

Trinity Catholic High School

OUR BELIEF STATEMENT

*Christ is the reason for this school.
He is the unseen but ever present teacher in its classes.
He is the model for its faculty
and the inspiration of its students.*

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OUR MISSION STATEMENT

To Graduate Responsible, Christian Citizens . . .



**. . . based on the three pillars of
ACADEMICS, CHRISTIAN CHARACTER, AND SERVICE**

OUR MOTTO

*Ex Trinitate Unitas
"From Trinity Comes Unity"*

OUR CORE VALUES

Trinity Catholic High School, *guided by a philosophy based on our Catholic faith and the teaching of Christ in the Gospels, strives to educate young women and men through a comprehensive program of academic excellence.*

Trinity Catholic High School, *recognizing the uniqueness and diversity of individual talent, intellect, style, and ability, teaches students to think critically, live virtuously, and serve joyfully.*

Trinity Catholic High School *enables students to be transformed into moral, prayerful, responsible men and women who, in turn, transform our Church and the world as mature Christian citizens who respect the diversity and sacredness of God's Creation.*

Trinity Catholic High School

Trinity Catholic High School was created in January 2003 with the consolidation of St. Thomas Aquinas-Mercy and Rosary High Schools. Through the unity of these two schools and the spirit of Mercy High School comes Trinity.

Trinity is a comprehensive, co-educational high school dedicated to the fostering of spiritual, intellectual, social, and physical growth in its students. With the support of its parents, staff, alumni, and the school community, Trinity Catholic High School will flourish and become the *Cornerstone* of Catholic education in North County.

Students, whose educational needs can be met by the Trinity staff and who apply will be admitted, given available space. Students are admitted without regard to race, gender, ethnicity, or nationality. Students normally apply during the winter of their eighth grade year for admission to ninth grade the following fall. All incoming freshman students must have successfully completed the eighth grade. Non-Catholic students are admitted provided they, and their parents or guardians, are willing to fully subscribe to the religious philosophy and program at Trinity Catholic High School.

OUR PAST

Mercy High School opened in 1948 in University City and was staffed by the Sisters of Mercy. The school served the Catholic community of the central city and county areas until it merged with St. Thomas Aquinas High School in 1984.

St. Thomas Aquinas High School opened in 1954 at Sacred Heart Parish School in Florissant. It moved to the Dunn Road location in 1958. The school was named after the 13th century philosopher who is the patron saint of Catholic education. St. Thomas Aquinas-Mercy was consolidated with Rosary to form Trinity Catholic High School in 2003.

Rosary High School was founded in 1961 by the Catholic Schools System of the St. Louis Archdiocese, in collaboration with the School Sisters of Notre Dame. It has been located at 1720 Redman Road since it opened. The high school was dedicated to Mary, the mother of Jesus Christ, and our Lady of the Rosary. Rosary was part of the Trinity Catholic High School consolidation with St. Thomas Aquinas-Mercy in 2003.

School Mascot - THE TITANS
School Colors - CRIMSON, SILVER, & WHITE
Motto – Ex Trinitate Unitas “From Trinity Comes Unity”

ACCREDITATION

Trinity Catholic High School is fully accredited by the North Central Association, Commission on Accreditation and School Improvement and the Committee on Accredited Schools and Colleges at the University of Missouri, Columbia. Trinity is a member of the National Catholic Education Association.

ACADEMIC INFORMATION

THE CURRICULUM

The curriculum of Trinity Catholic High School is designed to meet a wide range of student abilities, interests, and career goals. Additionally, the curriculum is designed to provide courses to challenge students on all ability levels. A required core curriculum includes courses that meet or exceed the requirements of the State of Missouri. Each student may also select from a variety of elective courses that are offered at each grade level.

In many subject areas, courses are offered at three levels, with the content and method of instruction tailored to the student's preparation, interests, and postsecondary/career intentions. In addition, for eligible students, college credit is offered in several upper-level courses in English, mathematics, social studies, science, Spanish, and French.

GRADUATION REQUIREMENTS

Students are required to earn credits in the following areas:

Religion	4 credits
English	4 credits

Social Studies	3 credits
Mathematics	3 credits (including geometry)
Science	2 credits (including biology) 3 credits (beginning with class of 2010)
Fine Arts	1 credit
P.E.	1.5 credits (including health)
Personal Finance/ Consumer Economics	.5 credit (beginning with class of 2010)
Practical Arts	1 credit
Bridges	1 credit
Electives	10
 Total	 31 credits* (refer to Course Catalog)

*Depending on credit status for transfer students
In all cases, students are required to attend 8 semesters.

Students who transfer to Trinity Catholic High School after the beginning of ninth grade are expected to have earned the same number of credits attempted at their previous school, as well as meeting all subsequent Trinity requirements.

In addition to academic requirements, students must take part in an off-campus senior retreat and complete 100 hours of approved Christian Service.

To qualify for graduation with the class, a student must be in attendance at Trinity the full semester prior to completing course requirements. Only students who have completed **ALL** graduation requirements may take part in the graduation ceremony and receive a diploma.

COLLEGE PREP CURRICULUM

The recommended college prep curriculum includes the following course credits:

***English	4 credits	***Mathematics	4 credits
***Science	3 credits	***Social Studies	3 credits
Fine Arts	1 credit	Practical Arts	1 credit
P.E.	1 credit	Electives	9 to 11 credits
Foreign Language or advanced courses in the asterisked subjects			3 credits

***Students completing these course requirements with a 3.00 G.P.A. (unweighted in English, math, science, and social studies, and who have an ACT or SAT score above the national average will be awarded a College Preparatory Studies Certificate issued by the Missouri State Board of Education.

STUDENT SCHEDULES

Student schedules are determined at the time of registration by the courses selected. An alternate course may be scheduled in the event of a conflict. All schedules are finalized and approved by the Principal.

During the school year, a schedule change may be made at the recommendation of the subject-area teacher or guidance counselor, with the approval of the principal. The parents will be advised before a change is made. Student schedules include **ONLY** courses being taken for the first time. Under unusual circumstances, a student may be allowed to take a course to make up a failed credit from a previous year. This would normally be in addition to the grade level credit requirements.

Whenever there is a schedule change not initiated and authorized by a teacher or guidance counselor, a \$25 fee will be charged. The registrar sets the deadline for schedule changes.

BLOCK SCHEDULE AND RESPONSIBILITIES

Trinity Catholic High School uses a block schedule with periods that are organized as longer "blocks" of time. The overall schedule is made up of 8 blocks, or classes, over a two-day period (A and B days). On the regular schedule, the school day is made up of four 75-minute blocks. The block schedule allows for expanded instructional methods such as collaborative learning, hands-on activities, labs and experiments, long-term projects, technology and media-integrated classes, interdisciplinary lessons, and team-teaching. In conjunction with Academic Lab, the block schedule can help promote student achievement by facilitating in-depth learning.

It is the student's responsibility to check with teachers to get class assignments/homework when they return to school after an absence. This should be done before or after school or during Academic Lab. Students will be expected to have work completed when the class next meets.

ACADEMIC LAB

Academic Lab is a daily 40-minute period during which no classes are conducted. Instead, all teachers, support staff, counselors, and learning consultants are available for academic assistance to students. It is intended to encourage curricular projects, academic collaboration among students and teachers, and extended classroom learning.

The Academic lab, an extension of Trinity's academic program, preserves class time by providing flexible time during the week for such things as:

- Getting make-up work
- Meeting with guidance counselor or learning consultant
- Getting individualized help from a subject area teacher
- Using media and computer labs
- Researching in the library
- Listening to guest speakers
- Visiting college representatives
- Making up missed tests/labs, with teacher approval
- Practicing or rehearsing music
- Working on art class projects
- Working on group projects
- Reading or studying

SENIOR STUDY

Senior Study is a 75-minute period in senior schedules and is intended to provide students with a variety of academic opportunities. These may include teacher consultation, library access, computer lab work, research, independent project work, collaborative learning, and other academic enrichment or extensions of classroom learning. Students are expected to use this time for academic pursuits

SENIOR STUDY PERIODS

1. At times when senior students are not scheduled for class, they are assigned to a Senior Study Period.
2. Students must report to their assigned room before the bell and remain there the entire period unless they have written permission to go to another area. Students arriving after the bell are marked tardy. Students who wish to spend Senior Study Period in the LMC must first report to their assigned room before going to the LMC. If the LMC is full or unavailable, students must return immediately to their assigned room.
3. Seniors who obtain an appointment slip prior to Senior Study may be released to the guidance office.
4. Campus Ministry will issue appointment slips to students who want to meet with the campus minister.
5. Students who are in the corridors during a class period without written permission in the TCHS Planner/Agenda are liable for a demerit.
6. Seniors who qualify for, and are granted, "Senior Privilege" may leave school early if their Senior Study Period falls at the end of the school day. If Senior Study fall last on an Assembly or Pep Rally day, the student must attend the event. Criteria for Senior Privilege will be published at the beginning of the school year.

GRADING SYSTEM

Trinity Catholic High School follows the marking system stipulated for Archdiocesan Secondary Schools. Scores on tests, quizzes, homework, projects, class participation, portfolios, and journals as well as alternative assessments determine academic grades.

Percentages for grades and letter equivalents are listed below:

A+	99 – 100
A	95 – 98
A-	93 – 94
B+	91 – 92
B	87 – 90
B-	85 – 86
C+	83 – 84
C	78 – 82
C-	76 – 77
D+	74 – 75
D	72 – 73
D-	70 – 71
F	69 and below

Each subject teacher also assigns a conduct grade for each student. These appear on the report cards, but not on the student's permanent record. The following is an explanation of the conduct grades.

- A - Class conduct is exemplary (every Trinity student's goal)
- B - Class conduct is satisfactory
- C - Conduct is generally satisfactory, but improvement is encouraged
- D - Conduct is unsatisfactory, and improvement is needed
- F - Conduct is unacceptable, immediate improvement is required

Any D or F grade (academic or conduct) excludes a student from the Trinity Honor Roll.

HONOR POINT COURSES (Weighted grades)

Trinity Catholic High School's GPA is based on 4.0. However, the courses that are offered at college level and for college credit (ACC, AP, ACP—see next section) award an honors point (1.0) for a passing grade. Grade points for the designated weighted classes are A=5; B=4; C=3; D=2; F=0. The grade points for all other classes are: A=4; B=3; C=2; D=1; F=0.

HONORS PROGRAM

Trinity Catholic High School offers a full program of honors courses for qualified students beginning in their freshman year. Students who meet the pre-requisites may enroll in honors core classes: English, social studies, math, and science. Students in honors courses should have academic motivation, demonstrate independent learning, and possess strong reading, writing, and critical thinking skills. Honors courses demand more intensive reading and writing, depth of study, and independent learning. In addition to TCHS honor courses, a program of college credit courses is offered to juniors and seniors.

COLLEGE CREDIT PROGRAM

Trinity Catholic High School offers a variety of college credit for eligible students: 1818 Advanced College Credit (ACC) through St. Louis University; Advanced Credit Program (ACP) through University of Missouri—St. Louis; and Advanced Credit through Missouri Baptist University. These dual-credit courses are taught at TCHS by its own faculty who are also qualified adjunct professors through SLU, UM—St. Louis, and Missouri Baptist. The cost per credit is significantly less than what resident full-time students pay at these schools, and are a considerable benefit to students/parents. Please note that although many institutions will accept these credits, not all do. Parents/students should check with colleges about acceptable transfer credits.

College credit may also be obtained in some course through the Advanced Placement (AP) national testing program. These tests generally take place toward the end of the second semester. Consult with course faculty about procedures and with the counselors about testing dates.

Students must meet Trinity pre-requisites for these college-credit classes (refer to the 2008-2009 Course Catalog). However, in order to *register* for college credit, students must meet the requirements set by the higher education accrediting agency; complete the necessary forms; pay the tuition fees; have a minimum 3.0 cumulative GPA (unweighted); be a junior or senior; maintain a B- or higher average in the college-credit course. Exceptions to these criteria must be directed to the Principal and counselors for consideration.

The universities provide guidelines that students may not register for more than two (2) courses at any single institution. However, in *exceptional circumstances*, with written recommendation from the TCHS counselor(s) and approval by the Associate Principal, students may be permitted to take three (3) courses. Because of the rigor of college credit courses, and the time required for more demanding reading, writing, and independent work, TCHS requires that each student consult with the course teacher and a counselor before enrolling in college credit courses.

FRESHMAN BRIDGES PROGRAM

This year long program helps freshmen develop and strengthen the academic, personal, and social skills necessary for a successful transition to high school. Freshmen are introduced to the school building, facilities, and programs. They get to know faculty, staff, and administrators and their various roles and services to students. The Guidance department introduces freshmen to their 4-year Plan and career path choices. In addition to regular study practices and helpful study skills, students are introduced to organizational and time management skills. This program also helps students learn and understand the TCHS mission: To *graduate responsible Christian citizens*.

REPORT CARDS

Report cards are issued four times each year. The report card is the official notification of grades and credits earned.

Parents can view all grade reports, as well as grades for individual assignments in a specific course through the Family Access link on our website. Each parent/guardian and student will receive a specific pass code to access the site. The main office has all pass codes on file in case a parent/guardian or student loses his/her code. Family Access may be shut down if the student has overdue tuition or outstanding fines.

SEMESTER EXAMS

Semester exams, which are given in every course, are normally administered the final week of the semester. On these days no classes are held. Every student is expected to be present on these days. Parents/guardians are advised to be aware that these are fixed days and only exceptional circumstances should prevent students from taking exams on these days (i.e., serious illness,

funerals, etc.). Vacations, convenience, etc., do not constitute exceptional circumstances and do not warrant taking make-up exams.

In exceptional situations when students are absent for first or second semester exams for serious reasons, the parent/guardian should contact the school as soon as possible to arrange for an exam make-up with the Principal. In instances of prolonged or emergency absences due to illness, etc., making up any incomplete class work and/or exams must be approved by the Principal with the concurrence of the subject matter teacher. If approved, the student will be given no more than two (2) weeks to complete any class work and/or exams.

Failure to make up the work will result in a failing grade/credit.

SEMESTER AVERAGE, CLASS RANK, AND GRADE POINTS

The semester grade is an average of the two-quarter grades (40% each) and semester exam grade (20%).

Course percentages are used to compute grades, not letter grades.

A student's class rank is based solely upon the grade point average for all semesters from the beginning of ninth grade. "Grade points" are issued for each course average letter grade in the student's schedule. No grade points are given for courses taken in summer school, night school, or by correspondence or independent study. The grade point average (GPA) is determined by dividing the grade points earned by the number of credits attempted within a grading period.

On the report card the "term GPA" is the grade for the last quarter completed. The "semester GPA" is the average for the last semester completed. The "cumulative GPA" is the average for all semester grades from the beginning of ninth grade. Both the weighted and unweighted cumulative GPAs are reported on the TCHS Report Card. This is done because many colleges and universities only recognize unweighted GPAs for admission purposes.

The titles of valedictorian and salutatorian are honorary designations that signify the respective students who academically rank first and second in the graduating class. These honors are determined by the administration during the second semester of the senior year. They are based on the sixteenth quarter cumulative grade point average and class rank of the senior class.

Graduating seniors that have a 4.0 or higher cumulative weighted GPA will graduate "Summa Cum Laude" and those with a cumulative weighted GPA of 3.75 or higher will graduate "Magna Cum Laude." Both distinguished groups will be recognized at graduation for their accomplishment.

HONOR ROLL

The Honor Roll is a means of recognizing a student's academic achievement. The following criteria are used to determine this recognition each quarter:

- GPA of 3.250 or higher (weighted)
- Student may not have an academic grade of D+/D/D- or F (quarter/exam/semester)
- Student may not have a conduct grade of D or F (quarter/semester)

The Honor Roll is posted at the end of each quarter and students receive an "Honor Roll" stamp on her/his report card.

EARNED CREDITS

Students are required to have a minimum number of credits in their yearly course schedule. The ordinary course load for Trinity Catholic High School students is

Freshman	8.00 credits
Sophomore.....	8.00 credits
Junior.....	8.00 credits
Senior	7.00 credits

Students are expected to enter each school year with the required number of credits. The numbers of credits required for graduation are listed in the Graduation Requirements section.

Credit is granted when a passing grade is earned for a course. Trinity offers courses that are one semester or two semesters/full-year in length. The official length of a course is specified in the course catalog.

For some full-year courses, credit for each semester is independent of other courses. For other full-year courses, credit is determined by the average grades for both semesters. Course credit is earned as follows:

- Semester courses** passing semester = .5 credit

- Full-year courses** (English, religion, life sciences, music, and social studies) passing each semester = .5 credit

- Full-year courses** (foreign language, math, chemistry, and physics)

passing both semesters = 1.00 credit
passing first semester but failing second semester = .5 credit
failing first semester but passing second semester at Trinity = 1.00 credit

All courses taken for credit, which appear on the student's permanent record card, must be approved by Trinity Catholic High School. If a student wishes to take a course for credit in evening classes, summer school, by correspondence or independent study, or at the local community college, it must be approved by the Principal, **PRIOR** to registering for the course. For the credit to be included on the permanent record card, Trinity must receive an official notification no later than SIX WEEKS after completion of the course.

FAILURES

Students who fail courses must make up the credits as soon as possible. Credits should be made up in summer school following the failure and prior to the start of the next academic year. Failure to make up credit in a timely manner may jeopardize a student's enrollment at Trinity.

Under certain conditions students may be allowed to make up a failed course by correspondence through the University of Missouri Independent Study program, the Brigham Young University Independent Study program, or the Archdiocesan Correspondence Program. These are approved by the Principal and supervised by the Guidance Counselors. A correspondence course may not be taken as a "back-up" in case of a course failure. **If credit from a correspondence course is needed for graduation and the student wishes to participate in the graduation ceremony, THE COURSE MUST BE COMPLETED AND OFFICIAL NOTIFICATION OF THE GRADE AND CREDIT RECEIVED BY THE DATE THAT SENIOR GRADES ARE DUE.**

NOTE: According to the Missouri State High School Athletic Association (MSHSAA), correspondence courses cannot be used to regain a student's athletic eligibility. In addition, failures impact eligibility for extra-curricular activities.

TRANSCRIPTS

A transcript is a copy of the student's permanent record card that is provided to schools, colleges, employers, and the armed services when requested by the parent or the student. Transcripts must be requested in writing by completing the "Transcript Request Form" obtained from the Guidance Department. Request your transcript at least 24 hours before you need it. Be aware of the application deadlines and allow plenty of time for mailing. You are responsible for postmark deadlines. The Guidance office will mail college applications, transcripts, and letters of recommendation. To maintain the integrity of these documents, no "official" transcript will be given directly to the student or parent. The first three transcripts sent for each student will be free; each additional transcript will require a \$2.00 fee.

Transcripts requested for any reason are released only if the student's tuition is paid to date and there are no other outstanding financial obligations or unpaid fines. Report cards are withheld if financial obligations are not addressed.

RELEASE OF RECORDS

Parents transferring students to another high school must request a transcript from the Main Office. As part of the transfer process, parents of students withdrawing from Trinity, or who will not be returning for the next school year, are required to complete a "withdrawal form." This must include permission to release academic and disciplinary records.

COMMUNICATION WITH STUDENTS AND PARENTS

We believe that education is a responsibility shared by the student, the school, and the parents. Success will only be achieved if there is effective communication between teachers and students and between parents and school. Trinity also believes that communication is a responsibility shared by all.

Parents are encouraged to make effective use of every means available for monitoring a student's progress or receiving information. Back-to-School Night, Conference Nights, and other individual meetings are scheduled for that purpose. A monthly parent newsletter is published. The Guidance Department also sponsors a number of informational activities throughout the year. Parents may also contact teachers, counselors, or members of the administration by phone, in writing, or via email.

Family Access and Report cards are official communication with parents concerning a student's academic performance and classroom conduct.

The **TEACHER** is the person immediately responsible for and knowledgeable about the classroom situation. The teacher should be the **FIRST** person contacted about a student's classroom performance and behavior or about course content and requirements. Teachers are expected to keep parents and students informed about any significant changes in a student's progress. The staff is asked to return telephone calls from parents within 24 hours.

DISCIPLINE, ATTENDANCE, AND SCHOOL POLICIES

PHILOSOPHY OF DISCIPLINE

Discipline should create an educational environment in which meaningful learning takes place. This environment is characterized by:

1. Shared responsibility by both teacher and student in the learning process
2. Absence of disruptive activity

Discipline should develop within each student's motivation for self-control and self-improvement. The key to discipline at Trinity is the student accepting responsibility for his/her actions.

In order to gain respect students must first demonstrate respect—for teachers, for peers, for parents, and for themselves.

COMMON GOALS, COMMON GOOD

Students who act as part of a group share responsibility for the actions of the group – group rewards, group consequences, and group sanctions.

Discipline should free a person to interact with others in an atmosphere, which is free from hostility and marked by genuine concern for each person's well-being and growth -

1. Both students and faculty are responsible to each other for creating an atmosphere of acceptance and respect for each person. With open minds, the faculty and students attempt to genuinely listen to each other even in the midst of disagreement and controversy.
2. Each student is responsible for the use and care of school facilities so that all school property will be available for use by other people.
3. Good manners and courtesy reflect concern and respect for others.
4. Each person should be willing at times to sacrifice his/her own personal modes of expression or preferences to serve the common good.

The TCHS guiding philosophy is that of the "Golden Rule."

"Do unto others as you would have others do unto you."

THE ADMINISTRATION RESERVES THE RIGHT TO IMPLEMENT THIS PHILOSOPHY OF EDUCATION AND DISCIPLINE BY JUDGING THE NEEDS OF THE COMMON GOOD AND TAKING WHATEVER ACTION IS NECESSARY TO MAINTAIN THAT COMMON GOOD.

TRINITY TITAN CARD/PLANNER

On the first day of school, students are issued a Trinity Titan Card. This card is designed to serve as the following: (1) an official ID card with the student's name, school number, grade level, and advisory; and (2) demerit card for recording violations of the school's discipline code. **Students must carry the Trinity Titan Card at all times. Students must present the Trinity Titan Card when requested by a member of the Trinity staff. Failure to present the card, or presenting a defaced card, will result in a detention.**

The Trinity Titan Card is an element of the disciplinary system. The purposes of the Titan Card are to make consequences for violations more immediate, improve the efficiency of the discipline system, teach students responsibility and self-discipline, and give students an opportunity to improve. Infractions recorded on the Trinity Titan Card include (1) classroom tardies; (2) inappropriate language; (3) uniform code violations; (4) food and drink violations; and (5) discretionary matters such as lack of classroom materials, head down/sleeping in class, locker visits, faculty/staff discretion, etc.

Students must present the Trinity Titan Card when requested by a member of the Trinity staff. Each violation is recorded as an appropriate number of demerits, and the staff member signs and dates the card. The staff member issuing the fifth violation will take the card and give it to a dean of discipline. A detention is assigned after five demerits. Failure to present the card or presenting a defaced card will result in a detention. Policies concerning multiple detentions apply and are described on page 22-23.

When a Trinity Titan Card is taken at the fifth demerit or has been lost or defaced, THE STUDENT IS RESPONSIBLE FOR OBTAINING A REPLACEMENT CARD FROM THE OFFICE. A new card must be picked up immediately. Each day the Titan Card is not picked up warrants a demerit. A detention will automatically be assigned and students will be charged \$5.00 for the replacement card. Also, a student will be issued a new Titan Card for any detention given for reasons other than those listed on the Titan Card. As an incentive for recognizing responsible behavior, the administration will work with the Student Council to devise a reward system for students who do not accumulate any demerits during the school year.

- Students who go for a period of 60 days without accumulating any demerits may ask to have a new ("clean") Titan card issued to them (i.e., A student receives a fourth demerit on March 1st but does not receive another demerit by May 1st. That student may ask for a new Titan card.). *Students who receive a detention for an issue not covered by the Titan card (i.e., cutting class, etc.), or have been suspended, are not eligible for a "clean" Titan card at the end of 60 days.*

Students must carry the Trinity Planner at all times while at school and their Titan Card while at school and school functions.

ATTENDANCE

AN EDUCATIONAL ENVIRONMENT FOSTERING CONTINUITY OF INSTRUCTION IS NECESSARY FOR LEARNING; THEREFORE REGULAR ATTENDANCE IS ESSENTIAL. A student who arrives after the beginning of the day bell must report to the Main Office to pick up a late slip to gain admission to class. A half-day absence will be recorded on the student's permanent record if he/she arrives after the end of the second period or misses more than two, but less than three full periods, during the day. A full day absence will be recorded on the permanent record of a student who does not report to school or misses three periods.

A student who arrives late to school because of a doctor, dentist, or orthodontist appointment will not be given a tardy demerit on his/her Titan Card if he/she has an official note from the doctor, dentist, or orthodontist.

1. Students who are absent because of ill health, or an equally unavoidable reason, are asked to observe the following policies:
 - a. On the day of the absence, one of the parents of the student must notify the school office by telephone before the first class period.
 - b. On the day the student returns to school, the student must bring a written note signed by either parent to the Main Office. The note should include the student's name, date of the absence, reason for the absence, and signature of the parent. If absence notes are not turned in within three (3) days after the absence, detention may be given to the student.
 - c. The student is solely responsible of making up all missed work.
2. Students may be excused from school to attend a funeral. Students must bring a permission note from their parents the DAY BEFORE the funeral. The note should be brought to the Main Office. The NORMAL school absence for a funeral includes ONLY the church service, NOT the cemetery service or home visit.. It is the student's responsibility to make up any missed class work.
3. Doctor and dentist appointments should not be made during school hours. If they occur (this should be rare), they should be verified by turning in a doctor/dentist office note to the Main Office.
4. Students who become ill during the school day and must return home, should report to the Main Office and parents will be notified. No student may be allowed to leave school without a parent's authorization. Students, who are driving, may leave after permission from a parent is confirmed. If a student is to be picked up, he/she should remain in the office. When the parent, or authorized person arrives, he or she must come into the office before the student may leave campus.
5. Other absences may be considered unexcused absences as determined by the principal. Work will not be accepted for credit when an absence is unexcused. Test/Exams may not be made up for unexcused absences.
6. No student is permitted to determine an unauthorized school holiday/skip day. Such an action will result in the following:
 - a. No excuse notes except a doctor's excuse for the entire day will be accepted. College visits will not be permitted on these days.
 - b. Up to six (6) detentions may be assigned.
 - c. No credit or make-up work may be given for the skip day.
 - d. Senior Leave privileges will be taken away from seniors involved.
7. Students are considered truant if they are absent from school a whole day, or part of a day, without permission of the parents AND the prior knowledge of the school administration. The penalty for the first offense may be suspension from school and detention. The parents of the student may be required to have a conference with a dean of discipline before the student is readmitted. A second offense will result in the student being placed on disciplinary probation.
8. Missing a class without permission will result in detention, and in some circumstances, suspension.
9. "Regular attendance, as well as a passing grade, is required to earn credit in any course. Chronic and/or excessive absenteeism will make a student liable to loss of credit in any quarter or semester where this occurs." (Archdiocesan Handbook). After four (4) class absences in a semester, a letter will be sent to the parents/guardians to ensure parents are aware of the missed days. After ten (10) class absences in a semester the student will have his/her semester credits suspended. An attendance contract will be issued at this time. Chronic absence from school may result in reduction in grades, loss of credit, academic/disciplinary probation, loss of extra-curricular eligibility, or, in severe cases, dismissal from Trinity.
10. Vacations are STRONGLY DISCOURAGED during the school year. Make up work will be permitted after prior permission has been received from the Principal ONLY. SEMESTER EXAMS MAY NOT BE TAKEN EARLY OR MADE UP FOR VACATIONS OR UNEXCUSED ABSENCES.
11. A student must have permission from an administrator or a dean of discipline to leave the school grounds after he or she arrives on campus. Students may not go to the parking lot after school begins for any reason.
12. If a student must leave school early, a note must be brought to the Main Office indicating the need for the early dismissal. This note must include the parent's daytime phone number so that the early dismissal can be verified. Students will be allowed to leave only when parent approval is confirmed.
13. Students involved in an extra-curricular activity must be in attendance a full day on the day of the event. Circumstances involving an absence on an event day must be approved by the school principal in order to participate in the activity.

ARRIVAL TARDIES

Students who arrive late to school will receive a Tardy. After accumulating five (5) arrival tardies (not tardies for being late to class), the student will be assigned a 2-hour detention. On the student's eleventh tardy, the student will be suspended until a parent conference is held. Chronic tardiness may result in academic/disciplinary probation, loss of extra-curricular eligibility, or, in severe cases, dismissal from Trinity.

A student who arrives after 8:30 a.m. will be considered unexcused absent from class. An unexcused absence from class warrants a detention.

CLASSROOM ATTENDANCE AND TARDINESS

ALL STUDENTS ARE EXPECTED TO BE IN CLASS AND READY TO WORK WHEN THE BELL RINGS. Students who are tardy for a particular class during the day are to be admitted immediately and the tardy recorded on the Titan Card as a demerit. The names of students who are absent from a particular class during the day and are not listed on the attendance sheet will be reported to the Main Office.

SENIOR EARLY DISMISSAL POLICY

Trinity seniors may be granted the privilege of leaving early under certain circumstances.

Seniors who have a resource period as the last period of the day may leave school after their last regularly scheduled class. Students who remain at school must report to their assigned room.

In order to be granted the early dismissal privilege, seniors must turn in a permission form signed by their parents by the deadline specified. The final determination of a student's eligibility for this privilege rests solely with the administration. The privilege may be denied or withdrawn for cause, including, but not limited to, the following:

- Academic or disciplinary probation
- An academic or conduct "F" in any quarter
- Two "D's" in conduct in any quarter
- A major disciplinary violation or a series of minor disciplinary violations,
- Less than 80% of the Christian Service requirement completed
- School day tardies and/or four absences without a medical excuse during a quarter
- When judged by the administration to be in danger of substandard performance, particularly when approaching, or in, the second semester
- When a senior participates in a "senior skip day" or for an unexcused absence from class(es)

A senior with this privilege may be required by teachers or administrators to leave at the regular time for an assignment or activity. Failure to cooperate with this expectation may result in a loss of senior privilege.

Senior "Skip Days"

No student is permitted to determine an unauthorized school holiday; this includes so-called senior "skip days." Skip days will be treated as truancy and will result in severe disciplinary action (see pages 13).

POLICIES

BUILDING HOURS

Students are permitted to enter the school building at 6:45 a.m. All students are expected to leave the building at the regular dismissal time unless they are participating in a supervised extra-curricular activity. Students waiting for rides should remain in the carpeted area. School doors are locked at 3:30 p.m. Unauthorized persons found on school property on Saturdays, Sundays, holidays, or after 3:30 p.m. on school days, will be subject to arrest and prosecution.

Athletes should take their books and belongings to the locker room at dismissal and are not permitted in the main building after 3:30 p.m. or after a practice. They should leave by either the back or side door as directed by the coaches. Students are not permitted to enter the school after the conclusion of extra-curricular events.

CHEATING/ACADEMIC HONESTY

Academic dishonesty or academic misconduct is any type of cheating that occurs in relation to a formal academic exercise. It can include:

- Plagiarism: The adoption or reproduction of ideas or words or statements of another person without due acknowledgment.
- Fabrication: The falsification of data, information, or citations in any academic exercise.
- Deception: Providing false information to an instructor concerning an academic exercise—e.g. giving a false excuse for missing a deadline or falsely claiming to have submitted work.
- Cheating: Any attempt to give or obtain assistance in an academic exercise without due acknowledgment.
- Sabotage: Acting to prevent others from completing their work. This includes destroying the work of others or willfully disrupting the experiments or work of others.

TCHS upholds the highest standards of academic excellence and therefore expects academic integrity of all students. Cheating is a violation of personal integrity and contrary to Christian values. Consequences to violations of academic honesty may include a failing grade, an "F" in conduct, disciplinary/academic probation, detention, suspension, or in extreme cases, dismissal from TCHS.

FORGED SIGNATURES WILL NOT BE TOLERATED AND STUDENTS WILL BE GIVEN A

DETENTION OR SUSPENSION FOR THIS INFRACTION.

CONDUCT AT ASSEMBLIES

Assemblies are planned for the students. There are various types of assemblies and various kinds of acceptable behavior at each. However, all assemblies demand respect for every student, faculty members, and each person present.

CONDUCT IN CAFETERIA

Students using the cafeteria before or after school or during the lunch periods are expected to follow these rules of conduct: No food or drink items are to be taken out of the cafeteria. In order to provide a clean area for all students, students are expected to clean off their tables and pick up items on the floor around their chairs; trash is to be put in the barrels located around the cafeteria and soda cans put in recycling containers, if available. Failure to do so may result in demerits and/or detention.

CONDUCT IN CLASSROOMS

Students are to be courteous, cooperative, and attentive in class. Consistent disruption, disrespect, or lack of cooperation could result in the student being removed from class. Should this occur, the student must report immediately to a dean of discipline. Failure to do so will result in additional disciplinary action. Any time a student is asked to leave class, a dean of discipline or the principal must be notified, a student referral written by the teacher, and the parent(s) notified by the teacher. Possible results include: (1) a parent conference with the principal or a dean of discipline and the teacher; (2) a decision to return the student to class which will be made at the discretion of the administration, taking into account the recommendation of the teacher. Disciplinary action will be considered. Any further instance of removal from that class may result in a failing grade for that marking period and, at the discretion of the administration, additional disciplinary action.

CONDUCT AT EDUCATIONAL ASSEMBLIES: A respectful attitude is present. This means attentive listening, which includes no talking, unnecessary coughing, and disrespectful attitudes toward anyone involved. If proper behavior is not present, detention may be given.

CONDUCT AT EUCHARISTIC CELEBRATIONS (MASS): In addition to the above, conduct at Eucharistic celebrations must show reverence for the sacred events occurring at the celebration. Inappropriate activity will result in detention or additional disciplinary action.

CONDUCT AT EXTRA-CURRICULAR ACTIVITIES

Students at Trinity Catholic High School are expected to conduct themselves in a Christian manner in all their activities, scholastic and otherwise, during school hours. These same requirements are the obligation of Trinity students at all Trinity-sponsored extra-curricular events on Trinity Catholic High School property or at any other location. If a student is asked to leave any extra-curricular activity for inappropriate behavior, the parents of that student will be called and the student will be sent home. Other consequences, as outlined in the handbook, will follow. To act in a non-Christian and/or selfish manner, disregarding the rights, health, and safety of others, can result in dismissal from Trinity Catholic High School. All cheers and activities must reflect an attitude of "pro Trinity" and must not debase or disrespect our opponents.

DRUGS/ALCOHOL

Any student who possesses alcohol or illegal or other drugs poses a threat to the health of young people and creates an obstacle to his/her full development as a Christian person. Counseling and other preventive approaches are available at school to assist students in coping with the problem of chemical dependency. The use of prescribed drugs must be consistent with school policy and per doctor's directions.

Any student who possesses, or is under the influence of narcotics, marijuana, barbiturates, amphetamines, hallucinatory drugs, etc., or alcoholic beverages on school property or at school events ANYTIME is subject to a suspension from school for up to ten (10) school days and disciplinary probation. The student may be required to undergo a chemical dependency evaluation before returning to school.

Any student that distributes or sells alcohol or illegal or other drugs on school property or at a school event ANYTIME is subject to an indefinite suspension and a Discipline Review Board hearing.

ALCOHOLIC BEVERAGES/DRUGS/TOBACCO ARE NOT ALLOWED AT ANY TRINITY STUDENT FUNCTION OR DANCE.

If a student comes to a dance, extra-curricular activity, or event, under the apparent influence of drugs or alcohol, the parents of that student will be called to take the student home. Other consequences will follow, up to and including dismissal. Drug testing and/or alcohol breathalyzer may be required or administered.

Students will not be allowed into a dance one hour after the dance begins, unless otherwise stated.

Students, their guests, or visitors will not be permitted to reenter a dance once they leave the building for any reason. This includes going to the parking lot.

Trinity students attending student functions or dances at other schools shall be expected to comply with that school's Code of Student Behavior. If Trinity administrators receive a complaint concerning a Trinity student's behavior at

their activity, disciplinary actions may be taken at Trinity.

DRUG AND ALCOHOL TESTING

The safety of TCHS students and maintaining high academic levels of our student body is a major goal of the faculty, staff, and administration of Trinity. Therefore, students are expected to be drug and alcohol free at all times while at TCHS and TCHS-sponsored events. Students who act in such a manner so as to raise a question as to whether or not they have consumed drugs or alcohol will be asked to submit to a drug and/or alcohol test. Refusal to comply with this request may result in civil authorities being involved.

Students who receive the following grades or exhibit the following behavior may be subject to drug/alcohol testing:

- a pattern of declining academic performance (i.e., significant drop in GPA, etc.) and/or declining behavior
- a pattern of absences and/or tardies
- a serious disciplinary issue

NOTE: Parents/guardians will be responsible for paying for any required drug/alcohol testing/screening.

Testing will be conducted by TCHS.

Random alcohol tests will be administered at school dances. TCHS students, their guests, and visitors to TCHS dances are subject to random alcohol testing.

Drug/Alcohol violations may also result in more severe action, including dismissal from school and/or the involvement of civil authorities.

If a student is not dismissed, the student may be suspended up to ten (10) school days.

Since the philosophy behind drug/alcohol testing of TCHS students is to assist students in removing drugs/alcohol from their lives and as an impediment to being successful, a student who tests positive for drugs/alcohol may continue in school if the following criteria are followed: A chemical dependency evaluation will be required by a professional capable of performing a dependency assessment and the results forwarded to the principal by a date specified by the principal; the parent(s) and the student will be required to follow through with the recommendations in the report; additional drug/alcohol use must not occur. Failure to comply with these steps may result suspension or dismissal from Trinity.

ELECTRONIC EQUIPMENT

MP3 players, iPods, pagers, Gameboys, CD players, TVs, or any other technology of this kind may not be used during school hours. These items will be confiscated and disciplinary action may be taken.

FIGHTING

Any student fighting with another student, and/or provoking a fight, will be subject to suspension from school for a period of up to ten (10) school days. However, if a dean of discipline, in dealing with the matter, feels that there is some question regarding the degree of guilt of one of the students in comparison to the other, the matter can be referred to the Disciplinary Review Board for further consideration. The Board may rule that the student in question should receive a different punishment.

FIRECRACKERS/ SMOKEBOMBS/ WEAPONS/ MATCHES/ LIGHTERS/ MACE/ LASER POINTERS/ ETC.

Any student who brings to school firecrackers, smoke bombs, matches, lighters, mace, laser pointers and the like, or knives, guns, martial arts weapons, or anything that is used in a "weapon-like or threatening manner," or is involved with the use of these items at school or school activities, is liable for dismissal.

As deemed necessary by the administration, the police may be notified of and/or involved in the handling of any possession, threatened use, and/or use of a firearm or other weapon(s) by a student or other individuals.

FUND RAISING

Fund raising for extra-curricular activities or other groups is allowed only with the permission of the president of Trinity Catholic High School.

GAMBLING

Gambling in any form is not permitted on campus. Violations will be reported to the dean(s) of discipline for disciplinary action. The discipline could include detention, suspension, or dismissal. Due to the poor image presented, card playing, dice games, coin tossing, etc. are not permitted. Electronic versions of these games are not permitted.

GUM AND FOOD

The chewing of gum always presents a maintenance problem to any public building. **Gum chewing is prohibited at all times, including lunch periods.** Violations will be recorded on the Titan Card.

Students may eat food and candy, or consume drinks ONLY in the cafeteria during the lunch periods or before or after school. Violations will be recorded on the Trinity Titan Card and the food/drink confiscated.

HALL PASSES

Hall passes must be used for students to go to the restroom, lockers, etc. **Hall passes are a privilege and not a right.** Teachers establish their own classroom policies for using hall passes. Restrooms are not for studying, eating, or using cell phones, nor are they recreation areas. Students who are in the hallway without a signature in their planner, or who loiter in the restrooms or halls, will be liable for disciplinary action. Violations will be recorded on the Titan Card.

HARASSMENT

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Examples include verbal or physical confrontation, real or perceived threats to other students, teachers, or their families, and sexual harassment or deliberate annoyance in violation of Christian behavior—on or off campus, including extra-curricular or school-sponsored events.

INTERNET AND ELECTRONIC COMMUNICATIONS CONDUCT

A safe environment for all members of the school community should be a hallmark of a Catholic school. Whether occurring within or outside of school, when students jeopardize the safe environment or act contrary to Gospel values they can be subject to disciplinary action by the school. This policy applies to communications or depictions through e-mail, text messages or web site postings, whether they occur through the school's equipment or connectivity resources or through private communications, which: 1) are of a sexual nature; 2) threaten, libel, slander, malign, disparage, harass, or embarrass members of the school community or 3) in the principal's discretion, cause harm to the school, or the school community. Inappropriate electronic conduct shall be subject to the full range of disciplinary consequences, including withdrawal for cause.

LOCKERS

LOCKERS ARE SCHOOL PROPERTY and provided to students for their use and are subject to search by school officials with proper reason. Locker visits should be limited to the time between classes. Lockers must be locked at all times.

Students are responsible for the contents of their own lockers and safeguarding combinations to their locks. If a student is caught accessing another student's locker without permission, it will be considered stealing, and the student subject to disciplinary action, up to and including dismissal. Students are advised not to give combinations to their locks to anyone (including friends). It is imperative that locks are fastened and lockers locked.

Students must store all textbooks, book bags, sports bags, etc. in their assigned lockers. Students may not bring book/sports bags to class or wear coats/jackets to class.

Students are also responsible for the condition and operation of their lockers. Students will be fined or assessed the repair costs for damaged or broken lockers.

PARKING

Parking spaces on campus are available to students. All student parking spaces are assigned. Students may apply for a parking space at the end of the school year for the next school year and are assigned on a first-come-first-served basis. A parking fee of \$75 per year is payable with application. A temporary parking permit is available from the school secretary for \$2 per day or \$10 per week for students who do not have a permit but need to drive on special occasions.

Violations of parking regulations will result in a \$50 fine and may result in the suspension of parking privileges. Students may not "borrow" another student's parking permit. Violations include: Parking without a Trinity permit, parking in a space other than the one assigned, careless, or reckless driving, etc.

Students who have the privilege of parking should not loiter on the parking lot upon arrival or departure from school.

If a student's assigned space is taken, they should report this to the school secretary at the time of arrival, and a temporary space will be assigned until the correct space is cleared.

Signs on student cars can be positive, spirit building activities. Students must ensure all decorations are appropriate in verbiage and connotations. All artwork must be appropriate as well.

Once on campus, all students must remain on the premises and are not permitted to leave prior to the start of the school day.

PHONE ACCESS

Students may use the telephones in the office with the permission of the office staff. Phone calls during class periods are limited to emergency calls only. Less urgent phone calls may be made before and after school as well as between classes.

PHONES-CELL

Cell phones have proven to be a significant distraction and interfere with instruction in school. Since there are sufficient means of outside contact should an emergency arise, including phones in classrooms, cell phones must be kept in lockers or cars during the school day (7:56 am – 2:30 pm). Cell phones will be confiscated and the following procedures used:

First and Second offense: Cell phone is confiscated. The phone will be returned to the student when a \$25 fine has been paid (no earlier than the end of the day).

Subsequent offenses: Cell phone is confiscated and a detention assigned. The phone will be returned to the student when a \$25 fine has been paid and the detention has been served.

POLICE CONTACT

The administration of Trinity Catholic High School will make a reasonable effort to cooperate with civil authorities, while protecting both the rights of the student and the school's privacy.

If a police officer asks to question a student at school, the following guidelines will apply:

1. Before the administrator permits the questioning of a student by a law enforcement officer, the administrator will obtain: a) the officer's name and title, b) the reason for the questioning, c) assurance that a juvenile authority will be present during questioning, if the student less than 17 years of age.
2. The administrator will make reasonable efforts to contact the student's parents.

If a student is subject to arrest or apprehension by a law enforcement officer, an administrator will request to see the summons or warrant before delivering the student into the officer's custody. Every reasonable effort will be made to notify the parents in a timely manner.

PROFANITY

The use of profanity is disrespectful, offensive, and contrary to Christian values. Students are expected to refrain from the use of abusive or profane language. In some cases, vernacular or street language, may be inappropriate and, therefore, unacceptable. Such terms will be addressed in the same manner as profanity. Violations will be recorded on the Titan Card. Serious violations should be referred to the administration.

SEARCH AND SEIZURE

With good reason, school officials can request that a student empty the contents of pockets, purse or backpack. If the student refuses, disciplinary action such as suspension could be taken based on that refusal.

Specially trained dogs to ensure the school is free of contraband may be used as part of a comprehensive plan for maintaining a safe school environment. Lockers or other school property may be opened in the process of the search.

SMOKING/TOBACCO

The use of tobacco has been found to be a hazard to personal health, creates a danger, and is illegal. Use of tobacco products is considered a serious offense, and is not permitted at anytime on campus. Smoking in school buildings during the school day, and at student-oriented evening or weekend events, is also prohibited by St. Louis County ordinance.

TRINITY IS A SMOKE-FREE CAMPUS. THIS POLICY IS IN EFFECT FOR ALL STUDENTS, PARENTS, AND VISITORS.

Any student found carrying tobacco products on campus will be fined \$100. Using tobacco/smoking on campus will be subject to a \$100 fine and a detention. For a SECOND OFFENSE the student will be fined \$125, placed on disciplinary probation, and parent contact made. Subsequent incidents will result in appropriate suspensions and/or fines.

STEALING

A student may be suspended up to ten (10) days and placed on disciplinary probation for stealing. This includes not paying for food taken in the lunch line in the cafeteria, stealing from students, faculty/staff, or Trinity itself. Repeat offenders will be suspended pending a hearing before the Discipline Review Board, which could result in dismissal from school. It may also be necessary to involve civil authorities.

THREATS

Any student who verbally, electronically, or physically threatens harm to others—including extra-curricular or school-sponsored events on or off campus—may result in a detention, parent conference, in-school restriction, suspension, and if the incident is sufficiently serious, expulsion. The student may be required to undergo an evaluation by a licensed mental health professional in order to continue in school. This includes providing the school with a written report of the evaluation signed by the doctor as well as compliance with the recommendations in the evaluation. The student may be suspended and, if the incident is sufficiently serious, expelled.

VANDALISM

Any student who deliberately destroys property is subject to dismissal and criminal prosecution. Any damage should be reported immediately, and the vandal(s) will be required to pay for the damage. Honest accidents do happen. Accidental damage should be reported immediately to the administration.

References to or representations of (i.e., graffiti, etc.), hate groups or gangs is contrary to the Christian philosophy of Trinity Catholic High School and will not be tolerated. Appropriate disciplinary action will be initiated. In severe cases, dismissal from Trinity may result.

UNIFORM CODE

The purpose of the uniform code, as with all school policies, is to create a learning climate in the school that will foster self-esteem, self-discipline, and a sense of responsibility in each student. A uniform code also gives the TCHS community a sense of identity and thereby promotes school as well as personal pride. Reasonable care and neatness in regard to dress and appearance are required of all students. The uniform code applies to arrival and departure, lunch periods, class periods, and transition periods between classes unless an exception is made by the administration.

The "Think B-4 You Dress" dress code is applicable to all school functions.

"THINK B-4 YOU DRESS"
No back, no behinds, no belly, no breasts (or cleavage), no undergarments showing, no offensive materials or slogans, as well as no alcohol or drug related logos

UNIFORM POLICIES

Uniform items must be purchased from *Fischer's of Florissant* or, if appropriate, from the Trinity Book Store.

- Shirts may be untucked or tucked in. However, shirts must be all in or all out. Untucked shirts may not extend below the crotch. T-shirts may not show from underneath the uniform shirt.
- Shirts must be long enough to be tucked in, even if the student chooses to leave the shirt untucked.
- Skirts, skorts, and shorts must be no shorter than four (4) inches above the knees.
- Skirts may not be rolled.
- Slacks must not be baggy (as determined by the administration) and must be worn around the waist.
- Uniform parts must not be frayed, cut, or altered from normal appearance.
- Patch pockets are not permitted.
- Slacks must not be excessively tight or excessively low cut (as determined by the administration).
- Inappropriate logos (as determined by the administration) are not permitted on any clothing item.
- Shorts may be worn from May 1st until the end of school and from the beginning of school until September 30th. These dates may be adjusted by the administration if excessively warm weather occurs.
- Socks (and/or nylons for women) must be worn with all footwear.
- Designated "dress up days" requires a level of dress at least as formal as the Trinity uniform. Collared shirts must be worn by men. Denim and/or jeans are not considered "dress up."
- On "Jeans-Days" students may wear any Trinity shirt or Trinity t-shirt, including their class t-shirts.

The principal, in consultation with coaches and the athletic director, will publish guidelines for team jersey wear.

THE UNIFORM CODE WILL BE STRICTLY ENFORCED. STUDENTS WHO DO NOT COMPLY WITH THE DRESS/UNIFORM CODE MAY BE AWARDED DEMERITS OR SENT HOME.

Uniform Code (2008-2009)

Women

Skirt	TCHS plaid (#54), khaki, or gray colors
Skort	khaki or gray colors
Slacks	khaki color pants with only four pockets. Pants made with stretch material, denim, and/or corduroy are not permitted. Cargo pants, Capri, "swoosh" pants, etc. are not allowed. Slacks must not be excessively low/baggy (as determined by the administration)--pants must not show midriffs
Belt	must be worn with slacks or shorts
Shorts	khaki color, four pockets only (no cargo shorts) No stretch corduroy, denim, or athletic shorts (shorts must be no longer than the tops of the knees)
Shirts	collared, short, or long-sleeved polo shirts (TRINITY LOGO REQUIRED): wine, white, or gray color
T-shirts/Undershirts	T-shirts/undershirts must be tucked in. Sleeves may not extend below the sleeve line of the uniform shirt (no long-sleeved shirts under a short-sleeved uniform shirt).
Sweatshirts	Approved TCHS logo sweatshirts only. A school uniform shirt must be worn underneath and tucked with shirt collar visible. No team warm-up jackets or hoodies are permitted in school
Sweaters	TCHS logo sweaters or Fischer's of Florissant wine or gray colored pullover or cardigan sweaters. All sweaters must have TCHS logo

Shoes	tennis (athletic shoes) or dress shoes permitted. No sandals, open-toed shoes (may be permitted on "dress up days"), flip-flops, boots, etc. permitted. Due to safety concerns, no heels over two (2) inches
Socks	Solid-colored socks or tights in white, wine, or gray must be worn.
PE Uniform	Students must dress out and wear the complete PE uniform (purchased from the TCHS Bookstore). The PE uniform consists of an appropriate TCHS gym shirt and shorts set

Men

Slacks	khaki color pants with only four pockets. Pants made with stretch material, denim, and/or corduroy are not permitted. Cargo pants, or "swoosh" pants, etc, are not allowed. Slacks must be worn at the waistline and may not sag.
Shorts	khaki color, four pockets only (no cargo shorts), no stretch, corduroy, denim, or athletic shorts (shorts must be no longer than the tops of the knees)
Belts	must be worn with slacks and shorts
Shirts	collared, short, or long-sleeved polo shirts (TCHS LOGO REQUIRED): wine, white, or gray color
T-shirts/Undershirts	T-shirts/undershirts must be tucked in. Sleeves may not extend below the sleeve line of the uniform shirt (no long-sleeved shirts under a short-sleeved uniform shirt)
Sweatshirts	Approved TCHS logo sweatshirts only. A school uniform shirt must be worn underneath and tucked with the shirt collar visible. No team warm-up jackets or hoodies are permitted in school
Sweaters	TCHS logo sweaters or Fischer's of Florissant wine or gray pullover or cardigan sweaters. All sweaters must have TCHS logo
Shoes	tennis (athletic shoes) or dress shoes permitted. No sandals, open-toed shoes, flip-flops, or boots, etc. permitted
Socks	Socks must be worn with all footwear.
PE Uniform	Students must dress out and wear the complete PE uniform (purchased from the TCHS Bookstore). The PE uniform consists of an appropriate TCHS gym shirt and shorts set

FASHION "OUTS" Not Permitted at TCHS

hats	boots
bandanas	flip-flops
do rags (or similar headwear)	no piercings other than the ears
baggy slacks	chains attached to pants worn outside clothing
pants with rips/frays	sunglasses/fashion glasses
bare midriffs	backpacks or purses worn as/like backpacks
spaghetti strap blouses	extreme haircuts
coats/jackets (during school day)	designs cut into hair
low-cut blouses	Mohawk or Mullet haircuts
excessive jewelry or accessories	

NOTE: The administration has the final decision as to whether a particular garment/dress/uniform code item is suitable for wear at Trinity.

PROCEDURES FOR DETENTION, PROBATION, SUSPENSION, DISCIPLINARY REVIEW BOARD HEARINGS, AND DISMISSAL

DETENTION, as it is referred to in this handbook, means that a student will report to school in uniform, on Thursday from 2:45 – 4:45 p.m.

1. Students will be allowed to reschedule a detention with a valid reason **once**. After that, no excuses will be accepted. (If a detention is missed, the student will serve an additional detention, for two detentions.)
2. Students who are late for detention will not be allowed to serve the detention that day. In addition, a second detention will be assigned
3. Students will receive a **two-day**, in-school suspension upon the accumulation of FOUR (4) filled Titan Cards.
4. Students will receive a **four-day** out-of-school suspension upon the accumulation of FIVE (5) filled Titan Cards and may

- be placed on disciplinary probation.
5. After accumulating SIX (6) filled Titan Cards, students will be suspended until they meet with the Disciplinary Review Board.

DISCIPLINARY REVIEW BOARD

The purpose of the Disciplinary Review Board hearing is to determine if the student will be permitted to continue at Trinity and is part of the due process. The board is comprised of the president, the principal, and the deans of discipline. The board will also determine what disciplinary action will occur if the student is permitted to remain at TCHS.

PROBATION, when referred to in this handbook, means a period of time for special evaluation and review of a student's academic and behavioral concerns. The final result may be dismissal from school if there is less than satisfactory improvement. DURING PROBATION a student may not participate in extra-curricular activities and/or sports, including tryouts, practices, performances, games, and competition. If the student is on probation, and therefore ineligible when tryouts are complete for a team or squad, he or she may not participate anytime during that season.

Probation is reviewed at the end of each quarter and semester. At that time, one of the following actions will be taken: (1) the probation may be terminated; (2) the probation may be continued with the possibility that additional restrictions or stipulations be added to the conditions of probation; or (3) the student may be referred to the Disciplinary Review Board to determine whether or not the student may remain at Trinity.

There are two types of probation - DISCIPLINARY and ACADEMIC. They are defined as follows:

DISCIPLINARY PROBATION

A student is placed on disciplinary probation if:

1. actions of the student at school or at school activities are judged sufficiently serious
2. the student receives an "F" in conduct in two or more subjects during the same grading period
3. the student receives two "D's" and an "F" in conduct during the same grading period
4. the student receives four "D's" in conduct during the same grading period

During the period of disciplinary probation, any single serious violation or series of lesser violations of school regulations may result in the student being dismissed from school.

ACADEMIC PROBATION

A student who is deficient 1.0 or more credits will be placed on academic probation for a period of one semester. Academic probation is reviewed by the principal at the end of each semester and at the end of summer school. At those times, probation may be ended if satisfactory progress is made towards credit requirements, or continued if the 1.0 credit deficiency remains or if insufficient academic progress is made (as determined by principal). If a student is on academic probation for two consecutive semesters, the parents and student will be required to have a conference to determine a course of action. Accumulation of 3 credit deficiencies may result in dismissal from Trinity.

IN-SCHOOL RESTRICTION

In-School Restriction is an alternative setting that removes students from the classroom for a period of time, while still allowing students to attend school and complete their work. The student assigned to in-school restriction spends the entire day at the designated location, completing work submitted in advance by the student's teachers, while being monitored by school staff.

SUSPENSION

Suspension, as it is referred to in this handbook, means the non-admittance to school/class(es) for a specified period of time.

Additionally,

1. A second suspension may result in disciplinary probation
2. Students may not participate in extra-curricular activities during the time of suspension (i.e., dances, games, etc.)
3. Students have the total responsibility of obtaining, completing, and turning all the work missed in order to keep current in their classes. Tests and Quizzes will be made up as soon as possible, but at a time agreed to by the subject matter teacher. Homework should be completed to assure understanding and comprehension of the work missed.

Credit may be given for class work, homework, tests, and quizzes assigned while a student is suspended. However, the responsibility for obtaining and completing assignments, as well as taking tests and quizzes is solely the student's. Failure to do so will preclude the student earning credit for the material. No additional prep/study time will be given.

DISMISSAL

Dismissal, as it is referred to in this handbook, means that the student is permanently dismissed from school with cause. Such severe action will only be taken after following procedures:

1. The student has been suspended, usually indefinitely, until members of the Disciplinary Review Board meet. As a minimum, the Disciplinary Review Board includes a dean of discipline and an administrator
2. As a part of due process, the student and parent(s)/guardian(s) will be given an opportunity to appear before the Disciplinary Review Board at a time designated by the Board

3. After the above meeting, the members of the Disciplinary Review Board will decide whether or not to reinstate the student. If the student is not reinstated, the possibilities are dismissal, suspension, detention, community service, a combination of the above, or other disciplinary action. Parents will be notified of their decision as soon as possible after the Board's meeting.

The administration of Trinity Catholic High School reserves the right to review any student behavior that it believes is detrimental to the good name of the school or the well being of the school community, and to act upon it in a manner it deems appropriate that is consistent with the philosophy and objectives of the school (i.e., fighting off campus, etc.). In all situations, the administration's discretion will be used.

GUIDANCE DEPARTMENT

The Guidance Department exists to serve the needs of the entire school community: Students, parents, and teachers. Counseling is an integral part of the total educational experience at Trinity and provides a variety of services in the areas of individual planning, responsive services, and systems support.

The guidance curriculum consists of classroom and small group presentations addressing student needs in career planning, educational development, interpretation of standardized test results, and college planning. Counselors conduct these sessions during Bridges classes, Senior Study periods, and Academic Lab time. Sessions are aimed at reaching all students with important topics.

Individual planning consists of advisement, student educational and career planning, test interpretation, and providing information on various topics. The Guidance Center contains college reference materials, application forms for many colleges, guidance software, and online resources for career and college planning. Students may use the Guidance Center for scholarship searching, meeting with college representatives, researching colleges, career information, and other needs. The counselors organize night sessions for parents on financial aid and college planning. The counselors also serve as a resource for appropriate course selection and provide information about job opportunities in the area.

Responsive services consist of opportunities for individual short-term counseling involving personal, social, family, and other concerns. The counselors may also work with academic concerns, problems between students, and other issues that effect school success. When necessary, the counselors refer students and parents to outside agencies or individual professionals for counseling.

Systems support consists of activities that improve the guidance program and benefit the entire school. Organizing the school testing program, public relations with the school community, providing school testing results for use with school improvement, consulting with faculty and administration, and other school-wide issues are examples of activities in this area. Information concerning all of the above tests can be obtained from the Guidance Department.

COLLEGE VISITATION POLICY

In order to make an informed choice, seniors are encouraged to visit campuses of the colleges they are considering. A senior's first choice should be to visit campuses on scheduled professional development days or school holidays. If this is not possible, **seniors are permitted ONE excused absence for this purpose prior to making a final choice.** Excused absences will be approved only under the following conditions:

1. The student has obtained and completed the "College Visitation Form" at least two school days prior to the visit.
2. The student must inform their teachers of the scheduled visit, get the signatures of teachers whose classes will be missed, and obtain the work they will miss because of their absence.
3. The student must bring back to the counselor proof of having made the visit (a signed note from your tour guide or any official representative of the college is recommended).

If these procedures are not followed, the absence will be considered unexcused.

MEETING WITH COLLEGE REPRESENTATIVES

Seniors may be excused from classes to meet with representatives of colleges who are visiting Trinity. This procedure should be followed:

1. The student must obtain a "College Representative Visit Form" from the guidance counselor PRIOR TO THE DAY OF THE SCHEDULED VISIT.
2. The student must have the approval of teacher whose class will be missed, and the teacher must sign the form PRIOR TO THE DAY OF THE VISIT
3. The student must present the signed form to the counselor at the time of the visit

The student is responsible for making up any work missed. Teachers are always free to withhold approval if they feel that the student cannot afford to miss a particular class.

Scheduled visits by college representatives are posted in senior hall and also read during daily announcements.

EXTRA-CURRICULAR AND ATHLETIC ELIGIBILITY

A student is eligible to participate in athletics and other extra-curricular activities if the student:

1. is in good academic and disciplinary standing (i.e., not on probation)
2. meets all of the criteria established by the Missouri State High School Activities Association (MSHSAA)
3. meets current Christian service hours requirement
4. is registered/enrolled at Trinity
5. is less than 1.0 credit deficient
6. **has paid the athletic participation fee (athletes only)**

If a student becomes ineligible at the end of the first semester, according to the MSHSAA, that student will be ineligible for the entire second semester. If a student becomes ineligible at the end of the second semester, according to the MSHSAA, the student will be ineligible for the next semester unless that student passes sufficient summer school classes to regain his/her eligibility.

NOTE: According to the MSHSAA, correspondence courses do not regain a student's eligibility.

If a student fails two (2) classes in a semester, the student will be ineligible to participate in activities. If a student becomes ineligible at any time, the student will be removed from the team or activity until eligibility is reviewed and restored. If a student is not eligible by the completion of tryouts for the activity, he/she is not eligible to participate in that sport or activity until the next semester grades are posted and sufficient courses passed (or the criteria listed above are met). Students who are unable to tryout due to injury or other medical reason, may try out for the activity or team when the injury/medical reason is resolved. A release to participate must be obtained from a physician and approved by the coach, athletic director, and the principal.

ATHLETIC DEPARTMENT RULES

CONDUCT

All Trinity student-athletes are expected: (1) to maintain high standards of conduct and self-discipline; (2) to practice good sportsmanship; (3) and to respect others, including opponents, officials, and each other.

ELIGIBILITY

1. Eligibility to participate in athletics is a privilege that is attained by meeting standards set for that sport by the Missouri State High School Activities Association (MSHSAA) and Trinity Catholic High School (TCHS requirements may exceed MSHSAA's)
2. Trinity expects its students to be in good standing (not on academic and/or disciplinary probation and less than 1.0 credit deficient). Additionally, senior athletes must have completed and verified 80% of their Christian Service commitment by the first day of try-outs
3. If, in the opinion of the coach or the principal, an athlete is having academic problems serious enough to indicate that extra study time is necessary to improve his/her grades, the athlete may be suspended from the squad to allow for more study time. Progress reports may be required by the principal to ensure a given athlete is demonstrating sufficient academic/disciplinary progress. The athlete may be reinstated when evidence is provided that her/his grades have improved
4. A student can be ruled ineligible by the administration, athletic director, or the coach for failure to be a good school or community citizen
5. Ineligible students may **NOT** try out, practice, nor compete
6. The individual coach selects team members from those students who try out. The coach sets standards for retention on the team
7. All eligibility rules and infractions are subject to review. The administration will make the final decision regarding a student's status
8. Students must be in regular full attendance the day the activity is scheduled in order to participate in an extra-curricular activity (game, practice, performance). At the close of school on the day of the activity, the sponsor or coach shall certify to the principal that all those who will represent the school have been in attendance the full day. This policy applies to practice sessions, rehearsals, etc. Coaches and sponsors shall advise participants of this policy. Students who have been unable to schedule dentist or doctor appointments on another day may be excused from this policy as long as they provide the attendance secretary with a written doctor's note verifying their presence at the dentist or doctor office and stating the student is released to participate in an activity. All other circumstances involving absence and the approval to participate must be approved in advance by the principal.
9. Students are to be excused from practice to attend SNAP as outlined in the policy on file in the athletic director's office

ATHLETES' USE OF ILLEGAL DRUGS, ALCOHOL, AND TOBACCO PRODUCTS

1. The use of illegal drugs, alcohol, and tobacco products prevents athletes from performing to the best of their ability and is forbidden

2. Athletes who use either illegal drugs or alcohol (on or off campus) will be dismissed from the team and will be referred to the administration for disciplinary action
3. Athletes who use tobacco products will be suspended for one game. The second offense may result in dismissal from the team and a referral to the administration. As a minimum, an additional suspension will be imposed

ATHLETIC EQUIPMENT

1. Equipment issued to athletes is the responsibility of the athlete
2. Equipment issued to athletes must be returned in proper condition; that is, clean, undamaged, and the proper color
3. As stipulated by the MSHSAA, uniforms must be worn only when representing Trinity Catholic High School in competition
4. Athletes must make restitution for damaged or lost equipment. Athletes who fail to make restitution may not try out, practice, or compete in any sport until restitution is complete
5. Diplomas and transcripts will not be issued to athletes who do not make restitution for lost or damaged equipment
6. Athletes who willfully or maliciously destroy school property will be deemed ineligible for one calendar year
7. Uniforms and/or sweat suits must be turned in to the coach within 48 hours after the season is completed
8. All applicable uniform items must be washed/cleaned at the time of turn-in

RULES FOR INDIVIDUAL SPORTS

1. Coaches set the standards for athletes in specific sports
2. Athletes who do not meet the standards and do not follow the rules may be suspended or dismissed from the team
3. No games or practices may be held on the evening of Holy Thursday and all day on Good Friday
4. Sunday practices are strongly discouraged. If any practice must be conducted (i.e., practice for state competition, etc.), it will not begin before 11 a.m. and must conclude by 7 p.m.

CO-CURRICULAR ACTIVITIES AND PROGRAMS

CHRISTIAN SERVICE PROGRAM

Trinity's philosophy is based on the teachings of the Church's Bishops. These teachings direct that the educational efforts of the Catholic Church include service to the community as well as academic training and community prayer. To meet these needs, Trinity has a Christian Service Program that is based on the interests and abilities of students, as well as the availability of volunteer organizations within reach of the students.

As part of the graduation requirements, each student must perform at least 100 hours of service over the four years of high school. Adjustments are made for transfer students, who must complete an average of 25 hours for each year or part of a year they attend Trinity.

Students who have not completed at least 80% of the service requirement by the beginning of tryouts for the respective sport(s) senior year will not be eligible to participate in any extra-curricular activity until this requirement is completed.

These hours must be completed, forms turned in, and verified by the service director by the first day of tryouts .

All service projects must follow the specified criteria given to students and parents by the Christian Service Coordinator, especially with regard to obtaining prior approval for all projects and returning signed evaluation forms WITHIN TWO MONTHS after the completing of the project.

In addition, all senior service hours must be completed, forms turned in, and all hours verified no later than two weeks before prom bids are scheduled to go on sale in order to be able to attend prom. Completion and verification of 100 percent of required service hours is a requirement for graduation.

FRESHMEN MUST WAIT TO BEGIN SERVICE PROJECTS UNTIL AFTER COMPLETING THE ORIENTATION AND COMMISSIONING CEREMONY DURING THE FIRST SEMESTER.

Transfer students must meet with the Christian Service Coordinator before beginning service projects.

All questions related to Trinity's Christian Service Program should be directed to the Christian Service Coordinator.

RETREATS

It is a requirement of the Archdiocesan School System that all seniors participate in an extended retreat in order to be eligible for graduation. At Trinity Catholic High School, overnight retreat opportunities are scheduled by the Campus Minister and all Seniors must participate in one of these scheduled retreats to fulfill their graduation requirement. In the event that a student cannot attend the school mandated retreat (due to illness or other emergency), it is the responsibility of the student and his or her family, in consultation with the Campus Minister to schedule that student for an alternate, approved retreat program as soon as possible and provide documentation to the Campus Minister that the approved retreat program has been completed. The alternate retreat program must be age appropriate and complete.

Because a student's graduation depends on the completion of a retreat, grades will be withheld, senior privileges will be suspended, and students will not be able to participate in prom, graduation, or graduation events until this requirement is met and the Campus Minister receives documentation that the approved retreat program has been completed.

A Day of Prayer/Reflection for **juniors, sophomores, and freshmen** is held at an area retreat center.

SPIRITUAL OPPORTUNITIES

The mission of Trinity Catholic High School includes the important objective of fostering spiritual growth in the life of every person, an integral aspect to the learning environment. The Trinity community models the faith and teachings of Jesus and His Church through an experience of prayer, concern for others, and a personal commitment to Christ. The Campus Ministry Program coordinates the many spiritual activities that are available to students and faculty.

At the heart of the Catholic faith is the Eucharist. Throughout the year, the Eucharist is celebrated for the entire student body and in smaller group settings.

The sacrament of Reconciliation is made available at an Advent and Lenten Penance Service. Prayer services are scheduled to emphasize the liturgical seasons and to celebrate specific feast days.

Other spiritual opportunities include Christian outreach through mission collections, spiritual direction and religious counseling, vocation awareness, and a program of retreats for all TCHS students.

LEARNING CONSULTANT PROGRAM

The purpose of the Learning Consultant Program is to provide support for the full inclusion of students with disabilities within the comprehensive high school setting. The program at Trinity is staffed with one full-time special educator.

The role of the learning consultant is one of indirect service, with the majority of time spent consulting with teachers, administrators, parents, and outside agencies. The learning consultant supports the comprehensive mission of the school by assisting teachers in designing and implementing lessons, which can meet the needs of all students and make appropriate accommodations and modifications for students with special needs.

LIBRARY MEDIA CENTER (LMC)

The mission of the Trinity Media Center is to support and enhance the curriculum and academic endeavors of the students and faculty. As such, Trinity strives to provide a variety of up-to-date print and electronic resources. Print resources include both materials for research as well as for leisure reading. Electronic resources include information, internet resources, magazines, and organizational databases.

The LMC is normally available to students from 7:45 am to 3:30 pm on regular school days. Students may use the LMC during Academic Lab periods, class visits, and with a research pass from a teacher.

The atmosphere in the LMC is one that fosters academic pursuits. Therefore, students are required to keep conversations to a minimum. Computers are considered research tools and will not have access to games and game web sites.

EXTRA-CURRICULAR ACTIVITIES

Participation in an extra-curricular activity is beneficial for every student. Through such experiences, students make friends and learn to get along with others. Participation in extra-curricular activities trains the student in leadership, cooperation, and confidence. Research indicates that students who participate in extra-curricular activities tend to be more successful in school. This participation is an important consideration when colleges award scholarships.

Trinity offers the following extra-curricular activities:

- Cheerleaders
- Titanline (dance line)
- National Honor Society
- Yearbook
- Student Council
- Newspaper
- Peer Mentors/Mediators
- Theater-Performing and Technical
- Worldwide Youth in Science and Engineering (WYSE)

Athletic teams - "The Titans" - include football, basketball, soccer, track, baseball, golf, volleyball, softball, swimming, and wrestling. Trinity's athletic activities are governed by the rules of the Missouri State High School Activities Association (MSHSAA) as well as TCHS' own policies.

Additional activities or clubs will be considered if there is sufficient student interest and if a faculty moderator volunteers to sponsor it.

Since academic pursuits, rather than extra-curricular participation, should constitute the first place in the student's life, some requirements are necessary:

- Academic or disciplinary probation and/or an excessive number of failing grades exclude a student from participation in extra-curricular activities. Specific rules of conduct and participation are provided to students by the Trinity Athletic Department. (See Athletic Department Rules).
- Students must be in full attendance of school in order to participate in an extra-curricular activity (game, practice, or performance) on the same day. Any exception to this must be approved by the administration.

CLASS OFFICERS

Class officers for each grade level are elected each school year. Class officers are president and vice-president.

NATIONAL HONOR SOCIETY

Selection for National Honor Society at Trinity Catholic High School occurs during the sophomore year and again during the junior year. Candidates must excel in all four areas specified by the national organization: scholarship, service, leadership, and character.

1. Candidates must have a cumulative scholastic average of at least 3.25(weighted) in order to fulfill scholarship eligibility and be considered for selection.
2. Service eligibility is judged by completion and verification of nearly fifty percent of Christian service hours at the end of sophomore year and nearly seventy-five percent of Christian service hours at the end of junior year. Other service projects are also considered.
3. The student illustrates leadership by participating in extra-curricular activities and belonging to school organizations, preferably holding office, captaincy, or other positions of leadership. Faculty recommendations also indicate leadership in the classroom area. Leadership roles outside of Trinity will be considered.
4. Character is judged primarily through recommendations of teachers who know the students through classroom activities, extra-curricular activities, advisory, supervision, etc. Areas considered are integrity, positive behavior, cooperation, and ethics.

A faculty council, coordinated by the National Honor Society moderator, makes the decision regarding selection for student membership.

STUDENT COUNCIL

1. Central to the activities at Trinity is the Student Council. This organization gives students the opportunity for leadership since much of the student involvement takes place through the Student Council.
2. Since the Student Council represents the entire student body, all students should discuss their ideas with the officers and other members.
3. The Student Council is composed of council officers. At the close of the school year, council officers (president, vice-president, secretary, and treasurer) are elected for the coming year. Representatives for each advisory are also chosen.

STUDENT RECOGNITION

Trinity Catholic High School has become affiliated with the nationally recognized Renaissance Program. The program was founded in Conway, South Carolina in 1983 with the intent of upgrading academic excellence in high schools across the country. Borrowing the ideas of incentive and reward used by successful businesses, Renaissance began a movement to showcase the academic achievements of high school students. Today, over 12,000 schools across the nation have created a Renaissance Program. The Renaissance Program was established at Trinity during the 2004-05 school year to acknowledge the educational achievements and outstanding contributions of the students, staff members, and school patrons through a process of reinforcement, recognition, and reward.

A Trinity Renaissance Assembly is held each year. The purpose of the assembly is to recognize students who have distinguished themselves by making a distinct difference at Trinity

MISCELLANEOUS

BOOKSTORE

Gym locks (locks for individual student lockers are provided); PE/gym clothes, spirit items, and other school items may be purchased from the school store.

EMERGENCY PROCEDURES

FIRE DRILLS

Directions for routes to the nearest exits are posted in classrooms. When the alarm sounds, the person nearest the windows should close all windows. The nearest person to the door opens the door while the last one closes it. It is essential that everyone walks rapidly, in single file, and maintains silence during the entire drill. Several practice drills are held during the school year.

TORNADO AND EARTHQUAKE DRILLS

Tornado and earthquake drills are held and instructions are given over the PA system. Tornado drill information is posted in each classroom.

LOST AND FOUND

Books and other personal belongings, which have been lost, are turned into the school store. Lost articles may be claimed in the store BEFORE SCHOOL ONLY upon payment of a \$1.00 fine. Books, which do not have the student's name in it, will be subject to an additional \$1.00 fine.

Books are kept in the "lost and found" for three (3) weeks. If the book is not claimed in that period, the book is then returned to the book inventory and the student is responsible for the cost of the book. Other "lost and found" articles (i.e. clothes, bags, etc.) are cleared out at the end of every quarter.

MEDICAL CARE

In case of serious illness or accident occurring on the school grounds, the student will be taken to a doctor or hospital after parents have been contacted. A student who gets sick during the day should report to the Main Office. Parents are called before a student is permitted to leave. If an ill or injured student is to be picked up by a parent or authorized person, the student should remain in the office. The person coming for the student must COME INTO THE OFFICE before the student may leave campus.

Forms are made available to parents, authorizing Trinity Catholic High School to have emergency medical treatment administered to students by Christian Northeast Hospital.

All students are required to have a complete physical examination upon entering ninth grade. **The health form (completed and signed by a physician) must be in the possession of the school authorities by the first day of school. Missouri state law permits NO EXCEPTIONS to this policy.**

Parents should notify the Main Office concerning students who are taking prescribed medication. Students may not carry medication on their person, with the exception of metered-dose inhalers when properly registered with the school. The learning consultant or his or her designee administers prescription medication for ongoing conditions such as attention deficit disorder. The medication must be in the original container. Please contact the learning consultant for specific requirements.

SNOW/BAD WEATHER

In the most severe weather, school will be canceled or will operate on a snow schedule (SNOW SCHEDULE means a ONE HOUR delay in the start of classes.). NOTIFICATION WILL BE GIVEN BY 6:45 A.M OVER THE FOLLOWING STATIONS - KMOX radio, KSDK, KMOV, and FOX television. Please DO NOT call the school. The decision to cancel school is normally made in the morning.

If bad weather threatens after school begins, PLEASE DO NOT CALL SCHOOL TO GET A STUDENT RELEASED EARLY. School will be canceled and students will be released after media stations have been notified.

TEXTBOOKS

Textbooks are provided as part of the tuition and fees. It is the student's responsibility to care for books properly. The student's name must be clearly entered in each book issued. The student must turn in to the teacher on exam day the same book he/she was assigned. The student must pay for any lost books. If a book is damaged or marred, the student will be required to pay a fine. Transcripts and/or report cards are withheld until books are returned and/or fines paid.

TUITION AND FEES

Tuition and fees must be paid according to the schedule published each year in the FINANCIAL SHEET. Report cards and transcripts will be held if tuition is not paid. Students participating in the senior prom and graduation must have all tuition and fees paid PRIOR to these events.

VISITORS

Only students who are interested in attending Trinity Catholic High School in the future are permitted to visit during the school day. A Trinity student must sponsor each guest. Visitor forms are available from the Advancement Office. The Trinity student must complete this form, have it signed by all of his or her teachers, and return it to the Advancement Office TWO (2) DAYS before the day of the visit.

Guests from other schools are welcome to some Trinity dances. However, the school does require that a student act as the host. The guest may be admitted only after a completed Guest Form has been submitted to the principal no later than the cutoff date for that dance. Guests are subject to Trinity's rules and policies while attending dances/activities.

THE WHO AND WHERE FOR WHAT

Absence	Main Office
Change of Address/ Phone	Main Office
Christian Service	Christian Service Coordinator
Class Rank	Counselor
College Catalog/Info	Counselor

Discipline	Deans of Discipline
Fundraising	President
Graduation Requirements/Credits . . .	Counselor
Honor Roll	Main Office/ Principal
Illness	Main Office
Locker Problem	Main Office/Deans of Discipline
Lost and Found	Bookstore
Lost Schedule	Main Office (\$2/replacement schedule)
Personal/Academic Problems.	Teacher/Counselor/Principal
Report Card (not received, etc.)	Main Office
Standardized Testing	Counselor
Spiritual Direction	Campus Minister
Summer School/make-up courses . . .	Counselor
Tardiness	Main Office
Textbooks	Teacher
Transcripts	Main Office

TRINITY CATHOLIC HIGH SCHOOL MEMBERSHIP

A person becomes a member of the Trinity Catholic High School community when:

1. She/he registers as a student in grades nine (9) through twelve (12)
2. She/he is a parent/guardian of a student in school
3. She/he graduates from Trinity Catholic High School and automatically becomes an alumni/alumnus
4. She/he is a parent/guardian of an alumni/alumnus
5. She/he is a faculty/staff member of Trinity Catholic High School
6. She/he is a former faculty/staff member of Trinity Catholic High School
7. She/he is a spouse of #4, #5, or #6
8. She/he is member of the Trinity Catholic High School Trinity Parent Organization
9. She/he is an alumni of Mercy, St. Thomas Aquinas, Rosary, and St. Thomas Aquinas-Mercy High Schools
10. **She/he is a Trinity Advisory Board Member**

TRINITY PARENT ORGANIZATION

The Trinity Parent Organization (TPO) consists of parents, alumni, and friends of Trinity and exists to promote communications between all members of the TCHS community and to insure support for Trinity and its programs.

APPENDIX A

CHILD ABUSE:

Trinity follows the policies and procedures on child abuse, as set down by the Archdiocese of St. Louis. Following are summary excerpts from the Revised Statutes of Missouri regarding child abuse:

Definitions:

- "Child" means any person less than 18 years of age
- "Abuse" means any physical injury, sexual abuse, or emotional abuse inflicted on a child other than by accidental means by those responsible for the care, custody, and control of the child, which includes any person "exercising supervision" over a child for any part of a 24-hour day.
- "Neglect" means failure by anyone responsible for the care, custody, and control of a child to provide the proper or necessary support, education as required by law, nutrition or medical, surgical, or other care necessary for the child's well being. This also includes any person "exercising supervision" over a child for any part of a 24-hour day.

Who must report?

Every person with responsibility for the care of children is required to make a report. Generally, this covers anyone dealing with the care or supervision of children. Specifically, it covers every teacher, principal, other school official, day care center worker, childcare worker, or social worker (in addition to health care personnel and others). The obligation of a priest or a religious to report depends on whether he/she is responsible for the care or supervision of children or is otherwise required to report because he/she is in one of the professional capacities listed in the statute.

What requires a report?

A person is required to report when he/she has reasonable cause to suspect that a child has been or may be subjected to conditions or circumstances that would reasonably result in abuse or neglect.

To whom must the report be made?

A staff member, such as a teacher, day care worker, or social worker must report to the person immediately in charge (e.g. the principal, pastor or agency director) when such staff member learns of abuse or neglect in his/her staff or professional position. The person in charge then becomes

responsible for further internal reporting in accordance with these procedures with a report ultimately being required to be made to the Missouri Division of Family Services if indicated by the circumstances. Anyone else required to report (including a teacher, social worker, etc., learning of the abuse or neglect outside of his/her staff or professional position) must report directly to the Missouri Division of Family Services.

Reports to the Missouri Division of Family Services may be made by calling 1-800-392-3738.

When must a report be made?

A report must be made to the Division of Family Services by the person legally responsible for making the report immediately upon receiving a report of child abuse or other information regarding child abuse which gives him/her reasonable cause to suspect that a child has been or may be subjected to abuse or neglect. While the statute gives no time limit in its provisions, stating only that the report must be made immediately, the obligation to report does not arise until there is reasonable cause to suspect abuse or neglect. Some initial investigation may be required to determine whether such reasonable cause exists and, accordingly, there may be a period between learning of suspected abuse and making a decision whether to make a report. However, when reasonable cause to suspect abuse has been established, the report must be made immediately.

Failure to report:

Failure to report suspected child abuse by a person required to do so is a Class A misdemeanor.

GLOSSARY OF WRITING TERMS

BODY PARAGRAPHS: paragraphs between the introductory paragraph and the concluding paragraph that develop points a writer wants to make to support the thesis

CITATION: a systematic way of acknowledging/giving credit to other people's words and ideas, usually MLA-style

COMMENTARY: thought-based writing coming from putting the pieces together, it may include valid conclusions, opinions, analysis, evaluation, etc.

CONCLUDING PARAGRAPH: the last paragraph in an essay, it sums up ideas, reflects on what has been said, or gives a personal statement

CONCLUDING SENTENCE: the last sentence in a paragraph, it brings the thought to a close

CONCRETE DETAILS: fact-based writing coming from the text, research, et., they may be facts, statistics, sensory details, incidents, examples, quotations, illustrations, etc.

CONVENTIONS: sentence structure, grammar, usage, agreement, consistent verb tense, punctuation, capitalization, spelling, etc.

EDITING: the process of correcting errors that involve conventions

ESSAY: a multi-paragraph composition on some special subject; the piece may be analytical, expository, persuasive, or reflective

HOOK: a method of connecting paragraphs by repeating keys words or ideas from the end of the previous paragraph

INTRODUCTORY PARAGRAPH: the first paragraph in an essay or research paper, it introduces the topic and states the thesis statement

LEAD: a strong opening sentence or two that gets the reader's attention

PLAGIARISM: passing off another person's words or ideas as your own without properly documenting the source(s)

RESEARCH PAPER: a multi-page paper developed and structured by the student after extensive investigation of multiple sources

REVISING: the process of improving writing in the areas of thought, unity, coherence, clarity, and style

SENTENCE FLUENCY: clear sentences of varied beginnings, lengths, and structure, that possess natural rhythm, cadence, and flow

THESIS STATEMENT: a sentence typically found at the end of the introductory paragraph that states the argument, insight, or focus of the paper

TOPIC SENTENCE: the main idea of a paragraph, which, in a multi-paragraph paper, supports the thesis statement

TRANSITION: a word, phrase, or sentence that moves the reader from one thought to the next (ie **however**, **in addition**, and **as a result**)

VOICE: the writer's unique and personal personality and expression emerging through words, it involves enthusiasm, awareness of audience, purpose, tone, etc.

WORD CHOICE (also DICTION): the use of rich, colorful, precise language that moves and enlightens the reader, creating just the right mood, impression, image, etc.

WORKS CITED PAGE: a listing of sources that were actually used in the paper

WORKS CONSULTED PAGE: a listing of all sources that were investigated for the paper

SCHOOL CALENDAR AT A GLANCE

Aug 11 – Fall Sports Tryouts Begin
Aug 13 – Incoming Freshman Parent Coalition Meeting
Aug 18 – New Student Orientation, 8:00-12:00 noon
Aug 19 – School Begins, ½ Day for All Students
Aug 19 – Freshman Parent Meeting, 7:00 p.m.
Aug 19, 20, 21, 22 – ½ Days
Aug 21 – Senior Parent Meeting
Aug 25 – Full Days Begin
Aug 28 – All School Mass
Aug 29 – Fall Sports Pep Rally

Sept 1 – Labor Day, NO SCHOOL
Sept 4 – Back-to-School Night
Sept 5 – Student Council Carnival 12:30-2:30
Sept 9 – Faculty Meeting, 1:30 Dismissal
Sept 9 – High School Night at Trinity, 7:00 p.m.
Sept 15 – TPO General Meeting, 7:00 p.m.
Sept 18 – Christian Service Mass
Sept 19 – Professional Development Day, NO CLASSES
Sept 22-27 – Spirit Week
Sept 26 – Homecoming Pep Rally; Homecoming Game
Sept 27 – Homecoming Dance

Oct 4 – TPO Night at the Races
Oct 7 – Faculty Meeting, 1:30 Dismissal
Oct 14-15 – Days of Reflection; Testing, Grades 9-11
Oct 14-15 – Senior Retreat
Oct 17 – End of Quarter 1
Oct 20 – TPO General Meeting
Oct 23 – Conference Night
Oct 24 – Set Up for Auction, NO CLASSES
Oct 25 – Trinity Treasures Dinner Auction

TBA – Father/Daughter Dance
Nov 2 – High School Open House, 12-4 p.m.
Nov 3 – Professional Development Day, NO CLASSES
Nov 3 – Winter Sports Tryouts Begin
Nov 11 – Faculty Meeting, 1:30 Dismissal
Nov 18 – Fall Sports Award Ceremony, 7 p.m.
Nov 17 – TPO General Meeting
Nov 20 – Blood Drive 8-2 p.m.
Nov 21 – Winter Sports Pep Rally
Nov 25 – Thanksgiving Liturgy/Grandparents' Mass
Nov 26 – ½ Day
Nov 27-28 – Thanksgiving Holidays, NO CLASSES

Dec 6 – Student Council Breakfast with Santa 9-noon
Dec 8 – Feast of the Immaculate Conception, NO CLASSES
Dec 14 – Christmas Concert, 7:00 p.m.
Dec 16 – Faculty Meeting, 12:00 Dismissal
Dec 19 – Advent Christmas Liturgy
Dec 22 – Christmas Holidays Begin
Jan 5 – Classes Resume
Jan 12 – End of Quarter 2
Jan 13, 14, 15 – Semester Exams
Jan 16 – Professional Development Day, NO CLASSES
Jan 19 – Martin Luther King Day, NO CLASSES
Jan 22 – ACA Mass
Jan 23 – Life Issues Day
Jan 25 – Catholic Schools Week
Jan 25 – TPO Breakfast and Mass
Jan 25-31 – Catholic Schools Week
Jan 29, 30, 31, Feb 1 - Alumni Musical

Feb 3 – Faculty Meeting, 1:30 Dismissal
Feb 6 – Incoming Freshman Acceptance Letters Mailed
Feb 9 – Professional Development Day, NO CLASSES
Feb 9 – TPO General Meeting

Feb 16 – Presidents' Day, NO CLASSES
Feb 21 – Winter Dance
Feb 25 – Ash Wednesday Mass
Feb 23 – Career Day

TBA– Mom Prom
Mar 2 – Spring Sports Tryouts Begin
Mar 5 – Blood Drive 8-2
Mar 7 – TPO Trivia Night
Mar 10 – Faculty Meeting, 1:30 Dismissal
Mar 10 – Winter Sports Award Ceremony, 7 p.m.
Mar 13 – End of Quarter 3
Mar 13 – Trinity Feast Day Mass
Mar 16 – Professional Development Day, NO CLASSES
Mar 17 – Trinity Feast Day, NO CLASSES
Mar 20 – Spring Sports Pep Rally

Apr 3 – Junior Ring Mass
Apr 8 – Living Stations
Apr 9, 10, 11, 12, 13 – Easter Holidays, NO CLASSES
Apr 14 – Faculty Meeting, 1:30 Dismissal
Apr 20 – TPO General Meeting
Apr 24 – Professional Development Day, NO CLASSES
Apr 24 – Prom

May 1 – Renaissance Awards Assembly
May 3 – Spring Concert, 7:00 p.m.
May 4 – Academic Awards Night; NHS Induction
May 8 – End of Year Pep Rally
May 11 – TPO General Meeting
May 11, 12, 13 – Senior Exams
May 14 – Graduation Practice, 10:00 a.m.
May 14 – Baccalaureate Mass, 7:30 p.m.
May 15– Graduation, 7:00 p.m.
May 15 – Lock In, Immediately following Graduation
May 19 – Faculty Meeting, 12:00 Dismissal
May 20 – Spring Sports Award Ceremony, 7 p.m.
May 25– Memorial Day, NO CLASSES
May 27, 28, 29 – Final Exams
May 29 – Last Day of School

SCHEDULE PATTERNS

REGULAR SCHEDULE #1

Warning Bell	7:56
Advisory	8:00 – 8:20
Period 1	8:24 – 9:39
Period 2	9:43 – 10:58
Period 3	F 11:02 – 11:27
	S 11:31 – 11:56
	T 12:00 – 12:25
Academic Lab	12:31 – 1:11
Period 4	1:15 – 2:30

FACULTY MEETING SCHEDULE #2

Warning Bell	7:56
Advisory	8:00 – 8:20
Period 1	8:24 – 9:34
Period 2	9:38 – 10:48
Period 3	F 10:52 – 11:17
	S 11:21 – 11:46
	T 11:50 – 12:15
Period 4	12:19 – 1:30

MASS SCHEDULE #3

Warning Bell	7:56
Advisory	8:00 – 8:20
Period 1	8:24 – 9:34
Mass	9:38 – 10:48
Period 2	F 10:52 – 11:17
	S 11:21 – 11:46
	T 11:50 – 12:15
Period 3	12:19 – 1:22
Period 4	1:26 – 2:30

SNOW SCHEDULE #4

Warning Bell	8:56
Advisory	9:00 – 9:15
Period 1	9:19 – 10:19
Period 2	10:24 – 11:24
Period 3	F 11:28 – 11:53
	S 11:57 – 12:22
	T 12:26 – 12:51
Academic Lab	12:55 – 1:25
Period 4	1:29 – 2:30