

Trinity Catholic High School

Student-Parent Handbook



2026 - 2027

Purpose and Philosophy of Catholic Education

Trinity Catholic High School is dedicated to the growth of the whole student—spiritually, intellectually, emotionally, socially, and physically—within a community grounded in faith and the teachings of Jesus Christ. We aim to cultivate a lifelong love of learning, a deepening of faith, and a strong sense of moral responsibility. High school is a formative time, and we strive to provide a supportive yet challenging environment where students take ownership of their learning, grow in character, and prepare for life beyond graduation. Catholic education is a shared mission involving school, family, parish, and the wider Church. Together, we help students recognize their God-given gifts and use them in service to others. Faith is integrated into all aspects of school life—academics, prayer, worship, service, and community—shaping students to live as disciples of Christ. In line with the vision of the U.S. Catholic Bishops, we seek to be a true community of faith, where Gospel values guide learning, relationships, and the call to justice and service.

Introduction to Handbook

We welcome you as a student or parent at Trinity Catholic High School. To answer some of your questions concerning the school's policies, the school has prepared this Student-Parent Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the Principal for assistance.

Diocese of Orlando Right to Amend Policy

The school reserves the right to amend this handbook and change policies. This is a living document, and it will reflect the date of the most recent updates. This handbook does not create a right of your student to attend Trinity Catholic High School. Trinity Catholic High School has the right to control enrollment and can remove a student based on either the student's or parent's conduct in its sole discretion. It also has the right to remove a student due to failure to timely pay tuition.

Table of Contents

Purpose and Philosophy of Catholic Education	1
Introduction to Handbook	Right to Amend
General School Information	4
Mission/Vision/Core Values School History Accreditation School Crest/Mascot School Social Media Bell Schedule School Calendar	School Calendar Contact Information Administration Board of Directors Hours of Operation/School Hours Extended Learning Faculty & Staff Information
Admissions	10
Admissions Process Transfer Students	Immunization Requirements
Financial Obligations	12
Tuition Incidental Billing/Payment Procedures Additional Fees	Tuition Assistance State Scholarships for Tuition State Scholarship Compliance
Partnership with Parents/Guardians	15
Parent Involvement Program (PIP) Information Portals Parent Conferences Text Messaging/Telephone Calls Emergency Messages to Students Change of Address, Name or Contact Information Custody Agreements Student Education Records	Temporary Guardianship Testifying for Divorce or Custody Hearings Child Protection Investigation Electronic Acknowledgement Transportation Private Tutoring, Coaching or Lessons Fundraising Student Withdraw Process
Campus Ministry	20
Liturgical Expectations/Opportunities	Community Service Expectations
Attendance	24
Academic Recovery Reporting an Absence Prolonged Medical Absence Truancy Excessive Absences or Tardies Early Dismissal Period Attendance	Eligibility for Extracurricular Activities Pre-Arranged/Emergency Early Dismissal Return to School Requirement after Absence Missed Assignments and Assessments Pre-Arranged Absences/College Visits Make-Up Work Policy For Absence
Academics	30
Graduation Requirements Middle School Algebra 1 Policy Academic Honors Diploma Grace Scale and Weight Grading Policy Semester Exam/Missed Exam Incomplete/Failing Grade Grade Forgiveness Honor Roll/Honor Societies/Graduate with Honors Valedictorian and Salutatorian/Academic Awards Online Accredited Program Academic Integrity/Honor Code	Consequences for Academic Dishonesty School Responsibilities Honor Code Artificial Intelligence Class Preparedness Honors/AP/Dual Enrollment Florida Virtual School (online classes) Academic Progress/Probation Administrative Withdraw for Academic Reason Academic Attendance Policy Missing Work Participation in Graduation Exercises
Campus Counseling Services and College Planning	40
Tutoring, Coaching or Lesson Policy Counseling and College Planning Policy State University System/Bright Futures/NCAA Course Request Process Class Schedule Changes Level Changes	Parent/Guardian Conferences Students with Special Needs Standardized Testing Transcripts Recommendations, References and Referrals

Student Code of Conduct	45
General Disciplinary Regulations/Rationale Harassment and Discrimination Bullying Policy Smoking/Vaping Policy Drug and Alcohol Policy Search and Seizure Policy Sexting Policy Pornography Policy Profanity and Vulgarity Policy Hazing Policy Violence/Fighting Policy Vandalism Policy Weapons Policy Threats of Violence Policy Student Technology/Computer Guidelines Policy	Cell Phone & Electronic Device Use and Policy Meta or Smart Glasses Policy Online Safety Classroom Discipline Policy Suspension Policy Administrative Withdraw or Expulsion Policy Restroom/Locker Room Privacy Policy School-Sponsored Events Policy Public Display of Affection Policy Off-Campus Behavior Policy Trespassing Policy Legal Actions Regarding Students Policy Classification of Offenses (levels) Disciplinary Actions & Definitions
Athletic and Extracurricular Programs	61
Athletic and Extracurricular Programs Policy Activities and Academic Excellence Sportsmanship Policy Absences Due to Extracurricular Activity/Athletics Policy Tryouts Policy School Clubs, Organizations and Activities FHSAA Requirements for Participation in Athletics	Student-Athlete Eligibility Policy Academic Eligibility Policy Enrollment and Athletic Eligibility/Clearance Participation Policy Club Teams Policy NIL (Name, Image and Likeness) Policy Safety Policy Campus Security Policy
Safety	66
Prohibited Communications Policy Safe Environment for Volunteers Policy Visitor Check-In Policy Image Release Policy	Release of Audio and Visual Recordings Policy School Supervision Provisions School Sponsored Events Policy Sex Offender Registry Policy
Health	68
Asbestos Notice Health Records and Proof of Insurance Blood Borne Pathogens Injuries	Concussions Medication Communicable Diseases
School Uniforms	71
General Uniform and Personal Appearance Guidelines School Uniform Company Uniform Code for Girls and Boys	Uniform Violation Policy School Sponsored Events and Dress Code Policy Field Trip Dress Code Policy
Emergency Communication and Procedures	78
Standard Response Protocols Emergency Closings Emergency Drill Policy	Inclement Weather During School Hours Policy Fire Alarms and Extinguishers Policy
Campus Procedures and Policies	80
Parking/Vehicle Policy Bike Rider/Walker Policy Lost and Found Policy Personal Property Policy Locker Policy Cafeteria Policy/Lunch Program Food and Drink Policy Deliveries to Students Policy Field Trip Policy On/Off Campus Policy	Homecoming and Prom Guidelines Posters and Signs Policy Technology on Campus Policy iPad Policy Use of Devices and Privacy Policy Handheld Gaming Device Policy Hot Spotting Policy Confidentiality and Internet Safety Policy Use of Web 2.0 Tools for Learning Policy
Diocesan Policies	85
Appendix A: Student Technology Responsible Use Policy Appendix B: Image Release Form Appendix C: Release of Audio and Visual Recording for Purposes of Digital Learning Recordings	Appendix D: NIL - Name, Image and Likeness Policy Appendix E: Parent Code of Conduct for Catholic Schools in the Diocese of Orlando

General School Information

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

Grounded in a Catholic worldview, Trinity Catholic High School envisions servant leaders of integrity and faith who shape a just, compassionate world to bring the Kingdom of God to life.

Trinity Catholic High School Core Values

Live our FAITH

We pray, participate in the Sacraments, and model Christ-like love in our words and actions.

Act with INTEGRITY

We choose honesty, take responsibility for our actions, and do what is right, even when it is difficult.

Pursue EXCELLENCE

We come prepared, engage fully, and put forth our best effort in all we do.

Serve with COMPASSION

We seek opportunities to help others, especially those in need, with humility and generosity.

Practice STEWARDSHIP

We responsibly care for our time, talents, and resources, and respect our school, community, and God's creation.

RESPECT the Dignity of All

We treat every person with kindness, listen with openness, and build a welcoming, inclusive community.

LEAD with Purpose

We use our gifts to positively influence others, take initiative, and stand up for what is good and just.

PERSEVERE with Courage

We embrace challenges, learn from failure, and remain committed to growth.

Trinity Catholic High School History

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

Trinity Catholic High School Accreditation

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

Trinity Catholic High School Crest

All materials bearing the Trinity Catholic High School Crest and/or the Athletic logo, including publications, post cards, advertisements, social media posts, websites, all indoor and outdoor building signage, and promotional products (pens, banners, notebooks, apparel, etc.) must be designed and approved by Trinity Catholic High School Marketing & Communications.



Trinity Catholic High School Mascot

Trinity Catholic High School is the owner of all rights, title, and interest in the logo. The logo may not be modified or added onto in any way. It can never be placed alone. It must have Trinity Catholic High School with it.

Trinity Catholic High School Social Media

Facebook: <https://www.facebook.com/TrinityCatholic/>
Instagram: <https://www.instagram.com/tchsceltics/>
YouTube: <https://www.youtube.com/trinitycatholicshs>
X: <https://x.com/TCHSCeltics>
LinkedIn: <https://www.linkedin.com/school/trinity-catholic-high-school>

Bell Schedule



TRINITY CATHOLIC HIGH SCHOOL Bell Schedules 2026-2027

Regular Bell Schedule

(Monday, Tuesday, Friday)

Minutes	Period	Begin	End
51+2	1	8:00	8:53
51	2	8:56	9:47
51	3	9:50	10:41
51	4	10:44	11:35
60	Celtic Hour/Lunch	11:35	12:35
51	5	12:38	1:29
51	6	1:32	2:23
51+3	7	2:26	3:20

Mass/Assembly Bell Schedule

(Thursday)

Minutes	Period	Begin	End
40+2	1	8:00	8:42
40	2	8:45	9:25
40	3	9:28	10:08
74	HR/Mass	10:11	11:25
60	Celtic Hour/Lunch	11:25	12:25
40	4	12:28	1:08
40	5	1:11	1:51
40	6	1:54	2:34
40+3	7	2:37	3:20

COR Bell Schedule

(Wednesday)

Minutes	Period	Begin	End
40+2	1	8:00	8:42
40	2	8:45	9:25
40	3	9:28	10:08
39	HR/COR	10:11	10:50
60	Celtic Hour/Lunch	10:50	11:50
40	4	11:53	12:33
40	5	12:36	1:16
40	6	1:19	1:59
40+3	7	2:02	2:45

Half Day Dismissal

(Professional Development Days)

Minutes	Period	Begin	End
32+1	1	8:00	8:33
32	2	8:36	9:08
32	3	9:11	9:43
32	4	9:46	10:18
32	5	10:21	10:53
32	6	10:56	11:28
32+2	7	11:31	12:05

The bell schedules displayed above represent a typical week of instruction. Please note that adjustments to the weekly schedule may occur due to special events, professional development days, weather-related closures, or other circumstances.

Families will be notified in advance of any changes to the bell schedule. Notifications will be communicated through the TCHS calendar, email, text and the Shamrock.

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

Academic Calendar



Trinity Catholic High School Academic Calendar 2026-2027

July	August	September	October
M T W Th F	M T W Th F	M T W Th F	M T W Th F
6 7 8 9 10	3 4 5 6 7	1 2 3 4	1 2
13 14 15 16 17	10 11 12 13 14	7 8 9 10 11	5 6 7 8 9
20 21 22 23 24	17 18 19 20 21	14 15 16 17 18	12 13 14 15 16
27 28 29 30 31	24 25 26 27 28	21 22 23 24 25	19 20 21 22 23
	31	28 29 30	26 27 28 29 30
November	December	January	February
M T W Th F	M T W Th F	M T W Th F	M T W Th F
2 3 4 5 6	1 2 3 4	1 2 3 4	1 2 3 4 5
9 10 11 12 13	7 8 9 10 11	4 5 6 7 8	8 9 10 11 12
16 17 18 19 20	14 15 16 17 18*	11 12 13 14 15	15 16 17 18 19
23 24 25 26 27	21 22 23 24 25	18 19 20 21 22	22 23 24 25 26
30	28 29 30 31	25 26 27 28 29	
March	April	May	June
M T W Th F	M T W Th F	M T W Th F	M T W Th F
1 2 3 4 5	1 2	3 4 5 6 7	1 2 3 4
8 9 10 11 12	5 6 7 8 9	10 11 12 13 14	7 8 9 10 11
15 16 17 18 19	12 13 14 15 16	17 18 19 20 21	14 15 16 17 18
22 23 24 25 26	19 20 21 22 23	24 25 26 27 28*	21 22 23 24 25
29 30 31	26 27 28 29 30	31	28 29 30

Semester 1 - 88 Days

Semester 2 - 93 Days

- Classes Resume
- PD or Teacher Work Day - No School for Students
- School Holiday - No School for Students or Teachers
- Early Release (2:45 pm)
- Half Day Dismissal (12:05 pm)
- Semester Exams
- Senior Exams

First Day of School

August 10, 2026

Students return from Christmas Holiday

January 6, 2027

Last Day of School

May 28, 2027

Progress Report Dates

PR #1 - September 18, 2026

PR #2 - October 30, 2026

PR #3 - February 12, 2027

PR #4 - April 9, 2027

End of Grading Period

*December 18, 2026 - Semester 1

*May 28, 2027 - Semester 2

Baccalaureate

May 18, 2027 @ 6:20 pm (tentative)

Graduation

May 21, 2027 @ 7:30 pm (tentative)

Exam - Semester 1

December 15-18, 2026

Exam - Semester 2 (Seniors)

May 15-19, 2027

Exam - Semester 2 (Underclassmen)

May 25-28, 2027

Advanced Placement (AP) Exams

May 3-14, 2027

School Holiday - No School for Students/Teachers

September 7, 2026 - Labor Day

November 21-29, 2026 - Thanksgiving

December 19, 2026 - January 3, 2027 - Christmas

January 18, 2027 - MLK, Jr. Day

February 15, 2027 - President's Day

March 13-21, 2027 - Spring Break

March 26-29, 2027 - Easter Break

May 31, 2027 - Memorial Day

PD/Teacher Work Day - No School for Students

August 3-7, 2026 - Preplanning

October 12, 2026 - PD/Teacher Work Day

January 4-5, 2027 - PD/Teacher Work Day

March 12, 2027 - PD/Teacher Work Day

June 1, 2027 - Postplanning

Weather Make Up Days (only if needed)

#1 October 12, 2026

#2 March 12, 2027

Contact Information

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

Main Office:	352-622-9025 ext. 1000
Attendance Office:	352-622-9025 ext. 1119
Admissions Office:	352-622-9025 ext. 2110
Athletics Office:	352-622-9025 ext. 5120
Guidance Office:	352-622-9025 ext. 2101
Finance Office:	352.622.9025 ext. 1104
Fax:	352-861-8164
Website:	www.trinitycatholicchs.org
School Information System:	www.factsmgt.com

Administration

President	Mr. Lou Pereira
Principal	Mrs. Tammie Vassou
Assistant Principal of Student Services	Mrs. Paulette Chitty
Assistant Principal of Curriculum	Mrs. Colleen Geradine

Board of Directors

Reverend John McCracken	Chairman of the Board
The Most Reverend John Noonan	Ex Officio, Diocese of Orlando
Ms. Theresa Simon	COO/Chancellor, Diocese of Orlando
Dr. Erika Wikstrom	Superintendent of Schools, Diocese of Orlando
Mr. Lou Pereira	President, Trinity Catholic High School
Mrs. Tammie Vassou	Principal, Trinity Catholic
Ms. Betty Zirbel	Director of Finance, Trinity Catholic High School
Very Reverend Ralph DuWell	St. Timothy Roman Catholic Church
Sister Barbara Gould	Sisters of Mercy
Reverend William Burns	Blessed Trinity Catholic Church High School
Mr. Andy Seiler	Class of '05 Alumnus Trinity Catholic High School
Dr. Joseph A. Sorrentino, II	Class of '05 Alumnus Trinity Catholic High School
Mr. Mark Schiefer	Community Stakeholder

Hours of Operation

Front Office	7:45 am - 3:45 pm
Attendance Office	7:45 am - 3:45 pm

School Hours

Front Gate Morning Hours	7:20 am - 7:58 am
Monday, Tuesday, Thursday & Friday	8:00 am - 3:20 pm
Wednesday	8:00 am - 2:45 pm
Early Dismissal (no lunch)	8:00 am - 12:05 pm

School Supervision Provisions

Reasonable care is given to supervise all children during the school day and during school-sponsored activities from 7:20 am to 10 minutes following dismissal. Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after school, specific arrangements must be made for drop-off and/or pick-up at the designated times.

Morning Supervision Options

Morning supervision begins on campus at 7:20 am in the Cafe or Media Center for quiet study, electronic charging and printing. Students are permitted to wait in the courtyard from 7:45 am to 7:58 am. No students are permitted in the hallways before 7:55 am unless being supervised by a club sponsor, coach or teacher.

Admissions

Diocese of Orlando Admissions Policy

Trinity Catholic High School admission policies shall not discriminate on the basis of race, color, gender 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. Nor shall the admissions policies discriminate against students with disabilities of any kind. The school, however, may decline admission or further enrollment of disabled students if accommodation requires a fundamental or substantial alteration of our school program or services, creates undue financial and administrative burdens, or jeopardizes the safety of other students. Accordingly, we cannot accommodate a child, if using our current staff, the school cannot appropriately address the needs of any individual child or an accommodation would place other students at risk of adequate supervision, as determined solely by the school. Parents are expected to cooperate fully with any proposed accommodation plan. Admission of a disabled student does not create a right to continued enrollment. The school reserves the right to end enrollment if it determines that it cannot reasonably accommodate the student as set forth above.

School admission policies reflect the primary purpose of Catholic schools; to assist families in the religious formation and education of their children in the Catholic faith. We will always teach and act consistent with the tenets of the Catholic Church. 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 in accordance with the teaching of the Church. A student's enrollment and/or graduation from school does not confer a legal status as citizen nor does it serve to regularize an undocumented student.

Trinity Catholic High School Admissions Process

An essential criterion for admission to Trinity Catholic High School 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 a high school placement test. 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 Trinity Catholic High School must submit a record of their academic work and behavior report from the previous high school. After consultation with the Director of Admissions, Dean of Students, and Admissions Committee, the President makes the final decision regarding acceptance and the conditions for acceptance (if necessary).

Diocese of Orlando Transfer Student Policy

To transfer, a student must have a minimum GPA of 2.0. If the student is transferring from a non-Catholic high school, the Religion credit requirement is waived for the time attended at that school. Upon application, transfer students will meet with the School Counseling office for an academic evaluation and to determine the community service hour requirement. In most cases, community service hours completed at the previous school may be transferred. International students must obtain an I-20 Student Visa before attending classes; for more information, they should contact the Admissions Director.

Diocese of Orlando Transfer Policy for Rising Seniors

The school reserves the right not to accept rising seniors unless they are relocating to the Ocala area from out of state or present a bona fide change of address within Florida that necessitates the family's move to the area.

Diocese of Orlando Immunization Requirements and Health Exams

The Diocese of Orlando requires that, prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health or the Diocese of Orlando. Catholic tenets support the immunization of students for the protection of all children and, as such, may require immunizations beyond that required by the Department of Health. A Florida Certificate of Immunization (Form DH 680) and Diocese form completed by a health care provider participating in Florida Shots is required to document the administration of prescribed immunization doses or to document a permanent or temporary exemption therefrom.

An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption and requires approval of the Superintendent of Catholic Schools. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons because Catholic tenets support the immunization of students for the protection of all children.

Financial Obligations

Diocese of Orlando Financial Obligations Policy

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or administratively withdraw the student if any financial obligations are not met. Students administratively withdrawn for financial reasons may not register/re-register in any Diocesan school the following year until all accounts are paid in full.

Diocese of Orlando Tuition Policy

As per Diocesan mandate, tuition payments, including annual payments, are made through our tuition management company, FACTS. Each family has a billing account and can choose their preferred payment option: Annual, Semester, or Monthly. FACTS tuition accounts must remain valid and active all year. Catholics must be a verified, active, supporting member of a Catholic parish in the Diocese of Orlando. 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. Tuition and fees outlined in this Tuition Agreement do not include fundraising expectations for families and students. Monetary donations are not permitted in lieu of family volunteer hours.

Trinity Catholic High School Schedule of Tuition and Fees for 2026-2027

Tuition	\$14,935 - Catholic \$17,201 - Other Faith Traditions
Transportation Fee (if applicable)	\$160 monthly
Enrollment/Re-enrollment Fee (yearly)	\$250 (nonrefundable)
New Student Application Fee	\$90 (nonrefundable)
Individual Sport Fee (if applicable)	Team Specific

Tuition may be paid annually, monthly, or by the semester. All fees are nonrefundable. Questions regarding finances should be directed to the Business Office. Trinity Catholic High School's operational budget is funded by students' tuition. Unless the family participates in Stewardship with their local parishes, all tuition arrangements are to be made through FACTS, a tuition management and payment processing program. Registered families who are unable to pay full tuition may apply for a School Choice Scholarship with StepUp. Financial aid may also apply for Trinity Catholic High School's Assistance by submitting an application through FACTS Grant & Aid. Applying for the scholarship and/or aid does not guarantee financial assistance. All families requesting financial assistance from Trinity Catholic High School must have documentation to support applying for the School Choice Scholarship prior to being considered. Parents and Guardians must adhere to all written contractual arrangements made with FACTS and Trinity Catholic High School regarding tuition payment.

Trinity Catholic High School FACTS Incidental Billing Process

FACTS offers the flexibility and convenience for families to pay for incidental expenses that fall outside of tuition.

Incidental invoices may be sent periodically for charges that are not included in your payment plan with FACTS Tuition. Families who do not have a payment plan with FACTS may also receive incidental invoices. The invoice will include the amount of the charge, a description of the item and when payment is due. Late fees will be listed and may be applied if not paid by the due date. Returned payments will incur a FACTS Returned Payment Fee.

Trinity Catholic High School Payment Notifications

If you elected to receive notifications by email, you will simply view the link provided in the incidental invoice email. This link will take you directly to the payment screen. You do not need to log into your FACTS account to make a payment. Unless you would like to use your stored financial account information. If you elected to receive notifications by postal mail, you will simply follow the detailed instructions included in the paper invoice for your payment options. You always have the option to change your mode of notification in the My Profile section of your online account.

Trinity Catholic High School Paying Online Procedure

1. Log in to your FACTS account by following the link provided in your invoice or go to <https://online.factsmgt.com>
2. Select “Make a Payment”. You are able to pay with a stored financial account or add another account.
3. You will then read and accept the terms and conditions of the payment and click Submit.

A confirmation page will be displayed and you have the option of printing it or having it emailed. Please be aware that payments are processed immediately and cannot be stopped once submitted.

Trinity Catholic High School Auto Pay Procedure

You can opt to have your incidental expenses automatically debited from a designated account on the due date of the invoice. Click “Enroll in Auto Pay”, select or add an account, read and accept the terms, then click Submit. You will continue to receive invoices, but you will not need to initiate the payment as it will be processed automatically. In some cases, a school may require families to be enrolled in Auto Pay.

Trinity Catholic High School Financial Account Flexibility and Service

Families can go online to their FACTS account at any time to view incidental invoices, check tuition payment plans, make payments, change financial accounts, and update personal information. If you need assistance logging in or navigating the online payment site, please call FACTS at 866.441.4637, 24 hours a day, 7 days a week.

If you have a question regarding the amount or type of charge on your invoice, please contact the Business Office for clarification.

Diocese of Orlando Late Payment Policy

Accounts are considered delinquent after the last day of the month and will incur a late fee. Accounts that remain delinquent after 60 days will result in termination of access to the parent portal site until the account is brought current. Accounts delinquent past 90 days are in default of contract and may be turned over to an attorney or collection agency for final resolution. Any additional expense incurred because of the collations will become the responsibility of the parent and/or legal guardian. This policy applies regardless of who agreed to pay (non-custodial parent, grandparent etc.) or is required to pay tuition for the student in a divorce settlement.

Trinity Catholic High School Possible Additional Fees

In addition to tuition and standard school fees, families should budget for uniforms, which cost approximately \$400–\$500 and are purchased through Risse Brothers, excluding Trinity Catholic High School outerwear. Depending on participation, students may also incur fees for band instrument rental, club dues, field trips, parking, yearbooks, and athletics. Lunch purchased from the Trinity Catholic High School vendor costs approximately \$6.25 per day.

Diocese of Orlando Tuition Assistance Policy

A tuition aid application is completed through our third-party vendor, FACTS. Students must be fully enrolled for the application to be reviewed. Any tuition assistance is calculated after all other discounts, deposits, or state scholarships are applied. Tuition assistance application deadline is insert date. As a member of FHSA, Trinity Catholic High School is not permitted to offer scholarships for merit, sports, or other areas.

Diocese of Orlando State Scholarships for Tuition

To ensure students will receive the full award of a state scholarship, students should be completely enrolled by July 1st of the new school year. Please be advised that state scholarships will not cover the entire cost of tuition or additional fees. Parent/guardian will be responsible for any remaining balance due, or fees incurred.

Diocese of Orlando State Scholarship Compliance

Schools will provide 30 days notice to the School Choice Office if the school changes ownership in order to maintain compliance.

Partnership with Parents/Guardians

Diocese of Orlando Policy for Partnership with Parents/Guardians

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or another public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to administratively withdraw a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

Trinity Catholic High School Parent Involvement Program (PIP)

Trinity Catholic High School has a Parent Involvement Program (PIP) which offers a unique approach to the cooperative effort of parents, students, faculty and administration as a way of building community in fellowship with the Holy Spirit. Parents are encouraged to become involved in the life of Trinity Catholic, according to their talents and interests. Each family with a student at Trinity Catholic High School is required to commit to ten (10) hours of service each academic year within the Trinity Catholic High School community. Opportunities for involvement will be available in many areas of school life, including social activities, fund raisers, sports activities, clerical help, and special events sponsored by the Advancement Office.

Examples of Opportunities for PIP Fulfillment:

- Donations
- Open House
- Advancement Office Events (Jeans & Jerseys, Car Raffle, etc.)
- Concession/Gate for Athletic Events
- Catholic Schools Week

Trinity Catholic High School Information Portals

Students are provided with login information to access academic information at the beginning of their academic journey at TCHS. A parent creates their own login information upon application to TCHS. If additional parent/guardian logins are needed, the IT Team should be notified. The portals are not integrated systems, therefore, students and parents will have their own login information.

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

Diocese of Orlando FACTS Policy

FACTS is a tool that gives students/parents/guardians secure online access to academic information, including grades and report cards. Students and parents have online access to grades via the FACTS Family Portal. The portal provides three layers of information. The first is school-wide information like announcements, forms, etc. The next is family information that shows the current contact information we have for the family including emergency contacts and student pick up information. The last layer is a student focus that provides course specific information such as assignments, exams, and general course information. This section also allows parents and students to check academic progress on demand. The expectation is that parents and students regularly check FACTS for academic progress, attendance, and behavior reports. Progress Reports and Report Cards will be sent electronically to the email addresses on file.

Trinity Catholic High School Google Suite Usage

Trinity Catholic High School utilizes the Google Workspace of productivity applications. Google Classroom is a student portal that should be checked daily for course information, announcements, assignments and due dates. Teachers may share grades within Google Classroom, but the official gradebook is found in the FACTS Family Portal.

Trinity Catholic High School Naviance Usage

Naviance Family Connection is a comprehensive website that students and parents can use to gather 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](#).

Trinity Catholic High School Weekly Newsletter

The weekly newsletter, the Shamrock, is sent on Friday afternoons. It is expected that all students and parents read this weekly publication to stay up to date with school activities and information.

Diocese of Orlando Parent Conference Policy

In the best interest of students, the school welcomes and encourages communication between parents and teachers. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Please contact your child's teacher directly to schedule a mutually convenient time to meet.

Diocese of Orlando Text Messaging/Telephone Calls Policy

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

Diocese of Orlando Emergency Messages to Students Policy

As students' cell phones are not permitted to be used in class, any emergency messages should be directed to the Office and will be delivered at the discretion of the deans.

Diocese of Orlando Change of Address, Name, or Contact Information Policy

To ensure accurate and timely communication with families, students must notify the school in writing, within five days of any change of address, home telephone number, cell phone numbers, email addresses, as well as change of work or emergency numbers. This also applies to name changes for parents and students.

Diocese of Orlando Custody Agreements Policy

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the registrar. The school will not be held responsible for failing to honor arrangements that have not been made known.

The school respects the rights of the non-custodial parent and will honor all rights set forth in the most recent court order and current parenting plan. A list of adults (with their phone numbers) authorized to pick up students involved in custody settlements must accompany the court-certified decree and will be strictly adhered to.

If the school has on record a court order indicating that one parent has certain limited visitation rights or no visitation rights, and such parent makes an application to volunteer in the school, the principal should not accept the volunteer services of the parent. For limited visitation rights, please notify the Office of Schools for direction on this issue.

In the absence of a court order, the school will 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.

Diocese of Orlando Student Education Records Policy

A request to see a student's file must be put in writing for the parents to review the file in the presence of a witness delegated by the Principal. The school has the right and responsibility to collect and maintain educational records of all students. Parents or eligible students have the right to inspect their child's educational records upon request within 45 days of the request. The right to educational records does not include every written statement or document involving a student.

The school complies with the Family and Educational Rights and Privacy Act (“FERPA”). You have a right to inspect and review your students’ Education Records within 45 days of receiving the request. For copies of Education Records, the school may charge a fee.

Education Records are records, files, documents, and other materials that:

- Contain information directly related to a student; and
- Are maintained by the school

Education Records do not include:

- Records or notes kept in the sole possession of instructional, supervisory, or administrative personnel, not accessible or revealed to others (except temporary substitutes);
- Records that are created for law enforcement purposes; and
- Employment records relating exclusively to an individual’s capacity as an employee and not used for any other purpose.

When a child’s parents do not live together, both parents have the right of access to all information relating to their child’s education unless there is a court document on file in the school which specifically prohibits it. A copy of any court documents relating to custody or like agreements should be provided to the school. When/if updated or changed, a copy must be provided to the school.

Parents or eligible students may ask the school to amend a record they believe is inaccurate. They should write to the Principal, clearly identify the part of the record they want changed and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify him or her of the decision and will include the written request in the student’s file.

Educational records will not be released without the written consent of the parent or eligible student except:

- To other educational institutions
- At the order of the court or valid subpoena
- The health or safety of the student in an emergency
- To third-party entity under contract to handle school records that is subject to confidentiality requirements
- Federal law requires schools to provide Directory Information to military recruiters.

Diocese of Orlando Temporary Guardianship Policy

Parents/Guardians who are going to be out-of-town and who will leave another party responsible for their student must send a notarized statement to the Student Services Office with pertinent names and dates. Absent such a statement, access to the child, student records, and other confidential information shall only be granted to parents and legal guardians unless stated otherwise in court-ordered documents.

Diocese of Orlando Testifying for Divorce or Custody Hearings Policy

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental/custody rights. If a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian issuing the subpoena

Diocese of Orlando Child Protection Investigation Policy

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused or neglected by a parent, legal custodian, caregiver, or other person responsible for the child’s

welfare must report such knowledge to the Florida Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida's Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is possible, the school will seek to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member's presence during these interviews or disclosure to parents.

Diocese of Orlando Electronic Acknowledgement Policy

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/ or acceptance of various policies, procedures, notices, releases, or updates. Any time a parent/guardian makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual agrees that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgment.

Diocese of Orlando Transportation Policy

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

Diocese of Orlando Private Tutoring, Coaching or Lessons Policy

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. Parents, by executing the acknowledgment of receipt of this Handbook HEREBY RELEASE the school, the Diocese, and their corporate members, religious, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur.

Diocese of Orlando Fundraising Policy

No student or family member may solicit funds in the school's name unless such solicitation has been authorized in writing by the Principal. Clubs, parent organizations, athletic teams, and other school sponsored organizations, must have all fundraisers approved in writing by the Principal.

Diocese of Orlando Student Withdraw Policy

Withdrawal or expulsion are the final disciplinary actions taken against a student. On occasion, a first offense or violation, if deemed severe enough may warrant immediate withdrawal.

The following offenses could lead to immediate required withdrawal. This is not an exhaustive list:

- Immoral behavior which is profane, vulgar, or obscene;
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance;
- Injury or harm to persons or property or serious threat of same whether in person or by electronic communication, including, but not limited to, cyberbullying;
- Absences or tardiness in excess or greater than 20 days may result in retention or withdrawal;

- Assault with, or possession of, a lethal instrument or weapon;
- Outrageous, scandalous, or serious disruptive behavior, theft;
- Habitual lack of effort leading to academic failure in classroom work;
- Conduct at school or elsewhere which would reflect adversely on the Catholic school/Church;
- Consistent disrespect for other students such as sexual harassment of another student;
- Violation of Student Technology Responsible Use Policy.
- Threatening to fight or harm a person
- Students caught trespassing on school grounds after hours will be subject to disciplinary action and may be prosecuted.
- The school assumes no responsibility for unapproved activities including but not limited to pre- or post-dance parties, personal parties, or any other activities before or after school, a school event or graduation.
- Student action that is not consistent with the philosophy/objectives of the school is subject to the review of the administration and may lead to withdrawal or dismissal from school.

A student may be placed on “Temporary Leave Pending Investigation” while investigating inappropriate conduct, including investigations by law enforcement or DCF involving alleged inappropriate conduct by the student.

The Principal may ask for a voluntary withdrawal of a student if it is determined that it is not possible for the school to adequately meet the academic needs of the student or if it is not in the best educational interest of the student to remain enrolled at the school. In the case that a voluntary withdrawal does not take place, the school reserves the right to expel the student.

Trinity Catholic High School Withdrawal Process

A family choosing to withdraw their child from Trinity Catholic High School must complete a withdrawal request (available from the Registrar’s Office). Requests for the official records of a transferring student will 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 will be withheld (not sent) if the family/student financial obligations are not current. Health records must be forwarded upon request.

The following refund schedule will apply if a student is withdrawn either voluntarily or involuntarily from Trinity Catholic High School.

Date of Withdrawal

June 1st - Aug. 31st
 Sept. 1st - Nov.30th
 On or after Dec. 1st

Amount Due to Trinity Catholic High School

25% of Total Tuition Due
 75% of Total Tuition Due
 100% of Total Tuition Due

Campus Ministry

Diocese of Orlando Campus Ministry Policy

As a Catholic school, we recognize that the ultimate destiny for each of our students is eternal life with the Blessed Trinity. The Campus Ministry office exists to provide students with ongoing spiritual formation and unique experiences to serve others and encounter the Lord.

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.

Trinity Catholic High School Liturgy Expectations

Liturgies are a vital and integral part of the Christian community life at Trinity Catholic High School. Attendance is mandatory for all students. Late arrivals and absences should be avoided on these days. Reverent and respectful behavior is essential. Although Catholic schools do not compel students to profess any religious ideology, it is expected that all students, regardless of their beliefs, will participate in the religious education program of the school. Students will attend all religious services and are expected to conduct themselves respectfully and reverently during daily prayer, liturgy, and any religious service. Students are expected to wear school dress uniforms for liturgies. If a student is unsure of appropriate behavior within the liturgical setting, he or she should ask a representative from the Campus Ministry department for clarification.

Trinity Catholic High School Spiritual Growth Opportunities

Whole School Mass	Thursday
Morning Mass	Tuesday at 7:20 am in the Chapel
Adoration	First Fridays in the Chapel
Reconciliation	Whole School - Advent and Lent Individual - First Tuesday
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 year
Rosary	October and May
Service Day	Annual Student Service Day Annual Faculty Service Day
Student Mass Involvement	Extraordinary Ministers of Holy Communion
	Altar Servers
	Lectors
	Liturgical Music
	Technology Team
Mass for Life	Biannually in January
National Catholic Youth Conference	Biannually in November
Chrism Mass	Annually during Holy Week
Blue Mass	Annually in September
Prayer at the Flagpole	Thursday at 7:45 am
Catholic Days at the Capital	Annually in February

Diocese of Orlando Community Service Expectations

All School students are required to complete 100 community service hours as a part of their academic and faith formation.

Diocese of Orlando Community Service Activities

Community service activities are not school activities and do not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service if the location and activity meet the school's requirements. Trinity Catholic High School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred while performing these services in the community. Students perform these services at their own risk.

Trinity Catholic High School Christian Service Requirements

As part of our commitment to the spiritual and social growth of our students, TCHS requires community service from all students. We must develop a lifelong commitment to service to the human family. Christian Service hours are supervised by the Campus Ministry Office and are a TCHS graduation requirement.

Grade Level	Hour Requirement minimum	Total Cumulative Hours minimum
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. Transfer students will be required to do a prorated number of hours. Any student not in compliance at service hour checkpoints will be placed on Academic Probation until the requirement is completed.

In deciding what service learning should be undertaken, students 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. Service hours will not be earned for helping family as that is an expectation among family members. Service hours will not be earned for doing service that is expected as being a member of an organization. Contact the Campus Minister if there are questions about eligible service hours prior to doing the service to avoid denial of hours. Christian Service opportunities will be shared on TeamApp, the Shamrock and MobileServe.

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.

Trinity Catholic High School utilizes MobileServe to document and record Christian Service Hours. A reflection must be completed as a means of assisting each student in understanding the impact of service on others and ourselves and to discover our role in works of charity and justice.

Trinity Catholic High School Consequences for Not Meeting Service Hour Requirements

Grade Level	Semester 1 Due Date	Semester 2 Due Date	Consequence
12th	December 4th At least 15 Hours	April 23rd Meet Yearly Requirement of 25 Hours	• Will not receive a diploma from Trinity Catholic High School • Will be placed on Academic Probation. • May not participate in graduation activities and senior events (Grad Bash, Senior Week, etc.). • May lose the privilege to participate in extracurricular activities if past and current requirements are not met.
9th 10th 11th	December 4th At least 15 Hours	April 23rd Meet Yearly Requirement of 25 Hours	• Will be placed on Academic Probation. • May lose the privilege to participate in extracurricular activities if past and current requirements are not met.

Trinity Catholic High School Faith-Based Activities

Throughout the school year, Trinity Catholic High School 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 Trinity Catholic High School 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 Trinity Catholic High School. Attendance is mandatory for all students. All participants are expected to be reverent and respectful. Mass uniforms are required, unless otherwise noted, 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.

Trinity Catholic High School students are expected to conduct themselves respectfully and reverently during daily prayer, liturgy, and any religious service.

Trinity Catholic High School Retreats

Students are given opportunities to participate in at least two 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. Arrangements will be sent from the Campus Minister within two (2) days of the missed mandatory retreat day. Failure to meet the retreat requirement will result in being placed on Academic Probation.

Attendance

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 school, the Diocese of Orlando, and the laws of Florida. Trinity Catholic High School requires regular school attendance and expects that its students comply with the State of Florida's mandate (Section 1003.21, Florida Statutes). The Diocese of Orlando requires a student to attend 181 days. Attendance at retreats, days of reflection, special events, school prayer services and Masses are mandatory for all students.

A student is considered absent when he/she is either not in the school building or fully present in a virtual setting. Whether or not the absence is excused or unexcused is determined by the administration. For students in grades 9-12, attendance should be taken by each instructional period. Students in K-12 are considered absent when more than 50% of the school day is missed. There is no virtual option for any specific student. Virtual options are only available when the entire school is operating due to inclement weather or other health and safety reasons.

The Diocese of Orlando and its schools require regular school attendance and expect our families to comply with the State of Florida's attendance mandates. Students are expected to be in class at the beginning of the first period of each school day and must remain on campus until the end of the last period of each school day unless the administration grants specific permission to arrive late or leave early.

If a pattern of nonattendance is developing for which the reasons are unknown, whether excused or not, OR if a student surpasses 5 absences per day or per class, the Principal or designee will meet with the parent and the student to identify potential remedies and develop a corrective action plan. The Principal or designee will document this meeting to include date, time, attendees, and the corrective action plan decided upon to improve the student's attendance and for academic recovery. Included in this corrective action plan, the student may be subject to a loss of privileges, such as removal from sports teams, revocation of driving/parking allowances, exclusion from extracurricular activities (homecoming, prom, etc.), or other consequences the school administration deems appropriate.

Continued attendance and academic recovery will be closely monitored by the school's administration. At the school administration's discretion, privileges may be reinstated if attendance improves and the student has completed all academic recovery expectations.

If a pattern of nonattendance continues OR if a student surpasses 10 absences, whether excused or not, per day or per class in a semester, it may result in class failure or loss of academic credit. Students who do not comply with the school's published 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.

Failure to meet the expectations set forth in the corrective action plan may result in failure and/or administrative withdrawal of the student from the school. All decisions about attendance and discipline are at the school administration's discretion.

Trinity Catholic High School Academic Recovery Policy

Students that do not meet the Diocese of Orlando Attendance Policy may be required to make up lost instructional time as part of the school's academic recovery expectations.

Trinity Catholic High School Reporting an Absence Procedure

The parent/guardian is required to communicate with the school each day their child is absent. It is the parent's/guardian's responsibility to contact the school if their child is absent and to state the reason for

the absence. The Principal is authorized to require satisfactory explanation from the legal/custodial parent or guardian for the absence of a pupil for all or any part of the school day. The explanation must be obtained in writing and retained as documentation. Failure to provide this will result in an automatic, unexcused absence.

State of Florida mandates parent/guardian must email the Attendance Secretary (attendance@tchs.us) before 8:00 am each day that their child is absent and state the reason for the absence. Communication should include:

- Student first and last name
- Grade level
- 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 on the day the student returns to campus.

A physician's note is needed when the student:

- Has been absent for three or more consecutive days;
- Has had surgery;
- Is returning to school after a hospitalization;
- Has been under a doctor's care for a significant illness; or
- Is returning to school after being excluded because of a communicable disease.
- Students with either excused or unexcused absences are expected to make-up missed work.

Excused absences include the following:

- 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, retreats
- College site visit;
- Special event, excused at the Principal's discretion with permission from the Principal in writing five days prior to the scheduled event, including pre-arranged events of educational value.

Unexcused absences include but are not limited to the following:

- Vacations or pleasure trips;
- Suspension from school;
- Truancy

Diocese of Orlando Prolonged Medical Absence Policy

If a student needs to miss up to 30 school days due to a serious medical emergency, the family must schedule a meeting with the School Counselor. A doctor's note and supporting medical documentation are required. This documentation should explain the student's condition and any limitations that may affect their ability to attend or participate in school. Please contact the School Counselor for more information.

If a student or group of students must quarantine due to health department guidelines or Diocesan protocols, and they do not have symptoms, they are expected to continue learning through the school's academic continuity plan. This may include online instruction, recorded lessons, virtual meetings, or printed learning packets.

For long-term medical absences, parents should either enroll the student in their county's home instruction program or work with school administrators to create a plan that supports the student's academic progress.

Diocese of Orlando Truancy Policy

Truancy is an unexcused absence from school without prior knowledge or consent of a parent/guardian. Truancy is a serious violation of the school code and may result in disciplinary action. A student with 15 or more unexcused absences in a rolling 90-day period is considered truant by Florida. Students who are deemed truant may lose state of Florida driver's license per Florida statute 1003.27 and may be referred to the Department of Children and Families for services per Florida statute 984.15

Diocese of Orlando Excessive Absences or Tardies Policy

Tardiness is sometimes unavoidable due to valid reasons such as illness, a death in the family, or medical and dental appointments. When proper documentation is provided, the school should provide reasonable accommodation so that the student's academic record is not negatively affected. However, all instances of tardiness—whether excused or unexcused—must still be recorded in the school's official attendance records. Students who repeatedly fail to follow the school's attendance policy may face serious consequences, including loss of class credit, being held back, suspension, withdrawal from the school, or expulsion.

Diocese of Orlando Early Dismissal Policy

If a student becomes ill during the school day, they must first ask permission from the supervising adult to go to the Attendance Office. The clinic assistant will determine whether the student is well enough to remain at school or needs to contact a parent or guardian. Students are not permitted to leave school without first calling a parent or guardian and receiving permission to go home. Only individuals listed on the student's emergency contact form can pick up the student and must present valid identification before release. A minor cannot be listed as an emergency contact.

Students being picked up due to illness must be signed out through the Attendance Office by a parent, guardian, or approved contact. Students are not allowed to leave campus without permission during the regular school day. Additionally, students may not be dismissed to drive siblings or other members of a carpool.

Trinity Catholic High School 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 and punctual. Lack of attendance in classes places the students at a disadvantage. Repeated unexcused tardies and/or unexcused early dismissals are a behavior and tiered consequences will apply.

Students must be in their first-period class and in proper uniform, before the last bell at 8:00 am to be considered on time. A warning bell rings at 7:55 am and the front gate closes at 7:58 am, giving students adequate time to report to class by 8:00 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. It is the student's responsibility to submit to the Attendance Secretary a signed medical note upon return to school to be considered an excused tardy and/or excused early dismissal. The absence of a medical note does not exempt the student from receiving or serving the assigned consequence.

Trinity Catholic High School Period Attendance Policy

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 class period is missed. Whether or not the absence is

excused or unexcused is determined by the administration. Period attendance is documented and available for parent/guardian review on the FACTS Family Portal.

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.

Trinity Catholic High School Eligibility in Extracurricular Activities when Absent/Tardy

When a student is absent from school the entire day, he/she is ineligible to attend or participate in any extracurricular activities or official school-sponsored events on the day of the full absence. This includes clubs, plays, meetings, athletic practices or contests, and any official TCHS school event. Students who attend morning events but do not attend school that day forfeit their eligibility for the next event (practice, competition, meeting, etc.).

To be considered present for the day, a student must arrive prior to being marked absent for first period and cannot leave early. As a reminder, a student is marked absent from a class if they miss more than half of the instructional minutes.

A student that needs to miss a portion of the school day due to medical appointments, must present the medical note upon return to campus to be considered eligible to participate in extracurricular activities or official school-sponsored events. The administration reserves the right to determine if an absence is legitimate.

Trinity Catholic High School 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 8:00 am. The note needs to include the following:
 - a. Student's Full Name
 - b. Grade Level
 - c. Date and time of their requested dismissal
 - d. When/if the student will return to school
 - e. Specific reason for dismissal
 - f. Parent Contact information for verification
 - g. If student will be driving themselves or being picked up
 - i. If being picked up by anyone other than the parent, full name of the pick up person is required.
 - ii. Pick up person will be required to present their driver's license prior to releasing the student.
2. The student will be issued a digital pass appointment 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.
 - a. Non-driving students must be signed out and picked up in the Front Office..
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 on the day the student returns to campus.

Trinity Catholic High School 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:
 - a. Student's Full Name
 - b. Grade Level

- c. Date and time of their requested dismissal
 - d. When/if the student will return to school
 - e. Specific reason for dismissal
 - f. 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.
 - a. Non-driving students must be signed out and picked up in the Front Office.
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 on the day the student returns to campus.

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 FACTS.
- 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.

Diocese of Orlando Return to School Requirement after Absence Policy

Students may return to school after an illness once they have been fever-free for at least 24 hours without the use of fever-reducing medication and have had no stomach or intestinal virus symptoms for 24 hours. The Principal may request a written or emailed explanation for any absence, which must come from the student's legal or custodial parent or guardian.

Diocese of Orlando Missed Assignments and Assessments Policy

Students may make up all graded work for all absences. Students are responsible for speaking to the individual teacher to determine the guidelines and deadlines for making up work. It is extremely important that all assignments be completed and turned in when due. Grade levels and/or each subject teacher establish policies regarding missing work.

Diocese of Orlando Pre-Arranged Absences Policy

Pre-arranged absence requests are reviewed by the school administration to ensure students are in good academic and attendance standing. Absences during exam periods in December and May are strongly discouraged, and family vacations are not considered excused. Submitting a request does not guarantee the absence will be excused but serves to notify the school in advance.

Diocese of Orlando College Visits Policy

Students must arrange college visits at least one week in advance and are encouraged to schedule them on non-school days, especially for juniors and seniors. If a student needs to miss school for a visit, they must forward their admission visit confirmation email—clearly showing their name and the date/time of the visit—to the school counselor. Students can miss school for college visits no more than three times per school year. Upon returning, they must provide official documentation from the college confirming the visit on the same day they return; otherwise, the absence will be marked unexcused. The school retains the right to determine whether any absence is excused or unexcused.

Trinity Catholic High School Procedure for Pre-Arranged Absences/College Visits

Students and parents are required to notify the Attendance Office via a Pre-Arranged Absence Form at least five days prior to an absence from school for any reason other than illness. Forms are available on the Trinity Catholic website (www.trinitycatholichs.org) or in the Attendance Office. The administration determines if pre-arranged absences are considered excused or unexcused. Students are responsible for making arrangements with teachers regarding assignments/assessments in advance of the absence. Due dates will not be extended for pre-arranged absences.

Career & College Visit status will only be considered if:

- The student submits a Pre-Arranged Absence Form at least five days prior to the absence.
- The student submits the official documentation from the college or career representative.

Students are only approved for up to two visits to the same college. One day of travel will be granted for visits outside of the State of Florida. Administration reserves the right to deny career & college status at any time.

Diocese of Orlando Make-Up Work Policy for Absence

Students are responsible for contacting their teachers to learn the guidelines and deadlines for making up any missed work. All assignments must be completed and turned in on time. If a student misses a test, quiz, or in-class assessment, they must make it up within the number of days they were absent, during which the grade will be marked as “missing.” Assignments that require substantial work outside of class and have been previously announced are still due on the posted date, but most can be submitted electronically. For projects like posters or 3-D work, students may submit a photo electronically and turn in the physical project when they return. In cases of extended absences, teachers may extend deadlines with administrator approval. Semester exams cannot be rescheduled unless the administration approves.

Academics

Diocese of Orlando Academics Policy

Trinity Catholic High School provides a rigorous, college-preparatory curriculum aligned with the standards of the Diocese of Orlando and the requirements of the Florida Department of Education for non-public schools. Instruction is designed to promote academic excellence, critical thinking, and the development of the whole person through a variety of instructional strategies and assessments. To support student learning and accountability, teachers do not assign zeros for missing work. Instead, an "M" (Missing) is entered in the gradebook to indicate that an assignment has not been submitted. The "M" remains until the work is completed in accordance with school and classroom policies.

Diocese of Orlando Graduation Requirements

To receive a Trinity Catholic High School diploma, a student must complete 28 specified credits with a minimum cumulative 2.0 Cumulative GPA and at least 100 community service hours. 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.

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 appropriately pro-rated. A student's graduation requirements are based upon the year in which the student entered high school.

Subject	Minimum Graduation Requirement Credit/Year	Requirements
English	4 credits	1 per year
Mathematics	4 credits	1 per year Required: Algebra, Geometry, Algebra II
Science	3 credits	Required: Biology and Chemistry
Social Studies	3.5 credits	1 credit: World History, US History ½ credit: Government, Economics & Personal Finance
Religion	4 credits	1 per year
Practical/Fine Arts	1 credit	
Physical Education/HOPE	1 credit	
World Language	2 credits	Two consecutive years of same language
Electives	5.5 credits	

Diocese of Orlando Middle School Algebra 1 Policy

Algebra 1 is a foundation for all subsequent high school math courses. All incoming students must take the Diocesan Algebra Proficiency Exam to appropriately place them in a high school math class. All students enrolling in Catholic High Schools in the Diocese of Orlando must complete 4 years of Mathematics during their time enrolled in high school to meet the Diocesan graduation requirements. The grade for Algebra 1 earned at the middle school level will not be counted in the high school grade point average however colleges and universities may use this in their GPA calculations for admission purposes.

Trinity Catholic High School Academic Honors Diploma

The AP Capstone program equips students with the independent research, collaborative teamwork, and communication skills that are increasingly valued by college. AP Capstone comprises two AP Courses, AP Seminar and AP Research, and is designed to complement and enhance the discipline-specific study in other AP courses. Students who earn scores of 3 or higher in AP Seminar and AP Research and on four additional AP Exams of their choosing receive the AP Capstone Diploma™. Students who earn scores of 3 or higher in both AP Seminar and AP Research but not on four additional AP Exams receive the AP Seminar and Research Certificate™.

Diocese of Orlando Grade Scale and Weight

Trinity Catholic High School does not rank students. The Trinity Catholic High School system consists of courses not weighted by the Florida legislature for State University System admission or Bright Futures Scholarship qualification.

Computation		Points	Honors/Pre AP	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

Diocese of Orlando Grading Policy

Trinity Catholic High School offers various courses to best meet each student's needs. The following categories are weighted based on the level of rigor of each course.

Level	Summative	Formative
College Preparatory (CP)	65%	35%
Honors (H)/Pre Advanced Placement (AP)	70%	30%
Advanced Placement (AP)	80%	20%
Dual Enrollment (DE)	Based on the individual university weighting policy	

Diocese of Orlando Extra Credit Policy

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

Diocese of Orlando Grade Reporting

Trinity Catholic High School reports letter grades by semester on report cards and transcripts. Students will receive a first semester final grade and a second semester final grade

Diocese of Orlando Semester Exam Policy

All students must take semester exams, which are important components of their academic evaluation. Semester exams account for 20% of the student's overall semester grade. Students are expected to attend school on all scheduled exam days. If a student is absent on the day of a semester exam, the absence will only be excused if proper medical documentation is provided. In such cases, the student may be required to take the exam on the first day they return to school following the absence.

Trinity Catholic Semester Exam Policy

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.

Trinity Catholic High School Missed Exam Policy

- Semester exams must be taken when scheduled and may not be taken early. A grade of 0% will be entered for any missed exam.
 - Plan accordingly and schedule all appointments and travel plans outside of the exam schedules.
 - Students arriving at school after the testing period has started, will be considered a missed exam.
- Only the Principal may excuse a student from taking an exam on the scheduled date. 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.

Type	Submission	Maximum To Be Earned
Traditional Exams	Absent Day of Exam	0%
Performance Based Exams	On-Time	100%
	One Day Late	50%
	Two or More Days Late	0%

Gradebooks close two (2) weeks after the end of each semester.

Any missed exams not completed within that timeframe will earn a grade of 0%.

Trinity Catholic High School Incomplete Policy

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.

Diocese of Orlando Failing Grade Policy

To advance to the next grade in good standing, students must receive a passing mark each semester in all subjects assigned to them for the year. Students failing ONE or more subjects will be required to

meet with their assigned counselor to formulate an alternative plan that will include options to allow the student to receive grade forgiveness. Students will also be monitored by the School Counselor to monitor the student and ensure he/she is achieving satisfactory academic standing.

Diocese of Orlando Grade Forgiveness Policy

Each student may use grade forgiveness for a maximum of 3 credits (total) for grades 9-12. All forgiven courses must be included on a student's transcript as an accurate reflection of the student's record of achievement. The new grade will be averaged into the cumulative GPA. Only semester grades of D and F will be eligible for grade forgiveness. All courses for grade forgiveness must be completed within the semester following the original grade.

Diocese of Orlando Honor Roll Policy

Honor rolls are calculated at the end of each semester and are based on a student's unweighted semester grade point average.

President's Honor Roll: 4.0 unweighted semester grade point average
Principal's Honor Roll: 3.5-3.99 unweighted semester grade point average

Trinity Catholic High School Honor Societies

National Honor Society	Recognizes students who demonstrate excellence in scholarship, leadership, service, and character while promoting academic achievement and community involvement.
National Spanish Honor Society	Recognizes students who demonstrate outstanding achievement in the study of the Spanish language and culture while encouraging continued language development and cultural appreciation.
National Art Honor Society	Recognizes students who demonstrate exceptional artistic ability, creativity, and commitment to the visual arts while promoting service and appreciation for the arts.
Tri-M Music Honor Society	Recognizes student musicians who demonstrate academic achievement, musical excellence, leadership, service, and a commitment to advancing music education within the school and community.

Diocese of Orlando Graduation With Honors Policy

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 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

Trinity Catholic High School Valedictorian and Salutatorian Policy

The valedictorian and salutatorian are selected based on the weighted cumulative GPA. Trinity Catholic High School does not rank students.

Determination of Valedictorian and Salutatorian is based upon the following:

- Only the 24.5 credits earned toward graduation, completed 9th - first semester 12th grade, will count towards the strength of schedule and GPA.
- Students must have attended Trinity Catholic High School 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.

Trinity Catholic High School Senior and Underclass Awards

Annually, Trinity Catholic High School 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.

Trinity Catholic High School Online Accredited Program

Students may opt to take courses on online accredited programs such as Florida Virtual, Catholic Virtual, etc. if a course is not offered at Trinity Catholic High School. Seniors must complete courses by April 30th. Underclassmen must complete courses in 36 weeks. All AP Courses must be completed prior to the scheduled AP exam. There may be a fee associated with taking courses with an online accredited program that is not covered by Trinity Catholic High School.

Diocese of Orlando Academic Integrity/Honor Code Policy

At Trinity Catholic High School, academic integrity is a cornerstone of our mission and reflects our commitment to Christian values and Catholic teachings. We believe that personal integrity is essential for fostering a respectful, just, and responsible learning environment. All members of our school community — students, parents, teachers, staff, and administrators — share the responsibility for promoting honesty and ethical conduct in all areas of academic life.

Academic integrity is defined as the moral and ethical commitment to producing authentic work and avoiding any form of deception in academic matters. Students are expected to submit their own work, properly credit all sources, and refrain from any form of cheating, plagiarism, or misrepresentation. Any behavior that reflects a disregard for academic honesty will be addressed seriously and may result in cumulative disciplinary action throughout a student's time at the school. Cheating and plagiarism will not be tolerated in any form and may impact a student's eligibility for honors or academic recognition.

All suspected instances of cheating or plagiarism will be investigated by the teacher. If the teacher determines that a violation has occurred, a formal referral will be written and documented in FACTS/Family Portal for administrative purposes.

Violations include, but are not limited to, the following:

- Representing another person's work as one's own.
- Allowing another person to represent your work as their own.
- Copying another student's work, either handwritten or electronically, without permission.
- Sharing or duplicating homework that was not intended to be collaborative.
- Using unauthorized materials, notes, or aids during a test or quiz.
- Using electronic devices (e.g., phones, smartwatches) during assessments without explicit teacher approval.
- Capturing or transmitting test or quiz content electronically, including through photography.
- Divulging test questions or answers to other students.

- Submitting work that has already been submitted for credit in another class without teacher approval.
- Plagiarism: Using another person's words, ideas, or work without proper acknowledgment and citation.
- Falsification or fabrication of data or information.
- Paying or receiving payment for academic work.
- Using artificial intelligence or other digital tools for assignments unless explicitly permitted by the instructor.
- Aiding or encouraging another student to engage in academic dishonesty.

Diocese of Orlando Consequences for Academic Dishonesty

Consequences for violations of the Academic Integrity Policy may include, but are not limited to:

- Zero Credit: Student receives a zero on the assignment or assessment. At the teacher's discretion, the student may be allowed to re-do the assignment or complete an equivalent task, with or without partial credit.
- Documentation: A note is entered in the student's record in FACTS/Family Portal.
- Reflective Assignment: Student may be required to complete an activity designed to reflect on the moral implications of violating the academic integrity policy.
- Probation: Student may be placed on academic or disciplinary probation.
- Suspension or Expulsion: Serious or repeated violations may result in suspension or dismissal from the school.
- Honor Societies: Violations may disqualify a student from admission to or result in removal from any school honor society.
- Other Disciplinary Measures: Additional consequences may be imposed as deemed appropriate by school administration.

Students may be required to submit written assignments through Turnitin.com or other plagiarism detection software as directed by their teachers. Failure to comply with these submission requirements may be treated as a violation of academic expectations.

Trinity Catholic High School 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.

Trinity Catholic High School Honor Code

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

Trinity Catholic High School 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 possible removal from Trinity Catholic High School. 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.

Diocese of Orlando Artificial Intelligence Policy

Artificial Intelligence (AI) technology is fluid and evolving, as such the school policy will be as well. Initial guidelines will be based on good judgment and what is currently known about the AI generating tools available at the time. AI can serve as a helpful tool for many processes including brainstorming ideas, gaining insight, and improving writing skills. However, age-appropriate AI tools should not replace a student's own work.

Students should actively engage in ethical practices, carefully consider the validity of AI generated content, and ensure their work reflects their original thoughts and understanding. Presenting material using AI without teacher's approval will be considered academic dishonesty and will result in consequences. When AI is permitted, students need to use proper citation. Teachers will communicate with students when age-appropriate use of AI tools may be permissible for assignments in certain classes.

Diocese of Orlando Class Preparedness Policy

Students must come to class prepared every day. This means having a fully charged device, required e-texts and class materials, updated apps, and anything else the teacher asks for. Homework is important because it helps students keep up in class and get ready for future studies.

Students who are involved in sports or other school activities must manage their time so they can meet all homework and project deadlines. Regular practices or games are not excuses for late work. Students need to plan. Only special situations, like overnight trips for school events, may be given deadline extensions by teachers.

Diocese of Orlando Honors Course Policy

Honors (H) or PreAdvanced Placement (PreAP) courses are designed for academically strong students who are capable of engaging in in-depth study and who are willing to commit additional time to independent learning outside of class. These courses require more advanced reading, writing, and analytical assignments.

While the nightly workload may vary by subject, students can expect a substantial amount of independent work, typically two to four hours per week per course. Students are expected to manage their time effectively in order to meet both nightly expectations and long-term deadlines.

Enrollment in an Honors/PreAP course represents a full-year commitment. Students scheduled for an Honors/PreAP course are expected to remain in the course for the entire academic year.

If a student earns a semester grade below a C in an honors course, the student will be moved to a standard course. The change in level will occur at the end of the semester.

Diocese of Orlando AP Course Policy

If you take an AP (Advanced Placement) course, you must pay the AP exam fee and take the AP exam at the end of the year. These exams are created by the College Board but given at our school following their rules and schedule. The exam fee is charged by the College Board and cannot be waived. Students and parents are responsible for paying this fee. AP exams replace the course final exams.

Please note passing an AP course or exam does not automatically mean you will receive college credit or guaranteed admission to a college. Each college decides on its own whether to give credit or advanced placement.

If a student earns a semester grade below a C in an AP course, the student will be moved to a honors or standard leveled course. The change in level will occur at the end of the semester.

Trinity Catholic High School AP Course Policy

Trinity Catholic High School offers 20 Advanced Placement (AP) courses, providing students the opportunity to experience college-level coursework and potentially earn college credit. AP course syllabi are prescribed by the College Board. Enrollment in these courses is reserved for students who have

demonstrated strong academic achievement, motivation, and readiness to take responsibility for extensive independent reading and writing.

Any student enrolled in an AP course is required to sit for the AP examination in May. Exams are ordered in November, at which time families will be charged a \$95 fee per AP exam. Students who are unable to take the AP examination at the designated time due to illness or emergency are responsible for any additional fees associated with late testing.

Students who do not complete either the AP examination or a cumulative final assessment will have the AP course designation and grade weighting adjusted to the Honors level on their transcript. The nightly and weekly workload for AP courses varies by subject; however, students should anticipate a significant amount of independent work, generally four to six hours per week per AP course. To meet College Board timelines, some AP courses may require summer work, with expectations varying by course.

Enrollment in an AP course represents a full-year commitment. Students scheduled for an AP course are expected to remain in the course for the entire academic year. Students considering enrollment in more than three AP courses should carefully evaluate the time commitment required to meet the demands of these rigorous classes.

Diocese of Orlando Dual Enrollment Policy

Trinity Catholic High School offers dual enrollment courses through partnerships with select colleges and programs. Students are invited to enroll in these courses based on their academic interests, standardized test scores, and unweighted GPA.

A fee may be required for each dual enrollment course and must be paid directly to Trinity Catholic High School. Payment is due before the start of the school year to confirm enrollment.

Trinity Catholic High School Dual Enrollment Policy

Trinity Catholic High School partners with Barry University, College of Central Florida (CF), and Embry-Riddle Aeronautical University to offer eligible students the opportunity to enroll in college-level courses during their junior and/or senior year. (Embry-Riddle offers opportunities to sophomores.) Students may enroll in one Dual Enrollment (DE) course per semester per university and must meet all college and Trinity Catholic eligibility requirements to participate.

Interested students are required to attend the mandatory DE meeting during the course selection process and must meet with the Student Services team prior to registration to review eligibility, application procedures, tuition, and course registration timelines. Fall term registration occurs early in the spring semester, and spring term registration occurs early in the fall semester.

If a student does not meet enrollment criteria or misses a university deadline, a Trinity Catholic course will be added to the student's schedule to ensure completion of the required semester credits and continued progress toward graduation.

Student progress in DE courses taken through CF is not monitored by Trinity Catholic. It is the responsibility of the student to proactively notify the school counselor if they are at risk of failing a DE course so appropriate academic planning and support can be provided.

Diocese of Orlando Florida Virtual School Policy (online classes)

The School Counselor must approve any course taken on FLVS. Trinity Catholic allows students to recover credits, resolve schedule conflicts, or take courses not available on campus through Florida Virtual School. Students must receive written approval from their guidance counselor before registering for any virtual course. Students are required to adhere strictly to TCHS-established completion deadlines regardless of the virtual program's external schedule. Virtual programs are independent entities from TCHS. Families receiving School Choice Scholarships are responsible for all course fees (approximately \$375). Virtual classes taken for credit recovery or course advancement are not

guaranteed a dedicated period within the on-campus school day schedule. Virtual coursework cannot be used to request a reduced schedule during senior year or to attempt early graduation.

Diocese of Orlando Academic Progress Policy

Academic progress may be monitored online by parents and students. Parents are expected to monitor student academic progress regularly as grades are updated every. If the need arises, parents are asked to contact the teacher and/or the assigned school counselor via email for a teacher/counselor/parent conference.

Diocese of Orlando Academic Probation Policy

Parents and students should regularly check the FACTS/Family Portal to track the student's academic progress. Students on academic probation must meet with their School Counselor as scheduled.

The school will review the students' progress to decide if they can continue attending. If the school feels it cannot meet the student's academic needs, or if staying is not in the student's best interest, the Principal may ask the family to voluntarily withdraw the student. If the student does not follow the probation rules, the school may also exclude (remove) the student.

Trinity Catholic High School Academic Probation Policy

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 academic improvement as well as the required expectations. A student is placed on Academic Probation if:

- The student has failed one or more courses during any semester
- The student has a cumulative GPA below 2.0
- The student is deficient in Christian Service Hours
- The student is deficient in grade-level spiritual retreat requirement

Students who are placed on Academic Probation are expected to comply with the actions identified on the probation notification. 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.

Diocese of Orlando Administrative Withdraw for Academic Reason 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, does not voluntarily withdraw the student, the school reserves the right to exclude the student.

Trinity Catholic High School Missing Work Policy

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

Course Level	Submission	Maximum To Be Earned
College Preparatory & Honors/Pre-AP	On-Time	100%
	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

Trinity Catholic High School Academic Attendance Policy

Type	Procedure
Absent Day Task Assigned	- It is the student's responsibility to request missing assignments when absent. - Students should email teachers on the day of the absence to request missing work and/or schedule a FLEX session. - If the student fails to communicate with the teacher to develop a plan, the timeline for a late submission is based on one day for each day absent.
Missed Assessments	- 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. - Students must be prepared to take a missed assessment on the day of return during Celtic Hour in the Testing Center. - Alternative makeup assessments may be given at the discretion of the teacher. - In the event of an extended absence, a student will need to develop a plan with each teacher for completion. No credit will be awarded for the assessment after one (1) week from the original assessment date.
Missed Due Date	- Students absent on the day of a due date for a non-digital submission assignment/project/exam must submit the work digitally (screenshots, photos, etc.) to avoid late penalties. The non-digital submission is due the day of return. - Students absent on the day of a due date for a digital submission assignment/project/exam must submit the work by the due date to avoid late penalties. - Students absent on the day of a deadline for a presentation must present the day they return to school to avoid late penalties.

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

Diocese of Orlando Participation in Graduation Exercises Policy

Participation in graduation is considered a privilege, not a right, and is contingent upon meeting all academic, service, financial, and behavioral expectations set by the school.

To participate in graduation and related activities at Trinity Catholic High School, seniors must meet several important obligations.

- Academically, students must successfully complete all required courses as outlined by the Diocese of Orlando.
- All community service hours must be fully completed and submitted by the second semester due date; failure to do so may result in suspension from extracurricular activities such as sports, clubs, Grad Bash, and prom, and will make the student ineligible to participate in graduation ceremonies.
- Financially, all tuition and school-related fees must be paid in full before final exams—students with outstanding balances will not be permitted to take exams or participate in any graduation activities.
- Behaviorally, students must uphold the school's Student Code of Conduct and demonstrate actions that align with the school's philosophy and values; serious violations may result in administrative consequences, including exclusion from all graduation exercises.

Campus Counseling Services & College Planning

Diocese of Orlando Private Tutoring, Coaching or Lessons Policy

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school. Parents who choose to undertake private tutoring, coaching, therapy or other similar private lessons or services, regardless of where they may occur, do so at their own risk.

Diocese of Orlando Campus Counseling and College Planning Policy

School counselors, college & career counselors, licensed mental health counselors, and the school pastor are available to all students and faculty. School counselors act as consultants to school personnel and families in providing information and procedures to promote and achieve greater communication.

Information disclosed to a counselor by you or your student is normally kept confidential. Below are some exceptions to confidentiality when you or your student speaks to a counselor at Trinity Catholic High School.

Please note that while our school counselors may be licensed therapists, they are not serving as therapists in their role as school counselor. Instead, they are providing emotional support for students.

- Because services are provided in a school setting, pertinent information may be shared with parents/guardians, teachers, and/or administrators or school personnel within Trinity Catholic High School or with the Diocese of Orlando Office of Catholic Schools.
- If the student threatens harm or death to himself/herself or another person, the counselor is legally, ethically, and morally required to take action to protect the safety of the threatened person. Actions could include informing the intended victim, arranging for hospitalization, notifying family or support system, or alerting law enforcement.
- When a student reports suicidal/homicidal/dangerous thoughts, tendencies, or behaviors that are life threatening, the school has the discretion to inform law enforcement, the Department of Children and Families, parents/legal guardians and send the student home for an evaluation by a licensed community mental health professional. The student may return to school upon confirmation from a licensed mental health professional that the student is under the professional's care and the student is not a threat to themselves or others. The school reserves the right to not allow the student to return after making a threat to others regardless of the mental health professional's determination.
- If abuse or neglect of a child, an aged person, or disabled person is known or suspected, school personnel are required by Florida law to report concerns to the Department of Children and Family Services. It is also possible that the school will notify law enforcement. This may not be shared with parents if they are the alleged source of the abuse or neglect or DCF requires confidentiality.
- Counselors are available during school hours and will not be on campus during school holidays. Messages can be left with the school office. Should the counselor be absent for any reason; the counselor will return your call as soon as possible.
- If you have a life-threatening emergency, immediately call 911 or go to an emergency room. Electronic communication is not a guarantee that the counselor has received notice of a crisis situation, please secure confirmation from the counselor that your notice has been received.

State universities, Florida Bright Futures, and the NCAA will recalculate a student's GPA according to their own requirements. As of December 2023, these agencies use the following information:

State University System

State universities add one-half additional point per Honors course and one additional point per AP course.

English	4 units (3 with substantial writing)	Social Studies	3 units
Mathematics	4 units (Algebra 1 and above)	World Language	2 units (same language)
Natural Science	3 units	Academic Electives	2 units

Bright Futures adds one-half additional point per Honors/AP course except World Language.

English	4 units (3 with substantial writing)	Social Studies	3 units
Mathematics	4 units (Algebra 1 and above)	World Language	2 units (same language)
Natural Science	3 units		

Students may use up to 2 additional units from courses in the above academic areas and/or AP fine arts courses to raise the GPA.

Type	High School Weighted GPA	College Entrance Exams
Florida Academic Scholarship	3.50	ACT: 29 CLT: 95 SAT: 1330
Florida Medallion Scholarship	3.00	ACT: 24 CLT: 82 SAT: 1190

<https://floridabrightfutures.gov/>

National Collegiate Athletic Association (NCAA)

English	4 units	Social Studies	2 units
Mathematics	3 units (Algebra 1, Geometry, or higher)	Additional English, Math, or Natural Science	1 unit
Natural Science	2 units	Additional Academic Courses	4 units (from previous categories or World Language)

Trinity Catholic High School Course Request Process

The course request process is vital for ensuring the academic success of each student. Students will achieve their highest potential when they are engaged and challenged by the courses they select.

Students and parents must complete course request forms meticulously and within the specified timeline. If questions arise regarding academic courses or electives, the student should reach out to the school counselor prior to filling out the course request form.

When selecting courses, students and parents should evaluate the student's entire academic load. PreAdvanced Placement/Honors, Advanced Placement, and Dual Enrollment courses demand greater time and study commitments. Certain electives may require additional time commitments outside of the traditional school day, which is listed in the course description.

The process of course selection begins in February of the year previous to the upcoming school year. Decisions made at this time determine the instructional needs for the following school year. Therefore, there is no drop/add period. The only course changes that will be considered are those that are a result of classes not being offered, schedule conflicts and/or teacher recommendations.

The following process is used for the course selection process:

- The Curriculum Guide is updated to reflect changes to course requirements, graduation requirements, and course offerings.
- The Student Services Team hosts a Course Selection Family Night for students and parents that outlines the course selection process.
 - A mandatory Dual Enrollment Meeting follows the Course Selection Family Night for any students wishing to dual enroll at CF, Barry, and/or Embry Riddle.
- There will be a time period in which the course selection window is open to students.
 - Students discuss their course selections with their teachers and obtain recommendation signatures
 - Students who do not obtain signatures for Honors/PreAP or AP/DE courses will be placed in the CP level courses
 - Students discuss their course selections with their parents and obtain a parent approval signature
 - Parents and students who do not agree with the teacher recommendations can submit a course waiver form
- After the Course Selection window closes, the Student Services Team will meet with each student to review the course selection form and enter the information into FACTS.

Trinity Catholic High School Request for Parental Involvement in Requests

Parents are encouraged to assist their students with course requests by:

- Reviewing Trinity Catholic's Graduation Requirements, the Honors/PreAP/AP Requirements, the State University System requirements, the Florida Bright Futures Scholarship Program, and the NCAA Clearinghouse criteria with their child.
- Reading the Course Descriptions to ensure the student comprehends the course expectations, including any before or after-school requirements.
- Encouraging the student to take charge of their own educational plan while considering the academic advice of teachers, counselors, and student services team.
- Communicating and collaborating with the student's assigned teachers and school counselors during the course selection process.
- Considering the student's overall academic load in relation to their well-being and time commitments.

Diocese of Orlando Class Schedule Changes at the Beginning of Each Semester

Students are expected to remain on a course for its duration once enrolled for the start of the year.

Trinity Catholic High School Scheduling Policy

The course request process is vital for ensuring the academic success of each student. Students will achieve their highest potential when they are engaged and challenged by the courses they select.

Students and parents must complete course request forms meticulously and within the specified timeline. If questions arise regarding academic courses or electives, the student should reach out to the school counselor prior to filling out the course request form.

When selecting courses, students and parents should evaluate the student's entire academic load. PreAdvanced Placement/Honors, Advanced Placement, and Dual Enrollment courses demand greater time and study commitments. Certain electives may require additional time commitments outside of the traditional school day, which is listed in the course description.

The process of course selection begins in February of the year previous to the upcoming school year. Decisions made at this time determine the instructional needs for the following school year. Therefore, there is no drop/add period. The only course changes that will be considered are those that are a result

of classes not being offered, schedule conflicts and/or teacher recommendations.

Acceptable reasons for a schedule change

- The student is a senior and the course to be added is needed for graduation.
- Computer error
- The student has earned that credit previously
- The student failed to meet prerequisites
- There is an open class time on the schedule beyond an independent study

Diocese of Orlando Level Changes Policy

Students needing a level change at the beginning of the school year must submit the request in writing to the School Counseling Department by the end of the 2nd week of school. Any level change request after that time must be approved by School Counseling. Additional textbook fees may be incurred with a schedule change. (insert details for administrative level change)

Diocese of Orlando Parent/Guardian Conferences Policy

Parent conferences may be requested by contacting the student's school counselor. The school counselor will schedule a time that is mutually convenient for all stakeholders. If the School requests a parent conference, the parents must attend.

Diocese of Orlando Students with Special Needs Policy

Catholic schools within the Diocese of Orlando do not write 504 Student Disability plans. Accommodations or modifications must be based on an evaluation of a professional evaluation completed part of the IDEA Child Find process by the public-school district or through a private psychological-educational evaluation approved by the Office of Catholic Schools. The school administration reserves the right to determine the ability of the school to provide the appropriate accommodation required to address individual student needs. Admission may be denied if accommodation requires a fundamental or substantial alteration of our school program or services, creates undue financial and administrative burdens, or jeopardizes the safety of other students. Accordingly, we cannot accommodate a child, if using our current staff, the school cannot appropriately address the needs of an individual child or an accommodation would place other students at risk of adequate supervision, as determined solely by the school. Parents are expected to cooperate fully with any proposed accommodation plan. The school reserves the right to end enrollment if it determines that it cannot reasonably accommodate the student as set forth above.

Diocese of Orlando Standardized Testing Policy

PSAT, SAT, Pre-ACT, ACT, and the ACRE are given to high school students. All schools in the Diocese of Orlando are required to administer standardized testing as an integral part of the total instructional program. This testing, however, is not "high-stakes" as the results are not used to determine teacher efficacy, nor are they used solely to determine a child's promotion or retention. Test results/ scores are simply one measure of the total composite of a child's individual academic progress; thus, the information is used to assist teachers in meeting the specific and targeted learning expectations for a child's appropriate developmental level. This information is critical in helping our teachers provide the best educational opportunities for our students

Given the benefits derived from standardized testing, the Diocese of Orlando does not allow a parent or a student the choice of "opt-out" of testing. Students who are absent for any reason, including medical absences, during the school's designated testing window will be rescheduled for testing upon his/her return to school at the discretion of the school's administration. Students will not be exempted from taking standardized tests.

Diocese of Orlando Transcripts Policy

Students can request that their transcripts be sent through Parchment, which can be accessed via a link on the school's website. Transcripts will only be sent to colleges if the student makes a request and if the school has a completed Transcript Request Permission Form on file. Final transcripts, which include all completed coursework, are not sent automatically and must be specifically requested by the student. Additionally, final transcripts will only be released once all financial obligations, such as tuition

payments, have been fully paid. Typically, final transcripts are sent after the student's final payment clears, usually by the second week of June.

Diocese of Orlando Student Recommendations, References and Referrals Policy

Catholic schools within the Diocese of Orlando do not provide student references for transfer purposes. The only student references provided are for high school students seeking higher education admission, scholarships, awards, or participation in recognized programs such as Boys State, Girls State, or elementary award applications.

Student Code of Conduct

Diocese of Orlando Student Code of Conduct Policy

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Bishop of the Diocese of Orlando. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including administrative withdrawal, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

Diocese of Orlando General Disciplinary Regulations

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

- All areas on campus are off limits to students unless supervised by designated faculty members. Including, but not limited to, the gymnasium, field house, hallways and classrooms.
- After school students are not permitted to roam campus.
- No student may be on campus during evening hours unless they are involved in an authorized school activity.
- The administration of Trinity Catholic High School reserves the right to discipline any student whose actions are deemed detrimental to the name and/or reputation of Trinity Catholic High School. This includes all actions which fall under the Code of Conduct, and any other actions detrimental to the institution.
- Students are expected to make a conscious effort to maintain a clean, safe campus. Consumption of food and drink is prohibited in classrooms.
- Chewing gum on campus is prohibited, students in violation of this rule will have a detention issued.
- Students are to attend school daily and be dressed properly in school uniform the entire school day. Exceptions are allowed only with administrative approval.
- Students may not gamble on campus or possess items related to gambling.
- Teachers and administrators have the right to confiscate any item deemed inappropriate, detrimental, or distracting to the learning environment. Possession of the above will result in disciplinary action. Confiscated items must be reclaimed in the Student Services Office by a parent. Trinity Catholic High School will not be responsible for the loss of or damage to any confiscated item.
- A false alarm of any type is a criminal offense and will be treated as such. Any such action may warrant immediate expulsion and criminal prosecution.
- Any student with a student violating the Code of Conduct will assume responsibility for violating it and will be subject to the appropriate penalty.
- Student pranks are unacceptable and may result in expulsion and criminal prosecution.
- The administration has the authority to regulate any conduct or action it deems inappropriate and does not meet the standard of moral teachings of the church.

Diocese of Orlando Rationale

All students are expected to model self-discipline and responsible behavior in keeping with our Catholic tradition. The following Code of Conduct helps outline the expectations of honesty, integrity, self-discipline, and personal honor.

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

Catholic High School community may result in expulsion. The expectation exists that the behavior of students on campus and at school-related events be consistent with the Catholic code of moral conduct.

The following offenses could lead to immediate expulsion or required withdrawal from the school:

- Immoral behavior which is profane, vulgar, obscene, or contrary to Catholic tenets.
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substances.
- Injury or harm to persons or property or serious threat of the same whether in person or by electronic communication, including, but not limited to cyberbullying.
- Significant violation of the attendance and tardiness policy.
- Assault with, or possession of, a lethal instrument or weapon.
- Theft.
- Outrageous, scandalous, or serious disruptive behavior.
- Habitual lack of effort leading to academic failure in classroom work.
- Conduct at school or elsewhere which would reflect adversely on the Catholic school and the Church.
- Consistent disrespect for other students such as sexual harassment of another student.
- Violation of Student Technology Responsible Use Policy.
- Bringing a weapon to school or a school activity.
- Making threats of violence against another person.

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

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

- Parent/Student/Dean/Administrator conference
- Online Modules
- Detention
- Saturday School
- Disciplinary Probation
- Expulsion/required withdrawal

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

Please note that Trinity Catholic High School 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. Off-campus activities may impact student's standing at school.

Diocese of Orlando Harassment and Discrimination Policy

Harassment and discrimination are contrary to Gospel values and have no place in the Catholic school. All students are entitled to study in a school environment that is Christ-centered and free of harassment and discrimination. The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination based on a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status. All employees, faculty members and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. All students are responsible for helping to ensure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her Principal. If, however, the Principal is the individual believed to have engaged in inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of Orlando. The school will treat harassment complaints

seriously and respond to them promptly, confidentially, and thoroughly. Harassment of any type will not be tolerated, and appropriate disciplinary action will be taken.

Harassment occurs in many ways, including verbal or written threats, bullying, cyber-bullying, emotional, psychological, physical, racial, and/or sexual.

Harassment also includes any other form of treatment or conduct that could create an offensive, intimidating, or hostile environment or otherwise be unwelcomed by a student or group of students. Schools should include in their regular instructional programs lessons that teach the dangers and consequences of harassment. Special assemblies or speakers may be part of the curriculum to inform and educate students. Schools shall be proactive in dealing with incidents of harassment, working closely with families, parents, and guardians

The following examples are a non-exhaustive list of forms of harassment:

- Verbal or written comments such as hurtful name-calling, teasing, taunting, gossip, and threats, whether in person or through any form of electronic communication;
- Bullying: characterized by aggressive behavior toward another, intentionally repeated hurtful acts over time, imbalance of power (real or perceived) between the bully and the victim.
- Cyber-bullying: using electronic communications to do the act of bullying (i.e., email, texting, social network, on-line chats);
- Physical includes punching, poking, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and tickling;
- Emotional: rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulation, isolating, ostracizing, and peer pressure;
- Sexual: exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact and sexual assault, sexting, unwanted touching, inappropriate social networking;
- Racial includes, but is not limited to, actions based on personal characteristics such as race, disability, ethnicity, or perceived sexual orientation; and jokes, stories, pictures, cartoons, cyber rumors, drawings or objects which are offensive, tend to alarm, annoy, incite, abuse or demean an individual or group.

Diocese of Orlando Bullying Policy

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct, or gestures directed at a student by another student that has the effect of:

- Physically, emotionally, or mentally harming a student;
- Damaging, extorting, or taking a student's personal property;
- Placing a student in reasonable fear of emotional or mental harm;
- Placing a student in reasonable fear of damage to or loss of personal property; or
- Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

Definition

Bullying is the willful and repeated harm inflicted upon another individual which may involve but is not limited to teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images, or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

Scope

This policy prohibits bullying that occurs either:

- On school premises before, during, or after school hours;
- On any bus or vehicle as part of any school activity; or
- During any school function, extracurricular activity or other school-sponsored event or activity

Reporting Complaints

Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school principal. The Principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated, and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

Disciplinary Action

Any student found to have violated this policy may be subject to appropriate discipline action, which may include temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, administrative withdrawal, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the Principal's discretion. False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

Diocese of Orlando Smoking/Vaping Policy

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include administrative withdrawal from school.

Diocese of Orlando Drug and Alcohol Policy

The use or possession of illegal drugs or illegal mood-altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over-the-counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include administrative withdrawal from the school, even for a first offense.

Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.

The school is committed to a drug-free environment. This commitment may prompt a need for testing students for evidence of substance abuse. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

If a student exhibits the symptoms, or is suspected of substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school-related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in administrative withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. A school may conduct random searches as set forth in this handbook.

The school administration will cooperate fully with all law enforcement agencies in matters regarding substance use or abuse whether on or off campus.

Diocese of Orlando Search and Seizure Policy

The Principal and his/her designee have access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

If a student refuses to voluntarily empty pockets, unlock a smart device, lift up his or her shirt just enough to reveal the waistband of pants or skirts; lift up pants legs to knee length, or to open his or her book bag or purse, etc., the student will be detained under the supervision of an administrator until parents are contacted and arrive on campus. A student is risking possible suspension or required withdrawal for refusing to comply with the directive. These rules are for the safety of the other students and staff. You consent to these searches of your student and his or her possessions by enrolling your student at the school.

Diocese of Orlando Sexting Policy

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity, or sexual conduct may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include administrative withdrawal from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law. The electronic transmission of sexually explicit language by a student may also constitute grounds for disciplinary action.

Diocese of Orlando Pornography Policy

Pornography is not allowed on campus or at school-sponsored events in physical or digital form.

Diocese of Orlando Profanity and Vulgarity Policy

Students are expected to keep verbal, physical, and written communication free from profane and vulgar language. Communication is expected to be in line with the teachings of the Catholic church.

Diocese of Orlando Hazing Policy

Hazing refers to any activity expected of someone joining a group, club, or athletic team (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person's willingness to participate. All such behaviors are a direct violation of school policies and will not be tolerated. All infractions should be reported to the administration or a faculty member. Appropriate disciplinary action will be taken.

Diocese of Orlando Violence/Fighting Policy

Physical violence in any form will not be tolerated. All infractions should be reported to the Dean, the administration, or a faculty member. Appropriate disciplinary action will be taken.

Diocese of Orlando Vandalism Policy

Students who destroy property or participate in pranks may be subject to non-participation in all school activities including graduation. They will be suspended and/or possibly expelled. The student must also make restitution for all damages and may be referred to local law enforcement agencies.

Diocese of Orlando Weapons Policy

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 will deal with such incidents according to the federal, state, and local law and accepted educational practices. Bringing a weapon of any kind to school or a school event will result in expulsion. Please speak to your children about the consequences of these actions. Even good children make bad mistakes that have significant consequences.

The term “weapons” shall include, but are not limited to, the following enumerated items: any loaded or unloaded firearm (including but not limited to pistol, blank pistol, signal pistol, starter pistol, revolver, rifle, shotgun, crossbow); any knife (including but not limited to Bowie, Dirk, lock-blade, hunting pen, pocket, switchblade, utility); any defensive weapon (including but not limited to gas repellent, pepper gas, mace, stun gun); any martial arts device (including but not limited to Chinese stars, nun chucks) or any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm (including but not limited to chain, club, knuckles, nightstick, pipe, studded bracelet); or which by virtue of its shape or design gives the appearance of any of the aforementioned (including but not limited to air pistol, air rifle, BB gun, water pistol/gun).

Diocese of Orlando Threats of Violence Policy

The school takes all threats to oneself or others seriously. The disciplinary consequences for a student whose statements, gestures, or written comments, including email or social media messages, that threaten serious bodily harm or sexual violence to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school;
2. Notification of law enforcement and the Department of Children and Families;
3. Treatment or consultation by a psychologist or psychiatrist at the parents’ expense and/or by the school counselor, both of whom may be asked to submit a written evaluation. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be administratively withdrawn from the school.
4. If the child did not seriously intend to harm others, they may be allowed to return to the school, at the school principal's discretion.
5. If the threat is determined to be credible, the student may be administratively withdrawn or expelled.
6. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be administratively withdrawn or expelled from school;
7. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.
8. The school administration will cooperate fully with all law enforcement agencies in matters related to safety whether on or off campus.

Diocese of Orlando Student Technology/Computer Guidelines Policy

To maximize the benefits of its technology resources and minimize liability, Trinity Catholic High School has established the following policy. These rules apply to the school network, internet access, and all school or personal devices (e.g., iPads, tablets, laptops) used on campus.

- Technology must be used responsibly, ethically, professionally, and lawfully.
- Access to the school network is provided to support school-related activities. There should be no expectation of privacy for any data created, stored, sent, or received on the school network or school-approved devices. The school may monitor all activity without prior notice.
- School technology may be used only for educational purposes. Personal laptops are not permitted on campus. Devices, although owned by students or parents, may be confiscated if misused or if inappropriate content is suspected.
- Using a VPN to bypass school internet restrictions is prohibited. Students may not use cellular data while on campus and must disable it upon arrival. Violations may result in disciplinary probation.
- Technology may not be used for:
 - Accessing or sharing material that is sexually explicit, obscene, profane, harassing, defamatory, fraudulent, racially offensive, or otherwise unlawful.
 - Downloading or distributing unauthorized or non-school-related content.
 - Promoting or storing advertisements, solicitations, political content, or malicious software (e.g., viruses).
 - Excessive non-academic use (e.g., online games, chat groups, unnecessary printing, excessive browsing).
 - Violating copyright or software licensing agreements.
 - Breaking any local, state, federal, or international law.

Students are expected to use electronic devices responsibly. Misuse may result in losing access to school technology or Wi-Fi, and students may have to pay for any damage they cause to school equipment. All inappropriate behavior involving devices must be reported to the administration right away. The administration will decide what is considered inappropriate content. Student devices can be checked at any time and must not contain pornography, hate speech, violent content, bullying, or anything degrading. Devices must be kept up to date, used only for schoolwork during class, and only school-approved devices are allowed on the Wi-Fi. Students should not download games, videos, or other non-academic files while at school.

Diocese of Orlando Cell Phone & Electronic Device Use

Cellular phones may not be used during class time. Phones should be turned off or placed on silent mode.

The administration reserves the right to confiscate and search any cell phone and require the student to unlock the cell phone. This policy also applies to tablets, smart watches or other smart devices. Recording audio or video of students and/or teachers at any time without their expressed permission is prohibited.

Trinity Catholic High School Cell Phone/Electronic/Listening Device Policy

Students may use cell phones before and after school, and during lunch. Cell phones should be powered down (off) and stored away in the student's locker or backpack and never on their person.

Listening devices (headphones/earbuds/AirPods) are prohibited during the academic school day. Listening devices should be stored away and not on the student during the school day, unless given explicit directions from the teacher for an academic activity. If needed for an academic activity, then one ear must be exposed. Students may not travel through the hallways wearing listening devices at any time during the school day.

If cell phones are seen/heard during prohibited times, devices will be confiscated and turned in to the Dean of Students. TCHS is not responsible for loss or damage of confiscated items.

First Offense: Level 1 - Devices will be returned to students at the end of the day from the Dean of Students. Student will serve a lunch detention the following day.

Second Offense: Level 2 - Devices will be returned to the student at the end of the school day from the Dean of Students. Student will serve a Dean's Detention.

Third Offense: Level 3 - Device will be parked in the principal's office daily for a specified period of time set by the principal. Student will serve an In-School Suspension the following day.

Fourth Offense: Level 3 - Device will be permanently parked in the Principal's office for the remainder of the school year. Student will serve an Out-of-School Suspension the following day.

Refusal to Surrender a Device: Will result in a Level 3 offense (defiance to a school employee) and the device will be parked in the principal's office daily for a specified period of time set by the principal.

Diocese of Orlando Meta or Smart Glasses

As a school, the use of smart glasses is prohibited on campus to ensure student privacy, safety, and an appropriate learning environment. Students should not wear smart glasses that can record audio and/or video, display information or data from the internet or other sources, or allow for texting or phone calling, while on campus or during off-campus extracurricular events. Students must also ensure that smart glasses are not the only pair of eyeglasses they possess for daily use at school. We appreciate your cooperation with this policy.

Diocese of Orlando Online Safety

Students must not share personal information (e.g., home address, phone number) while using school internet or networks.

Diocese of Orlando Classroom Discipline Policy

Students must always behave respectfully, follow all classroom rules, and obey school policies. Teachers are responsible for managing discipline in their own classrooms, and students are expected to follow each teacher's rules and accept any consequences if they break them. Although students have enough time to get to their classes, being late without a valid excuse is not allowed. If a student is tardy to the same class three times without an excuse, they may face disciplinary action.

Diocese of Orlando Suspension Policy

- If a student is suspended, parents will immediately be notified by telephone in order to have the student picked up from school.
- Suspension prohibits students from participating in extracurricular activities and school-related functions during the suspension period. This includes team practices, contests, dances, club meetings and any other school function.
- Suspended students may not be on campus during the suspension until notified.
- Suspensions will be assigned at the discretion of the administration for conduct and or actions that are deemed inappropriate.
- Students may be assigned a suspension for a first-time offense.
- Students must turn in any missed work upon return to school.

Suspension may be given for the following offenses:

- Fighting/Assault - may be referred for administrative review to continue enrollment
- Use of racial slurs or sexist comments
- Inappropriate use of technology
- Attempted truancy
- Stealing/Theft
- Inappropriate behavior during off-campus activities as well as traveling to and from school
- Bullying/cyber bullying
- Unauthorized recording of others
- Construction and use of websites, apps, and/or social media that defame students, school personnel, or other entities as deemed inappropriate by Trinity Catholic High School administration
- Violation of Internet, Technology, and/or iPad Responsible Use Policy/Agreement
- Major disregard of student regulations
- Chronic failure to complete assigned consequence(s)
- Defiance
- Threatening to fight or harm a person
- A student may be placed on "Temporary Leave Pending Investigation" into inappropriate conduct, including investigations by law enforcement or DCF involving alleged inappropriate conduct by the student.

Diocese of Orlando Administrative Withdraw or Expulsion Policy

Withdrawal or expulsion are the final disciplinary actions taken against a student.. On occasion, a first offense or violation, if deemed severe enough may warrant immediate withdrawal.

The following offenses could lead to immediate required withdrawal. This is not an exhaustive list:

- Immoral behavior which is profane, vulgar, or obscene;
- Use, sale, distribution, or possession of drugs, alcohol, or any other legally controlled substance;
- Injury or harm to persons or property or serious threat of same whether in person or by electronic communication, including, but not limited to, cyberbullying;
- Absences or tardiness in excess or greater than 20 days may result in retention or withdrawal;
- Assault with, or possession of, a lethal instrument or weapon;
- Outrageous, scandalous, or serious disruptive behavior, theft;

- Habitual lack of effort leading to academic failure in classroom work;
- Conduct at school or elsewhere which would reflect adversely on the Catholic school/Church;
- Consistent disrespect for other students such as sexual harassment of another student;
- Violation of Student Technology Responsible Use Policy.
- Students caught trespassing on school grounds after hours will be subject to disciplinary action and may be prosecuted.
- The school assumes no responsibility for unapproved activities including but not limited to pre- or post- dance parties, personal parties, or any other activities before or after school, a school event or graduation.
- Student action that is not consistent with the philosophy/objectives of the school is subject to the review of the administration and may lead to withdrawal or dismissal from school.

The Principal may ask for a voluntary withdrawal of a student if it is determined that it is not possible for the school to adequately meet the academic needs of the student or if it is not in the best educational interest of the student to remain enrolled at the school. In the case that a voluntary withdrawal does not take place, the school reserves the right to expel the student.

Expulsion is the final disciplinary action taken against a student. This action will take place only after other avenues have been exhausted. On occasion, a first offense or violation, if deemed severe enough may warrant immediate expulsion. Students whose behavior harms or threatens to harm other students, staff or property may lead to expulsion and notification of law enforcement. Bringing a weapon of any kind to school or a school event will result in expulsion. Please speak to your children about the consequences of these actions. Even good children make bad mistakes that have significant consequences. The ELC Director or Principal may ask for a voluntary withdrawal of a student for disciplinary issues. In the case that a voluntary withdrawal does not take place, the school reserves the right to expel the student. Students who are expelled or administratively withdrawn from a Diocesan school cannot transfer or matriculate to another Diocesan school.

Diocese of Orlando Restroom/Locker Room Privacy Policy

Trinity Catholic High School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker rooms/changing facilities are designated exclusively for use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This provision shall be considered a part of the school's code of student conduct and the instructional personnel Code of Ethics.

Diocese of Orlando School-Sponsored Events Policy

The school does not sponsor, oversee, or control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Orlando, and their corporate members, officers, employees, religious, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

Diocese of Orlando Public Display of Affection Policy

The Catholic school promotes friendship, charity, kindness, love and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension, or

administrative withdrawal. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school. Personal Display of Affection

Diocese of Orlando Off-Campus Behavior Policy

Trinity Catholic High School reserves the right to discipline students for on and off-campus conduct that is not consistent with the behavior expectations of students during the school day. Conduct, whether inside or outside 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 faculty and staff, or students are impacted by the behavior of the student.

Diocese of Orlando Trespassing Policy

Students caught trespassing on school grounds after hours will be subject to disciplinary action and may be prosecuted.

Diocese of Orlando Legal Actions Regarding Students Policy

Parents must notify the school administration of any legal actions impacting one of our students. Issues like restraining orders, custody agreements, or any information impacting the safety, health, or welfare of a student or of the school community must be shared with the school.

Classifications of Offenses

Level 1 Offenses

<i>Offense</i>	<i>Disciplinary Action</i>
Bus misconduct	Dean's Detention Disciplinary Probation Lunch Detention Mandatory Drug/Sobriety Testing Parent Communication Parent/Teacher Conference Student Sent Home Teacher's Detention Verbal Warning
Chewing gum	
Disobedience	
Disrespect	
Disruption to the learning environment	
Failure to report an Honor Code or Code of Conduct offense of another student	
First Offense Electronics violation (cell phone, iPad, AirPods, etc.)	
First Offense Removal of the TCHS Mobile Device Management (MDM) from iPad	
Food and Drink Violation	
Irresponsible behavior	
Littering	
Offensive or excessively loud music	
Driving & Parking Agreement 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 sportsmanship policy	

Level 2 Offenses

<i>Offense</i>	<i>Disciplinary Action</i>
Repeated violation of Level 1 offenses (exceeding 6)	Dean's Detention Disciplinary Probation Financial Restitution In-School Suspension (1-2 days) Parent Communication Parent/Teacher Conference Saturday Detention Student Sent Home Pending Investigation Suspension from Extracurricular Activities
Refusal/failure to serve Level 1 disciplinary action	
Repeated Removal of the TCHS Mobile Device Management (MDM) from iPad	
Bringing Discredit to TCHS	
Excessive unexcused tardies/early dismissals (exceeding 8)	
Failure to maintain health/safety protocols	
Forgery	
Honor Code violation	
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	
Second Offense Electronics violation (cell phone, iPad, AirPods, etc)	
Skipping class	
Use of a VPN or proxy website	
Use of racist, discriminatory language or ethnic slur (verbal or non-verbal)	
Verbal altercation	
Violation of Restroom/Locker room Privacy Policy	

Level 3 Offenses

<i>Offense</i>	<i>Disciplinary Action</i>
Repeated violation of Level 2 offenses (exceeding 4)	Disciplinary Probation Exclusion Expulsion Financial Restitution In-School Suspension (1-3 days) Mandatory Drug/Sobriety Testing Mandatory Parent Conference Out-of-School Suspension (1-5 days) Referral to Administrative Review Team (ART) Referral to Law Enforcement Student Sent Home Pending Investigation Suspension From Extracurricular Activities
Refusal/failure to serve Level 2 disciplinary action	
Bullying/Cyberbullying/Hazing	
Chronic tardy/early dismissal (exceeding 14)	
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	
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/nicotine or e-cigarettes/vaping	
Possession, use, transfer, or under the influence of alcohol	
Reckless driving/endangerment	
Sexual harassment/sexual misconduct	
Third/Fourth Offense Electronics violation (cell phone, iPad, AirPods, etc)	
Threatening, harassing 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	

Level 4 Offenses

<i>Offense</i>	<i>Disciplinary Action</i>
Repeated violations of Level 3 offenses (exceeding 2)	Expulsion Financial Restitution Mandatory Drug/Sobriety Testing Mandatory Substance Abuse Counseling Out-of-School Suspension (5-10 days) Referral to Administrative Review Team (ART) Referral to Law Enforcement Student Sent Home Pending Investigation
Refusal/failure to serve Level 3 disciplinary action	
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 Actions & Definitions

Disciplinary Action	Definition
Parent Communication	Email/Phone Call
Parent Conference	Before or after school meeting with the teacher, parent, and/or administration.
Verbal Warning	Verbal reprimand documented in student's disciplinary record.
Lunch Detention	Lunch detention served in the Lunch Detention room. Students must report to the Dean of Student within the first five minutes of the start of Celtic Hour/Lunch. The Dean of Students will provide a Lunch Fast Pass to students needing to buy lunch. Failure to report to a Lunch Detention within the first five minutes will result in a Level 2 offense.
Teacher Detention	Classroom detention with the individual teacher during Celtic Hour at teacher discretion. Failure to report on time results in a Lunch Detention.
Dean's Detention	Dean's Detention is served before or after school on a day and time determined by the Dean of Students. Failure to report on time results in a Saturday Detention.
Disciplinary Probation	Guidelines are outlined in writing on the agreement to remain enrolled at TCHS.
Student Sent Home (Level I Offense)	A student may be sent home to correct a uniform violation and 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. The \$40 fine is due by the Friday prior to the Saturday Detention in cash to the Dean of Students. Failure to report and/or pay results in automatic out-of-school suspension.
In-School Suspension	8:00 am to dismissal; report to the Dean of Students in school uniform; complete all assigned work by the end of the school day; writing assignment may be required; reparation hours may 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 (participant or spectator).

Out-of-School Suspension	A student is prohibited from being on campus for the entirety of their suspension; all coursework must be maintained. Work not completed would follow the late work policy; writing assignment may be required; reparation hours may be assigned by the Dean of Students, Principal, or ART to be completed by the end of the quarter; loss of extracurricular activities at least equal to the number of Out-of-School Suspension days (participant or spectator).
Suspension from Extracurricular Activities	Excluded as a participant or spectator from school activities, events, and/or athletics.
Mandatory Drug/Sobriety Testing	A student may be asked to take a drug/sobriety test.
Financial Restitution	Compensation for financial losses as a result of student behavior.
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 re-enrollment at the end of the designated time. Conditions must be met before the student can be considered for re-enrollment. A student who is excluded may not attend any TCHS activity/event on or off campus for the remainder of the designated time period.
Expulsion	A student will be expelled from TCHS and is not eligible for re-enrollment. A student who is expelled may not attend any future TCHS activity/event on or off campus.

Trinity Catholic High School Disciplinary Action

Disciplinary Actions are listed within the tiers in alphabetical order. The disciplinary action is determined by the Trinity Catholic High School administration.

Trinity Catholic High School Administrative Review Team (ART)

Administrative Review Team (ART) may be appointed by the principal to review Level 3 or Level 4 offenses, violation of disciplinary probation, and/or failure to meet the terms of an academic/attendance contract. The ART will convene within 72 hours of the offense, excluding weekends and holidays. The team will be composed of three 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.

Athletic & Extracurricular Programs

Diocese of Orlando Athletic and Extracurricular Programs Policy

Trinity Catholic High School is a member of Florida High School Athletic Association (FHSAA) and abides by FHSAA policy and procedures. Trinity Catholic High School offers students a wide variety of sports spanning 3 seasons of competition (fall, winter, spring).

Coach Financial Support

Trinity Catholic High School prohibits coaches from providing financial support to student athletes unless they are their child. Financial support for students is handled by Trinity Catholic High School. We recognize that the state has issued guidelines allowing head coaches to provide financial support to students on their team, but Trinity Catholic High School has decided not to allow our coaches to do so.

Trinity Catholic High School Student Activities & Academic Excellence

Trinity Catholic High School recognizes the importance of extracurricular activities in a well-rounded high school program. Trinity Catholic High School 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.

Trinity Catholic High School Sponsored Athletics			
Baseball	Equestrian Boys & Girls	Lacrosse Boys	Tennis Boys & Girls
Basketball Boys & Girls	Football	Soccer Boys & Girls	Track & Field Boys & Girls
Cheer Competitive & Sideline	Flag Football Girls	Softball	Volleyball & Beach Girls
Cross Country Boys & Girls	Golf Boys & Girls	Swimming Boys & Girls	Weightlifting Boys & Girls

All students who are academically eligible may try out for membership on sports teams and in extra-curricular activities. The school is committed to providing everyone with a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the Athletic Director or club moderator, in consultation with the Principal, is final. Ordinarily, the Principal will not intervene in non-selection decisions unless the decision is arbitrary and capricious.

Diocese of Orlando Sportsmanship Policy

According to the FHSAA, sportsmanship is having pride in your school, your team, and yourself. Sportsmanship is respect for the game and for those who play it. We remind you to take on the responsibility of good sportsmanship. Play strong. Play hard. Play fair. Good sportsmanship is expected by players and fans at all sporting events. Support our players with all you might and respect all opponents as your neighbors.

Trinity Catholic High School Guidelines for Sportsmanship

Trinity Catholic High School 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 Trinity Catholic High School 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.

Diocese of Orlando Absences Due to Extracurricular Activity/Athletics Policy

If a student is absent from a class or classes for an athletic event or other school-related activities, he/she should solicit the work from the teacher before he/she leaves for the day and be prepared for the class the following day. If the student misses a test or quiz, it must be made up on the first day the student returns to class. Students are advised to check the teacher/course Schoology/Google Classroom to be prepared for class upon return as students are expected to be prepared for class the following day of the absence. If a student involved in school athletics or any other school-related activity misses a full day(s) of school, this absence should be treated like a pre-arranged activity.

Diocese of Orlando Tryout Policy

Multi-sport athletes whose current sport season overlaps with tryouts for the next season will be given separate tryout opportunities at all levels (9th grade, JV, and Varsity). These athletes are not allowed to attend or participate in open gyms, open fields, or other pre-season activities for the upcoming sport until their current season has ended, unless they receive special permission from their current coach. Additionally, if an athlete quits their current team, they must wait until the entire season, including playoffs, is completed before joining the next sport.

Trinity Catholic High School Sponsored Clubs			
Academic Team	Choir	Future Business Leaders of America	Peer Ministry
Ambassadors	Color Guard	Future Farmers of America	Robotics
Band	Cooking Club	Green Club	Student Government

Bleacher Creatures	FANS Club	Key Club	Disciples of the Eucharist
Chem Bowl	Fellowship of Christian Athletes	Mu Alpha Theta	Social Studies Club

Trinity Catholic High School Sponsored Activities			
New Family Activities	Field Day	Honor Roll Celebrations	Southeastern Youth Fair
Agricultural Day	Graduation Activities	On/Off Campus Activities	Student Government Activities
Catholic Schools Week	Grandparents' Day	Prom	Signing Days
Club Fair	Homecoming Dance	Religious Activities	Student Success Programs
College Fair	Homecoming Week	Senior Week	Yearbook Activities

Trinity Catholic High School Clubs, Organizations and Activities

Trinity Catholic High School 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.

FHSAA Requirements for Participation in Athletics

1. An FHSAA Pre-Participation Physical Evaluation Form (EL2)
2. An FHSAA Consent and Release from Liability Certificate (EL3)
3. An Office of Schools EKG clearance

Each of these forms may be obtained from the Trinity Catholic High School website or the FHSAA website. Physicals are valid for one calendar year from the date of the physical. Forms must be on file before the student athlete participates in any sports activities including preseason open gyms or conditioning programs. Students that transfer in the current school year must file an affidavit of compliance with FHSAA policy or Athletic Recruiting (GA-4). This form must be on file before the student athlete may participate in sports activities.

Diocese of Orlando Student-Athlete Eligibility Policy

To be eligible for participation in athletics or any extracurricular activities, student-athletes at Trinity Catholic High School must meet specific academic, behavioral, and attendance requirements. For the first semester of the school year, each student-athlete must have earned six full credits from the previous academic year and maintain a minimum cumulative GPA of 2.0 based on semester grades. Any student who receives two or more F's (formerly E's) on a progress report or report card may be declared ineligible to participate in extracurricular activities. If a student earns two or more F's on an end-of-semester report card, they are automatically ineligible. Students on Academic Probation, Disciplinary Probation, or an Attendance Contract are also ineligible to participate in extracurricular activities unless they receive formal administrative approval under specific academic or behavioral conditions designed to help them return to good standing.

Attendance is another key factor in determining eligibility. Students must maintain a strong attendance record, as unexcused absences or tardies can affect their ability to participate in extracurricular events. This policy emphasizes the importance of consistent presence in the classroom and accountability in all areas of student life.

Student conduct, both in and out of school, must reflect the philosophy, values, and mission of Trinity Catholic High School. Any behavior that violates the school's Code of Conduct, particularly behavior that requires administrative intervention, may result in a student being restricted from participating in extracurricular activities. Furthermore, Trinity Catholic High School reserves the right to discipline students for conduct that occurs off campus if that behavior is inconsistent with the values expected of students during the school day. This includes any conduct that reflects poorly on the Catholic Church, Catholic education, or the school community. In such cases, disciplinary actions may include suspension, loss of privileges, or even required withdrawal from the school.

Any student representing Trinity Catholic High School in any extracurricular activity—whether it be athletics, a performance, or another club—must follow the school's grooming and dress code guidelines to participate. Failure to comply with these standards may result in the student being removed from the activity until proper grooming expectations are met.

Athletes who choose to drop out of a sport during the season will not be permitted to participate in another sport until the season of the original sport has officially ended. This policy supports commitment, responsibility, and respect for the team and the coaching staff.

If a student is deemed ineligible for any reason, the appropriate school personnel—such as the administration, deans, or school counselors—will notify the faculty sponsor or coach of the student's status. It is expected that all student-athletes and their parents understand and comply with the policies and procedures distributed by the athletic department and school administration.

Trinity Catholic High School Academic Eligibility Policy

Trinity Catholic High School adheres to the Florida High School Athletic Association (FHSA) policies for student participation in both athletics and extracurricular activities. "A high school student must have a cumulative 2.0 grade point average on a 4.0 unweighted scale, or its equivalent, at the conclusion of each semester to be academically eligible during the next semester." 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.

Students must be marked present for the entire day to be eligible to play or practice that day. To be considered present for the day, a student must arrive prior to being marked absent for first period and cannot leave early. As a reminder, a student is marked absent from a class if they miss more than half of the instructional minutes. Students who attend morning events but do not attend school that day forfeit their eligibility for the next event (practice, competition, meeting, etc.).

Suspended students (in or out of school) may not play or practice the day(s) of the suspension.

Diocese of Orlando Enrollment and Athletic Eligibility/Clearance Policy

Students must be enrolled full-time students to attend classes and participate in school activities. Homeschooled children are not an exception to this rule.

Trinity Catholic High School Participation Policy

The following 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
- Complete ECG Test (only required once during 4-years at TC)

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

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

Diocese of Orlando Club Teams Policy

The school is not responsible for student participation in any sports, leagues, activities, or clubs not identified above including rec league sports, off-season club sports teams, travel teams, or sports clinics. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such program or activities.

Diocese of Orlando NIL (Name, Image, and Likeness) Policy

The Diocese of Orlando's Office of Schools has a policy addressing Name Image and Likeness (NIL) agreements between student athletes and third parties. The policy contains important rules implemented by the FHSA. Violation of this policy by students or parents may result in the student's removal from athletics or expulsion. This policy can be found in the Appendix.

Diocese of Orlando Safety Policy

Safety is the first priority at Trinity Catholic High School. Security personnel are on campus. Recorded camera surveillance in various public areas throughout the campus is employed as well. An evaluation is conducted annually to evaluate buildings and sites to identify potential hazards and develop plans to mitigate risks. An Emergency Operations Plan is in place that regulates response to emergencies that maximizes safety and minimizes disruptions. The Emergency Operations Plan is updated annually with local law enforcement. Faculty, staff, and students will be provided with training and will participate in routine emergency preparedness drills and exercises.

Trinity Catholic High School Campus Security Policy

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. Trinity Catholic High School will not be responsible for the loss of or possible damage to any confiscated items.

Safety

Diocese of Orlando Prohibited Communications Policy

All staff, administration, and clergy are required to adhere to strict guidelines regarding electronic communication with students. Email correspondence with students is permitted only when the student's parent or guardian is copied on the message, except in cases where the school utilizes a "closed" email system. A closed email system restricts students from sending and receiving emails solely within the school domain. Under such circumstances, copying parents on general, non-specific emails is not mandatory. Staff members are advised to consult with their Technology Coordinator to verify whether their email system qualifies as close.

All electronic communication must be conducted through official school email accounts, and the content must remain strictly professional. Communication with students via text messaging, phone calls, or social media is strictly prohibited. Furthermore, no staff member or clergy is authorized to contact former students through any electronic means. These policies are established to ensure professional, transparent, and appropriate communication. Non-compliance may result in administrative disciplinary action.

Diocese of Orlando Safe Environment Training and Fingerprinting for Volunteers Policy

The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow specific guidelines regarding safe environment training. Therefore, the Diocese of Orlando requires that all employees and volunteers working with children and vulnerable populations must receive the diocesan mandated Safe Environment Training and be fingerprinted. The diocese requirements must be met for individuals to volunteer in any capacity within the school.

Diocese of Orlando Visitor Check-In Policy

In order to ensure a safe environment for your child, all school doors will remain locked during the school day. All visitors must report to the office and receive an identification badge before visiting other parts of the school building. School visitors (volunteers, parents, etc.) must check in at the main office and at the time of departure. All visitors must present a valid driver's license or state issued identification. First time visitors must present a valid driver's license for processing through the Raptor system to be screened in the Sexual Predator/Offender database. All visitors and volunteers are required to wear a designated nametag and an identity lanyard.

Diocese of Orlando Image Release Policy

The Diocese of Orlando requires that students must have a signed Image Release Form in their permanent record before their image or likeness may be published in the school, Diocesan, or local newspaper, on the Internet, or in any other media approved by the school or the Diocese of Orlando. If you do not give your consent, you must submit a written notification to the office. Policy can be found in the Appendix.

Diocese of Orlando Release of Audio & Visual Recording for Purpose of Digital Learning Policy

The Diocese of Orlando requires that students must have a signed Release of Audio and Visual Recordings for Purposes of Digital Learning Recordings for the student's image or likeness in videotape recordings, photographs, or audio recordings to be used by the school and the Diocese of Orlando. If you do not give your consent, you must submit a written notification to the office. Classroom instruction presented live or via Livestream may not be videotaped by students or parents for any purpose, including posting to social media. Students may not record classes, students, or teachers. During any livestreaming instruction, parents/guardians must not record or take screenshots of the instruction or share the livestream link with others. Policy can be found in the Appendix.

Trinity Catholic High School School Supervision Provisions

Reasonable care is given to supervise all children during the school day and during school-sponsored activities from 7:20 AM to 15 minutes following dismissal. Parents are required to follow the times stipulated when dropping off or picking up students. The school is not responsible for supervision of students before or after the times stated above. The school is not liable for any injuries or accidents which may occur before or after the times stated above. If the student is participating in a scheduled, supervised activity before or after school, specific arrangements must be made for drop-off and/or pick-up at the designated times.

Diocese of Orlando School Sponsored Events Policy

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events including all field trips, excursions or parties, are specifically identified in this Student-Parent Handbook or are identified in the school calendar and/or written notices generated and distributed by the school. It is the Parents' responsibility to supervise any private social functions and they are solely responsible for the event. Failure to properly supervise a private social event may result in termination of the family's enrollment. Parents may not imply in any way that any private social event is a school event. Parents, by executing the acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Orlando, and their corporate members, offices, employees, religious, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation or attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Diocese of Orlando Sex Offender Registry Policy

Registered sex offenders may not volunteer for school events and are only allowed on campus to pick up/drop off their student(s) only.

Health

Diocese of Orlando Health Policy

Asbestos Notice

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93(g), the Management Plan for Asbestos-Containing materials as developed by Law Engineering is available without restriction, for your inspection at the school's administrative office. We ask that you make an appointment if you wish to review the plan.

Health Records and Proof of Insurance

Student health records may be submitted during enrollment or to the school nurse during the school year. Proof of student insurance is submitted during enrollment and if changes during the school year, contact the School Registrar to update. Health records and proof of insurance are loaded into FACTS and are only accessible by approved personnel such as the school nurse, administration, and registrar.

Parents must notify the school in writing of any student allergies, serious medical conditions, medications, and emergency contact information. The school must be notified of any changes that occur during the school year.

Blood Borne Pathogens

All accidents and health emergencies are reported to the school nurse. If warranted, parents are notified to come pick up their student. If there is a serious, life-threatening emergency, the school will call 911 and parents will be contacted. It is imperative to keep email addresses and phone numbers current in FACTS, Faculty and staff follow procedures set forth by annual Blood Borne Pathogen training.

Injuries

If a student sustains an injury at school or off campus and treatment(s) and/or accommodations are required, medical documentation is required. This documentation must include the type of treatment(s), accommodation, the anticipated length of treatment(s) and/or accommodations. This documentation must come from a licensed healthcare provider, physician, athletic trainer, or physical therapist.

Concussions

A concussion is a type of traumatic brain injury that interferes with the brain's normal function. It occurs when the brain is rocked back and forth or twisted inside the skull due to a blow to the head or body. What appears to be only a mild jolt or blow to the head or body can result in a concussion. Any suspected concussion must be taken seriously. Students need to be evaluated by a physician to return to school and/or receive accommodation.

If the physician has determined that a student must be under concussion protocol, the parent/guardian must submit the medical documentation that supports the student's concussion diagnosis to either the Clinic Assistant or the Athletic Trainer. The Clinic Assistant will then communicate the accommodations requested with the student's counselor and Administration. The teachers, with the counselor and student, will develop a schedule for the student to submit classwork, homework, tests, and take assessments congruent with the concussion protocol as ordered by the physician. Student athletes must use the FHSAA AT18 form to certify their ability to return to athletics.

Students are responsible for all schoolwork during the time they are under concussion protocol, in all classes.

Medication

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home.

Only, when necessary, will the school allow the administration of medication on campus, and only under the following guidelines:

- An authorization form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
- Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
- While the school may monitor a student taking the medication, the school will not remind students to take their medication.
- The staff shall record as soon as possible the administration of the medication. The record must include the name of the student, medication, time of providing medication dose and the person administering. Any unusual reactions should be noted in the report immediately.
- Exceptions to this policy may be made for the use, supply, and administration of an epinephrine auto-injection (EpiPen), Narcan, or as otherwise authorized in writing by the school. Circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student
- Students who suffer from asthma, allergies, diabetes, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the school has on file for the student a current and completed Parental/Guardian Medical Information & Consent Form permitting self-administration. Ability to self-administer such medication will depend on the maturity of the student, nature of the medical condition, and any federal, state, or local law regarding self-administration.

The school retains the right to deny requests to administer medication. If the school denies a request for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students.

Administration by School Personnel

1. No school personnel shall administer any prescription or non-prescription medicine unless the school has the student's current and complete Medication Authorization Form signed by the parent/guardian who gives written permission to the school for medication dispensation. A new form must be completed at the start of each school year.
2. The school retains the right to deny requests to administer medication. If the school denies a request for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students.
3. The staff will record as soon as possible the administration of the medication. The record must include the name of the student, medication, time of providing medication dose and the person administering. Any unusual reactions should be noted on the report immediately.

Self-Administration

1. A student may self-administer medication at school if so, ordered by his or her licensed prescriber per the student's current and completed Medication Authorization Form. A new form must be completed at the start of each school year.
2. Students who suffer from asthma, allergies, diabetes, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the school has on file for the

student a current and completed Medication Authorization Form permitting self-administration as well as an action plan completed by their healthcare provider. A new action plan must be submitted at the beginning of each school year.

3. Certain medications must be stored in a locked cabinet under the control of the school and the self-administration of medication shall be under the supervision of the Clinic Assistant or appropriate school staff.
4. In appropriate circumstances, a school may refuse to allow a student to self-administer medications.

Appropriate Containers

It is the responsibility of the parents/guardian to provide the school with all medication in appropriate containers that are:

1. Prescription labeled by a pharmacy or licensed prescriber.
2. Manufacturer labeled for non-prescription over-the-counter medication.
3. Non-prescription over the counter medication must be in a new unopened container.

Storage of Medication

Medication received by the school in accordance with a completed Medication Authorization Form. Any student taking medication of any kind must bring it, in its original container with a completed Medication Authorization Form, to the clinic before the school day begins. Students must return to the clinic at the prescribed time to take their medication. The administration, faculty, and staff of Trinity Catholic High School are prohibited from dispensing any form of medication to students, including common over-the-counter drugs without a completed Medication Authorization Form.

Communicable Diseases

Parents must call the school if their child is diagnosed with a communicable disease. The school must notify their county Health Department. All reports are confidential. Despite various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods. There will be no suspension, reduction, or refund of tuition in these circumstances.

School Uniforms

Diocese of Orlando School Uniform Policy

The school uniform is an observable sign in the school and in the public forum of the values being taught in our schools. All school students must wear uniforms. The school uniform shall be modest and appropriate, irrespective of current fashion trends and styles. The school uniform shall be worn consistent with professional dress in a respected business or occupation. Students should appear neat and well-kept when representing their Catholic school in their uniform.

The uniform policy is in its attempt to educate the whole person for the following reasons:

- To maintain a proper academic tone within the school community.
- To reduce superficial competitiveness in dress among students.
- To support the dignity of the individual based on character rather than appearance.

Diocese of Orlando General Uniform and Personal Appearance Guidelines

- Uniforms are not to be altered in any way.
- Uniforms should be clean, in good repair, free of stains, and free of wrinkles.
- Repeated violations of the dress code will result in disciplinary action and loss of privileges, probation and or other things.
- No uniform substitutions are permitted without written approval by the Deans.
- Dress at all school activities must be appropriate and in conformity with the outlined dress expectations for the event. Uniforms are not interchangeable; girls and boys must wear their designated uniform pieces.
- Leggings, trench coats, denim, army fatigues are not appropriate and permitted to be worn to school.
- Blankets, sweaters, sweatshirts, and jackets are never worn tied around the waist.
- Hats/head coverings may not be worn or carried on campus.
- Shoes must be worn completely on the foot covering the heels.
- Students should never wear boots, slippers, sandals, flip flops, crocs, or shoes without backs.
- Shoes must not have heels higher than 2 inches.
- If a clothing article is not listed, it is not acceptable to wear to school, as it is not considered a part of the dress code.

Trinity Catholic High School Uniform Company

All required school uniform attire must be purchased through the official uniform company. 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 the store location.

Contact Person: Mr. Jermaine Dingle
(407) 554-2253
14035 West Colonial Drive
Winter Garden, FL 34787

Girls 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 or a student will be required to wear school uniform pants. When worn with outerwear, the skort must be visible.

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, 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 or student will be required to wear school uniform pants. When worn with outerwear, the shorts must be visible.

Belts

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

Shoes

Students have two options for footwear. The first option is a solid brown or solid black leather Sperry. The second option is a solid white or solid black athletic shoe. All shoes must have solid colored laces and must match the color of the shoe. Any logo that is present should be barely discernible in size and color. 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 or solid black with no design. Tights must be solid white or solid black 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). The approved uniform shirt must be worn under the outerwear. Coats, hats, caps, hoodies, 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.
- PE students will be permitted to wear black joggers/athletic pants on cold weather days.

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 Fridays with the TC uniform bottoms to show your TC Spirit! Spirit Fridays are a privilege and can be revoked on an individual basis.

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.

- Examples of unprofessional accessories include, but are not limited to eyebrow piercing, septum piercing, lip piercing and/or tattoos that are vulgar, offensive or incompatible with Catholic values.

PE Uniforms

Students enrolled in Physical Education courses (HOPE, weightlifting, team sports, etc.) are required to wear the TC PE uniform. The PE uniform consists of athletic shorts and t-shirt with TC logo that are available at the Irish Threads shop in Student Life. Students not in required PE uniform will not receive credit for daily participation. Athletic shoes, preferably a different pair than the school shoe, must be worn as part of the required PE uniform. A locker will be assigned to provide a storage option for PE uniforms. It is encouraged that PE uniforms be washed on a regular basis.

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 prior 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.

Label Uniforms

It is strongly recommended that all uniform pieces be labeled with the student name.

All pieces of the Trinity Catholic High School 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.

The administration of Trinity Catholic High School reserves the right to make judgments on all matters of acceptable accessories.

Boys 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 or student will be required to wear school uniform pants. 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 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 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. Belts must be solid black or solid brown, free of design or logos. Belt buckles must be a standard size with no logos or emblems.

Shoes

Students have two options for footwear. The first option is a solid brown or solid black leather Sperry. The second option is a solid white or solid black athletic shoe. All shoes must have solid colored laces and must match the color of the shoe. Any logo that is present should be barely discernible in size and color. 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 or solid black with no design.

Outerwear

All outerwear must be purchased through Risse Brothers School Uniforms or Irish Threads (school store located in Student Life). The approved uniform shirt must be worn under the outerwear. Coats, hats, caps, hoodies, 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.
- PE students will be permitted to wear black joggers/athletic pants on cold weather days.

Spiritwear

Spiritwear is Trinity Catholic High School 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 Fridays with the TC uniform bottoms to show TC Spirit. Spirit Fridays are a privilege and can be revoked on an individual basis.

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 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. If hair requires being gathered to meet compliance, hair must be pulled into a tight, neat bun that is above the top of the shirt collar. Hair art/design are not permitted.

Facial Hair

Facial hair 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.

- Examples of unprofessional accessories include, but are not limited to eyebrow piercing, septum piercing, lip piercing and/or tattoos that are vulgar, offensive or incompatible with Catholic values.

PE Uniforms

Students enrolled in Physical Education courses (HOPE, weightlifting, team sports, etc.) are required to wear the TC PE uniform. The PE uniform consists of athletic shorts and t-shirt with TC logo that are available at the Irish Threads shop on campus. Students not in required PE uniform will not receive credit for daily participation. Athletic shoes, preferably a different pair than the school shoe, must be worn as part of the required PE uniform. A locker will be assigned to provide a storage option for PE uniforms. It is encouraged that PE uniforms be washed on a regular basis.

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 prior 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.

Label Uniforms

It is strongly recommended that all uniform pieces be labeled with the student name.

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.

The administration of Trinity Catholic High School reserves the right to make judgments on all matters of acceptable accessories.

Shoe Expectations

Examples (Allowed)



Non-Examples (Not Allowed)



Multi-colored



Hightop, multi-colored



Multi-colored



Distinguishable change in elevation, multi-colored



Distinguishable change in elevation



Slippers, Hey Dudes, Crocs (and similar styles) are not acceptable footwear. Students will not be permitted on campus with these shoes or shoes of similar style during school.

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

Diocese of Orlando Uniform Violation Policy

Students not in proper uniform may be sent home at the dean's discretion or school administration's discretion.

- Violations of the dress code and other expectations may result in disciplinary action, normally after-school detention.
- Failure to wear dress uniform when required may result in automatic detention and/or loss of privileges.

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

If appearance is judged unacceptable, the student may be sent home immediately. The student may not be allowed on campus until the problem is corrected to the administration's satisfaction. All time out of class will be unexcused.

Diocese of Orlando School Sponsored Events Behavior and Dress Policy

Trinity Catholic High School students should dress appropriately, modestly and tastefully at all school sponsored events. Students that are deemed inappropriately dressed will be denied entry or asked to leave in addition to possible disciplinary action.

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events including all field trips, excursions or parties, are specifically identified in this Student-Parent Handbook or are identified in the school calendar and/or written notices generated and distributed by the school. It is the Parents' responsibility to supervise any private social functions and they are solely responsible for the event. Failure to properly supervise a private social event may result in termination of the family's enrollment. Parents may not imply in any way that any private social event is a school event. Parents, by executing the acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Orlando, and their corporate members, offices, employees, religious, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation or attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Diocese of Orlando Field Trip Dress Code Policy

Unless otherwise specified, students are to wear their school uniform on field trips.

Emergency Communication & Procedures

Diocese of Orlando Emergency Communication and Procedure Policy

The school will conduct regular fire and safety drills and instruct students on the procedures to follow in case of an emergency. The cooperation of all students is required to practice exiting the school grounds quickly and orderly. In an emergency, the school's emergency management procedures will be followed. Parents should not come to the school unless they are called to pick up their children.

The Diocese of Orlando also requires the following safety precautions and procedures:

- Each school will conduct an annual evaluation of school buildings and sites to identify potential hazards and to develop plans to mitigate risk.
- Each school will implement an Emergency Operations Plan to respond to emergencies in a manner that maximizes safety and minimizes disruptions
- The Emergency Operation Plan will be updated annually in consultation with local law enforcement in preparing for potential emergencies
- The Principal will provide training for all staff and students and require all to participate in routine emergency preparedness drills and exercises
- The school will require all visitors, volunteers, and parents to check in and out through the main office and provide a valid government issued photo ID prior to entering the campus
- The school will require all visitors, volunteers, and parents to be processed through Raptor to check against the National Predator/Offender database each time they request access to campus.
- The school follows Standard Response Protocols to manage the movement of people on campus in an emergency.

Diocese of Orlando Standard Response Protocols

In the event of the campus being alerted to a threat, the Diocese of Orlando follows the response protocols as outlined below. Text messaging will be sent to parents' phone numbers on file when these occur.

- Hold is initiated when students and staff need to remain at their current location with limited movement for a short period of time due to a potential or actual emergency.
- Evacuation is initiated when there are conditions inside the school building that could be unsafe. An off-site evacuation may be necessary depending on the incidents.
- Shelter is initiated when students and staff need to be inside the building for safety from severe weather situations.
- Lockout is initiated when there may be a danger outside of the buildings or off campus that requires everyone to be moved indoors, and all perimeter doors are locked. Indoor activities may continue but no one is permitted to enter or exit the buildings.
- Lockdown is initiated when there may be an immediate threat or danger on the school campus. All activities cease and the campus is completely locked down.

Diocese of Orlando Emergency Closings

In the event of emergency closings due to a hurricane, tropical storm or severe weather event, announcements will be made as soon as possible through ParentAlert, an automated phone and email messaging system, and on local television and radio news stations. We will close when County Schools close, but our reopening may not coincide. If there is inclement weather or if school has been closed, please check your voicemail, email, or listen to the TV or radio for updates.

Diocese of Orlando Emergency Drill Policy

Fire and other safety drills are conducted regularly during the school year. Safety drills include fire, lockdown, lockdown, and shelter practices. While we cannot anticipate every emergency, we do understand that proactive drills are the way to be sure our students are safe, comfortable, not stressed, or anxious. Please note that teachers prepare their students for each drill in a developmentally appropriate manner, using verbiage appropriate for their age and grade level.

Diocese of Orlando Inclement Weather During School Hours Policy

During inclement weather, for the safety and well-being of all, if necessary, students will be advised over the PA if they should remain in their classrooms. A second announcement will be made to release the class to travel to the next period. Outline school specific guidelines for after school activities.

Diocese of Orlando Fire Alarms & Extinguishers Policy

Trinity Catholic High School is equipped with accessible fire alarms and extinguishers that are inspected regularly.

Campus Procedures & Policies

Diocese of Orlando Parking Policy

Parking on campus is a privilege granted to licensed drivers who provide valid vehicle registration and current insurance. Only registered vehicles—not scooters or golf carts—are allowed in the school parking lot. A parking sticker or tag is required, must be clearly displayed and not transferable without school authorization. The school is not responsible for any damage to vehicles or their contents. Parking is limited, and the availability of stickers is not guaranteed, as they are issued on a first-come, first-served basis.

Trinity Catholic High School Vehicle Policy

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 - \$75.00.

Students must adhere to the Driving and Parking Agreement.

Diocese of Orlando General Parking Rules and Regulations

- Sitting/loitering in cars or parking lots before and after school is NOT allowed.
- ONLY the registered vehicle may be parked in the numbered space assigned to the student.
- Vehicles approved have a sticker/tag appropriately displayed List how and where on car
- Drivers are asked to always drive with caution while adhering to a 5-mph speed, wear seatbelts, refrain from the use of cell phones and not play radios loudly while on campus.
- Students may forfeit this privilege if they do not adhere to the above rules, and/or engage in behavior that is considered unsafe. A student's parking privilege may be revoked at any time if deemed appropriate by the Administration.
- Students are NOT permitted access to their cars during the school day.

Trinity Catholic High School Driving and Parking Agreement

The following agreement must be accepted prior to purchasing a parking spot to park on campus.

1. Students must have purchased and been assigned a parking spot number to park on campus.
2. The current school year parking pass must be displayed in the lower corner of the driver's side windshield. The physical parking pass can be obtained from the Dean of Students office.
3. Students will park in their assigned parking spot that corresponds to the parking pass number for the current school year. Students may not park in visitor, staff, teacher, or field house parking.
4. Students are not allowed to return to the parking lot or enter their vehicle after the school day has begun. If a student is dismissed early from school or arrives late, remaining in the vehicle for an extended period of time is prohibited.
5. Students are expected to park within the designated lines of their assigned parking spot.
6. Students must drive a street legal and current registered vehicle.
7. Students must inform the Dean of Students when any change in vehicle occurs.
8. Selling or giving permits to another student will result in loss of parking privileges on campus for both students for the school year.
9. Reckless driving, squealing of tires, excessive revving of engines, and/or speeding (greater than 5 mph) is prohibited.
10. Loud or offensive music, accessories with political and/or inappropriate interpretations are prohibited.
11. If a permit is lost or damaged, a replacement must be purchased.
12. Seatbelt safety is a priority: Student drivers are to fasten their seatbelts and require all passengers to fasten their belts at all times. No students are to ride in the back of trucks or hanging on or out of windows.

13. Pedestrian safety: Students walking to or from vehicles should stay clear of the flow of traffic. Pedestrians must navigate the parking lot safely and watch for vehicles entering the driveways and reversing from parking spots.

Violation of any of the above expectations may result in a parking violation (\$15 ticket), suspension of parking privileges and/or vehicle being towed. Any vehicle parked on TCHS property is subject to being searched.

Parking on the Trinity Catholic High School campus is a privilege, not a right.

Diocese of Orlando Bike Riders and Walkers Policy

Students are permitted to walk or ride their bike to and from school. Schools will make reasonable efforts to provide a space for students to place their bikes safely out of the way during the school day. School administration reserves the right to deny this request on certain days due to weather conditions or for other reasonable causes.

Diocese of Orlando Lost and Found Policy

Any items found in the school building or on the school grounds should be given to the school Dean's office. Items placed in the lost and found remain there for one week. Please clearly mark all student items with name and grade to facilitate their return. To claim an item lost, report to the Dean's office. The school is not responsible for any items - personal or otherwise - which are lost, stolen, or damaged on school property. Items remaining at school one week after the end of the school year will be given to charity.

Diocese of Orlando Personal Property Policy

Students should take care in safely storing personal property. Trinity Catholic High School will not be held responsible for any lost, missing, or damaged articles. If a student finds personal property that does not belong to him/her, He/she should turn the found items into where immediately.

Trinity Catholic High School Locker Policy

The use of lockers is required and combination locks will be issued by Trinity Catholic High 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.

Diocese of Orlando Cafeteria Policy

The school cafeteria provides service for all students.

Students are expected to:

- Pick up and properly dispose of all litter
- Keep floor clean and free of spills
- Restrict consumption of food and/or drink to the cafeteria or designated area
- Not share their cards or account number with others or ask for credit the vendor

Trinity Catholic High School Lunch Program

- Maschio's Food Service is the lunch provider
 - Contact Josh Stonecypher @ 314-421-8377 or jstonecypher@maschiofood.com
- Student Lunch is \$6.25. All lunches include grains/breads, meat/meat alternative, fruit/juice/vegetable, and a refreshing water. Students must choose at least 3 items. Ala carte items are also available for purchase.

- 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.

Trinity Catholic High School Food & Drink Policy

No food is allowed in classrooms during class periods. Students are permitted to carry a disposable or reusable water bottle throughout the school day. All food items are to be kept in the students' locker, backpack or Cafe refrigerator. Students are expected to follow the teacher's classroom procedures. Students may eat in the courtyard before school and during transitions; however, students must keep the area clean to continue to be afforded this privilege. Students are expected to exhibit decorum during lunchtime, to clear the tables of all refuse, and to wipe them clean when they have finished eating.

Diocese of Orlando Deliveries to Students Policy

The school does NOT accept flowers, candy, balloons, pizza, or any other items to be delivered to students, including UberEats, Amazon Prime, etc. These deliveries may be refused, and the school will not be held responsible for any expense incurred as a result.

Diocese of Orlando Field Trip Policy

Official parental permission forms for field trips must be completed and turned into the appropriate teacher at least 5 days before a trip. No student will be permitted to attend any trip without a signed permission form. Field trips are part of the official school day and Trinity Catholic High School Code of Conduct applies. Students must wear the appropriate dress announced. All adults who attend field trips must have cleared fingerprints through the Diocese and on file in the school office. All chaperones are required to follow all rules and regulations as determined by the school handbook and the School and Diocesan policies.

Students who are academic, discipline probation and/or attendance contract may not attend field trips. Students who do not participate in a field trip are not allowed on campus and will be considered absent. Students are expected to make up all the work they missed while on the field trip.

Trinity Catholic High School On/Off Campus Policy

On/Off Campus Activities are part of the official school day and the Trinity Catholic High School Code of Conduct applies. All participants must follow the school's dress code policy as outlined in the Dress Code and Uniform Regulation sections of this handbook. Any payments due to on/off campus activities will be made through FACTS Incidental Billing. A student will not be placed on the official roster until full payment is made. 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 Homecoming and Prom Guidelines

Only students enrolled at the school may attend Homecoming; guests from other schools are not permitted. Attendance at prom is limited to juniors and seniors. Current sophomores may attend prom only as guests of juniors or seniors, with prior permission from the administration. Non-school students may attend these events only with administrative approval and completion of a Guest Information Form. Additionally, non-school guests must be between the ages of 16 and 19 and must comply with all school prom guidelines.

Failure to comply with the dress code of any regulation will result in a phone call home to parents, refusal of admission, and possible disciplinary action. Students and guests are expected to adhere to the Student Code of Conduct.

Diocese of Orlando Posters and Signs Policy

Any club, organization or fund-raising operation on campus seeking student participation must be approved by the Administration. Posting signs and posters on campus is allowed under the following guidelines provided by the administration.

- 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.
- 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.

Diocese of Orlando Technology on Campus Policy

Students are strictly prohibited from using instant messaging (IM), web chats, or any online platforms to promote or engage in racist, sexist, homophobic, violent, or bullying behavior. Any form of online communication that seeks to degrade, harass, or embarrass another individual is not allowed.

Students may not post racist, homophobic, sexist, ethnically insensitive, or malicious comments on any social media platforms, including but not limited to Facebook, Twitter, Instagram, Snapchat, and TikTok.

Trinity Catholic High School iPad Policy

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.

Diocese of Orlando Use of Devices and Privacy Policy

Students are never allowed to film or photograph any member of the Trinity Catholic High School community without that person's clear and explicit consent. Posting any photos or videos to social media without the subject's permission is a violation of school policy. In such cases, students will be required to remove the content immediately and may face disciplinary action, including dismissal and possible legal consequences.

While on campus, students must disable AirDrop or any other unsolicited file-sharing features. Apps meant for entertainment—such as games, video streaming services, or social media—should not be installed or used on student devices while on school grounds.

Trinity Catholic Handheld Gaming Device Policy

Nintendo/Switches or other handheld devices are not permitted on campus. Handheld gaming device violations are a Level I offense.

Trinity Catholic Hot Spotting Policy

While at school students share the Trinity Catholic High School network for their internet access. Hot spotting of phones while at Trinity Catholic High School 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 Trinity Catholic High School is strictly prohibited.

Diocese of Orlando Confidentiality and Internet Safety Policy

Students must not share personal or private information about themselves or others online. Personally identifiable information (such as names, addresses, or photos) may not be disclosed without the explicit permission of a parent or guardian.

Diocese of Orlando Use of Web 2.0 Tools for Learning Policy

Online tools like Google Docs, classroom blogs, email, podcasting, and other Web 2.0 tools are considered extensions of the classroom. All communication through these tools must follow school behavior expectations and internet safety guidelines.

Any speech or behavior that is inappropriate in a physical classroom setting is also inappropriate online. This includes—but is not limited to—profanity, hate speech, discriminatory language, or harassment of any kind.

Appendix

- Appendix A: Student Technology Responsible Use Policy
- Appendix B: Image Release Form
- Appendix C: Release of Audio and Visual Recording for Purposes of Digital Learning Recordings
- Appendix D: NIL - Name, Image and Likeness Policy
- Appendix E: Parent Code of Conduct for Catholic Schools in the Diocese of Orlando
- Appendix F: Parent Permission for Walkers, Bikers, E-Bike and E-Scooter Riders



Student Technology Responsible Use Summary

I, the student, will:

- ✓ Use age-appropriate school technologies for school-related activities at approved times.
- ✓ Follow the same guidelines for appropriate, safe, respectful, courteous, and responsible conduct and communication 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 staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
- ✓ Cite sources when using online sites, resources, and artificial intelligence tools for research.
- ✓ Recognize that the use of school technologies is a privilege and treat it as such.
- ✓ Be cautious to protect the safety of others and myself, including personal identifiable information.
- ✓ Help to protect the security of school resources.
- ✓ Keep personally owned devices (including laptops, tablets, e-readers, smartphones, cell phones, and smartwatches) turned off and stored away during school hours, unless instructed to do otherwise by a teacher or staff member.
- ✓ Use trusted sources when conducting research via the internet and follow copyright laws for their use.

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

I, the student, will not:

- ✓ Use school technologies in a way that could be personally or physically harmful.
- ✓ Share my school-issued password with others, and will lock my device if left unattended.
- ✓ 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 found online or be dishonest when using work that is not my own.
- ✓ Post or send personally identifying information about others or myself.
- ✓ Agree to meet someone that they meet online in real life.
- ✓ Send or distribute obscene, lewd, inappropriate, or explicit images of myself or others.
- ✓ 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, personal social media sites, servers, or content that is not intended for my use.
- ✓ Create, disseminate, or possess any AI-generated inappropriate images of students, teachers, coaches, or administrators.
- ✓ Use personal social media outside of school to engage in cyberbullying, harassment, or threatening students, staff, teachers, or the school.

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

I understand and will abide by the above statements:

Student Signature

Date



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

1.0 Introduction

The Diocese of Orlando 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 critical thinking, creative thinking, communication, and collaboration 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 Catholic 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.
- The Catholic 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 one of our Catholic schools
- **Faculty/Staff:** any person who is employed by one of our Catholic schools, whether part-time or full-time, who provides instruction or supports the school operations.



2.2 School Network: communications systems connecting two or more devices and their peripheral equipment 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 the Catholic school.

2.4 Technologies Covered: The Catholic school may provide internet access, desktop computers, mobile computers or devices (Chromebooks, iPads, tablets, etc.), videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. In some instances, the Catholic school may allow students to bring their personal devices which will also be covered by this policy.

As new technologies emerge, the Catholic 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 educational purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful, and kind; do not try to get around technological protection measures; use good common sense; and ask if you do not know. In the event that the inappropriate behavior happens outside of the school, it is disrupting instruction, and it is brought to the principal's attention, the Catholic school will investigate and may have disciplinary repercussions at the discretion of the school according to the Code of Conduct.

3.1 Web Access

The Catholic 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

The Catholic 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; should not share their login information, 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, the Catholic 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 with anyone.

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

In the event the Catholic school is unable to provide in-person learning due to a weather emergency or other circumstances that prevents in-person learning, {School Name} may 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

The Catholic 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

The Catholic 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 the Catholic school campus or at other functions, whether on or off property, related to the Catholic 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.



3.11 Artificial Intelligence (AI)

Artificial intelligence can serve as a helpful tool for many processes including brainstorming ideas, gaining insight, dissecting complex texts, and improving writing skills. However, ageappropriate AI tools should not replace a student's own work. Students should actively engage in ethical practices, carefully consider the validity of AI generated content, and ensure their work reflects their original thoughts and understanding. Only under teacher's approval are students allowed to use AI tools for any type of assigned work. Presenting material using AI without proper citation and teacher's approval will be considered academic dishonesty and will result in consequences according to the school's code of conduct. Students must not use AI to create any AI-generated inappropriate images of classmates, teachers, coaches, or administrators.

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

I, the student will:

- ✓ Use age-appropriate school technologies for school-related activities at approved times.
- ✓ 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 staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) is observed online.
- ✓ 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 yourself. □ 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.
- ✓ Create, disseminate, or possess any AI-generated inappropriate images of classmates, teachers, coaches, or administrators.

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

- ✓ The Catholic school implements an effective internet filtering and reporting 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 a firewall 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 the Catholic school will hold an informational meeting to address the policy.

10.0 Limitation of Liability



- ✓ The Catholic school will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.
- ✓ While the Catholic school employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.
- ✓ The Catholic 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 the Catholic 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>
- ✓ Consortium for School Networking – <http://www.cosn.org>

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

(Student Printed Name)



(Student Signature)

(Date)

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

(Parent/Legal Guardian Printed Name)

(Parent/Legal Guardian Signature)

(Date)



Image Release Form

(Photography and Image Assignment Waiver, and Release)

I _____,
for valuable consideration received, and for being allowed access to Diocesan property, activities, or events, expressly assign to _____ and the Diocese of Orlando, and to all of their current, former, and future agents and related entities (collectively, "the Diocese"), all rights, title and interest in, and to, the use of my and my child/ward's image or likeness, including, but not limited to all videotape recordings, photographs, or audio recordings of, or made by, me and/or my child/ward on Diocesan property, during a Diocesan-sponsored event, or for any other Diocesan purpose ("the Property"). The Diocese shall have, without my consent, the right to assign its rights in the Property, in whole or in part, to any entity, parish, or school within the Diocese of Orlando.

I hereby irrevocably grant the Diocese perpetually and exclusively, the right to use and incorporate (alone or together with other materials), in whole or in part, the Property, in any Diocesan publication, news release, or for any other purpose. Further, I hereby authorize the reproduction, sale, lease, copyright, exhibition, broadcast and/or distribution of the Property without limitation for any purpose whatsoever, and I further waive all rights to any compensation for my and/or my child/ward's appearance or participation in the Property. I understand and have been advised that photographs or videotape of participants may be used in publications, websites or other materials produced from time to time by the Diocese. Participants' names would not be identified, however, without specific written consent. I further understand that the Diocese has no control over the use of photographs or film taken by media that may be covering the event in which my child(ren)/ward(s) participate(s).

I hereby waive any claims against and release the Diocese, its current, former, and future religious, employees, volunteers, agents, and successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I and/or my child/ward may have against the Diocese in connection with the Property or the use of the Property.

This release shall not obligate the Diocese to use the Property or to use any of the rights granted hereunder, or to exhibit, distribute, or exploit the Property. I acknowledge that the Diocese cannot control all photographic access to its properties, and that my child/ward's name may be printed with photos/images in various publications, including non-Diocesan publications.

I represent that I am eighteen years of age or older, and that I have read and understand the terms of this Assignment, Waiver, and Release.

Signature

Date

Witness

If applicable, name(s) of minor children/wards:



Digital Audio and Visual Release for Participation in School Livestream Events, Recordings and Live Learning Sessions

I _____, for valuable consideration received, and for being allowed access to digital recordings of _____ School's digital learning live sessions and my child/ward's participation in _____ School's digital learning live sessions and other school livestream events, expressly assign to _____ School and the Diocese of Orlando including all of their current, former, and future agents and related entities (collectively, "the Diocese"), all rights, title and interest in, and to, the use of my child/ward's image or likeness, including, but not limited to all video, recordings, photographs, or audio recordings of, or made by, me and/or my child/ward during any and all digital learning classes and other livestream events in which my child participates ("the Property"). The Diocese shall have, without my consent, the right to assign its rights in the Property, in whole or in part, to any entity, parish, or school within the Diocese of Orlando for educational purposes.

I hereby irrevocably grant the Diocese perpetually and exclusively, the right to use and incorporate (alone or together with other materials), in whole or in part, the Property, for any other educational purpose. Further, I hereby authorize the reproduction, copyright, exhibition, broadcast and/or distribution of the Property within the Diocese without limitation for any educational purpose whatsoever, and I further waive all rights to any compensation for me and/or my child/ward's appearance or participation in the Property for these limited educational purposes.

I hereby waive any claims against and release the Diocese, its current, former, and future religious, employees, volunteers, agents, and successors and assigns from and against any and all claims, demands, actions, causes of actions, suits, costs, expenses, liabilities, and damages whatsoever that I and/or my child/ward may have against the Diocese in connection with the Property or the use of the Property for these limited educational purposes.

This release shall not obligate the Diocese to use the Property or to use any of the rights granted hereunder, or to exhibit, distribute, or exploit the Property.

I represent that I am eighteen years of age or older, and that I have read and understand the terms of this Assignment, Waiver, and Release.

Signature of Parent/Guardian

Date

Print Name of Parent/Guardian

Name of Student

Name of Student

Name of Student

Name of Student



Diocese of Orlando Catholic Schools Name Image and Likeness (NIL) Policy

Trinity Catholic High School ("School"), as a member of the Florida High School Athletic Association (FHSAA), adheres to FHSAA regulations governing athletic competition. Pursuant to FHSAA rules, student-athletes must, with the limited exception of permissible NIL activities, maintain amateur status in order to participate in FHSAA-regulated athletic activities. Consequently, student-athletes are prohibited from competing for monetary compensation, capitalizing on athletic fame by receiving money or gifts of a monetary nature, and/or signing a professional contract in any sport or having an agent to manage a student-athlete's athletic career, except within the confines of permissible NIL activities as set forth in the FHSAA bylaws. The School expects all student-athletes to strictly adhere to these conditions of athletic participation.

Student-athletes are permitted to benefit from their name, image, and likeness in accordance with FHSAA rules. This includes the ability to receive compensation for endorsements, appearances, and other activities related to NIL. No employees or agents of the School, are authorized to involve themselves with student NIL activities, or in contract offers or negotiations with any agents or other third parties offering any monetary compensation to students and/or parents/guardians. Employees and agents of the School include: all school employees, staff, coaches, athletic directors, athletic or other school boosters, trainers, volunteers, and immediate relatives of coaches and school athletic staff (collectively referred to below as "Prohibited NIL Persons").

Being involved with student NIL activities includes but is not limited to: communicating with persons associated with NIL, exchanging contact information between parents/guardians/students and NIL related personnel, or any other activity that promotes or facilitates NIL contracts or activities. Prohibited NIL Persons cannot use NIL potential to recruit student-athletes. NIL contracts shall not include any payments or remuneration of any kind to a Diocese of Orlando school, School or Diocese employee, or the School's athletic program or athletic booster organizations.

NIL personnel shall not be permitted on the School campus except as a member of the public in the stands for an athletic competition. As such, NIL personnel are not permitted on the School athletic fields, courts, or in locker rooms.

Parents/guardians are specifically advised that they should seek independent professional counsel in communications and negotiations with any agents or other third parties offering compensation and/or services to students. The FHSAA prohibits use of registered agents except for the purpose of advising on NIL related matters. The school does not endorse or recommend any particular NIL entity or registered agent.

Within 5 days of signing any NIL agreement, the NIL agreement must be disclosed in writing to the School administration and the FHSAA form G-1 must be completed and submitted to the School. A student must have a written NIL contract before participating in any NIL activities. Failure to have a written contract may result in a loss of FHSAA eligibility. NIL activities include but are not limited to, autographs, appearances, speaking engagements, broadcasting, billboards, print and digital ads, social media influencer, brand ambassador, sponsorship/endorsement, podcast/book author, entrepreneurship (even for a non-profit), camps, clinics and trainings.

Student-athlete NIL activities may not conflict with any team practices, games, or other school-related activities. Student may not endorse or promote any third-party entities, goods, or services during school or Diocese sponsored activities or FHSAA activities.

Student-athletes are prohibited from making any reference to any school of the Diocese of Orlando when engaging in any commercial activity. For example, students may not wear a team jersey or otherwise display a Diocese's school's name, mascot, or logo while engaged in any commercial activity not specifically authorized in writing by the School or the Diocese of Orlando. The names, mascots, and logos of Diocese of Orlando schools have legal protections and their commercial unauthorized use by a student or by a parent/guardian will constitute a serious violation of school policy and may have additional legal repercussions. Likewise, a student may not wear the apparel or display the logo, insignia, or identifying mark of any third party during any school-based team activity as part of any NIL activity for which they are compensated.

No reference to FHSAA, NFHS, the School, or the Diocese's schools' accolades or championships may be used in the student's NIL activities for which they are compensated. The FHSAA also prohibits making reference to any School event, game, or championship when engaging in any NIL activity. Videos or images of a Diocese of Orlando's school's property cannot be used in connection with any commercial activity. For example, students may not film practices or games on school property for commercial use.

The FHSAA rules prohibits promotion of the following:

- (a) Adult entertainment products and services;
- (b) Alcohol, tobacco, vaping, and nicotine products;
- (c) Cannabis products;
- (d) Controlled substances;
- (e) Prescription pharmaceuticals;
- (f) Gambling, including sports betting, the lottery, and betting in connection with video games, online games, and mobile devices;
- (g) Weapons, firearms, and ammunition;
- (h) Political or social activism; and
- (i) NIL Collectives.

Additionally, as a student of a Diocese of Orlando school, student-athletes may not endorse products or services that are inconsistent with the values of Trinity Catholic High School and must at all times comport with the Conduct provision in the School handbook and the policies and mission of Trinity Catholic High School and the Dioceses of Orlando.

In accordance with FHSAA Section 9.9.4.1.1., students and their parents/legal guardians shall hold harmless the School, the Diocese of Orlando, and FHSAA from any liability related to, or arising from the NIL agreement.

Name Image and Likeness (NIL) Policy Signature Page

By my signature below, I acknowledge and agree that I have read this Diocese of Orlando Name, Image and Likeness (NIL) policy and will comply with this NIL policy and the FHSAA rules regarding NIL, including, but not limited to, agreeing to hold harmless Trinity Catholic High School, the Diocese of Orlando, and each of their employees, religious, representatives and volunteers, from any and all liability arising from my involvement with any NIL activity or agreement.

Student Name (Print): _____ Grade: _____

Student Signature: _____ Date: _____

Parent/Guardian Name (Print): _____

Parent/Guardian Signature: _____



*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

The Diocese of Orlando recognizes that parents/guardians are the primary educators of their children. Parents and guardians in the local school community are expected to always demonstrate respectful behavior with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events. Parents should demonstrate support of the school's and Diocesan educational mission, personnel, policies, and procedures. Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school sponsored activities and sporting events.

In cases of serious or repeated noncompliance by a parent/guardian with the school policies or procedures, the administration reserves the right to withdraw that parent's/guardian's child(ren) from the school. Please note that harassing teachers or administration over disciplinary decisions, threatening civil legal action over disciplinary decisions, and initiating civil legal actions against other students are considered to be an irretrievably broken school/parent relationship. This in no way prevents a parent from notifying law enforcement if they believe a crime has been committed. Parent or family members who are convicted and registered sex offenders may not enter the school grounds with the exception of driving and picking up student then immediately leaving property.

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. This does not mean that school staff can always respond within 24 hours.
- To have confidentiality over sensitive issues respected by faculty/staff. This does not limit the staff's ability to conduct investigations into discipline issues.

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, coaches and administrators 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 or talk negatively about another student
- 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. Continued demands to re-visit administration and faculty decisions is not acceptable.
- 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
- Respect the decisions made by the administration on how to comply with court ordered custody and parenting plans for separated parents.

Addressing concerns regarding situations involving your student(s):

- Our Catholic schools want to work in partnership with our families. Therefore, the administrative structure for addressing concerns is as follows:
- 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.
- If for some reason this is not possible, then make an appointment to see an administrator, or other designated leadership personnel.
- The Administrator (or designee) should attempt to mediate and find resolution in the presence of both parties.
- If, having followed Steps 1-3 with no satisfaction, the parents must contact the pastor. Only after steps 1-4 have occurred with no resolution, then you may contact the Office of Catholic Schools using information on the website of the Diocese of Orlando - Office of Catholic for further facilitation (<https://www.orlandodiocese.org/ministries-offices/schools/>).
- 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.



PARENT PERMISSION FOR WALKERS, BIKERS, AND E-BIKE/E-SCOOTER RIDERS

STUDENT AND PARENT/GUARDIAN INFORMATION

School Name and School Year: Trinity Catholic High School 2026-2027

Student Name:

Grade:

Teacher/Homeroom:

Parent/Guardian Name:

Parent/Guardian Phone:

Parent/Guardian Email:

I give permission for my child to walk, ride a bicycle, or, if approved below, ride an e-bike or e-scooter to and from school, including any after-school events or after care during the current school year, subject to school policy and applicable Florida law.

TRANSPORTATION PERMISSION

Check all that apply:

- ☐ Walker
- ☐ Bicycle rider
- ☐ E-bike rider – if permitted by the school and student is enrolled in High School with valid licensing documentation
- ☐ E-scooter rider – if permitted by the school and student is enrolled in High School with valid licensing documentation

E-BIKE PERMISSION

- E-bike permission is available only to students enrolled in High School.
- The student must possess a valid Florida driver's license or learner's permit.
- Only Class 1 and Class 2 electric bicycles are permitted. Class 3 e-bikes are not permitted.
- E-bikes must not exceed 750 watts of motor power or must otherwise comply with applicable Florida law, whichever is more restrictive.
- The e-bike must be in lawful working condition and not modified to exceed factory specifications.
- My child must comply with all school rules, local traffic laws, and Florida law.
- All riders must wear a properly fitted bicycle helmet at all times.

E-SCOOTER PERMISSION

- E-scooter permission is available only to students enrolled in High School.
- The student must possess a valid Florida driver's license or learner's permit.
- Only scooters designed for single riders are permitted.
- E-scooters must not exceed 750 watts of motor power or must otherwise comply with applicable Florida law, whichever is more restrictive.
- E-scooters must be in lawful working condition and not modified to exceed manufacturer specifications.
- My child must comply with all school rules, local traffic laws, and Florida law

- All riders must wear a properly fitted bicycle helmet at all times.

BICYCLE, E-BIKE, AND E-SCOOTER USE AND PARKING

- Students must dismount and walk bicycles, e-bikes, and e-scooters once they enter school campus grounds and safely walk to the designated bike rack area.
- All devices must be secured in designated bike rack areas; parking elsewhere on campus is not permitted.
- Charging e-bikes, e-scooters, or any personal electric mobility devices is strictly prohibited on campus.
- Riders are expected to operate all devices safely and in accordance with local laws while traveling to and from school.
- The school is not responsible for loss, theft, or damage to bicycles, e-bikes, or e-scooters brought onto campus.

WEATHER DELAY DISMISSAL

- Parents/guardians understand that dismissal times may be delayed for student safety during lightning, heavy rain, or other hazardous weather conditions. Students will not be released until it is safe to do so.
- Students may be checked out at the front office by their parent/guardian in the event of severe or inclement weather. The bike, e-bike, or e-scooter will be left on campus.

PARENT/GUARDIAN ACKNOWLEDGMENTS

Please check each item to confirm that you have read and agree:

- ☐ My child must leave campus at dismissal and proceed directly home or to the approved destination.
- ☐ While on campus, the school is not responsible for injuries caused by the student not following the run unsafely operating a bicycle, e-bike, or e-scooter.
- ☐ Once my child leaves campus, school supervision ends and the school is not responsible for my child's conduct, route, travel decisions, or safety during off-campus travel.
- ☐ My child must follow all school rules, local traffic laws, and Florida law while walking or riding.
- ☐ Bicycle, e-bike, and e-scooter riders under 16 must wear a properly fitted helmet, and the school may require helmets for all riders.
- ☐ E-bike and e-scooter permission is limited to the grade levels approved by the school and may be revoked at any time for safety or conduct reasons.
- ☐ The school may deny or revoke walking, biking, e-bike, or e-scooter privileges at its discretion for safety, disciplinary, or operational reasons.
- ☐ This permission is valid only for the current school year and must be renewed annually.
- ☐ If dismissal plans change, I will notify the school office according to school procedures.
- ☐ I acknowledge and assume the risks involved in allowing my student to transport himself or herself to and from school without a parent and the risks involved with using a bicycle, e-bike, or e-scooter.

PARENT/GUARDIAN CERTIFICATION

- ☐ I certify that the information above is correct, that I am the parent or legal guardian of the student named above, and that I acknowledge, understand, and agree with this policy.

Parent/Guardian Signature: _____

Date: _____

SCHOOL APPROVAL SECTION

Parent Permission for Walkers, Bikers, and E-Bike/E-Scooter Riders

- ☐ Approved for walker
- ☐ Approved for bicycle rider
- ☐ Approved for e-bike rider – the student is enrolled in High School and has valid licensing documentation
- ☐ Approved for e-scooter rider – the student is enrolled in High School and has valid licensing documentation
- ☐ Not approved

School approval is granted based on the student's grade level, eligibility, and compliance with school policy. The school may revoke approval at any time if the student fails to follow school rules, local traffic laws, or Florida law.

School Official Name:

Title:

Signature:

Date:
