence 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 failing a class will not be permitted to attend any official school activities or field trips. A student who is suspended will receive full credit for any missed work that he/she completes.

### 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 **Attendance Office before first period begins.** In lieu of a written note, an email to [attendance@tchs.us](mailto: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 the parent can be reached during the day for verification
- The name of the person authorized to pick up the student, or if the 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 Attendance Office 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 the 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 in the Media Center at 7:00 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.

**Student I.D cards and lanyards will be considered part of the school uniform and must be worn around the neck each day school is in session.**

- Leggings, yoga pants, trench coats, denim, Army fatigues are neither appropriate nor 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 counter-culture are not permitted. Drawing on the 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 2019-20 is Risse Brothers School Uniforms, and our contact manager is Ms. Jasmine

Jones. 100 Candance Drive, Suite 120, Maitland Florida 32751 407-339-1486

### DAILY UNIFORM ~

Clothing may not be purchased from stores other than the approved uniform company, Risse Brothers School Uniforms ([www.Rissebrothers.com](http://www.Rissebrothers.com).) Others may not be worn regardless of any attempt to alter them to appear as acceptable. Jean Eckert is our contact person: (813) 282-8338 / Fax (813) 282-8362. Her store location is 4228 N. Armenia Avenue, Tampa 33607. Students may be fitted on-line or at the two convenient store locations.

**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. White pique collared uniforms shirts are no longer available for purchase and are no longer acceptable.

**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, 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 3 days to**

replace the item. After a second warning for the same infraction, parents will be notified and the student may be asked to leave campus until they are in compliance with the uniform code. Risse Brothers has two store locations in Orlando (Winter Garden) and Tampa. There is a skort size to fit every girl. Do not alter or change the skort in any way. ALL freshmen must purchase the newly designed skort. Upperclassmen may be grandfathered in if the skort is the appropriate length, if not a new skort must be purchased. Young ladies often outgrow skort lengths; new skorts will need to be purchased as needed.

Used uniform sales are held periodically; no items are sold outside the sale. Skorts are not available in these sales.

### **DRESS UNIFORM – (EVERY Thursday and EACH Mass Day)**

**Boys-** Pants; brown belt; white buttoned-down oxford collared shirt; a white undershirt; green striped or solid tie or bow, 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. Shorts or pants may not be worn on Thursdays.

### **OUTERWEAR/WINTER WEAR**

There are multiple uniform-approved options: pullover sweater marked by the official uniform supplier; café-collared zippered non-hooded sweatshirt 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 the 1<sup>st</sup> 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.trinitycatholic.org](http://www.trinitycatholic.org)) and in the Administration Building. All students must wear white or black socks; ankle, crew or knee are acceptable. Shoes must be worn completely on the foot covering the heels; failure to do so warrants 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. (Dreads are permitted as long as they are cut to be in agreement with the uniform policy.) 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. Any extreme hairstyle of any kind, such as wedge cuts, perms, shaving of the head, flattops, points, twists, 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 is 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. Any field trip attire deviating from the above will be approved by the Dean of Students 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 Students or Athletic Director. Sweats or warm-ups are not permitted.

### **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 hairstyle/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. We discourage young ladies from buying a dress from the internet as pictures can be deceiving.
- 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. Consider using the length of your longest finger with shoulders relaxed as a quick guide. The fabric should extend to that finger.
- No cleavage or plunging necklines. Breast bones should not be exposed.
- 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. Dress to your body type. If it looks too tight, it IS tootight.

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 hairstyle/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 online 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 the 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 Gym 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 lunchtimes, 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 Enrollment 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 \$40.00 for seniors and \$40.00 for underclassmen.
- The 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.**
- **Automobiles may be searched at any time during the school day. Drug searches by OPD will happen without notice and randomly throughout the school year.**
- **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 3.70 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. A student may only apply twice during their four years at Trinity Catholic. Please contact the chapter sponsor for an information sheet or with additional questions.

### 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 policymaking, 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 in the Dress Code and Uniform Regulation sections of this handbook. Students failing a class may not attend any scheduled fieldtrips.**

## **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. Students must arrive no later than 8:55 a.m. in order to be eligible to play or practice that day. Suspended students may not play or practice the day(s) of the suspension.

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.

Athletes must register through FHSAA's sit: [www.athleticclearance.com](http://www.athleticclearance.com). Athletes must take the Impact Concussion Test.

## **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 (EL2 physical form)
  - Consent & Release from Liability Certificate (EL3 consent form)
  - Concussion, Heat-Related Illnesses & Sudden Cardiac Arrest Certificates of Completion
  - 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.trinitycatholicchs.org](http://www.trinitycatholicchs.org).

- **A student must pay an annual \$125 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 sports 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 audiotapes of said student and do further consent to the publication, circulation and dissemination of said photographs, motion pictures, video or audiotapes 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, audiotapes, 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 Morning and Afternoon

Morning Hours: 7:00 a.m. to 7:30 a.m.

Monday through Friday: 7:30 a.m. to 5:00 p.m.

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 page 24) regarding student computer usage.
- Food or drink is not permitted in the computer labs.

## 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 \$125 athletic participation fee for those students who wish to participate in any team sports.

A Senior Fee of \$200 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.

Students who drive to school may reserve a space in the Student Parking Lot for \$40. (See section on In-School Policies/Automobiles.)

### **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 with a caring, loving environment, and the best Catholic education. Please call an Assistant Principal if you have any questions or concerns about this letter.

## TRINITY CATHOLIC FIGHT SONG

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

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

## TRINITY CATHOLIC ALMA MATER

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

Trinity, we love thee. We sing to thy praise.  
With hearts filled with gladness our voices we raise.  
We hold dear the 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 SCHEDULE**

**A DAY – A, B, SEMINAR, C**

**B DAY – D, E, F, G**

<b>7 Period Day</b>	<b>47 Minutes</b>			
8:00 - 8:52 (52)	Prayer (5) & A (47)			
8:57 - 9:44 (47)	B			
9:49 - 10:36 (47)	C			
10:41 - 11:28 (47)	D			
11:33 - 12:55	E & LUNCH			
	11:33 - 12: 20 (47)	E	11:33 - 12:03 (30)	1ST
	12:25 - 12:55 (30)	2ND	12:08 - 12:55 (47)	E
1:00 - 1:47 (47)	F			
1:52 - 2:45 (53)	Prayer (6) & G (47)			
<b>A Day</b>	<b>87 Minutes</b>			
8:00 - 9:32 (92)	Prayer (5) & A (87)			
9:37 - 11:04 (87)	B			
11:09 - 1:11	SEMINAR & LUNCH			
	11:09 - 12:36 (87)	SEMINAR	11:09 - 11:39 (30)	1ST
	12:41 - 1:11 (30)	2ND	11:44 - 1:11 (87)	SEMINAR
1:16 - 2:45 (90)	Prayer (3) & C (87)			
<b>B Day</b>	<b>87 Minutes</b>			
8:00 - 9:32 (92)	Prayer (5) & D (87)			
9:37 - 11:04 (87)	E			
11:09 - 1:11	F & LUNCH			
	11:09 - 12:36 (87)	F	11:09 - 11:39 (30)	1ST
	12:41 - 1:11 (30)	2ND	11:44 - 1:11 (87)	F
1:16 - 2:45 (90)	Prayer (3) & G (87)			

<b>Mass Day</b>	<b>88 Minutes</b>			
8:00 - 9:32 (92)	Prayer (5) & A (87)			
9:37 - 11:04 (87)	B			
11:09 - 1:11	SEMINAR, MASS, & LUNCH			
	11:09 - 11:15 (6)	CALL DOWN	11:15 - 12:15 (60)	MASS
	12:15 - 12:26 (11)	RETURN TO SEMINAR	12:26 - 1:11 (45)	LUNCH
1:16 - 2:45 (90)	PRAAYER (3) & C (87)			

**TRINITY CATHOLIC HIGH SCHOOL  
PARENT & STUDENT 2019-2020 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 2019-2020 school year on a timely basis.

These are:

- Registration Fee: \$450**
- Tuition: Catholic Rate \$10,750 - Non Catholic Rate \$12,750**
- Technology Fee: E-book rental & consumables: \$375**
- Funded Depreciation Fee: \$250**
- Graduation/Senior Fee: (seniors only) \$200**
- Athletic Participation Fee: (athletes only) \$125**
- Bus Fee: (Citrus/Lake County riders only) \$160/month**
- Student Parking Fee: \$40.00**

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 **two-sided 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 2019/2020 Contract and the student information on the next page to the student's advisement teacher no later than October 4, 2019.** 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.

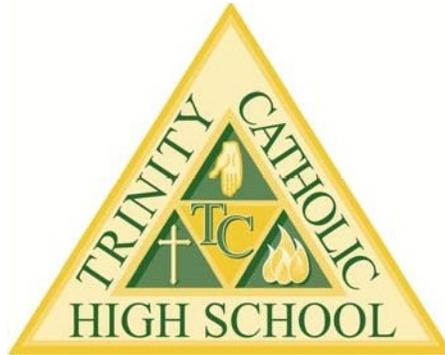
\_\_\_\_\_ By affixing my (parent's) initials **I do not agree** to the Photo Release Statement of Trinity Catholic High School as stated on page 30 of this handbook.

### **Consent for Electronic Communication with Minors**

Any and all digital networking and communication including but not limited to email, texting, Facebook, Twitter, other Social Networking sites, etc., between Trinity Catholic staff (including coaches) and students will be school-related and NOT personal in nature, restricted to school matters (e.g., classes, school/athletic events, athletic/event schedules, registration forms, etc.). This form will be filed in a confidential folder for school use only. The only person(s) being authorized to communicate with the minor child is in compliance with the Diocese of Orlando Safe Environment Policy with this school.

\_\_\_\_\_ By affixing my (parent's) initials **I agree** to the Consent for Electronic Communication with Minors Statement of Trinity Catholic High School as stated on this page of this handbook.

\_\_\_\_\_ By affixing my (parent's) initials **I do not agree** to the Consent for Electronic Communication with Minors Statement of Trinity Catholic High School as stated on this page 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

### 2019-20 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 21<sup>st</sup>-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 the 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 educational 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 an 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, smartphones, cell phones, and smartwatches) 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**

Cyberbullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyberstalking 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 the 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 SonicWall, 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 SonicWall from unauthorized access, including “hacking” and other unlawful activities by minors online
- Faculty provides internet safety instruction integrated into 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 cyberbullying
- 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.html>
- Protecting Children in the 21<sup>st</sup> Century - [http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData\\_PublicLaw110-385.pdf](http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData_PublicLaw110-385.pdf)
- Consortium for School Networking –<http://www.cosn.org>

**Diocese of Orlando / Office of Catholic Schools**  
**Student Technology Responsible Use Policy**  
**2019-20 School Year**

**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)



***A Code of Conduct  
for  
Parents, Guardians, Caregivers,  
Volunteers, and Visitors  
of Catholic Schools  
in the  
Diocese of Orlando***

***“Search Me, O God, and Know My Heart”***

*-Psalm 139*

This **Code of Conduct** applies to all parents, guardians, caregivers, volunteers, and visitors who interact with our schools and Catholic Education in the Diocese of Orlando. It also applies to all parents, guardians, caregivers, volunteers, and visitors who are present at school and school-sponsored activities, meetings, and/or functions within and outside of school hours. As parents, guardians, caregivers, volunteers, and visitors, there is an expectation of support for the Vision and Mission of Catholic Education in the Diocese of Orlando.

# Code of Conduct for Catholic Schools in the Diocese of Orlando

It is the expectation of the school that all parents/guardians/caregivers/volunteers and visitors always model acceptable behavior within the school setting, at school-sponsored activities or in any social or professional media involving the school and/or Diocese. "It is incumbent upon parents to cooperate closely with the school teachers to whom they entrust their children to be educated; and in fulfilling their duty, teachers are to collaborate closely with parents who are to be willingly heard and for whom associations or meetings are to be inaugurated and held in great esteem" (*The Code of Canon Law, Canon 796, Para. 2*).

This Code is designed to guide all stakeholders in their dealings with staff, other parents, students, and the wider school community. The Code stands beside but does not exclude or replace the rights and obligations of individuals under common law while recognizing the rights of the Diocese of Orlando as a Catholic religious entity and the religious nature of Catholic schools.

## **Mission Statement:**

Catholic schools in the Diocese of Orlando proclaim the Gospel message within an academic environment of excellence that challenges students to be creative and critical thinkers who integrate faith, moral leadership and compassionate service in order to create a more just and humane world.

## **Rights of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- To be treated with respect and courtesy by staff, students and other parents
- To be listened to, and clearly communicated with by the school in a timely manner, regarding your child/ren's education and development
- To have confidentiality over sensitive issues respected by faculty/staff

## **Responsibilities of a Parent, Guardian, Caregiver, Volunteer, and Visitor:**

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members, other parents, and students
- Respect the rights of faculty/staff members and other individuals
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school's handbook
- Parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues
- As valued members of the school community attend and participate appropriately in school liturgies, extracurricular or special events including athletics, concerts, academic and cultural events

## **As a Parent, Guardian, Caregiver, Volunteer, and/or Visitor, we ask that you:**

- Cooperate with school/campus security protocols when on school grounds in order to support the overall safety and security of all children in our care
  - *Please note that each school in the Diocese of Orlando has a "Raptor" comprehensive visitor check-in/check-out system located at the front reception desk to prevent school access to unauthorized persons. Using a valid driver's license, "Raptor" runs all visitors against the National and State Sex Offender Registry each time he/she visits the campus. ALL visitors and volunteers must wear their name badges/lanyards in plain sight at all times while on school grounds or at school-related events*
- Support in words and actions the philosophy of Catholic Education
- Under no circumstances approach/contact another student to address, discuss or reprimand them because of actions towards your own child/ren. These issues should be addressed by the school administration. This includes the use of digital/social media to address or air grievances.

- Respect teachers' preparation and assigned supervisory time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged
- Protect our children and do not discuss any grievances or perceived failings in front of any student regarding the school
- Respect the decisions made by the administration and faculty, even if you disagree with them
- Listen to your child/ren, but remember that a different version of the event may be interpreted by others
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner
- Observe the school's policies, as outlined on the school webpage and/or the school's handbook and endeavor to support them in the home
- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct and follow specified protocol for communication with faculty/staff members
- Value the school community and its reputation especially when engaging with social media
- Do not smoke or use offensive language on school premises

**Addressing concerns regarding situations involving your student(s):**

Our Catholic schools want to work in partnership with our families. If anyone has a **current complaint, criticism, or**

**concern**, it is expected the following steps be followed in the first instance:

1. Speak to the appropriate school person involved (e.g. class teacher) first and try to resolve the concern with mutual respect and clear communication. Where/if possible make an appointment with the relevant person. Follow the chain of command.
2. If for some reason this is not possible, then make an appointment to see an administrator or other designated leadership personnel.
3. The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.
4. If having followed Steps 1-3 with no satisfaction, the parents must contact the pastor. Only after steps 1-4 have occurred with no resolution, then you may contact the Office of Catholic Schools using the information on the website of the Diocese of Orlando - Office of Catholic for further facilitation (<https://www.orlandodiocese.org/ministries-offices/schools/>).
5. Understand that parents, caregivers, guardians, etc. will not receive disciplinary or conflict resolution details that involve children other than their own. This is in accordance with Florida Statute.

**It is important to note that criticism regarding a faculty/staff member will only be heard if it is related to their professional conduct.**

*Breaches and/or the inability to respect the Diocese of Orlando – Office of Catholic Schools Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or*

*possible termination of enrollment of their child/ren.*

If your complaint relates to Sexual Abuse by a faculty/staff member towards a child in both a historical or current matter, you should, contact the statewide toll-free abuse and neglect registry at 1-800-96ABUSE (1-800-962-2873) and/or law enforcement. The Diocese of Orlando also offers the service of a Victim Assistance Coordinator. The number is 407-246-7179.

Parents, Guardians, and/or Caregivers, when signing off on accepting the school's policies in the Enrollment Application Form, and by the act of accepting enrollment at a Diocese of Orlando Catholic School, are accepting of this Code of Conduct in its entirety.

*Excerpts of this policy have been used by permission of the Diocese of St. Petersburg, FL.*