

Trinity Catholic High School

Student Handbook



2022 - 2023

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Right to Amend

It is the responsibility of each student and parent to read, understand, and abide by the contents of this handbook. The administration of Trinity Catholic High School reserves the right to alter or amend this Student Handbook at any time. Should changes be made, the changes will be communicated to parents/guardians and students.



Diocese of Orlando Mission Statement

The cornerstone of the Catholic schools in the Diocese of Orlando is their Catholic Identity. Our schools 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.

Trinity Catholic High School 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 or 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 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 that 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 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.

Student Performance Goals

Student Performance Goals

The curriculum of the Diocese of Orlando, based upon standards and benchmarks, identifies ten expectations of broad areas of knowledge and competence based upon our Catholic faith that Catholic school students are expected to achieve by the time they graduate from the 12th grade. These expectations should be considered as ongoing student performance goals throughout all grade levels. These goals must be the focus of Trinity Catholic High School as they develop programs, curricula, and implement the delivery of instruction.

Information Managers	Students will be able to locate, interpret, evaluate, maintain and apply information, concepts, and ideas found in literature, the arts, symbols, recordings, video and other graphic displays, and computer files to perform tasks and/or for enjoyment.
Effective Communicators	Students will be able to communicate in English and other world languages using information, concepts, prose, symbols, reports, audio and video recordings, speeches, graphic displays, and computer-based programs.
Numeric Problem Solvers	Students will be able to use numeric operations and concepts to describe, analyze, disaggregate, communicate, and synthesize numeric data, and identify and solve problems.
Critical and Creative Thinkers	Students will be able to use creative thinking skills to generate new ideas, make the best decisions, recognize and solve problems through reasoning, interpret symbolic data, and develop efficient techniques for lifelong learning.
Ethical and Responsible Workers	Students will be able to display responsibility, self-esteem, sociability, self-management, integrity, honesty, healthy decision-making, and those Gospel values that identify a student in a Catholic school.
Resource Managers	Students, as good stewards of God's gifts, will be able to allocate appropriate time, money, and other resources.
Systems Managers	Students will be able to integrate their knowledge and understanding of how social, organizational, informational, and technological systems work with their abilities to analyze trends, design and improve systems, and use and maintain appropriate technology.
Cooperative Workers	Students will be able to work harmoniously with others to complete a project or task.
Effective Leaders	Students will be able to establish credibility through their competence and integrity and communicate their feelings
Culturally Sensitive Learners	Students will be able to recognize that all human beings are children of one God and Father. They will appreciate their own culture and the cultures of others, understand the concerns and perspectives of members of other ethnic groups, reject the stereotyping of themselves and others, and seek out and utilize the views of persons from diverse ethnic, social, and educational backgrounds.

TCHS Contact Information

Trinity Catholic High School (TCHS)
2600 SW 42nd Street
Ocala, FL 34471

Telephone: 352-622-9025
 Fax: 352-861-8164
 Website: <https://www.trinitycatholicchs.org>
 School Information System: Family Portal www.renweb.com

Administration

President	Mr. Lou Pereira
Principal	Mrs. Tammie Vassou
Assistant Principal of Curriculum	Mrs. Colleen Geradine
Assistant Principal of Student Services	Mrs. Paulette Chitty
Director of Guidance	Mrs. Lisa Wiseman
Dean of Student Life	Mr. Tommy Bond
Dean of Students	Mr. Michael Young

Hours of Operation

Front Office 7:30 am- 3:30 pm
 Attendance Office 8:00 am - 4:00 pm

School Hours

Front Gate Morning Hours 7:55 am - 8:23 am
 Regular School Day 8:25 am - 3:20 pm
 Early Dismissal (no lunch) 8:25 am - 12:00 pm

Extended Learning/Supervision Opportunities

Morning Supervision (media center) 7:25 am - 7:55 am
 FLEX Hours (tutoring with teachers) 7:40 am - 8:20 am
 Afternoon Supervision (media center) 3:30 pm - 5:00 pm

History

TCHS was established by the Most Reverend Bishop Dorsey in the year 2000. The school is owned and administered by the Diocese of Orlando.

Diocese of Orlando Accreditation Policy

TCHS must provide an excellent academic program with a faith-filled environment. TCHS is accredited by Florida Catholic Conference and Cognia.

This handbook serves as a guide and source of information about TCHS and assists our community in being accountable for living our mission of fostering Catholic identity and academic excellence.

With this in mind, it is expected that each family thoroughly read this handbook and keep it for reference. Families electronically sign that they agree to the policies outlined in the Student Handbook annually during the enrollment/re-enrollment process.

Diocese of Orlando Communication Policy

Educating in an online environment requires an increase in the level of communication between teachers with students and parents/guardians to be successful. School staff may provide regular communications to the school population through the use of school email, social media, website, and Learning Management System (LMS). All Safe Environment protocols must be followed when communicating with students by email, phone, video conference, or any other virtual format.

The primary means of communication with parents is electronic by way of our Family Portal, www.renweb.com, and email/phone messages. In case of an emergency, parents will be notified of the situation via the emergency alert system.

Email/Phone Communications

Email and phone are used as communication tools between teachers and students/parents.

- Links to teacher email addresses are provided on the website
- Parents should expect an email response within 48 hours.
- Teachers are not expected to respond to parent emails outside of normal duty hours.
- Email communication between teachers and students is allowed in support of education objectives via the school-supplied email account only. Students may not contact teachers via personal email accounts.
- A parent/guardian must be copied when emailing a student regarding academic, discipline, or other sensitive issues.

Parent/Teacher Conferences

Parent/Teacher conferences are available at any time throughout the school year. These conferences will be generally held outside of instructional hours. Contact the teacher directly to set up the conference.

Social Media

TCHS posts daily to our social media platforms. Carefully reading these communications enables parents/guardians to be aware of important dates and happenings.

Information Portals

Parents/students are provided with login information to access student academic information at the beginning of the school year. Because the portals are not integrated systems each will have its own login information.

Student User ID and Password will be used to gain access to FACTS and Naviance. This will also be used for students to gain access to the school wifi when they have to complete the Network Authentication.

FACTS/Google Classroom

FACTS is a tool that gives students/parents/guardians secure online access to academic information, including grades and report cards. Parents have online access to grades via the Family Portal. Students and parents are encouraged to review student grades on the Family Portal every week. FACTS/Google Classroom provides course specific information such as assignments, exams, and general course information. These services allow parents and students to check academic progress on demand. Some assignments (essays, lab reports, research papers, etc.) may take longer than a week to grade. An "M" indicates that an assignment/test is missing and counts as a zero. Since parents and students can check FACTS, academic progress, attendance, and conduct reports will not be sent home. Progress Reports and Report Cards are sent electronically each quarter.

Naviance

Naviance Family Connection is a comprehensive website that students and parents can use to help in making decisions about colleges, scholarships, and careers. The program allows for gathering information related to college admissions and the application process, college search tools, career planning tools, scholarship searches, and pre-college summer programs. You can access this website by clicking on [Naviance Family Connection](#).

Student Success Programs/Presentations

As the primary educators of their children, parents are encouraged to attend the programs designed to provide vital information for student success in high school and preparation for college. The programs include but are not limited to Back-to-School Night and Grade-Level Student Success Guidance presentations.

Diocese of Orlando Admissions Policy

- Age requirements for the admission to the Catholic schools of the Diocese of Orlando shall conform to the uniform entry qualifications as stated in the standards of the Florida Catholic Conference for early learning centers, elementary schools, Southern Association of Colleges and Schools (SACS)/AdvancedEd for secondary schools, and any applicable state laws.
- School admission policies shall not discriminate based on race, color, gender, sexual orientation, or national and ethnic origin in the administration of its educational policies, admission policies, financial aid and loan programs, athletic programs, and other school programs.
- Admission policies shall not discriminate against students with disabilities of any kind if, with reasonable accommodations and no undue hardship to the school, such students can meet the school's program requirements and parents agree with the proposed accommodations.
- For students receiving state-sponsored scholarship programs, schools under the Diocese of Orlando will honor the intent of the money provided by these scholarship programs.
- School admission policies must reflect the primary purpose of Catholic schools; to assist families in the religious formation and education of their children in the Catholic faith. No student shall be refused admission to the Catholic schools due to the marital state of his/her parent or the suggestion or belief that the parent is not living by accordance with the teaching of the Church.

Admissions

An essential criterion for admission to TCHS is the informed acceptance by the student and parents of the fact that the school is Catholic in philosophy and practice. All students must participate in the religious education courses offered for their grade level, participate in the worshipping community while in school, and agree to act in a manner consistent with Christian values.

Incoming freshmen are expected to take the High School Placement Test (HSPT). The Admissions Committee reviews the results of this examination, the student's previous report cards, standardized test scores, and attendance records to make an informed decision regarding acceptance and placement in classes. Notification of acceptance is sent to the applicant. All acceptances are provisional upon receipt of transcripts from the previous academic year.

Students wishing to transfer into TCHS must submit a record of their academic work from the previous high school. TCHS does not typically accept transfers into/during senior year. If receiving a transferred student from another Catholic school, the principal must contact that school to ensure financial obligations have been met. The student cannot be accepted if any tuition or fees are owed at the prior Catholic school. After consultation with the Dean of Enrollment, Dean of Students, and Admissions Committee, the President makes the final decision regarding acceptance and the conditions for acceptance (if necessary).

Diocese of Orlando Immunization Policy

- Schools within the Diocese of Orlando require enrolling students to submit a Florida Department of Health Certificate of Immunization Form (DH 680) as a condition precedent to acceptance. The Diocese of Orlando does not recognize religious objections to this immunization.
- Medical exemptions will be considered on an individual student basis. If a medical exemption is allowed, the student must be notified in writing that he/she may be asked to withdraw if a student's teacher becomes pregnant, another student in class has an impacted immune system or any declared communicable disease emergency based on the disease for which the student is not immunized.
- For each vaccination that a student is seeking an exemption, a licensed physician must list a contraindication and the student's specific valid clinical reason for the contraindication. The school will not accept contraindication not currently included as a contraindication by the Centers for Disease Control and Prevention (CDC). The school will not accept Form 860 without a written signature from a physician currently licensed by the State of Florida.
- All medical exemption forms, whether for a temporary or permanent exemption, must be sent to the Superintendent of Catholic Schools for approval before the student attends class. If the exemption form (DH 680) is not visible on the Florida Shots website (www.flshots.com) and is not the same as the form sent to the Superintendent to approve, the student will not be able to enroll in the school. The Superintendent must be able to see the DH 680 form certified and registered by the physician on the Florida Shots website before approval is granted for the student to enroll and attend school.

Parent in Partnership Program

The Parent In Partnership Program (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 TCHS according to their talents and interests.

This program is important to TCHS 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 10 hours of service per year. Opportunities for involvement will be available in many areas of school life including social activities, fundraisers, extracurricular activities, clerical help, and special events sponsored by the Advancement Office. Parents are responsible for reporting their hours directly on the Family Portal. If assistance is needed, reach out to the Advancement Office.

Diocese of Orlando Child Custody Policy

- The schools under the Diocese of Orlando shall respect the rights of parents and legal guardians and abide by all federal, state, and local laws regarding child custody.
 - It is required that the custodial parent provide the Principal with an official, updated copy of the custody order.
- Access to the child, student records, and other confidential information shall be granted to parents and legal guardians unless stated otherwise in court-ordered documents.
 - In the absence of a court order, a school should provide the non-custodial parent the opportunity, upon request, for a parent-teacher conference. Likewise, the school should share pertinent information with the non-custodial parent in a timely manner.
- A minor cannot be listed as an emergency contact.
- Students should not be released to anyone who has not been previously designated by parents or guardians

It is the responsibility of foreign citizens to remain abreast of all current immigration laws in order to maintain residence in the United States. TCHS does not give advice to students in this regard.

The school will not be held responsible for failing to honor arrangements that have not been made known.

Diocese of Orlando International Student Exchange Program

- The Diocese of Orlando encourages high schools and Diocesan mission efforts to participate in approved and credible international student exchange programs. These programs benefit all students to better understand the diversity of the people of the world and to build an understanding of solidarity through God for all people.
- Per federal regulations, B-1 and B-2 nonimmigrants (i.e., visitors who are in the United States for business and pleasure purposes) are prohibited from enrolling in a course of study at a U.S. Student and Exchange Visitor Program (SEVP)-certified school. If the student has a B1/B2 Visitor Visa, then the school shall advise the parent/guardian to contact the PDSO (SEVIS Principal Designated School Official) at the Office of Catholic Schools for information about the F1 Student Visa.
- The maximum percentage of school-sponsored international students (excluding those students sponsored by or living with family members) shall not exceed 15% of the school's student ratio.
- Students must be fifteen - eighteen years of age to be considered for participation in an international student exchange program so that their academic training prepares them for college or further education in the United States or their country of origin. Any exception to this age requirement must be approved by the Superintendent of Schools and the Bishop of Orlando.

Withdrawal

A family choosing to withdraw their child from TCHS must complete a withdrawal checklist (available from the Registrar's Office). Request for the official records of a transferring student must be sent to the receiving school within 10 business days of receipt of the request if all financial obligations have been satisfied. Official records/transcripts/grades must be withheld (not sent) if the family/student tuition account is in arrears. Health records must be forwarded upon request.

Diocese of Orlando Withdrawal for Academic Reasons Policy

If the principal determines that it is not possible to adequately meet the academic needs of the student and it is not in the best educational interest of the student to remain in the school, the principal can ask the family to voluntarily withdraw the student. If the family, in this situation, doesn't voluntarily withdraw the student, the school reserves the right to exclude the student.

Schedule of Tuition and Fees for the 2022-2023 School Year

Tuition	\$11,803 - Catholic \$13,885 - Non Catholic
Technology Fee	\$375 (nonrefundable)
Funded Depreciation	\$250 (nonrefundable)
Senior Fee (if applicable)	\$200 (nonrefundable)
Athletic Fee (if applicable)	\$125 (nonrefundable)
Transportation Fee (if applicable)	\$160 monthly (nonrefundable)
Registration Fee	\$450 (nonrefundable)
New Student Application Fee	\$90 (nonrefundable)

Tuition may be paid annually, monthly, or by the semester. All fees are nonrefundable. During your appointment in the Business Office, staff will be able to answer financial questions or concerns. TCHS'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. Applying does not guarantee financial assistance.

Parents and Guardians must adhere to all written contractual arrangements made with FACTS and TCHS regarding tuition payment.

Tuition and Fee Collection Policy

- We consider accounts delinquent after the last date of the month, all payments including tuition, fees, and parish assistance monthly amounts are due by the last day of the month. We may assess a late fee on all accounts not paid before this date.
- Parents/Guardians whose accounts are one month past due will receive a phone call, or letter from the Business Office asking them to bring the account current.
- Parents/Guardians whose accounts are two months past due will receive a letter from the Business Office asking them to bring the account current. Access to the parent portal site may be revoked until the account is current, or payment arrangements are made. Students may be prohibited from participation in extracurricular activities, which include sports, band, chorus, clubs, prom, class trips, or other activities the Administration deems appropriate.
- Parents/Guardians whose accounts are three months past due will be considered in default. The parents/guardians must meet with the President to resolve the issue. A letter requesting them to set up a meeting with the President within the week will be sent. A phone call to the family will also be placed. In the event payment for past due balances is not made, or if the parent/guardian does not create a payment plan with the President and commence that payment plan within 7 days, the school will disenroll the student and the account will be turned over to a collection agency, or attorney, for final resolution. Any additional expenses incurred as a result of the collection will become the responsibility of the parents/guardians. Any payment arrangements must be through ACH, credit card, or cash. No written checks will be acceptable.
- Students of families who are recipients of one of the State of Florida scholarship programs that have not endorsed the program's check more than 30 days after being received by the school may/will be sent home until all checks have been endorsed.

Tuition and Fee Collection Policy (continued)

- Parents/Guardians of senior students must pay off any balance before graduation, or make acceptable payment arrangements, or the student will not be permitted to graduate. Any payment arrangements must be through ACH, credit card, or cash. No written checks will be acceptable.
- The school will not provide transcripts in the event tuition and fees are still past due at the time of graduation, or disenrollment.
- Families with an outstanding tuition balance due from the previous school year will not be permitted to return for the new school year unless payment arrangements are in place and are being honored.
- Students may not register/re-register in any Diocesan school the following year until all accounts are paid in full.
- All payment plans for past due balances should begin with an initial payment of at least 10% of the outstanding balance and specified payment frequencies. This 10% should be paid within 7 days of the meeting with the President. Any payment arrangement must be through ACH, credit card, or cash. No written checks will be acceptable.
- The President may negotiate payment plans with the parents/guardians provided they fit the guidelines of this policy. If a family cannot meet the obligations of this policy and the President feels there should be “special consideration”, the President may consult with the Financial Aid Committee to alter aid.

All financial obligations due to TCHS must be paid in full. Accounts with a balance beyond the appropriate due dates will result in the following:

- The student and Parent/Guardian may be restricted from FACTS.
- The student may not be allowed to take midterms and final exams if tuition and fees are not up to date, or a payment plan is in place and being honored.
- The student may be prohibited from semi-formals, prom, class trips, or any other extra-curricular trips or activities, including sports teams.
- Seniors will not be allowed to participate in senior activities and the graduation ceremony.
- If payment for past due balances is not made, or if a family does not create a payment plan with the school, the student may be dismissed at the end of the next quarter.

TCHS will send customer statements for the months ending October, December, February, April, May, and June.

Student Accident Insurance

TCHS 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.

Campus Ministry

Mission

The Campus Ministry program, rooted in Catholic identity, will provide an inclusive space for all as we grow in active missionary discipleship to further the Kingdom of God.

Vision

The goal of the TCHS Campus Ministry is to encourage the TCHS family to grow in holiness, faith, and their vocation. To this end, Campus Ministry will offer a variety of opportunities for all to have an encounter with God and discover the calling He has for them. The Campus Ministry program will offer a holistic variety of chances for community, doctrinal literacy, and missionary discipleship.

Spiritual Growth

Our community has many opportunities where the faithful can experience Christ among us.

Whole School Mass	Wednesday (refer to the Shamrock for weekly times)
Daily Morning Mass	Tuesday at 7:30 am in the Chapel
Adoration	First Fridays in the Chapel
Reconciliation	Whole School - Advent and Lent Individual - First Thursdays
Stations of the Cross	Whole School - During Lent Religion Class - During Lent
Advent Wreath Lighting	Mondays during Advent
Retreats	One (1) Mandatory per grade level per year One (1) Optional per grade level per year Two (2) Optional Peer Ministry per year
Living Rosary	Whole School - October and May
Service Day	Annual Student Service Day Annual Faculty Service Day
Student Mass Involvement	Extraordinary Ministers of Holy Communion
	Altar Servers
	Liturgical Music
	Lectors
March for Life	Biannually in January
Chrism Mass	Annually during Holy Week
Blue Mass	Annually in September
Prayer at the Flagpole	Thursday at 8:10 am

Diocese of Orlando Catholic Identity

Catholic identity is the defining characteristic of the Diocese of Orlando's schools and is what separates the Catholic schools from public and other private schools and religious institutions. Catholic school education is rooted in the conviction that human beings have a transcendent destiny, and that education for the whole person must form the spiritual, intellectual, physical, psychological, social, moral, aesthetic, and religious capacities of each child. Catholic schools should develop and implement academic, extracurricular, faith-formation, and service/ministry programs to educate the whole child in all these dimensions (The Catholic School, 29). The defining characteristics of Catholic schools include:

- Centered in the Person of Jesus Christ
- Contributing to the Evangelizing Mission of the Church
- Distinguished by Excellence
- Committed to Educate the Whole Child
- Steeped in a Catholic Worldview
- Sustained by Gospel Witness
- Shaped by Communion and Community
- Accessible to All Students
- Established by the Expressed Authority of the Bishop

All curriculum and instruction in a Catholic school should foster the desire to seek wisdom and truth, the preference for social justice, the discipline to become self-learners, the capacity to recognize ethical and moral grounding for behavior, and the responsibility to transform and enrich the world with Gospel values.

Community Service Requirements

As part of our commitment to the spiritual and social growth of our students, TCHS requires community service from all students. Each student is required to complete 100 hours of community service at a non-profit agency to graduate. Community Service hours are administered by the Campus Ministry Office.

Grade-Level Requirements

Grade Level	Hour Requirement <i>minimum</i>	Total Cumulative Hours <i>minimum</i>
9th Grade	25 Hours	25 Hours
10th Grade	25 Hours	50 Hours
11th Grade	25 Hours	75 Hours
12th Grade	25 Hours	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 to 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 most vulnerable in society. 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.

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.

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

Consequences for Not Meeting Service Hour Requirements

Grade Level	Consequence
<p>Seniors <i>Due: March 28</i></p>	<ul style="list-style-type: none"> • Will not receive a diploma from TCHS. • May not attend graduation activities and events. • May lose the privilege to participate in school-related activities, including, but not limited to, prom and homecoming, if past and current requirements are not met. • Ineligible for a parking pass if junior requirements were not met.
<p>Juniors <i>Due: April 5</i></p>	<ul style="list-style-type: none"> • May lose the privilege to participate in school-related activities, including, but not limited to, prom and homecoming, if past and current requirements are not met. • Ineligible for a parking pass if sophomore requirements were not met.
<p>Sophomores and Freshmen <i>Due: May 2</i></p>	<ul style="list-style-type: none"> • May lose the privilege to participate in school-related activities, including, but not limited to, prom and homecoming, if past and current requirements are not met. • Ineligible for a parking pass if freshmen requirements were not met (sophomores only).

Faith-Based Activities

Throughout the school year, TCHS students will be provided with opportunities to deepen their relationship with Christ. Although Catholic schools do not compel students to profess any religious ideology, it is expected that all TCHS students, regardless of their beliefs, will participate in the school’s faith formation program.

Attending Mass is an integral part of the Christian community life at TCHS. Attendance is mandatory for all students. Reverent and respectful behavior is essential. Students are expected to abide by the mass uniform policy for school liturgies.

All school-wide faith-based activities are integral parts of our religious curriculum and are considered mandatory. Student participation is required and alternative assignments may be given for unexcused absences from said activities.

TCHS students are expected to conduct themselves respectfully and reverently during daily prayer, liturgy, and any religious service.

Retreats

Students are given opportunities to participate in two grade-level retreats annually. All students are required to participate in the mandatory retreat for their corresponding grade. Failure to attend will result in an unexcused absence for the day and a mandatory alternative retreat to be completed during FLEX with the Campus Minister. Arrangements should be made with the Campus Minister within two (2) days of the missed mandatory retreat day.

Diocese of Orlando Curriculum Policy

An excellent Catholic school has a clearly articulated, rigorous curriculum aligned with relevant standards, 21st-century skills, and gospel values, implemented through effective instruction. Schools must implement a curriculum for catechesis for pre-K through grade 12 based upon the alignment with NSBECESS, AdvancEd, and the religion curriculum promulgated by the Diocese of Orlando.

Graduation Requirements

To receive a TCHS diploma a student must complete 28 specified credits and a minimum cumulative GPA of 2.0. Courses taken during middle school will be awarded credit for completion and used for proper academic placement for the 9th Grade year. However, this credit will not be calculated into the high school GPA, nor will it exclude the student from the graduation requirements noted in this document that must be completed while enrolled at the high school level. Transfer student credit requirements are pro-rated appropriately. A student's graduation requirements are based upon the year in which the student entered high school.

It is the student's responsibility to be aware of his/her credit status and to select an appropriate course sequence leading toward graduation. The minimum requirements for high school graduation DO NOT fulfill the minimum requirements for admission to ALL colleges.

Subject	Minimum Graduation Requirement Credit/Year	Requirements
English	4 credits	1 per year
Mathematics	4 credits	1 per year
Science	3 credits	
Social Studies	3 credits	
Religion	4 credits	1 per year
Practical/Fine Arts	1 credit	
Physical Education/HOPE	1 credit	
World Language	2 credits	
Electives	6 credits	

Grade Reporting

Per Diocesan policy, TCHS will be moving to semester and letter grading on report cards and transcripts. Students will now receive a first semester final grade and a second semester final grade. If a student earns an F for the first or second semester, they will be credit deficient and must remediate the grade immediately through FLVS. FLVS may charge a fee for course remediation.

Curriculum Guide

At TCHS, 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.

TCHS provides students and families access to a detailed guide that outlines the course selection process, including placement in advanced-level courses. The curriculum guide can be found under the Academics tab on the TCHS website: www.trinitycatholic.org

Student Schedules

Choosing classes is an important activity that should not be taken lightly. Take into consideration teacher and counselor recommendations, past performance, and future goals. Parents and students are encouraged to make careful decisions when selecting courses, as schedule changes are done on a very limited basis once school begins. Please take the time to thoroughly review the Curriculum Guide.

Grade Scale and Weight

TCHS does not rank students. The TCHS system consists of courses that are not weighted by the Florida legislature for purposes of State University System admission or Bright Futures Scholarship qualification.

Computation		Points	Honors	AP/Dual Enrollment
A	90 - 100	4.0	4.5	5.0
B	80 - 89	3.0	3.5	4.0
C	70 - 79	2.0	2.5	3.0
D	60 - 69	1.0	1.0	1.0
F	0 - 59	0.0	0.0	0.0

Grading Policy

TCHS offers a variety of courses to best meet the needs of each student. The following categories are weighted based on the level of rigor of each course.

Level	Summative	Formative
College Preparatory (CP)	60%	40%
Honors (H)	65%	35%
Advanced Placement (AP)	70%	30%
Dual Enrollment (DE)	Based on the individual university weighting policy	

Extra Credit Policy

TCHS has a No Extra Credit Policy, therefore, students may not, for any circumstance, be issued extra credit in any course.

Test Corrections

Students wishing to complete test corrections must meet the following criteria to be eligible:

- No missing or incomplete assignments for the area of study being assessed.
- No grades lower than 60% on assignments for the area of study being assessed.
- Must complete the test correction during FLEX.
 - Individual teachers will determine the test correction format.
 - Test corrections must be completed within one week of the original test date.

Level	Maximum Percent Back
College Preparatory & Honors	50%
Advanced Placement	25%
Dual Enrollment	Based on the individual university policy. Some universities do not allow test corrections of any kind.

Diocese of Orlando Promotion and Retention of Students Policy

- A student moves grade level based on academic performance or according to individual student’s academic progression plan. Social promotion is not allowed.
- A student may be required to repeat a grade whenever the principal decides, after consulting the teacher and parent/guardian that it is in the best interest of the student to do so. Should a parent refuse to adhere to this recommendation, then the principal may require the student’s withdrawal.

Summer Assignments

Summer reading and mathematics are required of all students. Some Advanced Placement (AP) courses may require summer assignments. All summer assignments are posted on the TCHS website.

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.

Graduation With Honors

Seniors will be awarded graduation honors designated by their weighted, cumulative GPA following the first semester of their senior year. Dual Enrollment classes do not calculate into the cumulative GPA until a final grade has been posted to the student’s transcript. The cumulative GPA will not be rounded up. The GPA associated with the honor is listed below.

Summa Cum Laude	4.000 and above
Magna Cum Laude	3.500 - 3.999
Cum Laude	3.000 - 3.499

Valedictorian and Salutatorian

Determination of Valedictorian and Salutatorian is based upon the following:

- Only the 28 credits required for graduation, completed 9th - 12th grade, will count towards the strength of schedule and GPA.
- Students must have attended TCHS for three consecutive years.
- Cumulative weighted GPAs and the strength of schedules are compared.
- If there is a tie, numeric averages of all academic courses are compared.
- Students must have no serious disciplinary infractions.
- Students must meet the senior exam exemption attendance policy.
- Students must submit a Valedictorian Application Essay to the Director of Guidance.

Senior and Underclass Awards

Annually, TCHS recognizes students for academic and service achievements. Academic awards are decided by individual departments. Service awards will be based on two areas of focus: the number of service hours and the diversity of service.

Any student who has been suspended or received repeated Honor Code Offenses in the course of the school year will not be eligible for any awards.

Missing Work

Missing work is any assignment that is not turned in by the set due date. Missing work will be shown as Missing on the Family Portal and will be calculated as 0%. Students and parents are encouraged to review student grades on the Family Portal on a weekly basis.

Course Level	Submission	Maximum To Be Earned
College Preparatory & Honors	On-Time	100%
	One Day Late	90%
	Two Days Late	80%
	Three Days Late	70%
	Four Days Late	60%
	Five or More Days Late	50%
	Once Skills Have Been Assessed	0%
Advanced Placement	Missing Work	0%
Dual Enrollment	Missing Work	Based on the individual university missing work policy

Florida Virtual School

Students may opt to take FLVS courses if a course is not offered at TCHS. Seniors must complete FLVS courses by April 30th. Underclassmen must complete FLVS courses in 36 weeks. All FLVS AP Courses must be finished before the scheduled AP exam.

Student Academic Support

TCHS provides support for students with diverse learning needs and assistance to all students, through FLEX and/or NHS tutoring, who may be experiencing academic difficulties. A collaborative team approach allows for both teachers and parents to facilitate the student's academic progress and success. Academic Support Plans may be provided to students with proper documentation to ensure the needs of each student are met.

FLEX Time (Before School Study Opportunity)

FLEX is offered Monday, Wednesday, and Friday, from 7:40 am - 8:20 am. FLEX is the designated time for students to meet with teachers outside of class time for tutoring, assessment preparation, makeup work completion, assignment assistance, and/or missed assessments.

Standardized Testing

Students complete a standardized exam through TCHS for each of their first three years. Students in 9th Grade and 10th grades take the PSAT/NMSQT and Pre-ACT. Students in 11th Grade take the PSAT/NMSQT and the ACT. Students who have the appropriate documentation on file may be eligible for accommodations on the PSAT, SAT, ACT, and AP exams. Accommodations for extra time, larger print, readers, computer use, or other accommodations must be granted by the College Board and ACT services after students have applied for them. Students must make an appointment with the school counselor before applying for standardized testing accommodations. (Note: Obtaining approval for accommodations may take several months depending on the student's situation. Planning well in advance is critical.)

Academic Probation

Students who are unable to demonstrate adequate academic progress are placed on Academic Probation to establish a plan to assist the student and to impress upon the student the need for the academic improvement needed as well as the required expectations. A student is placed on Academic Probation if:

- The student has failed one or more courses during any quarter.
- The student has earned 3 or more Ds during any quarter.
- The student has a cumulative GPA below 2.0.

Students who are placed on Academic Probation are expected to comply with the actions listed below. Failure to comply with the expectations established to assist the student in achieving success may jeopardize the student's ability to remain a student at TCHS.

- Sign an Academic Contract
- Attend bi-weekly or weekly meetings with a School Counselor, ESE Coordinator, or other as deemed necessary.
- Attend FLEX tutoring as scheduled
- Complete/comply with other expectations that will assist in helping the student improve.

Participation in extracurricular activities including athletics for students who are on academic probation may be affected.

Incomplete Grades

A student's work that is Incomplete at the end of a grading period must be completed by the end of the second week of the next grading period unless other arrangements have been made with their school counselor and approved by the Administration. After the second week, any incomplete grade will become an F. When a plan is developed for a student, it is the responsibility of the student to follow it to close the grades in a reasonable timeframe.

Grade Forgiveness Policy

Each student may use Grade Forgiveness for a maximum of 3 total credits in Grades 9- 12. Both grades (the original grade and the forgiveness grade) will appear on the student's transcript. The new grade will be averaged into the cumulative GPA. Only regular level credit will be given when any course is taken for Grade Forgiveness. Only grades of D's or F's will be eligible for Grade Forgiveness. A student may inquire about Grade Forgiveness if their GPA is below 2.0. Students must submit a written request to their school counselor to take courses for Grade Forgiveness before enrolling in the course.

Semester Examinations

Examinations are given at the end of each semester. Semester exams are weighted at 20% of the semester grade. All students will take semester exams in all courses. Advanced Placement (AP) Exams will serve as a substitute for the second semester exam.

Students are not permitted to leave early on semester exam days. All students must remain in the testing room for the entire exam period to preserve the integrity of the testing environment.

Senior Exemptions

There are three components to earning a semester exam exemption; attendance, academic achievement, and discipline. The administration makes final decisions for exemption eligibility. To be eligible for semester exemptions the following guidelines must be met.

- No more than four (4) excused or unexcused absences per class.
 - Three (3) excused or unexcused tardies to class during the semester equals one absence under the exemption policy.
 - Approved related functions, including field trips, will not be considered absences and will not count against the student exemptions.
 - College visits will not count against the student exemption, with proper documentation
- Students must have an A (90-100) average in the semester
- No suspensions in the semester (in school or out of school)

Type	Procedure
<p>Missed Assignments</p>	<ul style="list-style-type: none"> • Upon return from an absence, students have two (2) school days to schedule makeup arrangements with teachers. • All makeup work must be made up or submitted within a reasonable amount of time, but no more than one (1) week after the original due date.
<p>Missed Assessments</p>	<ul style="list-style-type: none"> • At the time of a missed assessment, the teacher will enter a Missing code in the gradebook which is recorded as a grade of 0%. The earned grade will take the place of the Missing code upon completion of the assessment. • No credit will be awarded for the assessment after one (1) week from the original assessment date. Alternative makeup assessments may be given at the discretion of the teacher. • All makeup assessments must be completed during FLEX.
<p>Missed Deadlines</p>	<ul style="list-style-type: none"> • Students absent on the day of a deadline for a long-term assignment/project must submit the assessment upon their return to school to avoid late penalties.
<p>Missed Exams</p>	<ul style="list-style-type: none"> • Semester exams must be taken when scheduled and may not be taken early. A grade of 0% will be entered if an exam is missed. • Only in the case of an extreme medical emergency will the principal excuse a student from taking an exam on the scheduled date with proper documentation. A grade of 0% will be issued until the exam is completed. A student who is excused from an exam(s) by the principal must make up the exam during the agreed-upon date after the regularly scheduled exam. • Plan accordingly and schedule all appointments and travel plans outside of the exam schedules. A \$50.00 fee may be assessed for each exam that must be proctored outside of the regular schedule.

*Gradebooks close two (2) weeks after the end of each quarter.
Any missed assignments, assessments, projects, and/or exams not submitted within that timeframe will earn a grade of 0%.*

Guidance

Our guidance program places emphasis on helping the student as an individual and assisting him/her throughout the whole educational process. Guidance counselors arrange for testing and assessment of the students, hold several conferences every year with each student, and, as needs arise, provide referrals for other services. TCHS 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 acceptance 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.

Please refer to the Guidance page under the Student Life tab on the TCHS website (www.trinitycatholicchs.org) for detailed information about our Guidance department and the services provided.

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 Student Life Office. Students are responsible for locking and protecting their belongings. TCHS 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.

Media Center

Morning Hours: Monday through Friday: 7:25 a.m. to 7:55 a.m.

Afternoon Hours: Monday through Thursday: 3:30 p.m. to 5:00 p.m.

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

- Students are expected to remain quiet.
- The Code of Conduct applies during morning and afternoon supervision hours.
- 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 Media Center materials, furniture, and/or equipment is prohibited. All violators will be disciplined according to the Code of Conduct.
- Computers, printers, and iPads are for school-related uses only. Please refer to the Diocese of Orlando/Office of Catholic Schools Student Technology Responsible Use Policy regarding student computer usage.
- Food or drink is not permitted in the media center or computer labs.
- Students coming to school before 7:55 am must be under the supervision of an adult. If a student is not with a teacher, coach, or club sponsor before 7:55 am, they must report to the Media Center for morning supervision.
- Students remaining on campus after 3:35 pm must be under the supervision of an adult. If a student is not with a teacher, coach, or club sponsor after 3:35 pm, they must report to the Media Center for afternoon supervision.
- There is no afternoon supervision on early dismissal days.

Student Activities & Academic Excellence

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

Students heavily involved in extracurricular activities (clubs, athletics, etc.), are expected to manage both their academic and extracurricular commitments without deadline extensions. In cases such as overnight travel, a teacher may give a reasonable extension, but meetings, practices, and games require planning ahead of time to comply with due dates and assessments.

Diocese of Orlando Athletic Policy

- The athletic and extracurricular programs of a Catholic school should be an effective venue for teaching Gospel values and making them come alive in the student's life.
- High schools will comply with all the Florida High School Athletic Association (FHSA) Sportsmanship guidelines.
- Elementary schools shall be members of and participate in the local Catholic athletic associations.
- Schools will comply with all training and procedures as related to the Concussion guidelines and other required safety programs.

Title IX

The U.S. Department of Education's Office for Civil Rights (OCR) enforces, among other statutes, Title IX of the Education Amendments of 1972. Title IX protects people from discrimination based on sex in education programs or activities that receive federal financial assistance. Title IX states:

- No person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

Eligibility Requirements

Athletic and NCAA eligibility requirements can be found in the Curriculum Guide on the TCHS website (www.trinitycatholic.org) under the Academics tab.

Academic Eligibility

The State of Florida requires, "... a cumulative unweighted grade point average of at least a 2.0 (NCAA 2.3) be maintained by each student-athlete to be eligible to compete in interscholastic athletic competition." TCHS adheres to this policy for student participation in both athletics and extracurricular 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 FLEX until they become eligible.

In cooperation with the Florida High School Athletic Association and the Interscholastic Equestrian Association, TCHS 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.

For the first semester, an athlete must have six full credits from the previous year and must have at least a 2.0 unweighted cumulative GPA based on semester grades. A student who is on Academic Probation may not practice or participate in any sport or extra-curricular activity.

Students must arrive no later than 9:00 a.m. to be eligible to play or practice that day.

Student-athletes must be at school the remainder of the school day to participate in games or practice unless they have a doctor's note. Suspended students may not play or practice the day(s) of the suspension. Individual coaches will make announcements on practice dates and times.

Academic Criteria

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

Participation in the extracurricular program is dependent upon behavior and weekly classroom performance.

Student-athletes must maintain a 2.0 cumulative unweighted GPA. If a student fails to meet these standards, he/she will remain ineligible until the proper cumulative unweighted GPA is attained.

Clubs and Organizations

TCHS 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. All clubs must be approved by the Principal.

Club List

Club Name	Club Sponsor	Sponsor Email
Academic Team	Kevin Hraes	khraes@tchs.us
Ambassadors	Brett Holcomb	bholcomb@tchs.us
Anchor Club	Linda Steer	lsteer@tchs.us
Band	Cassidy Gleaton	cgleaton@tchs.us
Bleacher Creatures	Linda Steer	lsteer@tchs.us
Chess Club	TBA	TBA
Choir	Adam Pryor	apryor@tchs.us
Color Guard	Cassidy Gleaton	cgleaton@tchs.us
Cooking Club	TBA	TBA
FANS Club	Jeana Freund	jfreund@tchs.us
Fellowship of Christian Athletes (FCA)	Greyson Weaver	greyson.ocala@gmail.com
Future Farmers of America (FFA)	Jeana Freund	jfreund@tchs.us
Green Club	Linda Steer	lsteer@tchs.us
Peer Ministry	Liz Cook	ecook@tchs.us
Robotics	TBA	TBA
Student Government	Christine Damron	cdamron@tchs.us

Honor Societies

Trinity Catholic offers different honor societies for the diverse skills of the students we serve. Each honor society has its own requirements for membership. Reach out to a sponsor individually if you are interested.

Honor Society	Sponsor	Sponsor Email
Mu Alpha Theta (Math Honor Society)	Don Brown	dbrown@tchs.us
National Art Honor Society (NAHS)	Kathy McLean	kmclean@tchs.us
National Honor Society (NHS)	Roy Roberts	rroberts@tchs.us
Spanish Honor Society	Karen Figueroa	kfigueroa@tchs.us
Tri-M National Music Honor Society	Cassidy Gleaton	cgleaton@tchs.us

More information on specific clubs, organizations, and honor societies can be found on the TCHS website (www.trinitycatholics.org) under Student Life.

Guidelines for Sportsmanship

TCHS 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, using profanity, etc., that is directed toward an opponent.
- 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 and/or use of profanity.
- 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 and presenting any difficulties to the TCHS Athletic Director.

The entire student body and the TCHS 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)
- Register on www.athleticclearance.com
- Concussion, Heat-Related Illnesses & Sudden Cardiac Arrest Certificates of Completion
- HIPAA Authorization Form
- Complete Impact Baseline Concussion Test

The forms can be picked up in the Student Life Office, or you can print them from the TCHS website at www.trinitycatholicchs.org. A student must pay an annual \$125 sports participation fee 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.

Field Trips

Field trips are part of the official school day and the TCHS 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. Grade/behavior/attendance checks will take place 48 hours in advance to determine if a student is eligible for being off campus. Payments for field trips are non-refundable if a student is denied participation due to grades, behavior, and/or attendance concerns.

Diocese of Orlando Attendance Policy

- Attendance in school is a major predictor of student academic success. Students must attend school punctually and regularly, and conform to the attendance policies of the school, the Diocese of Orlando, and the laws of the State of Florida.
- It is the shared responsibility of the school and the home to assist students in developing desirable habits of punctuality and attendance.
- Schools shall maintain accurate attendance records for all students and follow the Diocesan Record Retention Policy for archival purposes. No paper attendance registers are required if electronic attendance is taken.
- The Diocese of Orlando requires all schools to develop a calendar that represents 181 instructional days per school year and meets or exceeds Florida Statute A-1, 09512.

There is a high correlation between consistent attendance, academic achievement, and future academic success. 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. TCHS administrators ask parents to create and uphold the expectation 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. TCHS provides an online means for parents/guardians to view their student's attendance. Students are expected to be seated and ready to learn in their first-period class by 8:25 am and on time for all additional periods throughout the school day. Students are to remain in class the entire period. Students are not to leave the classroom without permission at any time.

A student is considered absent if he/she does not report to their scheduled class. Students will be considered absent when more than 50% of the school day is missed. Whether or not the absence is excused or unexcused is determined by the administration.

Procedure for Student Absences

Parent/guardian must email the Attendance Secretary (attendance@tchs.us) before 8:30 am each day that their child is absent and state the reason for the absence (State of Florida Mandate).

Communication should include:

- Full name
 - Grade level
 - Current date
 - Date(s) of absence
 - Reason for absence
 - Daytime contact number of parent/guardian
- A student's absence from school will be documented as an unexcused absence until the required documentation has been submitted.
 - Students/Parents/guardians must submit official documentation (doctor's note, college visit materials, etc.) in person to the Attendance Office or via email to attendance@tchs.us within three (3) school days of the absence to be considered as an excused absence.

Required Medical Documentation

A physician's note is needed when a student:

- Has been absent for three or more consecutive days.
- Has had surgery.
- Is returning to school after surgery.
- Has been under a doctor's care for a significant illness.
- Is returning to school after being excluded because of a communicable disease.

Procedures for Pre-arranged Absences

Students and parents are required to notify the Attendance Office in advance of an absence from school for any reason other than illness. A Pre-Arranged Absence Form must be completed and submitted for all such absences. Forms are available on the Trinity Catholic website (www.trinitycatholicchs.org) or in the Attendance Office. Students are required to have each of their teachers sign this form. The administration determines if pre-arranged absences are considered excused or unexcused. Students are responsible for making arrangements with teachers regarding assignments/assessments.

Excused Absences

- Illness or injury to the student.
- Serious illness or death in the student's family.
- Scheduled medical appointment.
- Required court appearance or supervised visitation.
- Having or being suspected of having a communicable disease or infestation including but not limited to head lice, ringworm, impetigo, and scabies.
- Approved school-sponsored events, school athletic events, and retreats.
- College site visit.
- Special events excused at the principal's discretion with permission from the principal in writing five days before the scheduled event, including a pre-arranged event of educational value.

Unexcused Absences

- Vacations or pleasure trips.
- Suspension from school.
- Truancy.
- Other avoidable absences not included on the "Excused Absence" list above.

Period Attendance

Period attendance is documented. Please note that the student risks failing any subject in a given quarter if he/she is absent six (6) or more excused or unexcused absences per class. Every three (3) tardies/early dismissals are considered one (1) absence.

Long-Term/Extensive Absences

For long-term or extensive absences due to medical conditions, parents should enroll the student in the applicable public school district for home instruction or arrange with the school administrator for continued academic progress.

Students whose absences exceed 5 excused or unexcused absences within a quarter or 10 excused or unexcused absences within a semester shall be referred to the principal for a conference to be held with the student, his/her parent(s)/guardian(s), and the school administration. *The meeting will be documented and a corrective action plan will be created to improve the student's attendance performance. Continued excessive absences may result in retention, the loss of a scholarship, and/or withdrawal from the school. Attendance is reported to the School Choice office quarterly.*

Students who do not comply with the attendance policy may be retained, lose class credit, be suspended, be asked to withdraw, or be expelled. Students enrolled in the Florida School Choice Scholarship Program who are out of compliance with Diocesan attendance requirements risk the loss of the scholarship.

Tardy/Early Dismissal Policy

Students who are late or leave early cause interruption and impede learning within the school community. To instill a sense of responsibility and develop proper work habits, TCHS holds its students accountable for being in attendance. Lack of attendance in classes places the students at a disadvantage. Unexcused tardies and early dismissals are Level 1 Offenses. Students must be in their first-period class and proper uniform, before the last bell at 8:25 am to be considered on time. A warning bell rings at 8:21 am and the front gate closes at 8:23 am, giving students adequate time to report to class by 8:25 am. Arrival after that time will be recorded as a tardy on the student's official attendance record. Students who arrive late to any period in the school day must report to the Attendance Office to obtain a tardy pass. Every three (3) tardies/early dismissals are considered one (1) absence. 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 three (3) days of the appointment to be considered an excused tardy and/or excused early dismissal.

Eligibility in Extracurricular Activities when Absent

When a student is absent from school he/she is ineligible to attend or participate in any extracurricular activities or official school-sponsored events on the day of the absence. This includes clubs, plays, meetings, athletic practices or contests, and any official TCHS school event. To be considered present for the day, a student must arrive before 9:00 am and cannot leave early.

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

Diocese of Orlando Release of Students during School Day Policy

No member of the school staff may release a student to any person without the written permission of the parent or guardian.

Procedure for Pre-Arranged Early Dismissal

When students need to be dismissed early from school, the following steps must be followed:

1. A note must be presented to the Attendance Office (in person or via email @ attendance@tchs.us) before the first period begins at 8:25 am. The note needs to include the following:
 - Student's Full Name
 - Grade Level
 - Date and time of their requested dismissal
 - When/if the student will return to school
 - Specific reason for dismissal
 - Parent Contact information for verification
2. The student should obtain an Early Dismissal Pass from the Attendance Office to present to the teacher during the class period in which they will be dismissed early.
3. The student must sign out on the computer in the Attendance Office.
4. The student must verify their early dismissal with the Administrative Assistant at the Front Desk.
 - Non-driving students must be signed out and picked up in the Front Office by their parent/guardian.
5. Students/Parents/Guardians must submit official documentation (doctor's note, college visit materials, etc.) in person to the Attendance Office or via email to attendance@tchs.us within three (3) school days of the early dismissal to be considered as excused.

Procedure for Emergency Early Dismissal

1. A parent/guardian must email the Attendance Office (attendance@tchs.us) as soon as possible. The email needs to include the following:
 - Student's Full Name
 - Grade Level
 - Date and time of their requested dismissal
 - When/if the student will return to school
 - Specific reason for dismissal
 - Parent Contact information for verification
2. The student must sign out on the computer in the Attendance Office.
3. The student must verify their early dismissal with the Administrative Assistant at the Front Desk.
 - Non-driving students must be signed out and picked up in the Front Office by their parent/guardian.
4. Students/Parents/Guardians must submit official documentation (doctor's note, college visit materials, etc.) in person to the Attendance Office or via email to attendance@tchs.us within three (3) school days of the early dismissal to be considered as excused.

Reminders

- Students will not be released from school without written permission received in the Attendance Office (attendance@tchs.us) or by parent sign-out at the Front Office.
- Students will only be released to adults listed as Pick Up contacts in RenWeb.
- Students should not be checked out of school for lunch dates.
- Students are not permitted to drive other students before the end of the school day.
- Students should avoid being signed out during a Mass or school-wide assembly.
- Parents are requested to schedule appointments outside of the school day when possible.

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 and notify the Attendance Secretary upon arrival. 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. If the Attendance Secretary is unable to contact the parent/guardian or emergency contacts, the student will not be permitted to leave school. 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 extracurricular activity later that day. It is the responsibility of parents/guardians to ensure that all phone numbers of parents, guardians, and emergency contacts are kept current in RenWeb.

TCHS 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.

At TCHS, we believe that academic and personal integrity are essential elements in creating a trusting educational atmosphere for students, faculty, and the entire TCHS family. TCHS 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. For our school to accomplish this we believe that each student must uphold the school's Honor Code.

The TCHS Honor Code is based on a system of mutual trust among students, faculty, and staff. It dictates that as members of the TCHS Community, we will treat each individual with respect. At its core, the Honor Code personifies honesty, integrity, and self-respect, as these are values that are essential for a foundation of honor and morality to flourish. Furthermore, it puts forth that members of our community will not lie, cheat, steal, or plagiarize.

Responsibilities of the School Community

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.

Honor Code Expectations

TCHS 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 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 grey area or loophole.

Cheating and plagiarism will not be tolerated in any form. Infractions of this policy may result in removal from an honor society/club/athletic team, loss of privileges, or possibly removal from TCHS. Cheating and/or plagiarism constitutes an explicit violation of our honor code. All assignments/assessments should be considered independent unless otherwise noted by the teacher. Living this code is essential for promoting an atmosphere of integrity and honor in the school and world.

Academic Honor Code Definitions

Offense	Definition
Cheating	<ul style="list-style-type: none"> ● Unauthorized giving and/or receiving of information, materials, devices, sources, or practices in completing assignments and/or assessments <ul style="list-style-type: none"> ○ This includes the giving and/or receiving of another student's work, with or without their consent. ● Encouraging or assisting another student in violating the Honor Code. ● Changing/manipulating academic achievement.
Plagiarism	<ul style="list-style-type: none"> ● Adopts another person's ideas, words, design, art, music, etc. without acknowledging/citing the source/proper citation. ● The use of materials prepared by another person with the intent of buying or selling academic materials. ● Forgery.

Academic Honor Code Disciplinary Action

Offense	Disciplinary Action
Formative Offense	<ul style="list-style-type: none"> ● A grade of zero on the assignment/assessment ● Written notification to parents requiring a parent signature ● Written apology letters to both the teacher and their parents ● Reported to all honor societies, club sponsors, and coaches
Summative Offense	<ul style="list-style-type: none"> ● A grade of zero on the assignment/assessment ● Written notification to parents requiring a parent signature ● Written apology letters to both the teacher and their parents ● Central Detention ● Extracurricular privileges may be lost for a period of time ● Reported to all honor societies, club sponsors, and coaches
Repeated Honor Code Offense	<ul style="list-style-type: none"> ● A grade of zero on the assignment/assessment ● Written notification to parents requiring a parent signature ● Possible Suspension ● Ineligible for Honor recognition for the remainder of the current academic year <ul style="list-style-type: none"> ○ Seniors will be ineligible for any graduation cords ● Academic Behavior Contract set up with the administration ● Extracurricular privileges may be lost for the remainder of the academic year ● Removal from all honor societies

Diocese of Orlando Conduct and Discipline of Students

- The Diocese of Orlando recognizes that parents/guardians are the primary educators of their children.
- Discipline is to be corrective in nature and not punitive.
- The Diocese of Orlando affirms that, consistent with the Diocesan Mission Statement, each Catholic school has special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment.
- Corporal punishment is expressly prohibited in all schools under the Diocese of Orlando.
- It is the responsibility of the school administrators to review their school policies and expectations regarding student conduct and be assured they are appropriate and administered fairly and consistently.
- Although student conduct expectations are similarly based upon Diocesan policy, there may be flexibility for variations in consequences between schools in the Diocese except when required by Diocesan policy.
- Students who display conduct, whether in or out of the school community, that reflects negatively on the Church or Catholic schools, may be subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its teachers, or students are impacted by the behavior of the student.

Code of Conduct

TCHS strives to teach and foster self-discipline in a positive environment. It is expected that students demonstrate increasing maturity as they continue to develop respect for themselves and others. The purpose of the Code of Conduct is to create a Christian atmosphere and attitude of consideration and respect for others. All policies of our school are constructed toward this end and are, therefore, either directly or indirectly related to attaining this goal. Discipline is as fundamental to Catholic education as it is to the Christian way of life.

To achieve this goal, the students, parents, teachers, and administration must work together to maintain a positive educational environment. All students are expected to understand and comply with the Code of Conduct and policies of TCHS. The disciplinary policies of TCHS are based on principles that recognize the dignity and worth of every student and faculty member. The objective of these principles is student growth in abilities, attitudes, and habits.

The learning environment provides a sacred place to allow all students the opportunity to excel academically, deepen their relationship with God, and commit to a life of service to others. Effective instruction requires good order and discipline and may be described as the absence of distraction, friction, and disturbance that interfere with the effective functioning of the student, class, and school. Discipline at TCHS will be directed toward developing the traits which are necessary to cope with real-life situations; developing good relationships with others; becoming productive individuals; recognizing when personal actions are interfering with the rights of others; recognizing individual rights within the limits of society; and participating fully in the life of a TCHS considers a student's enrollment a contract among parents, students and faculty that the expectations of TCHS will be observed. Attending TCHS is a privilege, not a right.

The Code of Conduct and disciplinary actions apply whenever a student is on school property or at any school-related event where the student is representing TCHS. The administration of TCHS reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off-campus behavior includes, but is not limited to cyber-bullying. Please note that TCHS 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.

Student Expectations

Students are expected to:

- Display a respectful attitude towards God and our faith.
- Represent TCHS with pride and dignity on and off campus at all times.
- Create an atmosphere of acceptance so that all persons are encouraged to participate in all facets of the school community.
- Show pride in the school by keeping the campus safe and clean.
- Maintain a respectful relationship with all adults within the school community.
- Be actively involved in their education and responsible for learning by demonstrating
 - Punctuality
 - Preparedness
 - Regular attendance
 - Appropriate dress

Diocese of Orlando Parent and Guardian Conduct Policy

- 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 for 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.
- Parents or family members who are convicted and registered sex offenders may not enter the school grounds except for driving and picking up students and then immediately leaving the property.

Parent/Guardian Expectations

TCHS recognizes that the parents/guardians are the primary educators of their children. The more the parents/guardians can be involved in the school and their child's education, the greater the probability of academic success. Parents are expected to:

- Work cooperatively with TCHS to encourage academic, behavioral, and emotional success for all students.
- Set the example of the Christian faith.
- Demonstrate support of the Diocesan's and school's educational mission, personnel, policies, and procedures.
- Keep home students who are ill and provide notification and documentation to the attendance office (attendance@tchs.us).
- Send their child to school when school is in session and to see that he/she arrives on time and remains until dismissal.
- Monitor online and social media activities to ensure compliance with our Christian values.
- Meet the financial obligations they have accepted during the enrollment process.
- 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.

Classifications of Offenses

Level 1 Offenses

Offense	Disciplinary Action
Bus misconduct	Verbal Warning Parent Communication Parent/Teacher Conference Lunch Duty Student Sent Home Teacher Detention Central Detention Disciplinary Probation
Chewing gum	
Disobedience	
Disrespect	
Disruption to the learning environment	
Electronics Violation (cell phone, iPad, AirPods, etc)	
Failure to report an Honor Code or Code of Conduct offense of another student	
Irresponsible Behavior	
Littering	
Offensive or excessively loud music	
Parking lot violation	
Possession of contraband	
Public display of affection	
Unexcused Tardies/Early Dismissals	
Uniform Violation	
Use of profanity (verbal or nonverbal)	
Violation of Athlete Handbook	
Violation of spectator behavior policy	

Classifications of Offenses

Level 2 Offenses

Offense	Disciplinary Action
Repeated Violation of Level 1 offenses	Parent Communication Parent/Teacher Conference Student Sent Home Pending Investigation Suspension from Extracurricular Activities Central Detention Saturday Detention Disciplinary Probation In-School Suspension
Forgery	
Honor Code Violation (academic and/or behavioral)	
Irreverence during religious activities/events	
Participation in an unauthorized sale/collection/gambling	
Petty theft or vandalism	
Potential to cause bodily harm or property damage	
Providing false information or omitting necessary information to school employees	
Skipping class	
Use of a VPN or proxy website	
Use of racist language or ethnic slur	
Verbal altercation	

Classifications of Offenses

Level 3 Offenses

Offense	Disciplinary Action
Repeated Violation of Level 2 offenses	Mandatory Parent Conference Student Sent Home Pending Investigation Suspension From Extracurricular Activities Disciplinary Probation Referral to Administrative Review Team (ART) Out-of-School Suspension (1-5 days) Financial Restitution Exclusion Expulsion Referral to Law Enforcement
Bringing discredit to TCHS	
Bullying/Cyberbullying/Hazing	
Chronic willful absence or tardiness	
Criminal mischief/criminal activity/convicted of a crime	
Defiance to a school employee	
Directing obscene language at or to a school employee, volunteer, or visitor	
Ejection from FHSAA sanctioned sport/activity	
Grand theft or extensive property damage	
Inciting or participating in a major student disorder	
Intentional physical aggression (fighting)	
Leaving school grounds during regular school hours without permission	
Possession or transfer of pornographic/obscene materials	
Possession, use, or transfer of tobacco or e-cigarettes/vaping products	
Possession, use, transfer, or under the influence of alcohol	
Reckless driving/endangerment	
Sexual harassment/sexual misconduct	
Threatening, harasssing or injuring an individual	
Trespassing	
Verbal or written false accusations/slander	
Violation of the Diocese of Orlando Student Technology Responsible Use Policy, tampering/damaging of software or hardware (removal of school's MDM)	

Level 4 Offenses

Classifications of Offenses

Offense	Disciplinary Action
Repeated violations of Level 3 offenses	<p data-bbox="940 432 1418 464">Student Sent Home Pending Investigation</p> <p data-bbox="940 489 1441 520">Referral to Administrative Review Team (ART)</p> <p data-bbox="1037 546 1345 577">Referral to Law Enforcement</p> <p data-bbox="1079 602 1304 634">Financial Restitution</p> <p data-bbox="1136 659 1247 690">Expulsion</p>
Charged by Law Enforcement with a felony	
Charged with sexual assault/battery	
Criminal assault/battery	
Possession of weapons	
Possession, sale, purchase, use, transfer, or under the influence of illegal drugs, inhalants, or unauthorized prescription medications	
Possession, use, or transfer of explosives	
Threats to harm our school community	
Unjustified fire alarm activation	

Disciplinary Definitions

Disciplinary Action	Definition
Parent Communication	Email/Phone Call
Parent Conference	Before or after school meeting with the teacher, parent, and administration
Verbal Warning	Verbal reprimand documented in student's disciplinary record
Lunch Duty	Lunch detention served in the cafeteria
Teacher Detention	Classroom detention with the individual teacher before or after school at teacher discretion. Failure to report on time results in a Central Detention
Central Detention	7:00 am - 7:40 am in the cafeteria on Tuesdays and Thursdays. Failure to report on time results in a Saturday Detention
Disciplinary Probation	Guidelines are outlined in writing to remain enrolled at TCHS.
Student Sent Home (Level I Offense)	A student sent home to correct a uniform violation is expected to return to school. Absences from classes will be documented as unexcused.
Student Sent Home Pending Investigation (Level 2, 3, or 4 Offense)	A student may be sent home pending further investigation. Absences from class will be documented as unexcused.
Saturday Detention	8:00 am - 11:00 am, a \$40 fine for the assigned campus work. Failure to report on time results in a second Saturday Detention and an additional \$40 fine. Failure to report results in automatic 1-day suspension.
In-School Suspension	8:25 am - 3:20 pm; report to the Dean of Students in school uniform; Complete all assigned work by the end of the school day; 500-word reflective essay due by the end of the school day; reparation hours to be assigned by the Dean of Students, Principal, or Administrative Review Team (ART) to be completed by the end of the quarter; Loss of extracurricular activities equal to the number of In-School Suspension days.
Out-of-School Suspension	A student is prohibited from being on campus; all coursework is due upon return to school. Work not turned in upon return would result in a 0; 500-word reflective essay is also due upon return. Essay not turned in will result in an immediate referral to the Administrative Review Team (ART); reparation hours to be assigned by the Dean of Students, Principal, or ART to be completed by the end of the quarter; Loss of extracurricular activities to be determined by the administration.
Suspension from Extracurricular Activities	Excluded as a participant or spectator from school activities, events, and/or athletics.
Financial Restitution	Compensation for financial losses as a result of student behavior

Disciplinary Definitions

Disciplinary Action	Definition
Exclusion	The student may be separated from the school community for a period of time, to be recommended by the Principal and/or Administrative Review Team. Students may apply for readmission at the end of the designated time. Certain conditions to be met before the student can be considered for readmission. A student who is excluded may not attend any TCHS activity/event on or off campus.
Expulsion	A student will be expelled from TCHS and is not eligible for readmission. A student who is expelled may not attend any TCHS activity/event on or off campus.

Administrative Review Team (ART)

Administrative Review Team (ART) may be appointed by the principal to review Level 3 or 4 Offenses, violation of disciplinary probation, and/or failure to meet the terms of an academic/disciplinary contract. The ART will convene within 72 hours of the offense, excluding weekends and holidays. The team will be comprised of 3 administrators appointed by the principal. The student and at least one parent/guardian will be present during the ART hearing at which time the student will be allowed to present his/her case. Following the review by the ART, a recommendation will be delivered to the principal. The principal will render the final decision.

Uniform Policy

The uniform policy at TCHS is designed to enhance school pride, unity, and community spirit. Uniforms allow students to place their focus on education and the development of moral values while supporting the dignity of the individual based on character rather than appearances. Students are expected to present themselves each day in a manner that reflects our investment in education and affirms our community values. Anything deemed distracting to the learning environment will violate these expectations and values of TCHS.

Students are expected to observe the school uniform policy from the moment the student steps on campus until the conclusion of the school day.

Any student that reports to school with a uniform infraction will be sent to the office of the Dean of Students and will be reported as a Level 1 Offense. If appearance is deemed unacceptable, the student may be sent home and reported as an unexcused absence for the classes missed.

The administration of TCHS reserves the right to make judgements on all matters not explicitly outlined in this uniform policy, the acceptability of a hairstyle/color, and to assess the acceptability of a student's appearance. The following is the TCHS uniform. Anything that does not conform to these standards is not acceptable. If any item is not listed, it may not be worn.

It is the responsibility of each student and parent/guardian to read, understand, and abide by the TCHS Uniform Policy. The administration reserves the right to alter or amend this Uniform Policy at any time. Should changes be made, the changes will be communicated to parents/guardians and students.

Uniform Provider

The official Uniform Supplier is Risse Brothers School Uniforms..

Clothing may not be purchased from stores other than the approved uniform company, Risse Brothers School Uniforms (www.Rissebrothers.com.) Alternative clothing may not be worn regardless of any attempt to alter them to appear acceptable. Students may be fitted online or at this convenient store location.

- **Contact Person:** Mr. Paul Allen
(407) 554-2253
1401 Beulah Road Sites 116- 118
Winter Garden, FL 34787

Girl's Uniform Policy

Skort

The two styles of skorts must be purchased from Risse Brothers School Uniforms. Skorts must have the TC shamrock on the bottom front left corner. Skorts must measure longer than the tip of the student's longest finger when arms are fully extended at the student's side. Skorts must be worn as intended. If the skort length cannot be fixed to comply with the policy, a new skort must be purchased.

Blouse (Short or quarter-length sleeves)

The white short sleeve or quarter-length sleeve blouse with the TC logo must be purchased from Risse Brothers School Uniforms and worn on all mass days. All buttons must be buttoned except the collar button. The blouse must be tucked and remain tucked into the skort/slacks unless it has the finished hem. The bra color should blend with the blouse color or skin tone of the student. Undershirts worn must be solid white. The blouse collar must be visible when worn with outerwear.

Green Polo (Short or long sleeves)

The green short sleeve or long sleeve polo with the TC logo must be purchased from Risse Brothers School Uniforms. The polo must be tucked and remain tucked into the skort/shorts/slacks for the entire school day. Due to colder weather, during the 2nd and 3rd quarters, a solid white, solid grey, or solid black long-sleeved shirt may be worn under the polo. The polo collar must be visible when worn with outerwear.

Slacks

Optional khaki flat-front slacks must be purchased from Risse Brothers School Uniforms. Slacks must have the TC shamrock under the front left pocket. Slacks must be worn as intended.

Shorts

Optional shorts must be purchased from Risse Brothers School Uniforms. Shorts must have the TC shamrock on the bottom front left leg. Shorts must measure longer than the tip of the student's longest finger when arms are fully extended at the student's side. Shorts must be worn as intended. If the short length cannot be fixed to comply with the policy, a new short must be purchased.

Belts

Belts must be worn with slacks and shorts. Belts must be solid black or brown leather. Belt buckles must be a standard size with no logos or emblems.

Shoes

Students have two options for footwear. The first option is a brown or black leather Sperry. The second option is a predominately white, black, or grey athletic running shoe. All shoes must have laces and must match the predominant color of the shoe. Shoes must be cut below the ankle, have no distinguishable change in elevation, and be worn as intended.

Mass Attire

Mass attire is required for all mass days. The mass uniform for girls includes the following items and must adhere to the uniform policy:

- skort or pants with a belt
- white blouse
- v-neck cardigan/sweater from Risse Brothers (*optional*)
- socks or tights and shoes

Socks and Tights

Socks must be solid white, solid black, or solid grey with no design. Tights must be solid white, solid black, or solid grey with no design or texture (ie. fishnet, lace, etc.).

Outerwear

All outerwear must be purchased through Risse Brothers School Uniforms or Irish Threads (school store located in Student Life). Coats, hats, caps, hoods, bandanas, gloves/mittens are not permitted.

- Cold weather days will be identified by the administration and acceptable outerwear will be communicated via email and text.

Spiritwear

Spiritwear is TCHS sanctioned athletic team and club shirts, polos, or outerwear that is preapproved by the Athletic Director and Dean of Students. These items may only be worn on TC Spirit Fridays with the TC uniform bottoms or jeans free of rips, tears, or holes. Spirit Fridays are a privilege and can be revoked on an individual basis.

Girl's Uniform Policy (continued)

Hair

Hair should be neat, clean, well-groomed, and reflect the professional appearance of the uniform. Hair must not touch eyes. Multicolored or unnaturally colored hair is not permitted. Hair art/design is not permitted.

Accessories

Accessories, jewelry, and piercings should be kept to a minimum and reflect the professional appearance of the uniform. Earrings must be simple studs or simple rings. Gauges and spacers are not permitted. Band-aids may not be worn to cover piercings. Visible tattoos must be covered.

- Examples of unprofessional accessories include, but are not limited to eyebrow piercing, septum piercing, and lip piercing.

The administration of TCHS reserves the right to make judgments on all matters of acceptable accessories.

All pieces of the TCHS uniform must fit properly and may not be faded, torn, or frayed. Proper sizing must be maintained from year to year, this includes shoes, shirts, pants, skorts, shorts, and outerwear. Students who consistently violate the uniform policy regarding shorts and skorts will result in a pants-only option.

Medical Uniform Exemption

A temporary exemption to the school uniform policy may be granted when necessary for medical reasons. The student or parent must provide documentation from a medical professional to the Dean of Students for approval. The Dean will issue a pass to the student showing the start and end date for the uniform modification. The student must carry this pass at all times.

Boy's Uniform Policy

Shorts

The two styles of khaki shorts must be purchased from Risse Brothers School Uniforms. Shorts must have the TC shamrock above the back left pocket and longer than a 5.5" inseam. Shorts must be worn as intended. If the short length cannot be fixed to comply with the policy, new shorts must be purchased. Undergarments cannot be visible below the hem of the shorts or above the waistline.

Oxford Shirt

The white oxford short sleeve or long sleeve with the TC logo must be purchased from Risse Brothers School Uniforms and worn on all mass days. The collar and cuffs must be buttoned at all times. The shirt must be tucked so the belt and waistband of the pants are visible. Undershirts must be solid white. The shirt collar must be visible when worn with outerwear.

Green Polo (Short or long sleeves)

The green short sleeve or long sleeve polo with the TC logo must be purchased from Risse Brothers School Uniforms. The polo must be tucked so the belt and waistband of the pants/shorts are visible. Due to colder weather, during the 2nd and 3rd quarters, a solid white, solid grey, or solid black long-sleeve shirt may be worn under the polo. The polo collar must be visible when worn with outerwear.

Pants

Khaki flat-front pants must be purchased from Risse Brothers School Uniforms and worn on all mass days. Pants must have the TC shamrock above the back left pocket. Pants must be worn as intended. Undergarments cannot be visible above the waistline.

Belts

Belts must be worn with pants or shorts. Belts must be solid black or brown leather. Belt buckles must be a standard size with no logos or emblems.

Shoes

Students have two options for footwear. The first option is a brown or black leather Sperry. The second option is a predominately white, black, or grey athletic running shoe. All shoes must have laces and must match the predominant color of the shoe. Shoes must be cut below the ankle, have no distinguishable change in elevation, and be worn as intended.

Ties

The school necktie or bow tie must be purchased from Risse Brothers School Uniforms. The necktie must be worn within 3" of the belt buckle. A necktie or bow tie must look neat and worn as intended for the entirety of the school day.

Mass Attire

Mass attire is required for all mass days. The mass uniform for boys includes the following items and must adhere to the uniform policy:

- pants with belt
- white oxford shirt with necktie or bow tie
- v-neck cardigan/sweater from Risse Brothers (*optional*)
- socks and shoes

Socks

Socks must be solid white, solid black, or solid grey with no design.

Outerwear

All outerwear must be purchased through Risse Brothers School Uniforms or Irish Threads (school store located in Student Life). Coats, hats, caps, hoods, bandanas, gloves/mittens are not permitted.

- Cold weather days will be identified by the administration and acceptable outerwear will be communicated via email and text.

Spiritwear

Spiritwear is TCHS sanctioned athletic team and club shirts, polos, or outerwear that is preapproved by the Athletic Director and Dean of Students. These items may only be worn on TC Spirit Fridays with the TC uniform bottoms or jeans free of rips, tears, or holes. Spirit Fridays are a privilege and can be revoked on an individual basis.

Boy's Uniform Policy (continued)

Hair

Hair should be neat, clean, well-groomed, and reflect the professional appearance of the uniform. Multicolored or unnaturally colored hair is not permitted. The maximum acceptable length of hair for boys may not touch the eyebrows, top of the ear, or top of the shirt collar. Sideburns may extend to the bottom of the ear. Dreads, cornrows, and braids are permitted as long as the cut adheres to the uniform policy. Hair accessories, buns, ponytails, and hair art/design are not permitted.

Facial Hair

Facial hair is not permitted.

Accessories

Accessories and jewelry should be kept to a minimum and reflect the professional appearance of the uniform. Piercings must be a single, simple stud per ear. Gauges and spacers are not permitted. Band-aids may not be worn to cover piercings. Visible tattoos must be covered.

- Examples of unprofessional accessories include, but are not limited to eyebrow piercing, septum piercing, and lip piercing.

The administration of TCHS reserves the right to make judgments on all matters of acceptable accessories.

All pieces of the TCHS uniform must fit properly and may not be faded, torn, or frayed. Proper sizing must be maintained from year to year, this includes shoes, shirts, pants, shorts, and outerwear. Students who consistently violate the uniform policy regarding shorts will result in a pants-only option.

Medical Uniform Exemption

A temporary exemption to the school uniform policy may be granted when necessary for medical reasons. The student or parent must provide documentation from a medical professional to the dean of students for approval. The dean will issue a pass to the student showing the start and end date for the uniform modification. The student must carry this pass at all times.

Shoe Examples

Example



Non-Example



If you have any doubt about shoe compliance, do not spend money until you have received approval from administration.

Announcements and Notices

All public and in-school announcements, posters, and notices must receive approval from the school administration (via the Development Office) a minimum of one day before they are announced or posted.

Before/After School Supervision

Supervision begins on campus in the Media Center at 7:25 am. Students are permitted to wait in the courtyard from 7:55 am to 8:23 am. No students are permitted in the hallways before 8:21 am unless working with a club sponsor, coach or teacher(FLEX).

Students remaining on campus after 3:35 pm must be under the supervision of an adult. If a student is not with a teacher, coach, or club sponsor after 3:35 pm, they must report to the Media Center for afternoon supervision. Afternoon supervision is available until 5:00 pm Monday - Thursday. Students are expected to leave the school grounds within 15 minutes after dismissal, and it is the parent/guardian responsibility to ensure that this rule is followed. 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.

Campus Security

At no time should students be outside the school gate during regular school hours unless accompanied and supervised by a faculty member. Students should never be in school rooms (classrooms, gym, cafe, etc.) without adult supervision. At no time should students open exterior doors or gates for anyone, including students, faculty members and visitors. No sporting equipment of any kind should be carried to classes. All equipment should be stored in the Student Life Office or lockers.

Teachers and administrators have the right to confiscate any item deemed inappropriate, unsafe, detrimental or distracting to the learning environment. TCHS will not be responsible for the loss of or possible damage to any confiscated items.

Cars

Parking on campus requires a school-issued parking permit displayed in the lower-left corner of the front windshield. Students wishing to apply for a permit must be up to date on their service hours and have a copy of a driver's license, proof of insurance, and vehicle registration. The registration fee is \$50.00.

Students must park in their assigned parking spots. Disciplinary action will be taken for cars without a valid permit, parked in the wrong spot, or parked to impede/block another car or spot. Students may face disciplinary action for any reckless driving or inappropriate behavior.

Cell Phones/Smart Watches/Handheld Gaming Devices

Students may use cell phones and smart watches before and after school, between classes, and during lunch. Cell phone use during class time is prohibited. This includes use outside the classroom when on school business or on a restroom pass. All electronic devices should be stored away in the student's backpack and never on their person. If seen/heard during class time, cell phones will be confiscated by the teacher and turned in to the Office of the Dean of Students. Cell phones will be returned to students at the end of the day after parents have been notified. School personnel are not responsible for loss or damage of confiscated items. Cell phones may be subjected to a search by the administration when there is reasonable suspicion.

Nintendo/Switches or other handheld devices are not permitted in the classroom.

Cell phone/smart watches/handheld gaming device violations are a Level I offense.

Change of Address

To ensure school communication with families remains uncompromised, parents/guardians must notify school administrative staff in writing within five (5) days of any change of address, home telephone number, cell phone number, as well as a change of work or emergency numbers. All phone numbers, addresses, and email addresses of parents, guardians, and emergency contact people must be kept current.

Deliveries for Students

During school hours, food from delivery services and gifts will not be accepted.

Distribution of Literature/Information

Students must have permission from the Director of Communications before literature/information may be posted or distributed on campus. Endorsement of political candidates by student organizations or classes is prohibited. Political campaign literature may not be distributed on campus.

Food & Drink

No food or drinks are allowed in classrooms during class time. All lunches and flavored drinks are to be kept in the students' locker or backpack. Students are permitted to carry a water bottle throughout the school day. Students are expected to follow the teacher's classroom procedures. Students may eat in the courtyard before school; 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.

Food Service Emergency Fund

TCHS has a food service program for lunch. It is recommended that all families fund their student's lunch account in the event of a forgotten or damaged lunch. A suggested amount would be a minimum of \$10.

Forgotten Items

Forgotten items, such as homework, lunches, iPads, instruments, athletic equipment, etc. do not constitute an emergency to disrupt the learning environment. Items delivered to the Front Office may be picked up by the student at the end of the academic day.

Headphones/Earbuds

Headphones or earbuds may be used during lunch only. Headphones and earbuds may only be used with one ear exposed to allow students to be able to hear directions in the event of an emergency. Students may not travel through the hallways wearing headphones or earbuds at any time during the school day.

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.

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 the 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 TCHS. The school 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 it is reimaged by TCHS staff.

Jailbroken iPads are strictly forbidden on the network. TCHS is not responsible for the theft or loss of individual devices.

Leaving Class

Students are not permitted to leave the classroom during the class period. Visits to other teachers or offices, access to lockers should be taken care of before school, between classes, or after school. Bathroom necessities should be taken care of between classes. If there is a need during instructional time, the student will sign out using an electronic hall pass. The Dean of Students will monitor all out of class activities on a daily basis utilizing the electronic hall pass reporting. Students that abuse the hall pass system may lose their privilege to leave class.

Lockers

The use of lockers is not required but may be requested through the Dean of Students. Students are required to use the combination locks issued by the school. Locks and lockers may not be exchanged or shared between students. Students should never store the property of another individual in their lockers. The school is not responsible for anything placed in unlocked lockers.

Lockers must reflect the pride and the respect students have in their school. Fines will be assessed up to the cost of refurbishing a defaced or damaged 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 returned before the end of the school year. The Fieldhouse and Gym lockers are also subject to this policy.

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 under Parents>Forms. Parents/guardians must complete this form to grant permission for school personnel to administer medication(s) to their children.
- 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. These requirements must be met before school personnel may administer medication to a student.

Public Display of Affection

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

Sales/Collections

On campus sales and collections (of cash or goods) may be conducted only by a TCHS entity or student organization and must be authorized by the administration. Fundraisers, sales, or collections of any kind to benefit any student's personal affiliations are prohibited on campus. A student participating in an unauthorized sale or collection is subject to disciplinary action.

Shadowing

A student who wishes to invite another student to "shadow" must fill out the proper form and receive permission from the Dean of Enrollment at least two (2) days before the intended visit. The approved visitor must be dressed 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 TCHS student within 24 hours of a vacation or a week before exams. Shadowing is only permitted for students who are prospective TCHS students.

Telephone Usage

Telephone messages for students will only be accepted from parents/guardians. Please limit messages to those of an urgent nature. Students will be notified of messages at the end of the school day. Students may use the office telephone for urgent matters.

Theft Prevention

The school will not be responsible for lost or stolen items. Students must take the following necessary precautions to help prevent theft and loss:

- Large sums of money and/or valuable items, especially expensive electronics should not be brought to school.
- Mark all clothing, books, and belongings clearly and permanently.
- Keep all clothing, books, and belongings in their locker and keep it locked at all times.
- Keep lock combinations absolutely private. Exchanging or sharing of lockers, locks, and/or combinations is not permitted.
- Never leave anything in a classroom, locker room, or in an unsupervised area.

Lost or stolen articles must be reported immediately to the Office of the Dean of Students.. Prompt reporting of missing articles improves the chances for recovery. Articles that are found should be turned in immediately to Student Life.

Anti-Harassment

- 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.
- 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.

Calendar

- Schools must have a 181 student instructional days per year.
- For secondary schools, seniors may be dismissed five days prior to the end of the calendar year for graduation purposes.

Child Abuse

- All school personnel, including administrators and both certified and non-certified staff, are mandated reporters and are required to report suspected child abuse and neglect to the Department of Child and Family Services, in accordance with Florida law and Diocesan policy.
- All school personnel shall follow all state laws and Diocesan policies pertaining to the protection of children.
- The school is responsible to inform all school employees of their obligation to report suspected child abuse and the procedures to be used when child abuse is suspected. The Abuse Reporting Policy is found below.
- Child abuse report obligations and procedures shall be included in the Faculty Handbook.

Abuse Reporting

The school abides by the Child Abuse Prevention, Adoption, and Family Services Act. The law mandates that all cases of suspected abuse and/or neglect be reported to the Florida Department of Children and Families.

Communicable or Infectious Diseases

- Students with communicable or infectious diseases should be treated with justice and respect in every way consistent with protecting the dignity of the affected and protecting their safety and the safety of those not affected with such diseases.
- Staff shall report to the principal or his/her designee any individual suffering from an infectious or communicable disease or one suspected of being communicable.
- Each school shall develop an exposure control plan and training in how to handle bloodborne pathogens and infectious/communicable disease in accordance with OSHA Bloodborne Pathogen Exposure Control Plan.
- When you are aware of a communicable or infectious disease, contact the Office of Catholic Schools and depending on the type of disease, you will be advised to contact the health department to resolve issue.

Confidentiality of Student Information

- Diocesan and school employees are expected to respect confidentiality as it pertains to students and student information within the school as well as when dealing with outside agencies.
- The school and the Diocese have the right to all school data including all student data.
- All school employees are required to follow the HIPPA regulations.

Emergency Management Plan

- The Diocese shall establish an emergency management plan in accordance with applicable local, state and federal laws.
- Schools will develop local emergency management plans in consultation with local law enforcement/emergency response service providers in regard to severe weather, fire, suspicious package, bomb treat, terrorism and intruders.
- All schools will have four lock-down drills per year documenting the date and time of the drill.

All schools will have a notification plan in place to include the pastor, staff, Superintendent of Schools, and Parents/Guardian if the EMS Plan is activated due to an incident.

Field Trips

The term minor shall be designated to mean any individual under the age of 18, but also may apply to any individual who is over the age of 18, if said individual is enrolled in any diocesan, public or private high school. In addition, vulnerable adults, as defined in the Diocese of Orlando Safe Environment Policy, are considered minors.

- Off-property trips or events should be planned to enkindle a deeper faith, enhance curriculum and instructional programs for students and classroom learning, or advance the mission of the Diocese of Orlando.
- Minors are not allowed to take overnight, off-property trips or attend events involving an overnight stay, unless the trip is approved by the pastor, principal, administrator, parish catechetical professional or the appropriate diocesan authority. The following guidelines are suggested: 1. Elementary (pre-k through 5th grade) – trips are limited to one day in duration with no overnight stay; 2. Middle school (6th through 8th grade) – international trips are not approved for students of middle school unless accompanied by their parent or guardian; 3. High school (9th through 12th grade) – minors under the age of 15 must be accompanied by their parents or legal guardian for international travel.
- All school, parish, and diocesan officials must adhere to all policies established by the Diocese of Orlando as they pertain to off-property trips or events using those forms provided in the Links and Supporting Documents section below. Written Parental/Guardian consent, along with any required waivers, is required for all off-property trips.
- Off-property trips or events must be organized, directed or coordinated through the school, parish, or diocesan entity.
- Priority must be given during any overnight trip to ensure that all participants fulfill their Sunday and Holy Day obligations in accordance with the tenets and practices of the Roman Catholic Church.

Field trips are part of the official school day and the TCHS 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. Grade/behavior/attendance checks will take place 48 hours in advance to determine if a student is eligible for being off campus. Payments for field trips are non-refundable if a student is denied participation due to grades, behavior, and/or attendance concerns.

Health Requirements and Recommendations for Students

- Every reasonable effort shall be made to assure that school facilities are maintained in a clean and orderly way to prevent the spread of germs and disease.
- Health care is the primary responsibility of the parents/guardians. Parents must comply with applicable local and State of Florida health requirements for students.
- Schools shall comply with the local, State of Florida, and Diocesan policies regarding physical examinations, immunizations, and contagious diseases of students.

Home Schooling

- The Office of Catholic Schools of the Diocese of Orlando collaborates with and supports parents who choose home schooling for their children.
- Catholic schools will permit only those students who are enrolled full time in a Diocesan school to attend classes and participate in extracurricular activities.
- Home school groups must be treated as any other outside organization and must submit proof of insurance before using any parish buildings.
- Home school students must have followed Florida Department of Education requirements for home school in order to enroll in our schools. Click here to [FDOE](#).

Medication and Dispensing Medication

- Parents/guardians have the primary responsibility for the administration of medication to their children.
- The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well-being of the students.
- Teachers, administrator and administrative staff shall administer medication to students as provided by Diocesan approved procedures.

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 TCHS, do hereby consent, authorize and grant permission to the Diocese of Orlando and TCHS, Ocala, Florida, its agents, employees or duly authorized representative to take photographs, motion pictures, video or audio tapes of said student and do further consent to the publication, circulation, and dissemination of said photographs, motion pictures, video or 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 all rights to approve the use of such photographs, motion pictures, video, audiotapes, or any other materials and so release all claims of any nature whatsoever arisen for their use.

Release of Student to Law Enforcement or DCFS for Interview or Custody

Schools shall comply with authorized local law enforcement and child protection agencies when they request an interview or protective custody of a student.

Search of Students and Their Property Policy

- The Diocese of Orlando affirms that, consistent with the Diocesan Mission Statement, each Catholic school has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment.
- Given the Diocese dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events.
- The search of a student's person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy.
- All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus.
- If student vehicles parked on school property can also be searched when there is suspicion of contraband.
- Searches may be conducted by authorized school personnel, police, or other appropriate officials with the approval of the principal, including random searches.

Student or parent failure to comply or cooperate with this policy will result in an indefinite suspension of the student and an Administrative Review Team (ART) hearing to determine whether the student may remain enrolled at TCHS.

Severe Weather Situations

In severe weather situations, schools shall follow the closures of the local public schools in their area. However, schools may re-open when it is deemed safe for students even if the public schools have not re-opened.

- 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. All phone numbers and email addresses of parents, guardians, and emergency contact people must be kept current so that you can get this notification.

Student Maternity and Paternity

No Catholic school shall suspend or expel a student on the grounds of pregnancy or paternity.

Substance Abuse by Student

- It is illegal and unacceptable for students to use, abuse, misuse, distribute, or sell Controlled Substances on campus or at any school-sponsored event.
- A student found to be engaging in Substance Abuse, in possession or under the influence of a Controlled Substance of any kind, at school, on school property, or at a school-sponsored event shall be subject to discipline up to and including possible required withdrawal from school. Substance Abuse, regardless of where such Abuse takes place, also may warrant discipline up to and including required withdrawal.
- The Substance Abuse policy shall be in the Student/Parent Handbook.

The definition of terms for this policy is as follows:

1. "Controlled Substances" are defined as, but not limited to, illegal drugs and drug paraphernalia, anabolic steroids, performance enhancing drugs, tobacco, restricted or controlled chemicals, alcohol, inhalants, restricted or controlled solvents, and prescription or over-the-counter drugs used by someone other than the prescribed or intended user or used for purposes other than those for which they are indicated or in a manner or in quantities other than directed by a physician or an authorized medical prescriber.
2. "Abuse" or "Substance Abuse" means the consumption or use of any substance for purposes other than the treatment of sickness or injury as prescribed or administered by a physician or an authorized medical prescriber, including, but not limited to the possession, use, delivery, transfer, or sale of Controlled Substances, chemicals or any substance or material designed to look like or be represented as such by students, on school premises, in school buildings, or at school-sanctioned event.

TCHS is a Christian community whose mission is to help each student develop his/her potential by emphasizing his/her 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 to help any students who are in need and to eliminate substance abuse from the school.

Use of School Property

Guidelines for the use of school facilities by the parish and the school's use of parish facilities should be clearly established by the local school board and approved by the pastor and/or Bishop. The Diocesan form for lease or use of school property shall be used.

Visitors

In an effort to provide a safe environment for all students, every school shall have a written policy in the Parent/Student Handbook detailing the procedures visitors must follow when entering and leaving school. The policy must address the following elements:

- Sign-in and sign-out procedures;
- Wearing of identification badges;
- Advance notice necessary to observe a particular classroom;
- Procedures for accompanying the visitor to and from the observation area.
- Visitors, vendors, and contractors must never be left alone with a student or group of students without a fingerprint cleared volunteer or staff member present.
- School should have clearly posted signs where visitors report when visiting the school.

Weapons

- The possession or use of firearms, other weapons, live ammunition, 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 areas, and other premises, is strictly prohibited.
- The school shall deal with such incidents according to the federal, state, and local law.
- Students who violate this policy shall be subject to discipline up to and including required withdrawal.



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!



TRINITY CATHOLIC HIGH SCHOOL

Bell Schedules 2022-2023

Regular Bell Schedule

Minutes	Period	Begin	End
40	FLEX	7:40	8:20
51 + 3	1	8:25	9:19
51	2	9:23	10:14
51	3	10:18	11:09
30	1 st Lunch	11:09	11:39
51	4 (1 st Floor)	11:43	12:34
51	4 (2 nd Floor)	11:13	12:04
30	2nd Lunch	12:04	12:34
51	5	12:38	1:29
51	6	1:33	2:24
51+1	7	2:28	3:20

Early Dismissal

Minutes	Period	Begin	End
40	FLEX	7:40	8:20
27 + 2	1	8:25	8:54
27	2	8:58	9:25
27	3	9:29	9:56
27	4	10:00	10:27
27	5	10:31	10:58
27	6	11:02	11:29
27	7	11:33	12:00

Mass/Assembly Schedule

Minutes	Period	Begin	End
40	FLEX	7:40	8:20
42 + 3	1	8:25	9:10
42	2	9:14	9:56
42	3	10:00	10:42
HR	Mass/Assembly	10:46	11:46
30	1 st Lunch	11:46	12:16
42	4 (1 st Floor)	12:20	1:02
42	4 (2 nd Floor)	11:50	12:32
30	2nd Lunch	12:32	1:02
42	5	1:06	1:48
42	6	1:52	2:34
42	7	2:38	3:20

Early Dismissal w/Mass

Minutes	Period	Begin	End
40	FLEX	7:40	8:20
18 + 1	1	8:25	8:44
18	2	8:48	9:06
18	3	9:10	9:28
18	4	9:32	9:50
18	5	9:54	10:12
HR	Mass	10:16	11:16
18	6	11:20	11:38
18	7	11:42	12:00

Early Dismissal w/Assembly

Minutes	Period	Begin	End
40	FLEX	7:40	8:20
20 + 2	1	8:25	8:47
20	2	8:51	9:11
20	3	9:15	9:35
20	4	9:39	9:59
20	5	10:03	10:23
20	6	10:27	10:47
20	7	10:51	10:11
HR	Assembly	11:15	12:00

FLEX

Monday, Wednesday, and Friday
7:40 – 8:20.



2022-2023 Academic Calendar

July				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

August				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

September				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

October				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

November				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

December				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

January				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

February				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28			

March				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

April				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

May				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

June				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

1st 9 Weeks - 42 Days
2nd 9 Weeks - 45 Days

3rd 9 Weeks - 46 Days
4th 9 Weeks - 48 Days

- Classes Resume
- PD or Teacher Work Day - No School for Students
- School Holiday - No School for Students or Teachers
- Early Dismissal (noon)
- Semester Exams

First Day of School

August 10, 2022

Students return from Christmas Holiday

January 4, 2023

Last Day of School

May 26, 2023

End of Grading Period

October 7, 2022 - Quarter 1

December 16, 2022 - Quarter 2

March 10, 2023 - Quarter 3

May 26, 2023 - Quarter 4

PD/ Teacher Work Day - No School for Students

January 3, 2023

May 30, 2023

May 31, 2023

School Holiday - No School for Students and Teachers

September 5, 2022 - Labor Day

November 19 - 27, 2022 - Thanksgiving Break

December 17, 2022 - January 2, 2023 - Christmas Holiday

January 16, 2023 - Martin Luther King, Jr. Day

February 20, 2023 - Presidents' Day

March 11 - 19, 2023 - Spring Break

April 6 - 9, 2023 - Easter Holiday

Weather Make Up Days - only if needed

May 30 - June 1, 2023



***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, extra-curricular 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 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 accrued with no resolution, then you may contact the Office of Catholic Schools using 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 to 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 an 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.



Diocese of Orlando / Office of Catholic Schools Student Technology Responsible Use Policy 2022-2023

1.0 Introduction

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

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

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

- The Trinity Catholic High School network is intended for educational purposes.
- All activity over the network or when using school technologies will 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 or outside network can result in disciplinary action.
- Trinity Catholic High School makes a reasonable effort to ensure students' safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are required 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 or supports the school operations.



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 School will attempt to provide access to them. The policies outlined in this document are intended to cover **all available technologies**, not just those specifically listed.

3.0 Usage Policies

All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know. In the event that the inappropriate behavior happens outside of the school, it is disrupting instruction, 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 is monitored and web activity records may be retained indefinitely.

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



3.2 Email

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

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

Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived. Student's password(s) are not to be shared with anyone.

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. Also, creating fake accounts using the school's name, logo or any other symbol that identifies as a school sanction account will be asked to be deleted and the student will face disciplinary action and loss of privileges.

3.4 Livestreaming

For distance education, Trinity Catholic High School will implement a video conferencing platform that will allow teachers to livestream instruction to students at home. It is important to know that classes will be streamed in a secured platform with encryption of data in transit, password protection, will not be recorded, and only students assigned to the class will have access to it. The camera will be focused on the teacher and the content presented to the class.



Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct as if they were present in the classroom. In addition, they must not try to record or take screenshots of the livestream. If they need further assistance, they should schedule time to talk to the teacher. It is required that students at home wear their school uniforms and that a quiet space is provided to avoid disruptions or distractions to the teacher and other students.

3.5 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.

3.6 Personally-Owned Devices Policy

Trinity Catholic High School may allow students to bring personally owned devices to use in the classroom after it has been approved by the Technology staff. Students should keep personally-owned devices (including laptops, tablets, e-readers, smart phones, cell phones, and smart watches) turned off and put away during school hours unless as instructed by a teacher or staff for educational purposes or in the event of an emergency.

Because of security concerns, when personally-owned mobile devices are used on campus requiring the use of data, these devices must only be on the school network, data services must be disabled and permission from the Technology staff is required. For the Technology staff to grant permission, students need to submit the required paperwork with the appropriate information such as MAC address and serial number. In some cases, a separate network may be provided for personally-owned devices.

Students must follow the same code of conduct for use of personally owned devices on Trinity Catholic High School campus or at other functions, whether on or off property, related to the Trinity Catholic High School.



3.7 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. Passwords need to be unique to each student and not shared with other students.

3.8 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.

3.9 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.

3.10 Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they did not create themselves, or misrepresent themselves as an author or creator of something



found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

4.0 Personal Safety

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

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

5.0 Cyber Bullying

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

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

6.0 Sexting

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



7.0 Examples of Responsible Use

The student will:

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

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

8.0 Examples of Irresponsible Use

I, the student will **not**:

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



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

9.0 Internet Safety Plan

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

10.0 Limitation of Liability

- ✓ Trinity Catholic High School will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.
- ✓ While Trinity Catholic High School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- ✓ Trinity Catholic High School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

11.0 Violations of this Responsible Use Policy

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

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



- Legal action and/or prosecution

12.0 References

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