

# Trinity Catholic High School

## Student-Parent Handbook



2024 - 2025



# Introduction

A faith filled and academically rigorous experience awaits 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.

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

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

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### **Diocese of Orlando Mission Statement**

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

### **Trinity Catholic High School Mission Statement**

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

### **Trinity Catholic High School Vision Statement**

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

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

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

### **Philosophy**

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

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

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

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

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

# Student Performance Goals

## Student Performance Goals

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

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

## TCHS Contact Information

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

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

## Administration

President	Mr. Lou Pereira
Principal	Mrs. Tammie Vassou
Assistant Principal of Curriculum	Mrs. Colleen Geradine
Assistant Principal of Student Services	Mrs. Paulette Chitty
Dean of Student Life	Mr. Michael Young
Dean of Students	Mrs. Malia Kaponon-Nelson

## Hours of Operation

Front Office 7:40 am- 3:40 pm  
 Attendance Office 7:40 am - 3:40 pm

## School Hours

Front Gate Morning Hours 7:40 am - 7:57 am  
 Regular School Day 8:00 am - 2:55 pm  
 Early Dismissal (no lunch) 8:00 am - 11:55 pm

## Extended Learning/Supervision

Morning Supervision (media center) 7:20 am - 7:55 am  
 FLEX Hours (tutoring with teachers) 3:00 pm - 3:40 pm (Tuesday & Thursday)

## School Supervision Provisions

Reasonable care is given to supervise all children during the school day and during school-sponsored activities. 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.

## History

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

## Diocese of Orlando Accreditation Policy

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

**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. School visitors (volunteers, parents, etc.) are required to check in at the main office and to check out at the time of departure. All visitors must present a valid driver's license or state issued identification. All visitors will be processed through Raptor to be screened in the Sexual Predator/Offender database before being invited into the school. All visitors and volunteers are required to wear a designated nametag and identifying lanyard.

**Diocese of Orlando Safe Environment Training and Fingerprinting Policy for Volunteers**

The Diocese of Orlando is required by the United States Catholic Conference of Catholic Bishops (USCCB) to follow specific guidelines with regard to 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 diocesan requirements must be met in order for individuals to volunteer in any capacity within the school.

**Diocese of Orlando Emergency Closings Policy**

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 FACTS ParentAlert, an automated phone and email messaging system, and on local television and radio news stations. We will close when Marion 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 Drills**

Fire and other safety drills are conducted on a regular basis during the school year. Safety drills include fire, lockout, 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 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.

Weapons or threats of using weapons, construed or otherwise, of any kind are strictly forbidden on school property or at any school related function. Threats communicated verbally, in writing or electronically may result in suspension or expulsion. Physical violence in any form will not be tolerated. A student found in violation of this policy may be subject to immediate expulsion, with the school having the option of referring the matter to local law enforcement agencies.

The term "weapons" shall include, by the way of illustration, 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, nunchucks) 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 Emergency Communication & Procedures

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 in order to practice exiting the school grounds in a quick and orderly fashion. In the case of an actual 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 site to identify potential hazard 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 school 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 the campus in the event of an emergency situation.

*Standard Response Protocols*

- **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 situation.
- **Evacuate** 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 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 Child Protective Investigations 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 reasonably 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 Communication Policy

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

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

### *Email/Phone Communications*

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

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

### *Parent/Teacher Conferences*

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

### *Social Media*

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

## Information Portals

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

### *FACTS*

FACTS is a tool that gives students/parents/guardians secure online access to academic information, including grades and report cards. Parents have online access to grades via the Family Portal. Students and parents are encouraged to review student grades on the Family Portal every week. FACTS provides course specific information such as assignments, exams, and general course information. These services allow parents and students to check academic progress on demand. Some assignments (essays, lab reports, research papers, etc.) may take longer than a week to grade. An “M” indicates that an assignment/test is missing and counts as a zero. The expectation is that parents and students regularly check FACTS for academic progress, attendance, and behavior reports. Progress Reports and Report Cards are sent electronically each quarter.

### *Naviance*

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

**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 Electronic Acknowledgments 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 is agreeing 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 acknowledgments. In addition, Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, **HEREBY AGREE** to receive and be bound by electronic acknowledgments.

## 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 if, in consideration of human and instructional resources, the school cannot appropriately address the needs of an individual child. Parents are expected to cooperate fully with any proposed accommodation plan.

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.

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

### Admissions

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

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

Students wishing to transfer into TCHS must submit a record of their academic work and behavior report from the previous high school. TCHS does not typically accept transfers into/during senior year. If receiving a transferred student from another Catholic school, the principal must contact that school to ensure financial obligations have been met. The student cannot be accepted if any tuition or fees are owed at the prior Catholic school. After consultation with the 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 International Student Exchange Program

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

## **Withdrawal**

A family choosing to withdraw their child from TCHS must complete a withdrawal checklist (available from the Registrar's Office). Request for the official records of a transferring student 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 tuition account is in arrears. Health records must be forwarded upon request.

## **Diocese of Orlando Withdrawal for Academic Reasons Policy**

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

## **Diocese of Orlando Custody Agreements Policy**

Divorced or separated parents must file a court-certified copy of the current custody section of the divorce or separation decree with the principal's office, including any current parenting plan. 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. In the absence of a court order to the contrary, TCHS will, upon request, provide the non-custodial parent with access to academic records and to other school related information regarding the child. The school does not allow a non-custodial parent physical access to their child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access. 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.

## **Diocese of Orlando Testifying in Divorce or Custody Proceedings 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. In the event that 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.

**Diocese of Orlando Immunization Policy**

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. A Florida Certificate of Immunization (Form DH 680) 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.

**Diocese of Orlando Communicable Disease Policy**

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. 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.

**Diocese of Orlando Health Records Policy**

Parents are required to 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.

**Diocese of Orlando Student Maternity and Paternity**

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

## Diocese of Orlando Medication Guidelines Policy

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 come and 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 on 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. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases,
- Parents hereby release the school, the Diocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of those health care interventions that are beyond minor adjustments. Additionally, 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.

## Schedule of Tuition and Fees for the 2024-2025 School Year

<b>Tuition</b>	\$13,700 - Catholic \$15,800 - Other Faith Traditions
<b>Athletic Fee (if applicable)</b>	\$150 (nonrefundable)
<b>Transportation Fee (if applicable)</b>	\$160 monthly
<b>Enrollment/Re-enrollment Fee</b>	\$300 (nonrefundable)
<b>New Student Application Fee</b>	\$90 (nonrefundable)

Tuition may be paid annually, monthly, or by the semester. All fees are nonrefundable. During your appointment in the Business Office, staff will be able to answer financial questions or concerns. TCHS's operational budget is funded by students' tuition. Unless the family participates in Stewardship with their local parishes, all tuition arrangements are to be made through FACTS, a tuition management and payment processing program. Please contact the Business Office for more information about FACTS. Registered families who are unable to pay full tuition may apply for financial aid through TCHS. Applying does not guarantee financial assistance. All families requesting financial assistance from TCHS must have documentation to support applying for the School Choice Scholarship prior to be considered.

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

### 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.

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 considered to be in default of contract and may be turned over to an attorney or collection agency for final resolution. Any additional expense incurred as a result of the collections will become the responsibility of the parent and/or legal guardian.

### Tuition and Fee Collection Policy

- Parents/Guardians whose accounts are three months past due will be considered in default. The parents/guardians must meet with the President to resolve the issue. A letter requesting them to set up a meeting with the President within the week will be sent. A phone call to the family will also be placed. In the event payment for past due balances is not made, or if the parent/guardian does not create a payment plan with the President and commence that payment plan within 7 days, the school will disenroll the student and the account will be turned over to a collection agency, or attorney, for final resolution. Any additional expenses incurred as a result of the collection will become the responsibility of the parents/guardians. Any payment arrangements must be through ACH, credit card, or cash. No written checks will be acceptable.
- All payment plans for past due balances should begin with an initial payment of at least 10% of the outstanding balance and specified payment frequencies. This 10% should be paid within 7 days of the meeting with the President. Any payment arrangement must be through ACH, credit card, or cash. No written checks will be acceptable.
- The President may negotiate payment plans with the parents/guardians provided they fit the guidelines of this policy. If a family cannot meet the obligations of this policy and the President feels there should be "special consideration", the President may consult with the Financial Aid Committee to alter aid.



## Tuition and Fee Collection Policy (continued)

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

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

## 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. 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. If your school charges a late fee, the amount will be listed. Returned payments will incur a \$30 FACTS Returned Payment Fee.

### *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.

### *Paying Online*

1. Log in to your FACTS account by following the link provided in your invoice or go to <https://online.factsmgmt.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.

### *Auto Pay*

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.

### *Paying by Mail*

If you've received a paper invoice, you can mail your payment and bill top to FACTS in the envelope provided. For electronic invoices, there is a link on the dashboard of your user account to print your invoice for mailing purposes ("Click here for Mail in Payment Option"). The mailing address is provided.

### *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 your school for clarification.

**Campus Ministry**

*Mission*

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

*Vision*

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

*Spiritual Growth*

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

Whole School Mass	Wednesday (refer to the Shamrock for weekly times)
Daily Morning Mass	Tuesday at 7:20 am in the Chapel
Adoration	First Fridays in the Chapel
Reconciliation	Whole School - Advent and Lent Individual - First Thursdays
Stations of the Cross	Whole School - During Lent Religion Class - During Lent
Advent Wreath Lighting	Mondays during Advent
Retreats	One (1) Mandatory per grade level per year One (1) Optional per grade level per year Two (2) Optional Peer Ministry per year
Living Rosary	Whole School - October and May
Service Day	Annual Student Service Day Annual Faculty Service Day
Student Mass Involvement	Extraordinary Ministers of Holy Communion
	Altar Servers
	Liturgical Music
	Lectors
March for Life	Biannually in January
Chrism Mass	Annually during Holy Week
Blue Mass	Annually in September
Prayer at the Flagpole	Thursday at 7:45 am

### Diocese of Orlando Catholic Identity Policy

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.

### Diocese of Orlando Community Service Activities Policy

Community service activities are not school activities and TCHS does 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 so long as the location and the activity meet the requirements of the school. TCHS 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 in the course of performing these services in the community. Students perform these services at their own risk.

### Christian Service Requirements

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

Grade Level	Hour Requirement <i>minimum</i>	Total Cumulative Hours <i>minimum</i>
9th Grade	25 Hours	25 Hours
10th Grade	25 Hours	50 Hours
11th Grade	25 Hours	75 Hours
12th Grade	25 Hours	100 Hours

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

In deciding what service learning should be undertaken, we should always give priority to serving those who are most vulnerable in society. Service may be done in a student's place of worship or with a non-profit organization. There will be opportunities created by the Campus Minister for those who might have difficulties getting off-campus to other locations for service. Service hours are recorded on transcripts.

**Christian Service Requirements (continued)**

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.

TCHS utilizes X2Vol.com 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.

**Consequences for Not Meeting Service Hour Requirements**

Grade Level	Semester 1 Due Date	Semester 2 Due Date	Consequence
12th	December 6th  At least 10 Hours	March 7th  Meet Yearly Requirement of 25 Hours	<ul style="list-style-type: none"> <li>• Will not receive a diploma from TCHS.</li> <li>• May not attend graduation activities and events.</li> <li>• May lose the privilege to participate in school-related activities, including, but not limited to, prom and homecoming, if past and current requirements are not met.</li> <li>• Ineligible for a parking pass if past and current requirements are not met.</li> <li>• Ineligible for exam exemptions from all courses if past and current requirements are not met.</li> <li>• Will earn an "I" as a Religion semester grade until requirement is met.</li> </ul>
9th 10th 11th	December 6th  At least 10 Hours	April 30th  Meet Yearly Requirement of 25 Hours	<ul style="list-style-type: none"> <li>• May lose the privilege to participate in school-related activities, including, but not limited to, prom and homecoming, if past and current requirements are not met.</li> <li>• Ineligible for a parking pass if past and current requirements are not met.</li> <li>• Ineligible for exam exemptions from all courses if past and current requirements are not met.</li> <li>• Will earn an "I" as a Religion semester grade until requirement is met.</li> </ul>

**Faith-Based Activities**

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

Attending Mass is an integral part of the Christian community life at TCHS. Attendance is mandatory for all students. 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.

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

**Retreats**

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

## Diocese of Orlando Curriculum Policy

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

## Graduation Requirements

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

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

Subject	Minimum Graduation Requirement Credit/Year	Requirements
English	4 credits	1 per year
Mathematics	4 credits	1 per year
Science	3 credits	
Social Studies	3.5 credits*	
Religion	4 credits	1 per year
Practical/Fine Arts	1 credit	
Physical Education/HOPE	1 credit	
World Language	2 credits	
Electives	6 credits	

*\*Applies to class of 2027 and beyond. Prior graduating classes only need 3 credits.*

## Grade Reporting

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

## Curriculum Guide

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

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

## Student Schedules

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

### Grade Scale and Weight

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

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

### Grading Policy

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

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

### Extra Credit Policy

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

### Summative Assessments

Students will be provided an opportunity to continue the learning process following a summative assessment. This can be achieved in a variety of ways that shift the relearning responsibility to the students. Teachers will provide these opportunities either during class or in FLEX. Summative assessments that provide corrective feedback during the learning process may not be eligible for remediation (ie. projects, essays, etc.).

Level	Remediation
College Preparatory & Honors	A graded relearning opportunity
Advanced Placement	Based on College Board scoring/rubric guidelines
Dual Enrollment	Based on the individual university policy

### **Diocese of Orlando Promotion and Retention of Students Policy**

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

### **Summer Assignments**

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

### **Honor Roll**

Students who achieve no class grade lower than 90 are eligible for First Honors. Those with no class grade lower than 80 are eligible for Second Honors. Students receiving this honor will be recognized appropriately per grading period.

### **Graduation With Honors**

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

<b>Summa Cum Laude</b>	4.000 and above
<b>Magna Cum Laude</b>	3.500 - 3.999
<b>Cum Laude</b>	3.000 - 3.499

### **Valedictorian and Salutatorian**

Determination of Valedictorian and Salutatorian is based upon the following:

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

### **Senior and Underclass Awards**

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

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

### **Florida Virtual School**

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



## Missing Work

Missing work is any assignment that is not turned in by the set due date. Missing work will be shown as Missing on the 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	On-Time	100%
	One Day Late	75%
	Two or More Days Late	50%
	Once Skills Have Been Assessed	0%
Advanced Placement	Missing Work	0%
Dual Enrollment	Missing Work	Based on the individual university missing work policy
Performance Based Exams	On-Time	100%
	One Day Late	50%
	Two or More Days Late	0%

## Student Academic Support

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

## 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 as 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 accommodations required to address individual student need. Admission may be denied if it is determined that the school, in consideration of human and instructional resources, cannot appropriately address the needs of an individual child. Parents are expected to cooperate fully with any proposed accommodation plan.

## 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.**

**FLEX Time (After School Study Opportunity)**

FLEX is offered Tuesday and Thursday, from 3:00 - 3:40 pm. FLEX is the designated time for students to meet with teachers outside of class time for tutoring, assessment preparation, makeup work completion, assignment assistance, and/or missed assessments.

**Diocese of Orlando Middle School Algebra 1 Policy**

Algebra 1 is a foundation for all subsequent high school math courses. All incoming students are required to take the Diocesan Algebra Proficiency Exam to appropriately place the student in a high school math class. All students enrolling in Catholic High Schools in the Diocese of Orlando must complete 4 years of Math during their time enrolled in high school in order 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 their GPA calculations for admission purposes.

**Diocese of Orlando Standardized Testing Policy**

The Terra Nova Assessment is given to students in Grades 2 through 8. The ACRE Test (Assessment of Catechesis Religious Education) is given to students in Grades 5 and 8. PSAT, ACT, or SAT is 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” – 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 the 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.

**Standardized Testing**

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

### Academic Probation

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

- The student has failed one or more courses during any semester.
- The student has a cumulative GPA below 2.0.

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

- Sign an Academic Contract.
- Students must be in good academic standing entering their senior year or continued enrollment at TCHS could be revoked.
- Attend bi-weekly or weekly meetings with a School Counselor, Academic Support Teacher, and/or other as deemed necessary.
- Attend FLEX and/or tutoring as scheduled.
- Complete/comply with other expectations that will assist in helping the student improve.
- Dean of Student Life and Athletic Director will be notified of the academic probation.
  - Participation in extracurricular activities including athletics for students who are on academic probation may be affected.
- Certain privileges, such as parking, may be revoked.

### Incomplete Grades

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

### Grade Forgiveness Policy

Each student may use Grade Forgiveness for a maximum of 3 total credits (6 half credits) in Grades 9- 12. Both grades (the original grade and the forgiveness grade) will appear on the student's transcript. The new grade will be averaged into the cumulative GPA. Only regular level credit will be given when any course is taken for Grade Forgiveness. Only grades of D's or F's will be eligible for Grade Forgiveness. A student may inquire about Grade Forgiveness if their GPA is below 2.0. Students must submit a written request to their school counselor to take courses for Grade Forgiveness before enrolling in the course.

### Semester Examinations

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

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

### Exemptions

There are four components to earning a semester exam exemption; attendance, academic achievement, Christian Service Hours, and discipline. The administration makes final decisions for exemption eligibility. The guidelines for semester exam exemptions are as follows:

- No more than four (4) excused or unexcused absences per class in the semester.
  - Three (3) excused or unexcused tardies/early dismissals during the semester equals one absence under the exemption policy.
  - Approved related functions, including field trips, will not be considered absences and will not count against the student exemption.
  - College visits will not count against the student exemption, with proper documentation.
  - Having 10 or more excused or unexcused absences in any class removes exam exemption eligibility for all courses.
- Students must have an A (90-100) average in the semester.
- No Level 2 or higher offenses in the semester.
- Student is current and has met all semester Christian Service Hour requirements.

Type	Procedure
<b>Absent Day Task Assigned</b>	<ul style="list-style-type: none"> <li>• It is the student's responsibility to request missing assignments when absent.</li> <li>• Students should email teachers on the day of the absence to request missing work and/or schedule a FLEX session.</li> <li>• 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.</li> </ul>
<b>Missed Assessments</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• No credit will be awarded for the assessment after one (1) week from the original assessment date.</li> <li>• Alternative makeup assessments may be given at the discretion of the teacher.</li> </ul>
<b>Missed Due Date</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Students absent on the day of a deadline for a presentation must present the day they return to school to avoid late penalties.</li> </ul>
<b>Missed Exams</b>	<ul style="list-style-type: none"> <li>• Semester exams must be taken when scheduled and may not be taken early. A grade of 0% will be entered for any missed exam.</li> <li>• Only in the case of an extreme medical emergency will the principal excuse a student from taking an exam on the scheduled date with proper documentation. A grade of 0% will be issued until the exam is completed. A student who is excused from an exam(s) by the principal must make up the exam during the agreed-upon date after the regularly scheduled exam.</li> <li>• Students arriving to school after the testing period has started, will be considered a missed exam.</li> <li>• Plan accordingly and schedule all appointments and travel plans outside of the exam schedules. A \$50.00 fee may be assessed for each exam that must be proctored outside of the regular schedule.</li> </ul>

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

## Guidance

Our guidance program places emphasis on helping the student as an individual and assisting him/her throughout the whole educational process. Guidance counselors hold several conferences every year with each student, and, as needs arise, provide referrals for other services. TCHS guidance counselors make it a priority to know each student as an individual.

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

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

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

## Student Success Programs/Presentations

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

## Lost and Found

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

## Media Center

Morning Hours: Monday through Friday: 7:20 a.m. to 7:40 a.m.

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

- Students are expected to remain quiet.
- The Code of Conduct applies during morning supervision hours.
- Students are responsible for all materials borrowed from the Media Center. Students will be charged the replacement cost for any lost or damaged items.
- Destroying or defacing Media Center materials, furniture, and/or equipment is prohibited. All violators will be disciplined according to the Code of Conduct.
- Computers, printers, and iPads are for school-related uses only. Please refer to the Diocese of Orlando/Office of Catholic Schools Student Technology Responsible Use Policy regarding student computer usage.
- Food or drink is not permitted in the media center or computer labs.
- Students coming to school before 7:55 am must be under the supervision of an adult. If a student is not with a teacher, coach, or club sponsor before 7:55 am, they must report to the Media Center for morning supervision.

## 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 as 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 accommodations required to address individual student need. Admission may be denied if it is determined that the school, in consideration of human and instructional resources, cannot appropriately address the needs of an individual child. Parents are expected to cooperate fully with any proposed accommodation plan.

## Diocese of Orlando Athletic/Extracurricular Policies

The school recognizes the following sports, activities and clubs:

School Sponsored Clubs			
Academic Team	Choir	Future Farmers of America	National Honor Society
Ambassadors	Color Guard	Green Club	Peer Ministry
Band	Cooking Club	Key Club	Robotics
Bleacher Creatures	FANS Club	Mu Alpha Theta	Student Government
Chess Club	Fellowship of Christian Athletes	National Art Honor Society	Tri-M

School Sponsored Activities			
Admissions Activities	Field Day	Honor Roll Celebrations	SEYF
Agricultural Day Pep Rallies	Graduation Activities	On/Off Campus Activities	SGA Activities
Catholic Schools Week	Grandparent's Day	Prom	Signing Day
Club Fair	Homecoming Dance	Religious Activities	Student Success Programs/Presentations
College Fair	Homecoming Week	Senior Week	Yearbook Activities

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

\* To include any school sponsored clubs, activities, and/or sports that may be created throughout the school year.

### Clubs and Organizations

TCHS provides the opportunity for students to graduate having had a well-rounded high school experience. Every student is encouraged to participate in at least three activities. All clubs must be approved by the Principal.

### Honor Societies

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

### **Diocese of Orlando Athletic/Extracurricular Policies cont.**

Parents acknowledge that participation in these sports, activities, or clubs may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and other forms required by the sport governing agency. Participation includes pre-season conditioning, open gym, tryouts and practice. Forms will include FHSAA or Catholic Youth League required forms where applicable. **Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Diocese of Orlando, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, activities, or volunteer service-hour programs.**

The school is not responsible for student participation in any sports, leagues, activities, or clubs not identified above including, but not limited to, 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.

For purposes of this handbook, a club is defined as a group of individuals dedicated to a particular interest or activity and a league is defined as a group of teams or individuals participating in an athletic activity. Only those students who are enrolled full time in a Diocesan school may participate in extracurricular activities.

### **Diocese of Orlando Athletic Policy**

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

#### *Title IX*

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

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

#### *Eligibility Requirements*

Athletic and NCAA eligibility requirements can be found in the Curriculum Guide on the TCHS website ([www.trinitycatholics.org](http://www.trinitycatholics.org)) under the Academics tab.

## Student Activities & Academic Excellence

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

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

### Academic Eligibility

TCHS 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 arrive no later than 8:25 a.m. to be eligible to play or practice that day. Students must be in attendance the remainder of the school day to be eligible to participate in practice or games, unless they provide a doctor's note. Suspended students (in or out of school) may not play or practice the day(s) of the suspension.

### Guidelines for Sportsmanship

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

The player's role is as follows:

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

The fan's role is as follows:

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

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



### Requirements for Participation

Five authorizations are required before a student may participate in athletics. Each year the student must provide the following:

- Pre-participation Physical Evaluation (EL2 physical form)
- Consent & Release from Liability Certificate (EL3 consent form)
- Register on [www.athleticclearance.com](http://www.athleticclearance.com)
- Concussion, Heat-Related Illnesses & Sudden Cardiac Arrest Certificates of Completion
- HIPAA Authorization Form
- Complete Impact Baseline Concussion Test

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

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

### On/Off Campus Activities

On/Off Campus Activities are part of the official school day and the TCHS Code of Conduct applies. All participants must follow the school's dress code policy as outlined in the Dress Code and Uniform Regulation sections of this handbook. Grade/behavior/attendance checks will take place 48 hours in advance to determine if a student is eligible for being off campus. Payments for field trips are non-refundable if a student is denied participation due to grades, behavior, and/or attendance concerns.

### Diocese of Orlando Fundraising Policy

Tuition and fees, do not include fundraising expectations for families and students. Monetary donations are not permitted in lieu of family volunteer hours. 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.

### Student Accident Insurance

TCHS has insurance for student accidents that occur during school time. The policy is on file in the Business Manager's office. All injuries are to be reported to the teacher/coach who will complete the necessary reporting requirements for the file. School personnel cannot recommend specific medical providers to families.

### 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.

**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.

## Driving and Parking Agreement

Parking on TCHS campus is a privilege, not a right. The privilege of driving to school and parking on campus will be granted to those students who have an unweighted cumulative GPA of 2.0 or higher, are in good academic credit standing, and are current with the service hour requirement.

### Parking Lot Expectations

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 top corner of the driver's side windshield. The 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 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. Students with repetitive disciplinary infractions, excessive absences, and tardies may lose their parking privileges.
12. If a permit is lost or damaged, a replacement must be purchased.
13. 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.
14. 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.

## Diocese of Orlando Attendance Policy

The 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 that a student is in attendance 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 administration. Students in grades 9-12, attendance should be taken by 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 virtually due to inclement weather or other health and safety reasons.

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 will be 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.

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; or
- 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 event of educational value.

Unexcused absences include but are not limited to the following:

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

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

Should there be a need to quarantine individual students or groups of students as required by the local departments of health and in accordance with Diocesan protocols, asymptomatic students are expected to participate in the school's established academic continuity process which could include, but is not limited to digital instruction, recorded instruction, online meetings, and learning packets.

Tardiness is sometimes necessary due to illness, death in the family, a doctor or dental appointment and accommodations should be made by the school (with appropriate document) to not impact a student's academic record. All tardiness excused and unexcused must be recorded on legal attendance records

## Diocese of Orlando Attendance Policy (continued)

Attendance in school is a major predictor of student academic success. Students must attend school punctually and regularly, and conform to the attendance policies of the school, the Diocese of Orlando, and the laws of the State of Florida. 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. A pattern of nonattendance continues OR if a student surpasses 10 absences, whether excused or not, per day or per class in a semester, may result in class failure or loss of academic credit. 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 concerning attendance and discipline are at the discretion of the school administration.

### Procedure for Student Absences

State of Florida mandates parent/guardian must email the Attendance Secretary ([attendance@tchs.us](mailto: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](mailto:attendance@tchs.us) no later than three (3) school days of the absence for review.

### Procedures for Pre-Arranged Absences

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.trinitycatholic.org](http://www.trinitycatholic.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 Exploration & Planning*

Career & College 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.

### 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](mailto:attendance@tchs.us)) before the first period begins at 8:00 am. The note needs to include the following:
  - Student's Full Name
  - Grade Level
  - Date and time of their requested dismissal
  - When/if the student will return to school
  - Specific reason for dismissal
  - Parent Contact information for verification
  - 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 require.
    - ii. Pick up person will be required to present their driver's license prior to releasing the student.
2. The student will be issued an e-Hall 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.
  - 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](mailto:attendance@tchs.us) within three (3) school days of the early dismissal to be reviewed.

### Procedure for Emergency Early Dismissal

1. A parent/guardian must email the Attendance Office ([attendance@tchs.us](mailto:attendance@tchs.us)) as soon as possible. The email needs to include the following:
  - Student's Full Name
  - Grade Level
  - Date and time of their requested dismissal
  - When/if the student will return to school
  - Specific reason for dismissal
  - Parent Contact information for verification
2. The student must sign out on the computer in the Attendance Office.
3. The student must verify their early dismissal with the Administrative Assistant at the Front Desk.
  - Non-driving students must be signed out and picked up in the Front Office.
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](mailto:attendance@tchs.us) within three (3) school days of the early dismissal to be reviewed.

### Reminders

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

### Procedures in Cases of Illness During School Hours

A student who feels sick during the day should ask the teacher for permission to go to the Clinic and notify the Attendance Secretary upon arrival. If it is determined that the student needs to leave school, the parent/guardian or emergency contact will be notified by school staff to pick up the student or to send written permission for the student to return home. If the Attendance Secretary is unable to contact the parent/guardian or emergency contacts, the student will not be permitted to leave school. The student is ordinarily permitted to remain in the Clinic for 10 minutes. Students who become ill at school and go home sick may not return to campus for the remainder of that school day, including after school events/extracurricular activities. It is the responsibility of parents/guardians to ensure that all phone numbers of parents, guardians, and emergency contacts are kept current in RenWeb.

**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. When a student returns from a medical appointment, a note signed by the doctor must be submitted within three (3) days of the appointment to be considered an excused tardy and/or excused early dismissal.

**Period Attendance**

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.

**Eligibility in Extracurricular Activities when Absent/Tardy**

When a student is absent from school he/she is ineligible to attend or participate in any extracurricular activities or official school-sponsored events on the day of the absence. This includes clubs, plays, meetings, athletic practices or contests, and any official TCHS school event. To be considered present for the day, a student must arrive before 8:25 am and cannot leave early.

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

**Diocese of Orlando Release of Students during School Day Policy**

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

## TCHS Honor Code

The TCHS Honor Code reads:

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

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

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

### Responsibilities of the School Community

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

### Honor Code Expectations

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

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

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

### 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 used, students need to use proper citation. Although age-appropriate use of AI tools may be permissible for assignments in certain classes. Some programs such as Advanced Placement (AP) and Dual Enrollment (DE) courses may strictly prohibit usage. Students in AP and DE courses must adhere to the requirements set forth by those governing bodies.

**Academic Honor Code Definitions**

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

**Academic Honor Code Disciplinary Action**

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



## Diocese of Orlando 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

### Code of Conduct

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

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

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

The Code of Conduct and disciplinary actions apply whenever a student is on school property or where the student is identifiable as representing TCHS. The administration of TCHS reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the school day. This off-campus behavior includes, but is not limited to cyber-bullying. Please note that TCHS is limited in its ability to investigate reported off-campus activity. Parents may be contacted when news of such activity becomes known to the administration and may be encouraged to contact outside authorities depending on the nature of the issue.

### Student Expectations

Students are expected to:

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

### Diocese of Orlando Restroom/Locker Room Privacy Policy

TCHS 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 and refuses to depart when asked to do so by any school personnel 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 Parent Code of Conduct Policy

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.

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

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

### *Parent, Guardian, Caregiver, Volunteer, and Visitor Expectations*

- Value and advocate for your school and its reputation. Be mindful of the hurt and damage social media may cause to faculty/staff members, other parents, and students.
- Respect the rights of faculty/staff members and other individuals.
- Respect the reputation of teachers and be mindful of communications especially social media; e.g. tone of emails.
- Follow the correct procedures to resolve a grievance or conflict, as outlined in the school’s handbook.
- Parents must follow the instructions and directions of the teacher. A parent may remind students of the rules but at no time issue consequences and should refer the student to the teacher if the behavior continues.
- As valued members of the school community attend and participate appropriately in school liturgies, extracurricular or special events including athletics, concerts, academic and cultural events.
- 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 all times while on school grounds or at school-related events.
- Support in words and actions the philosophy of Catholic Education.
- Under no circumstances approach/contact another student to address, discuss or reprimand them because of actions towards your own child(ren). These issues should be addressed by school administration. This includes the use of digital/social media to address or air grievances.
- Respect teachers’ preparation and assigned supervisory time before, during, and after school. Make an appointment for long discussions at a mutually convenient time. If you wish to speak to a teacher, please do not expect a meeting unless pre-arranged.
- Protect our children and do not discuss any grievances or perceived failings in front of any student regarding the school.
- Respect the decisions made by the administration and faculty, even if you disagree with them.
- Listen to your child(ren), but remember that a different version of the event may be interpreted by others.
- Understand the importance of a healthy parent/teacher/child relationship and communicate any concerns to your school in a constructive and appropriate manner.
- Observe the school’s policies, as outlined on the school webpage and/or the school’s handbook and endeavor to support them in the home.

- Cooperate where your child's behavior has overstepped accepted school standards, as outlined in the Student Code of Conduct, and follow specified protocol for communication with faculty/staff members.
- Value the school community and its reputation especially when engaging with social media
- Do not smoke or use offensive language on school premises.
- During livestreaming instruction, parents/guardians must not record or take screenshots of the instruction or share the livestream link with others. A quiet space needs to be provided to the student only, to avoid disruptions or distractions to the teacher and other students. If parents/guardians have any concerns with the livestream instruction, they need to schedule time with the teacher outside of class time.

*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:

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

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

Breaches and/or the inability to respect the Diocese of Orlando – Office of Catholic Schools Code of Conduct for Parents, Guardians, Caregivers, Volunteers, and Visitors, or exasperating complaints, may result in exclusion of a parent, guardian, caregiver, volunteer, and/or visitor from a school, and/or possible termination of enrollment of their child(ren).

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

### **Diocese of Orlando Partnership with Parents Policy**

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.

## 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 on the basis of a person's protected status, such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, citizenship status.

In addition, this policy applies to all conduct occurring on school grounds, at assignments outside the school, or at school-sponsored events. Schools shall 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.

Harassment includes any 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. Harassment occurs in many ways, including, but not limited to: verbal or written threats, bullying, cyber-bullying, emotional, psychological, physical, racial, and/or sexual.

The following examples are a non-exhaustive list of possible 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, intentional repeated hurtful acts over a period of 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, online 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.

All students are responsible for helping to assure 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 who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Diocese of Orlando. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken.

Any student found to have violated this policy may be subject to appropriate disciplinary 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 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 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 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.

**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, under some circumstances, prompt a need for testing of 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 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 Threats of Violence Policy**

The school takes all threats to oneself or others seriously. The disciplinary consequences for a student whose verbal or written comments, including email or social media messages, that threaten serious bodily harm 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. 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. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
3. 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 from school;
4. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

The school administration will cooperate fully with all law enforcement agencies in matters related to the safety whether on or off campus. Threats of Endangerment

The school takes all threats to oneself or others seriously. Threats communicated verbally, in writing or electronically may result in suspension or expulsion. The school administration will cooperate fully with all law enforcement agencies in matters related to the safety whether on or off campus.

### **Diocese of Orlando Expulsion Policy**

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.

The following offenses could lead to immediate required withdraw

- 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 in excess or greater than 30 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 (put Policy in appendix)

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.

# Classifications of Offenses

## Level 1 Offenses

Offense	Disciplinary Action
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)	
Irresponsible behavior	
Littering	
Offensive or excessively loud music	
Driving & Parking Agreement violation	
Possession of contraband	
Public display of affection	
Removal of the TCHS Mobile Device Management (MDM) from iPad	
Unexcused tardies/early dismissals	
Uniform violation	
Use of profanity (verbal or nonverbal)	
Violation of Athlete Handbook	
Violation of sportsmanship policy	

# Classifications of Offenses

## Level 2 Offenses

Offense	Disciplinary Action
Repeated violation of Level 1 offenses (exceeding 6)	Dean's Detention Disciplinary Probation 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	
Excessive unexcused tardies/early dismissals (exceeding 8)	
Failure to maintain health/safety protocols	
Forgery	
Honor Code violation (academic and/or behavioral)	
Irreverence during religious activities/events	
Participation in an unauthorized sale/collection/gambling	
Petty theft or vandalism	
Potential to cause bodily harm or property damage	
Providing false information or omitting necessary information to school employees	
Second or Third 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	



# Classifications of Offenses

## Level 3 Offenses

Offense	Disciplinary Action
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	
Bringing discredit to TCHS	
Bullying/Cyberbullying/Hazing	
Chronic willful absence (exceeding 10)	
Chronic willful 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	
Grand theft or extensive property damage	
Inciting or participating in a major student disorder	
Intentional physical aggression (fighting)	
Leaving school grounds during regular school hours without permission	
Possession or transfer of pornographic/obscene materials	
Possession, use, or transfer of tobacco/nicotine or e-cigarettes/vaping	
Possession, use, transfer, or under the influence of alcohol	
Reckless driving/endangerment	
Sexual harassment/sexual misconduct	
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**

**Classifications of Offenses**

<b>Offense</b>	<b>Disciplinary Action</b>
Repeated violations of Level 3 offenses (exceeding 2)	<p style="text-align: center;">Expulsion</p> <p style="text-align: center;">Financial Restitution</p> <p style="text-align: center;">Mandatory Drug/Sobriety Testing</p> <p style="text-align: center;">Mandatory Substance Abuse Counseling</p> <p style="text-align: center;">Out-of-School Suspension (5-10 days)</p> <p style="text-align: center;">Referral to Administrative Review Team (ART)</p> <p style="text-align: center;">Referral to Law Enforcement</p> <p style="text-align: center;">Student Sent Home Pending Investigation</p>
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 Definitions

<b>Disciplinary Action</b>	<b>Definition</b>
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 cafeteria. Students must report to the Dean of Student within the first five minutes of the start of lunch. The Dean of Student will provide a Lunch Fast Pass to students needing to buy lunch. Failure to report to a Lunch Detention will result in a Level 2 offense.
Teacher Detention	Classroom detention with the individual teacher before or after school at teacher discretion. Failure to report on time results in a Dean's Detention.
Dean's Detention	7:00 am - 7:40 am on Wednesday or 3:15 pm - 3:55 pm on Monday in the media center. 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 - 2:55 pm; 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.

# Disciplinary Definitions

Disciplinary Action	Definition
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.

## Disciplinary Action

Disciplinary Actions are listed within the tiers in alphabetical order. The disciplinary action is determined by the TCHS administration.

## 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 comprised 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.

### Uniform Policy

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

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

Any student that reports to school not in compliance with the uniform policy will receive a behavior notification. If appearance is deemed unacceptable, the student will not be permitted to attend class until compliance is met.

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

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

### Uniform Provider

The official uniform supplier is Risse Brothers School Uniforms.

Clothing may not be purchased from stores other than the approved uniform company, Risse Brothers School Uniforms ([www.Rissebrothers.com](http://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  
1401 Beulah Road Sites 116- 118  
Winter Garden, FL 34787

## Girl's Uniform Policy

### Skort

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

### 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.

## Girl's Uniform Policy (continued)

### Hair

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

### Accessories

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

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

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

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

## Boy's Uniform Policy

### Shorts

The two styles of khaki shorts must be purchased from Risse Brothers School Uniforms. Shorts must have the TC shamrock above the back left pocket and longer than a 5.5" inseam. Shorts must be worn as intended. If the short length cannot be fixed to comply with the policy, new shorts must be purchased 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 are required. 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. Temperatures below freezing will be the identifying point for alternative outerwear.

### 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 TC Spirit. Spirit Fridays are a privilege and can be revoked on an individual basis.



## Boy's Uniform Policy (continued)

### Hair

Hair should be neat, clean, well-groomed, and reflect the professional appearance of the uniform. Multicolored or unnaturally colored hair is not permitted. The 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 and jewelry should be kept to a minimum and reflect the professional appearance of the uniform. Piercings must be a single, simple stud per ear. Gauges and spacers are not permitted. Band-aids may not be worn to cover piercings. Visible tattoos must be covered.

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

### 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 TCHS reserves the right to make judgments on all matters of acceptable accessories.*

# Shoe Examples

## Example



## Non-Example



Hightop, multi-colored



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 the school day.

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

**Announcements and Notices**

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

**Before/After School Supervision**

Supervision begins on campus in the Media Center at 7:20 am. Students are permitted to wait in the courtyard from 7:40 am to 7:57 am. No students are permitted in the hallways before 7:55 am unless being supervised by a club sponsor, coach or teacher.

Students are expected to leave the school grounds within 15 minutes after dismissal, and it is the parent/guardian responsibility to ensure that this rule is followed. A student who has their own transportation may be asked to leave campus if they are not participating in a school-sponsored activity. Students may not be in any athletic facility after school unless they are participating in a sponsored activity or are present to watch a scheduled game or activity.

Students remaining on campus after 3:10 pm must be under the supervision of an adult. If a student is not with a teacher, coach, or club sponsor after 3:10 pm, they must leave school grounds.

**Campus Security**

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

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

**Cars**

Parking on campus requires a school-issued parking permit displayed in the lower-left corner of the front windshield. Students wishing to apply for a permit must be up to date on their service hours and have a copy of a driver's license, proof of insurance, and vehicle registration. The registration fee is \$50.00 - \$75.00.

Students must adhere to the Driving and Parking Agreement.

**Change of Address**

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

**Deliveries for Students**

During school hours, delivered food and gifts is not permitted.

**Distribution of Literature/Information**

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

**Electronics Violation (iPad, cell phone, headphones, etc.)**

iPads are to be used during the school day strictly for academic purposes. Utilizing iPad for activity other than instructional purposes is considered an electronics violation.

Students may use cell phones before and after school, between classes, and during lunch. Cell phone use during class time is prohibited. This includes use outside the classroom when on school business or on a pass. Cell phones should be silenced and stored away in the student's backpack or teacher-designated area and never on their person.

Headphones/earbuds/AirPods (listening devices) may be used during lunch only and must have one ear exposed to allow students to be able to hear directions in the event of an emergency. Listening devices should be stored away and not on the student during class, unless given explicit directions from the teacher and one ear must be exposed. Students may not travel through the hallways wearing listening devices at any time during the school day.

If seen/heard during prohibited times, devices will be confiscated and turned in to the front office. School personnel are not responsible for loss or damage of confiscated items. Devices may be subjected to a search by the administration when there is reasonable suspicion.

**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.

**Second Offense:** Level 2 - Devices will be returned to the parent following a parent/student meeting with the principal at the end of the school day. Student will serve a Dean's Detention.

**Third Offense:** Level 2 - Loss of device privilege for a specified period of time by the principal.

**Food & Drink**

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

**Food Service Emergency Fund**

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

**Forgotten Items**

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

**Handheld Gaming Devices**

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

**Hot Spotting**

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

**iPads**

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

To maintain the integrity and ensure the proper use of instructional time, students enrolled at Trinity Catholic must have the iPads that they use on campus supervised by Trinity Catholic High School. This supervision will include mandatory mobile device management (MDM) that will be in effect during school hours while at TCHS. The school will work with each family to supervise the iPads in a manner to preserve student data as much as is possible. If a student removes the supervision or the MDM profile, they will be charged a \$25 reimaging fee to reinstall the supervision or MDM. If a device is found to not have supervision or its MDM profile in effect, the student's network access may be denied until it is reimaged by TCHS staff.

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

**Leaving Class**

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

**Lockers**

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

Lockers must reflect the pride and the respect students have in their school. Fines will be assessed up to the cost of refurbishing a defaced or damaged lockers. At the end of the school year, students are expected to thoroughly clean and remove any items from inside their lockers; all issued locks should be returned before the end of the school year. The Fieldhouse and Gym lockers are also subject to this policy.

**Medication**

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

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

**Public Display of Affection**

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

**Sales/Collections**

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

**Shadowing**

A student who wishes to invite another student to “shadow” must fill out the proper form and receive permission from the Dean of Enrollment at least two (2) days before the intended visit. The approved visitor must be dressed as outlined on the form. When approved, the guest will receive a visitor’s pass in the Front Office and check-in at the Attendance Office. Visitors will not be allowed to shadow a TCHS student within 24 hours of a vacation or a week before exams. Shadowing is only permitted for students who are prospective TCHS students.

**Smart Watches**

Smart watches must be removed before any assessment or may result in an Honor Code Violation.. During class time, smart watches must only be used as a timing device. Any other use will result in the confiscation of the smart watch and an Electronics Violation will be written.

**Telephone Usage**

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

**Theft Prevention**

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

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

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

**Handbook Forms**

The link below provides access to important documents that were acknowledged during the enrollment/re enrollment process.

- <https://www.trinitycatholicchs.org/wp-content/uploads/2015/12/Parent-Handbook-Forms-2024.pdf>