

# TRINITY HIGH SCHOOL

## Student-Parent Handbook

Academic Year: 2022-2023

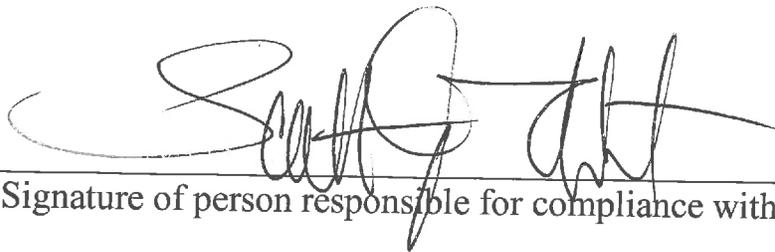


## DESIGNATED PERSON

### Statement of Compliance:

I hereby certify that the requirements of EPA regulation 40 CFR.763.84 through 763.95, "Asbestos-Containing Materials in Schools; Final Rule and Notice," have been satisfied or will be in regard to:

Diocese of Harrisburg, Pennsylvania Schools



(Signature of person responsible for compliance with the Rule)

Typed Name of Signer: Scott J. Udit

Title of Signer: Director, Department for Buildings and Properties

Contact Information: Diocese of Harrisburg  
4800 Union Deposit Road  
Harrisburg, PA 17111-3710  
Office: 717-657-4804  
Email: sudit@hbgdiocese.org  
**For Emergencies, call: 717-439-1735**

Date: May 18, 2022

**Note: This statement must be completed and kept on file and posted on the main bulletin board in every school containing any grades from kindergarten through 12<sup>th</sup> grade.**

# **\*PARENT/LEGAL GUARDIAN NOTIFICATION\***

## **2022- 2023 SCHOOL YEAR**

### **Asbestos Hazard Emergency Response Act (AHERA)**

Receiving this report is an indication that your school contains some form or forms of asbestos. The Asbestos Management Plan will describe in detail all the information for your particular school. This plan is located in your school administration office and at the Diocese of Harrisburg, and is available for your review.

### **What is Asbestos?**

Mineral found in rock formations. When separated from rock, it becomes a fluffy fibrous material that has many uses.

### **Types**

Chrysotile (most common), Amosite, Crocidolite, Anthrophyllite, Tremolite and Actinolite

### **How is Asbestos Used?**

Construction Industry: For buildings constructed prior to 1988, about 2/3 of all asbestos produced was used for cement, roofing, plastics, insulation and floor tile.

Automotive Industry: Widely used as friction material in brake and clutch linings – also as undercoating to protect against corrosion.

Textile Industry: Fireproof clothing and staffs' equipment, fire-resistant curtains for theaters and schools.

### **Health Hazards of Asbestos**

If air containing asbestos dust is inhaled, the small sharp fibers may work their way into the lung tissue and remain embedded for life – a constant source of irritation.

Various Factors:

1. Intensity of asbestos dust
2. Individual susceptibility
3. Fiber size and variety
4. Presence of other pollutants (cigarette smoke)

### **Asbestos-Related Disease**

Asbestosis: A disease in which lungs are irritated by inhaled asbestos dust – characterized by fibrotic changes in the lung tissue and scarring in the thickening of the lung wall. Breathing becomes difficult, thus causing a strain on the heart. Usually appears 10-20 years after exposure.

Mesothelioma: A cancer of the chest or abdominal lining, which is rare except in people exposed to asbestos. Usually fatal within one year of the first symptom.

Cancer: Of respiratory system – is much more common in asbestos workers than in the general public. There is also a higher rate of cancer of the digestive system.

## **Asbestos Management Plan**

Every school (K thru 12) must have their buildings inspected by state certified inspectors. This information is compiled by a certified asbestos planner into an Asbestos Management Plan. This Plan also includes information on subsequent inspections, testing, remedial actions, and any notifications to teachers, parents, and contractors each school must have their Asbestos Management Plan on file in the administration office and available for review for those who desire to see it. Getting acquainted with your plan is the best way to avoid disturbing asbestos in your school.

### **How to Recognize and Report Damage**

The Asbestos Management Plan describes the type, amount, location and condition of asbestos at the time of the report. Visual inspection is the most important way to recognize damaged material. Any material containing asbestos that has become broken or damaged and may be releasing fibers to the air should be reported to management as soon as possible. In turn, management will notify the asbestos coordinator at the Diocese of Harrisburg.

### **Steps Taken by Diocese of Harrisburg to Insure Safety**

1. Inspect all buildings as required under AHERA law, and prepare an Asbestos Management Plan for each school.
2. Perform surveillance inspections of all schools every six months, and a formal re-inspection every three years (see section #4 of the Asbestos Management Plan).
3. Provide two-hour awareness training for all custodial and maintenance staff.
4. Notification through proper channels to all workers, occupants, parents/legal guardians of occupants (this report).
5. Notification/documentation to all contractors who work in each school to meet the Right-to-Know rules.
6. Complete all asbestos remedial actions in a timely fashion (see section #6 of Asbestos Management Plan for work performed, if any).

- a. Description of work performed in past 12 months:

Operations and Maintenance

- b. Description of work planned for next 12 months. If no work is planned, then specify O & M for this section:

Operations and Maintenance

7. Notification through proper channels to all workers/occupants, parents and/or legal guardians of occupants (this report).
8. The six-month periodic surveillance inspection and one re-inspection will be continued during the next year.

Receiving this report is an indication that your school does contain some form or forms of asbestos. The Management Plan will describe in detail all the information for your particular school. This plan is located in your school administration office and is available for your review.

## 2022-2023 Student-Parent Agreement Form

Dear Parents and Student(s):

PRINT Student's FULL NAME: \_\_\_\_\_ Grade \_\_\_\_\_

Please carefully review the *TRINITY HIGH SCHOOL STUDENT-PARENT HANDBOOK*, found by clicking the "Student/Parent Handbook" link at <https://thsrocks.us/forms-and-resources/>, sign the statement below, and return this form to the mentor teacher by **Wednesday, September 7, 2022**. This form must be completed and on file in order to allow your son/daughter to attend classes at Trinity High School. **A copy of this form will be given to your student with other papers to be completed on the first day of school. You do not need to print this page out.**

I/we have read the entire contents of the *Student-Parent Handbook*, including the Catholic School Parents Memorandum of Understanding and the school's Photo/Video Permission and Release (see reverse side) as well as the Service Hours Contract (Appendix B). I agree to abide by the rules, regulations, and policies of Trinity High School. Further, it is my understanding that I/my child(ren) places at risk my/their attendance at Trinity High School if I/they does not abide by the letter and spirit of these guidelines and policies.

I/we have internet access available at home

I/we DO NOT have internet access available at home

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Parental Safe Homes Pledge Regarding Alcohol and Drugs

Note: Parents are under no obligation to sign this section. However, we encourage parents to pledge the following:

1. I will not knowingly allow parties or gatherings in my home when I am not there. All parties at my home involving underage youth will be chaperoned by a responsible adult or myself.
2. I will not serve nor will I knowingly allow youth under the legal drinking age to consume alcohol or illegal drugs in my home or on my property. All parties will be free of alcohol and other illegal drugs.
3. I will develop and communicate a clear position about alcohol and other drugs to my child(ren) so that there is a thorough understanding of expectations, accountability, and responsibility.

I have discussed the 'safe homes pledge' with my child(ren), who understand(s) its implications.

This pledge is not meant to infringe upon a family's traditional or religious practices. The "safe homes pledge" is an expression of intent and should not be construed as a legal document.

Parents'/Guardians' Signatures: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Any parent wishing to opt out of the school's Photo/Video Policy, or having their students information printed in the student directory, should email [communications@thsrocks.us](mailto:communications@thsrocks.us) in order to do so.

## **CATHOLIC SCHOOL PARENTS MEMORANDUM OF UNDERSTANDING**

As a parent/guardian of a student in Catholic school, I understand and confirm the following:

- The primary purpose of Catholic school education is to form students in the values of Jesus Christ and teachings of the Catholic Church.
- Catholic schools are distinct religious education institutions operated as programs of the Catholic Church; they are not private schools but are administered and supported by sponsoring parish(es), in the diocese.
- Attending a Catholic school is a privilege, not a right.
- While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
- The school and its administration have the responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
- For all questions involving faith, morals, faith teaching, and church law, the final determination rests with the diocesan bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school, and, by enrolling my child, I commit myself to uphold all the principles and policies that govern Catholic schools.

### **PHOTO/VIDEO PERMISSION AND RELEASE**

I give Trinity High School and its employees, designee, agents, independent contractors, legal representatives, successors, and assigns the absolute right and unrestricted permission to take, use, and/or publish audio remarks and photographic images or pictures of me, whether still, single, multiple, or moving, or in which I may be included in whole or in part, in color or otherwise, made while I am a student at Trinity High School through any form of media (print, digital, electronic, or otherwise) at its campus or at off-campus school-sponsored activities, for art, advertising, recruitment, fundraising, publicity, archival, or any other lawful purpose.

I waive any right that I may have to inspect and approve the finished product that may be used now or in the future, whether that use is known to me or unknown, and I waive any rights or claims to royalties or other compensation arising from or related to my likeness, my remarks, or any image, recording, or product containing all including such.

I release and agree to hold harmless Trinity and its Board of Trustees, officers, employees, faculty, agents, successors, and assigns from any liability related to use or publications of my likeness or remarks

I certify that I am at least 18 years of age (or if under 18 years of age that I am joined herein by my parent or legal guardian) and that this release is signed voluntarily under no duress or without exception of compensation in any form (now or in the future).

Any parent who does NOT give permission for their student to be photographed, must email [communications@thsrocks.us](mailto:communications@thsrocks.us).

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\*\*This Student-Parent Handbook can be amended at any time and proper notice will be sent to parents when this occurs.

## INTRODUCTION AND OVERVIEW

This handbook sets out philosophical and procedural guidelines for enrollment at Trinity High School. What follows is dynamic. This handbook is subject to change in the interest of improving our school. All community members are expected to read and abide by the contents of this handbook and to comply with policy changes as they occur. Parents and students will be notified promptly whenever changes are made.

### Mission

Rooted in the Catholic Tradition, we educate and develop students who aspire to the highest good in mind, body, and spirit.

### Belief Statements

**Catholic Identity:** We believe that our Catholic identity is based on the integral part we play in the Church's mission to proclaim the Gospel, build a community of faith and to promote service to others.

**Educational Excellence:** We believe that our rigorous curriculum and related academic programs challenge both faculty and students to pursue intellectual development and achieve their personal best.

**Integrity:** We believe that our commitment to live honest, sincere, and upright lives is exercised in the classroom, in co-curricular activities, and in the community.

**Community:** We believe that our unique, faith-centered community is nurtured through our families and parishes; striving to create a supportive and caring environment, which affirms the dignity of all persons.

**Service:** We believe that the Gospel calls us to serve God through lifelong service to others.

**Wholeness:** We believe that we should provide our students with diverse opportunities for leadership and growth intellectually, spiritually, physically, and socially.

**Lifelong Learning:** We believe that learning is a lifelong process, so we encourage our students to take ownership of their learning find solutions to life's challenges through Gospel teachings.

### Graduate Profile

Upon completion of the course of study at Trinity High School, it is hoped that our graduates will:

- Live the Gospel values by following Jesus as disciples, building a stronger relationship with God by integrating their understanding of Church teachings in their daily lives.
- Affirm the dignity of all people by respect the God-given uniqueness of themselves and others.

- Minister to communities by contributing to the building of better communities through leadership and service.
- Believe in themselves, having confidence in themselves and in their abilities to succeed and make a difference.
- Take responsibility and be prepared to act independently to meet future challenges, both professional and personal.
- Embrace learning for life by possessing varied skills necessary to succeed in an ever-changing world as well as acquire the tools to continue to seek answers to life's questions.

## **HISTORY**

With the growth of the Catholic population in the Greater Harrisburg area by the middle of the 20<sup>th</sup> century, it had become increasingly evident that Bishop McDevitt Catholic High School could no longer accommodate the Catholic youth of this area. At the direction of Bishop George L. Leech of Harrisburg and under the chairmanship of Msgr. John A. Maguire, the twenty-two sustaining parishes launched the High School Development Campaign for the Greater Harrisburg Area on October 17, 1961.

As a result of this drive, a 29.5-acre plot was purchased for a Catholic high school on the West Shore. The architectural firm of Good, Long and Associates of Harrisburg was engaged to plan facilities for 1,600 students for the West Shore parishes.

Ground was broken for the new school by the Bishop on July 9, 1962. Construction progressed ahead of schedule, and on September 6, 1963, formal classes began with an enrollment of 427 freshmen and sophomore students.

Trinity High School was to be administered by the Brothers of the Christian Schools with Brother E. Andrew, F.S.C. serving as the first principal. Co-institutional in nature, boys and girls shared the facilities and activities. However, they attended classes separately. The school's first commencement exercise was held in the Trinity Auditorium on Sunday, May 29, 1966.

From 1963 until 1973, Trinity High was administered by the Brothers of the Christian Schools. In September of 1973, an Oblate of St. Francis de Sales became principal for two years. Since that time, priests of the Diocese of Harrisburg, religious sisters, and lay persons have been appointed as Principal by the Bishop of the Diocese. Currently, co-educational in structure, Trinity is one of seven secondary schools in the Diocese of Harrisburg and is under the direction of the Diocese's Secretary of Education. Locally, a board of directors is comprised of pastors and lay persons from the parishes on the West Shore.

Trinity has an extensive geographical commitment, accepting students who reside in 13 public school districts and serving the needs of Catholic families in the parishes of the Church of the Good Shepherd, Saint Theresa, Saint Joseph, Saint Elizabeth Ann Seton, Saint Katharine Drexel, Saint Patrick, Our Lady of Lourdes, Saint Bernadette, and Our Lady of Good Counsel.

The school is currently staffed by a faculty of dedicated lay men and women and by Sisters of the Immaculate Heart of Mary and the Sisters of Cyril and Methodius. Trinity continues to follow a holistic approach to education, providing an opportunity for students to mature into adulthood, develop into informed and concerned citizens, and grow in their faith.

Since opening its doors in 1963, Trinity has opened the hearts and minds of thousands of young people in South Central Pennsylvania.

## **SCHOOL INSIGNIA**

**Motto**                    Ad Summum Bonum – To The Highest Good

In the spirit of the school’s motto, Trinity encourages students to strive for excellence in academics, personal and spiritual growth, and service to others. Trinity’s staff and faculty envision graduates who will be prepared to “act justly, love tenderly, and walk humbly with their God” (Micah 6:8) to include apostolic service.

**School Colors:**        Emerald Green and White

**School Patron:**        Most Blessed Trinity

### **Explanation of School Seal**

The school seal is designed within two large circles. The outer circle symbolizes the unity of the Triune God in the unifying spirit of love that unites the family of Trinity High School. The inner circle symbolizes solidity and completeness of our students’ education aimed at development of the whole person.

The circle motif is contained in the seal by the relative triple arcs that form the leaf-like design within the circle of seal. This repeats the symbol of the Trinity in an artistically balanced form.

The Coat of Arms of Bishop George L. Leech has been placed within the area of the first leaf. The severe verticals and horizontals of the red cross add stark contrast and therefore emphasis to the rhythmical intervals of arcs in the design. On the field of red is the shamrock (also Trinity High School’s special symbol), whose three petals recall the form described by the triple arcs.

Placed within the current of the two remaining leaf-like shapes are the words “Ad Summum Bonum” (“To the Highest Good”), the motto of Trinity High School. The placement of the motto balances the weight of the design of the Bishop’s Coat of Arms and retains the stability of the original circular motif.

## RELIGIOUS FORMATION

### Prayer/Liturgy

Morning Prayer is offered as the school day begins. In this way, the students may unite all their daily actions with Christ. Prayer before meals reminds the students of God's shared abundance. Closing school prayer is recited in thanksgiving for all of God's blessings experienced throughout the day. The Sacrifice of the Mass is offered every Wednesdays at 7:15 a.m. or 2:45 p.m., depending on the month. A school-wide Mass is celebrated on a monthly basis.

### Reconciliation

The Sacrament of Reconciliation is available for students, faculty, and staff twice each school year during the seasons of Advent and Lent. A student may also request the Sacrament by visiting the Campus Ministry Office to set up an appointment with Trinity's Chaplain.

### Campus Ministry

Being mindful of the challenge to educate the whole person, the Campus Minister works closely with the Principal and Chaplain to promote the faith development of the Trinity community. The role of the Campus Minister is one of leadership and support, calling forth the gifts and talents of the entire community through encouraging full participation in liturgical and para-liturgical celebrations, mission projects, vocation awareness programs, reception of the sacraments, and daily prayer. The campus ministry team also provides opportunities for spiritual growth and leadership, of both staff and students, by providing opportunities to attend and facilitate retreats throughout the year.

### Chaplain

We are committed to developing the whole student spiritually, intellectually, physically, and emotionally. In keeping with that commitment, students are encouraged to attend weekly Mass and retreats throughout the school year. The school's Chaplain will be available weekly to students who wish to speak with him during announced office hours or as needed.

### Theology Classes and Retreats

All students, regardless of religious affiliation, will participate in theology classes, liturgies and prayer services, and retreat programs conducted at Trinity High School as part of the school program. **All students are required to participate in one retreat per school year.** Retreats are organized by the Campus Ministry office in conjunction with religion classes.

Juniors and Seniors have an option (for an additional fee) to participate in a Kairos retreat, several of which are held throughout the school year. **Any junior who does not participate in the Junior Kairos will not be eligible to attend the senior overnight retreat during their senior year.**

**Any student who does not participate in their class retreat will be required to attend the School Theme Retreat to be held the last day before Easter Break.**

## Apostolic Service Hours

Service Coordinator: Deacon Scott Root (sroot@thsrocks.us)

## Philosophy

Called by the Gospel and faithful to our Catholic identity, we affirm our role to serve God through service to others. We play an integral part in the Church's mission when we embrace our call to live in solidarity with all of God's children. Called to respect and to give witness to the dignity of all people, students engage in apostolic service experiences so as to see and experience Christ in all the people they serve. This foundational experience serves to foster within our students a connection between learning our faith and practicing our faith through a spirit of lifelong service to all our brothers and sisters.

## Trinity Service Program: 'Rocks in Motion

The 'Rocks in Motion Apostolic Service Program has Jesus as its core foundation. Students practice their faith by becoming the presence of Christ in the world. While service to family and neighbor is expected, the THS Apostolic Service experience calls our students to reach out beyond those responsibilities and find Christ in the less fortunate. As such, Apostolic service should incorporate the Works of Mercy found in scripture. Students are called to engage in service experiences within the school, community, and Church. They are challenged to give the gifts of their time and talents to individuals and charitable organizations and so bring God's redeeming love to those in need.

## Service Guidelines

The apostolic service guidelines are administered through the Religion Department under the guidance of the Service Director. The following are basic guidelines for the THS Apostolic Service Program.

- Students of Trinity High School perform 20 hours of apostolic service each school year.
- Summer service hours are encouraged and will be carried over into the new school year. These hours must meet the THS Apostolic Service criteria and be submitted by the deadline set forth on the online school calendar.
- A Service Contract is found in Appendix B of this handbook as well as on the service website under "Forms." The Student-Parent Agreement Form is also the Service Contract agreement form.
- **All service hours will be submitted through the Mobile Service App. Students will be trained on how to use the Mobile Service App at the beginning of the school year.**
- **Students can track their progress using the Mobile Service App**
- **Students must download the Mobile Service App to their Chromebook and use it to report hours completed. Hours must be submitted through the App, verified by the location supervisor and approved by the Campus Ministry Office.**
- All students must submit at least five apostolic service hours per marking period and 10 apostolic service hours completed by the end of Semester I.
- Students must submit summer service hours by September 30 in order to receive credit for these hours.
- The Campus Minister will provide the service hour totals to the House Deans for use in the

House Cup point competition in three categories:

- Percentage of House members meeting quarterly service requirements
- House with the most service hours performed each quarter (per capita)
- House with the highest percentage of service hours done per House per Quarter
- All seniors will be required to perform five (5) hours of apostolic service that demonstrates a preferential option for the poor between June of their junior year and early May of their senior year. The Campus Ministry Office must verify these hours. These five hours are part of the 20 hour total.
- Seniors must submit 20 hours by May 18, 2023, to receive a Trinity High School diploma.
- A grade of “P” (passing) or “I” (incomplete) will be given at the end of Semester I and a grade of “P” (passing) or “F” (failure) will be given at the end of Semester II.
- Consequences for not submitting service hours by designated dates. (See school service calendar and service website for all service deadlines.)
  - Failure to submit 5 service hours per marking period will result in in “I” (incomplete) for the quarter.
  - Failure to submit 10 service hours for Semester I will result in a grade of “I” (incomplete) on the report card, which bars a student from receiving first or second honors.
  - Failure to submit 20 service hours for Semester II will result in a grade of “F” (Failure) on the report card for Semester II, which bars a student from receiving first or second honors.
  - Students who ear a grade of “F” (Failing) for Semester 2 will be required to stay after final exams until 2:45 to provide service to the Trinity community. The grade will not be changed, however.
  - Failure to submit all service hours by the end of the school year may jeopardize a student’s ability to return to Trinity for the following school year.
- Apostolic service opportunities will be posted and updated on the ‘Rocks in Motion service website and communicated through the Mobile Service App.
- Students must gain prior approval from their theology teachers for any proposed service opportunity that is not listed on the THS service website or that has not been THS approved. Service activities must be non-profit/pro-life and must not focus on family or neighbors.

Students are ultimately responsible for locating service projects, arranging for transportation and making time in their schedule for service. Support systems are in place via the Trinity service website, service directory, student service representatives, service bulletin board, announcements on the monitors throughout the building and theology teachers.

### **School, Church, and Community Service Criteria**

Up to Six Hours per Year:

- THON participation (if present for entire event)

Up to Five Hours per Year:

- March for Life (Washington, D.C.)
- A one-day service event has a cap of five service hours (includes walks, rallies, etc.)

Up to 20 Hours per Year:

- Apostolic service for non-profit/pro-life organizations
- Choosing to perform the same service over a period of time is acceptable when it meets the THS Service Criteria and is documented on the service reporting form

Unapproved Service:

- Service for a for-profit or pro-choice organizations
- Service for a family and or for-profit service business (unless service is targeted for a specific charitable fundraiser/event)
- Service for which a student is paid
- Service where the proceed benefit the student's class/team/club/organization
- Court and/or School-mandated service, including detention/work crews

### **Service Hours Dates**

#### **Semester I**

Summer Service Hours	September 30, 2022
Quarter 1	October 28, 2022
Quarter 2	January 9, 2023

#### **Semester II**

Quarter 3	March 23, 2023
Quarter 4	May 18, 2023

Students who submit more than 20 hours total, will contribute those hours to the end of the year House Service Award.

## STUDENT-PARENT-SCHOOL COMMUNICATION

A clear understanding of the roles of both parents and teachers enables both parties to appreciate the actions of the other. This in turn, will ultimately lead to greater benefit for the student. This understanding begins with clear communication between a student, his/her teachers, and his/her parents. Trinity High School prioritizes students as the first advocates for their own learning. All communication should begin with the student and the teacher.

Individual teachers are the parents' first line of communication with the school. Two-way communications between individual teachers and parents should occur routinely. If the teacher cannot address the parents' concern, he or she will direct the parents to the appropriate faculty or leader team member.

Rediker is our primary tool to keep parents informed of a student's academic progress. Each teacher is to post in real time the homework, major assessment information, and academic status for each student in each course.

The bulk of general school information will be communicated through our e-newsletter, Trinity Weekly. This will be delivered via email usually on Fridays of each week.

AP Notify is our primary tool for communicating emergency information and/or time-sensitive information, such as school closings/delays due to adverse weather. Occasionally, information may be communicated by your student that concerns you. Before reaching conclusions, please directly contact the adult on staff who you believe is closest to the situation. In the vast majority of cases, any cause for concern is resolved once the teacher or coach has an opportunity to provide context for what was reported to you by your child.

### Summary

Proper Communication Procedures:

- Student – Teacher
- Student – Teacher and/or Counselor
- Student – Parent – Teacher
- Student – Parent – Teacher and/or Counselor
- Student – Parent – Department Chair
- Student – Parent – Appropriate Administrator

For Academic Concerns, contact the Vice Principal/Director of Studies ([epoplaski@thsrocks.us](mailto:epoplaski@thsrocks.us))

For Disciplinary Concerns, contact the Director of Students ([msilvetti@thsrocks.us](mailto:msilvetti@thsrocks.us))

### Parent and Student Agreement

This handbook is an extension of the contract between Trinity High School, our students, and our parents. All parties to the contract must ensure that they have read this document, and that they understand and agree to abide by its contents. We, therefore, request that the agreement form at the beginning of this handbook be signed by each parent/guardian and

returned to the Main Office no later than September 7, 2022. The school retains the right to amend this handbook as needed. Parents and students will be promptly notified if and when changes are made.

The Catholic Church and Trinity High School recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of Trinity's leadership, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

## ACADEMICS

### Overview

Trinity High School's fundamental purpose is to educate adolescent boys and girls. Every goal, every program, every decision is aimed at providing the most rigorous, holistic educational environment that our resources will allow. Our fundamental educational charge is to facilitate learning by understanding—to make learning exciting, challenging, and relevant for the future.

Each student is responsible for his/her own learning and growth, for trying his/her best, for keeping track of and meeting academic requirements, for doing his/her own work, for being punctual, and for meeting school standards in personal appearance, grooming, attitude, and behavior. The teachers are responsible for ensuring that each student understands his/her responsibilities for learning, such as asking questions and accepting the fact that failing to have the right answer is a normal part of learning. As educators, we endeavor to understand the varied abilities, motivations, experiences, learning styles, tendencies, and knowledge that each student brings to his/her learning. **In the end, we are about learning. Teaching and assessment are the means; learning is the end.**

The learning process at Trinity represents a partnership involving teachers, students, and parents/guardians. Ongoing, informal dialogue between parents and teachers facilitate support for individual students. Each student and his teachers are expected to keep parents informed regarding both accomplishments and areas needing improvement.

### Philosophy

At Trinity, we view education as a life-long odyssey. An education here is holistic, with spiritual, intellectual, physical, social, and emotional dimensions. We believe in training the mind to think critically and creatively. We also believe in developing skills needed to succeed in an increasingly interdependent, technology-based world. Most importantly, a Trinity education includes development of virtues needed to be good people, committed family members, responsible citizens, and assets to society. As a Catholic school, we seek to increase awareness of God's presence in our lives and the need for His help and guidance in all our endeavors.

We believe a structured and nurturing educational environment is essential to effective learning. Our students are taught to balance rights with responsibility, order with freedom. The learning environment must impart ethical values and promote responsible, moral behavior. Learning is facilitated in an atmosphere where character, mutual respect, and personal responsibility are stressed. All curricular and co-curricular activities challenge students to do their best in a spirit of cooperation.

We believe a quality education depends on several things—an excellent curriculum; students who are motivated to learn; a dedicated, professional faculty and staff; an air of mutual respect and affirmation between students, parents, and teachers; and adequate facilities and resources. At Trinity, a supportive, enthusiastic base of parents, alumni, and other constituents is also important. As a diocesan school, we must cultivate excellence internally and embrace

our supporting parishes and partner schools as well. The continued trust and loyalty of those constituents are crucial to the continued health and vitality of our school.

### **Curriculum**

Each student is required to carry six major subjects during the school year. Exceptions to this policy will only be made for extraordinary reasons. A request must be approved by the Director of Studies. Students will also carry the required fractional courses. For students who begin their academic careers at Trinity High School, a minimum of 26 credits is required for graduation.

Students enrolled in Cumberland Perry Area Career and Technical Center will carry theology, English, math, social studies, science (if needed), and other mandated requirements for graduation. A minimum of three full-credit subjects, and minor requirements, must be carried at Trinity High School.

### **Requirements for a Trinity High School Diploma**

Theology	4 credits
English	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
P.E./Health (grades 9 & 10)	.50 credits per year
P.E. (grades 11 & 12)	.25 credits per year
Art or Music	.25 credit minimum
Applications	.5 credits
Electives	6 credits

### **Grade Scale, Assessments and Semester Examinations**

The following grading scale is used at Trinity High School

93 - 100	A	Superior
85 - 92	B	Above average
77 - 84	C	Average
70 - 76	D	Weak but sufficient to earn credit
Below 70	F	Insufficient to earn credit

CPACTC students will carry theology, English, math, social studies, science (if needed), and other mandated requirements for graduation. A minimum of three full-credit subjects, and minor requirements, must be carried at Trinity High School.

### **GPA**

GPA's are calculated at the end of each semester and are cumulative for a student's coursework at Trinity.

The purpose of any form of student assessment at Trinity High School is twofold—to improve learning and to measure learning. We view testing as part of the learning process rather than as a product of that process. Assessment serves primarily as a learning support tool, as evidence of learning, rather than as an accountability device or measure of teaching effectiveness. Exams/tests provide a measure of learning and a diagnostic of learning effectiveness for students, their parents, and faculty.

Students are graded on their daily participation in class activities, homework, written work, quizzes and tests, and other projects or activities. Individual teachers decide the particular combination of these assessments to determine quarter grades. Such weighting decisions are shown in each course syllabus.

Any requests for grade changes must be made in writing to the teacher within one week of receipt of the grade.

Our end-of-semester examinations provide a synthesizing and comprehensive learning experience for our students. Furthermore, these assessments help develop a foundation for future study in respective disciplines. Regardless of their form, all end-of-semester assessments count for 20% of a student's semester grade.

Parents should take every precaution to see that students do not miss the scheduled January and June semester examinations. If a situation arises which makes this absolutely necessary, the parents should submit a written request to the Director of Studies to have the exams rescheduled. This request should be made three weeks prior to the scheduled exams. Students who are ill should take the examinations the first day back to school.

Students must resolve incomplete grades within five days of the end of a marking period unless the Director of Studies has granted a further extension. Failure to do so will result in a failing grade for the assessment(s) missed.

The use of electronic translators on quizzes, tests, and semester exams is prohibited. Hard copy translations will be made available to students needing them.

The GPA scale is as follows:

	<i>Basic</i>	<i>Academic</i>	<i>Honors</i>	<i>AP</i>
<b>100</b>	4.01	4.38	4.75	5.12
<b>99</b>	4.01	4.38	4.75	5.12
<b>98</b>	3.92	4.29	4.66	5.03
<b>97</b>	3.83	4.20	4.57	4.94
<b>96</b>	3.74	4.11	4.48	4.85
<b>95</b>	3.66	4.03	4.40	4.77
<b>94</b>	3.57	3.94	4.31	4.68
<b>93</b>	3.48	3.85	4.22	4.59
<b>92</b>	3.39	3.76	4.13	4.50
<b>91</b>	3.30	3.67	4.04	4.41
<b>90</b>	3.21	3.58	3.95	4.32
<b>89</b>	3.12	3.49	3.86	4.23
<b>88</b>	3.04	3.41	3.78	4.15
<b>87</b>	2.95	3.32	3.69	4.06
<b>86</b>	2.86	3.23	3.60	3.97
<b>85</b>	2.77	3.14	3.51	3.88
<b>84</b>	2.68	3.05	3.42	3.79
<b>83</b>	2.59	2.96	3.33	3.70
<b>82</b>	2.50	2.87	3.24	3.61
<b>81</b>	2.41	2.78	3.15	3.52
<b>80</b>	2.33	2.70	3.07	3.44
<b>79</b>	2.24	2.61	2.98	3.35
<b>78</b>	2.15	2.52	2.89	3.26
<b>77</b>	2.06	2.43	2.80	3.17
<b>76</b>	1.97	2.34	2.71	3.08
<b>75</b>	1.88	2.25	2.62	2.99
<b>74</b>	1.79	2.16	2.53	2.90
<b>73</b>	1.71	2.08	2.45	2.82
<b>72</b>	1.62	1.99	2.36	2.73
<b>71</b>	1.53	1.90	2.27	2.64
<b>70</b>	1.44	1.81	2.18	2.55
<b>Below 70</b>	0	0	0	0

## Report Cards

There are four marking periods in the scholastic year. Each marking period typically consists of nine weeks.

First Quarter Ends	October 28, 2022
Second Quarter Ends	January 9, 2023
Third Quarter Ends	March 23, 2023
Fourth Quarter Ends	June 9, 2023

Report cards will be withheld for any outstanding obligations. While Trinity does not report class rank either on report cards or on college applications, parents may request an unofficial class rank for their child. Such requests must be made in writing to the Director of Studies **within two weeks of the distribution of Semester 1 (January) and Final Year (June) report cards,** as noted by the dates listed above. The unofficial class rank will be sent via regular mail to the parents. If a parent or student reports this class rank on a college application or scholarship application, Trinity will not confirm that class rank.

## Academic Honors

Academic honors are announced quarterly.

**First Honors**—An 87% or above in H or AP level courses and a 90% or above in the other levels. A grade of P is required in minor courses graded on a Pass/Fail basis. A grade of B is required for minor courses graded on an A to F basis.

**Second Honors**—An 83% or above in H or AP level courses and an 85% or above in the other levels. A grade of P is required in minor courses graded on a Pass/Fail basis. A grade of B is required for minor courses graded on an A to F basis.

The student must receive an S (Satisfactory) in conduct to receive academic honors. Any subject, including service hours, which is marked as Incomplete will bar a student from receiving academic honors.

## Academic Failure

Failures in core courses must be made up through Trinity's summer school program prior to the start of the following school year in order for a student to be promoted to the next grade. Core courses are considered to be theology, English, social studies, mathematics, and science.

No more than two academic subjects can be made up in summer school.

Elective major subject failures must be made up in summer school or repeated the next year as a seventh major. Fractional courses must be made up or repeated the next semester or next year.

Once all core course subjects have been made up and sufficient credits acquired, the student can rejoin his/her original class.

Any student who is retained in the same grade and who continues to carry failures and/or is non-cooperative or a disciplinary problem may be asked to withdraw from school. Parents will be asked to sign a letter acknowledging this policy when students are retained.

All senior year failures must be made up prior to a senior receiving his/her diploma. Any senior with more than two failures may not participate in graduation.

### **Care of Books and Instructional Materials**

A part of the growth process of all maturing individuals is to develop a sense of responsibility for materials, be they owned by the state, the school, or the individual. We at Trinity have books, Chromebooks, and materials owned by each of the above. For this reason, we require that state or school-owned books be covered at all times. Covers are provided free of charge until supplies are exhausted. If a textbook is lost or damaged, a fee will be assessed based upon the cost of a replacement book, or, if damaged, whether the book can be repaired.

# ACADEMIC INTEGRITY

**“For what will it profit a man if he gains the whole world and forfeits his soul?”**

**—Matthew 16:26**

As a school founded on Catholic moral principles, integrity is at the heart of everything we do at Trinity High School. A Trinity Student must be a person of integrity. When it comes to academics, this means that each student is responsible to do his/her own work following the guidelines given by teachers for any test or assignment and giving special attention to the protocols below. **It is expected that all work done by students is to be done individually, unless the teacher explicitly states that students may collaborate or work in groups.**

## **Cheating**

Cheating is the intentional misrepresentation of academic work presented for credit. This includes taking work from another person and presenting it as one’s own and giving one’s work to other students so that they may present it as their own. It also includes sharing information through any means about tests or assignments that are not specifically identified by the teacher as group assignments.

## **Plagiarism**

Plagiarism and/or violation of copyright laws are a form of cheating and will be treated as such. Failure to cite sources or another author’s work is plagiarism. Trinity High School uses plagiarism-detection software.

## **Consequences**

If a student violates this policy, the following procedure will be followed:

The teacher or staff member observing a breach of academic integrity will inform the Director of Studies and Director of Students, and provide evidence of violation of this policy.

In consultation with the teacher whose work was the subject of the violation, the Director of Students will assign the appropriate consequences that may include a grade of zero for the assignment, detentions, suspension, probation, and/or expulsion. A student’s prior record with academic integrity will weigh heavily in the determination of consequences. Should a teacher agree to allow a student to re-test, the new test must be taken within two days of the violation and the student may earn a maximum score of 50% on the new test.

The Director of Studies or Students will notify in writing the parent/guardian of the student(s) involved in the violation along with the counselor. A record of the incident will be maintained by the school and may be shared with other institutions that request it, e.g. colleges.

Serious violations of this policy, (e.g. taking, sharing or using “stolen” test information, paying or being paid to write a paper, etc.) are grounds for immediate expulsion.

**NB: There will be no distinction made between successful attempts to cheat and failed attempts to cheat when it comes to assigning consequences.**

**“I am not bound to win, but I am bound to be true. I am not bound to succeed, but I am bound to live up to what light I have.”—Abraham Lincoln**

### **National Honor Society**

The St. John Neumann Chapter of the National Honor Society of Trinity High School is a duly chartered and affiliated chapter of the prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, service, leadership, and character. Students are selected for membership by majority vote of a five-member Principal-appointed Faculty Council, which bestows this honor upon qualified students on behalf of the faculty of our school each fall semester.

Students in grades 11 and 12 will be considered for eligibility if they initially meet the academic requirement. For this criterion, a student must have maintained a cumulative high school average of 93%. Students taking 2 or more Honors or AP level classes must have maintained a cumulative high school average of 90%. In addition, proper classroom behavior must be displayed at all times. Each fall, those students who meet these criteria are invited to complete a Candidate Information Form that provides the Faculty Council with information regarding the candidate’s leadership and service.

To evaluate a candidate’s character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate’s character and leadership.

Any solicited faculty input and all Candidate Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four of these criteria that led to their selection:

#### ***Scholarship***

Members must maintain a cumulative average of 93% each quarter and semester. Students taking 2 or more Honors or AP level classes must maintain a 90% average each quarter and semester.

***Character***

Members must be good citizens and representatives of Trinity High School at all times. A grade of S (Satisfactory) must be maintained in conduct each quarter. Engaging in illegal and/or unethical behavior (in school or in the community) will result in a warning or dismissal from NHS depending on the severity of the offense(s).

***Service***

In addition to the twenty required service hours per year, NHS members will complete eight more service hours and they are encouraged to complete these additional hours in service to our school.

***Leadership***

Student leaders are those who are resourceful, good problem solvers, and idea contributors. Leadership experiences can be drawn from school or community activities while working with or for others. They must be good role models for fellow students.

Members who fall below the standards, which were the basis for their selection, shall be promptly warned in writing by the chapter advisor and given until the next quarter to correct the deficiency. Likewise, the chapter advisor will notify parents/guardians in writing concerning the deficiency. Parents/guardians may initiate a meeting with the advisor to assist in correcting the deficiency. In the case of a flagrant violation of school rules or civil laws, immediate dismissal without warning may occur.

After the written warning, if a member does not correct the deficiency in the next quarter, the member may be dismissed from the chapter by a majority vote of the NHS Faculty Council. The member has the option to address the Faculty Council prior to the vote, or to present a written statement to the Faculty Council concerning any mitigating circumstances surrounding the deficiency.

A single warning issued to a National Honor Society student is in effect for the duration of his/her career in the NHS. Receipt of a second warning for ANY reason, whether it is the same academic year or not, will compel the Faculty Council to meet to decide the impact on the student's membership.

A member who has been dismissed by the Faculty Council has the right to appeal to the Principal in writing. Likewise, parents/guardians may provide a written appeal to the Principal.

**Field Trips**

Field trips can serve as a valuable tool in complementing classroom instruction with practical experience. Trinity will sanction only field trips that are curriculum-related. For each student attending, parents must sign a Parent Permission and Waiver for Field Trip Participation form. The list of students attending will be reviewed by the administration.

Students may be denied permission to attend due to:

- Failure(s)—No field trips/out of class activities the next quarter;
- Excessive absence for any reason;
- Disciplinary problems;
- Failure to submit a completed permission form.

Students are expected to turn in all homework and projects due the day of a field trip PRIOR TO LEAVING for the trip, even if they will not attend that class for the day. Any activity that takes the student out of school during regular class time comes under this policy.

Diocese of Harrisburg Policy 5134.1b FIELD TRIPS - SECONDARY SCHOOLS—(Grades 9-12): Visits to places of cultural or educational significance give enrichment to classroom instruction. To insure the desired outcomes of such trips, teachers should prepare the students for the place that is to be visited and the things that are to be seen.

All participants on a field trip should be members of a particular activity or class, except as otherwise permitted by the Principal.

All field trips involving only one day are to be left to the discretion of the Principal. Only field trips approved by the Principal are covered by the diocesan insurance plan. Such trips include travel outside the diocese to places such as Philadelphia, Scranton, Baltimore, Washington, DC, New York City, etc. Permission for all overnight trips for such activities as forensics, music, athletics, retreats, etc., must be granted by the Principal, who will make himself/herself aware of all travel, housing, and chaperoning arrangements. (Note: Students may never possess or consume alcoholic beverages, even where the age limit for such may be lower in another state or country than it is in Pennsylvania.)

All trips, except those involving a short distance, are to be made in public, licensed carriers or school buses, adequately chaperoned by responsible adults.

The use of private vehicles is strongly discouraged. If a private passenger vehicle is to be used, the following must be verified by the school:

- The driver must be at least twenty-one years of age;
- The driver must possess a valid, non -probationary driver's license;
- The vehicle must have a valid registration;
- The vehicle must have a valid state inspection sticker;
- The vehicle must be insured for a minimum \$300,000 Bodily Injury/Property Damage Combined Single Limit; \$35,000 Combined Single Limit for Uninsured Motorist; \$35,000 Combined Single Limit for Underinsured Motorist.

A signed Volunteer Driver Information Sheet must be submitted to the Principal for each vehicle used. The form can be found on the Trinity website.

Each driver and/or chaperone should be given a copy of the approved itinerary.

The written consent of parents/guardians must be obtained for every student participating in a field trip. Permission slips must inform parents/guardians of the following:

- Name, location, and date(s) of the event;
- Cost to the student;
- Mode of transportation to be used;
- Name of supervisor overseeing the activity; and
- Parent/Guardian's responsibility.

No student may participate unless a signed parent permission slip for the specific event is on file with the Principal.

The signed permission slips are to be carried by the adult responsible for the trip. After the trip, the slips are to be retained in the school office by the Principal.

### **Library**

The Mary Buckley Library opens at 7:15 a.m. every morning and remains open until 3:00 p.m. Students may come to the library during study halls if library resources are needed to meet academic requirements. Passes should be obtained from library staff.

The library collection supports the curriculum with more than 10,000 volumes, including fiction, nonfiction, and reference. The library subscribes to newspapers and magazines that provide materials on current issues. Twelve computer work stations are available for word processing, spreadsheets, PowerPoint, and internet access for school-related research. The Gale Database may be accessed from home or school. The latter provides a collection of online subscription databases from a variety of sources relevant across the curriculum.

HACC and Dickinson College extend borrowing privileges to our students. Students should see the Trinity librarian for written authorization to borrow works from these libraries.

## **OTHER ACADEMIC POLICIES**

### **Homework**

Homework is essential for a student's learning. Students are expected to study and do written homework, if assigned, on the average of three hours a night. It is important to remember that written assigned homework is only part of a student's overall studying.

The purpose for homework is to reinforce learning gained from previous instruction. Homework will routinely be reviewed the next class day to ensure that the learning objectives of the homework were achieved—if not when practiced at home, then when reviewed during the ensuing class. Given the amount of time most of our students spend after school on service projects, co-curricular activities, and work in some cases, study hall should be used to complete homework assignments whenever possible. Homework assignments in specific courses should normally not exceed 30 minutes to complete.

All homework assignments are posted on Rediker, and some teachers will email assignments to the student's Trinity email accounts. A student is responsible for all homework assignments given by his/her teachers. It is the student's responsibility to check Rediker and to find out from the teacher about any assignments he/she may have missed while absent.

### **Homework Planners**

Class and study hall use of academic planners is strongly encouraged for all students. A planner will be distributed to each freshman in homeroom on the first day of school. Freshmen who need to replace a lost planner may purchase one through the Trinity Bookstore. Sophomores, juniors, and seniors are strongly encouraged to keep a planner, but one will not be provided for them.

### **Study Halls**

Every student who has a study period is to report directly to the assigned room. If a student has a pass from another teacher, the student must present the pass to the study hall moderator before being excused. Students must receive a pass from the moderator before leaving the study hall room. The time is to be spent in quiet study, therefore silence in study halls is required.

### **Commons**

Commons is a privilege extended to juniors and seniors in good academic and disciplinary standing. The cafeteria is designated as the Commons during all periods except periods 5, 6, and 7. Juniors and seniors with Commons privileges are to report to the cafeteria within the three-minute change of class time. Students in Commons may study independently or talk quietly in groups. Loud talking and boisterous activities are unacceptable. The moderator has the final authority in all cases. Because Commons is a privilege, Commons privileges may be lost if a student has two or more failures at the time progress reports are posted or at the end of

each marking period. Commons privileges may also be lost for any serious disciplinary infraction that would result in a suspension or a Saturday detention. Removal from Commons is immediate and will remain in effect for the remainder of the marking period and continue through the next marking period.

### **Standardized Testing**

Trinity High School students participate in a standardized testing program. Freshmen, sophomores and juniors take the Preliminary SAT (PSAT) which provides practice for the SAT. The PSAT also serves as the entrance to the National Merit Scholarship Qualifying Program for the juniors.

Students of any grade level may take the ACT and/or the SAT, although the tests are geared towards students in their junior or senior year of high school. These tests are administered at National Test Centers, and students are responsible for registering themselves. Trinity does serve as a National Test Center for the SAT in November and March for the 2022-23 school year.

### **Injury & Academic Accommodations**

Students who sustain an injury (including concussion) that would preclude them from taking physical education or fully accessing their academic work may not participate in any sport until completely cleared by a physician AND the Trinity trainer. The ability to participate in sports automatically means the student must completely participate in physical education class and no longer needs academic accommodations (as needed during the time of injury).

### **Concussion “Return to Learn” Protocols**

Trinity High School takes seriously the physical, emotional and academic consequences of concussions. We strongly encourage students who may have sustained a concussion to see a physician who specializes in treatment of concussions and head trauma and we work with those physicians to help students fully recover so that they may not only return to play, but fully access their academic course of study.

Of primary importance in recovery of head injury is rest. Therefore, our first suggestion for students is to remain at home for at least two days after sustaining a concussion. That time at home should be spent away from studies, and all screens (computers, televisions, cell phones, I-pads, etc.).

Once a student has been seen by a concussion specialist:

- The student should be given a list of suggested academic accommodations to present to the school.
- The school, through the Instructional Support Specialist, will create a “Return to Learn” Protocol that will be shared with all the student’s teachers.
- Should the accommodations suggest extended time on assignments and tests, the student will have all study halls moved to the Instructional Support classroom. This move is temporary; the student will return to their regular study hall/commons as soon as cleared

of the concussion and all back academic work is complete.

During the time the student is under Academic Accommodations, the following additional Trinity requirements will be in place. These requirements cannot be negated by a doctor's suggested accommodations:

- Student will be encouraged to go to the nurse's suite for a short rest period during their study halls/commons and for the last 15-20 minutes of lunch
- Student will be required to eat lunch outside of the cafeteria. The level of noise & amount of light in the cafeteria can cause symptoms to return or get worse. A separate table will be set up outside of the lunch lines & students can invite friends to eat with them at that table.
- Student will not be permitted to attend games or practices. Outside practices in the sun, or indoor practices with excessive noise can cause symptoms to return or get worse. Additionally, the student should be leaving school at the end of the school day to go home to rest. Adequate rest is the only way a concussion can improve
- Student will not be permitted to attend any school sponsored dances, including THON. Flashing lights, loud music and for THON the length of the event could make symptoms worse, thus prolonging recovery
- Student participation in field trips may be restricted. The type of field trip, location, duration and physical activity (including amount of expected walking) will be evaluated with the teacher sponsoring the field trip to determine if such an activity could cause symptoms to be exacerbated.

### **Tutorial and Academic Supports**

Trinity High School provides a limited number of peer tutors through the National Honor Society. Students who believe they would benefit from a tutor for a specific subject must contact the National Honor Society moderator to coordinate a time for the tutor and student to meet during study hall time. Forms for individual tutoring are available in the library and guidance office. Students may also seek help from time to time from the classroom teacher. Students should speak to the teacher in advance to develop a mutually agreed upon time.

Trinity also offers "10<sup>th</sup> Period Study Hall" from 2:45 to 3:30 p.m. on Monday, Tuesday and Thursday. This takes place in individual teacher classrooms as posted throughout the building and is meant to be a quiet classroom space, with a teacher moderator, for students to begin their homework if they need to wait for a ride home, are waiting for a sports practice to begin or are seeking extra support. National Honor Society members are available at the time for assistance.

Students with identified learning challenges, should please see the section below – **Student Support Personnel**

### **Records**

Trinity complies with the provisions of the Buckley Amendment. This law gives parents and students the right to access official school records. The official file of each student consists of academic transcripts, academic testing, health records, and an emergency data sheet.

Non-custodial parents have the right to receive all reports and information from the school unless specifically forbidden by court order on file with the school. If a non-custodial parent desires to receive duplicate mailings, he/she must request this in writing from the Principal.

## STUDENT LIFE

### **Authority of the School's Administrators**

The school Administration has responsibility for the activities and the climate of Trinity High School. The Administration has the authority to interpret the regulations and guidelines and to take necessary action to see that the guidelines are observed by everyone in the Trinity community. **The school reserves the right to vary from the procedures listed below based upon the particular circumstances.**

### **The 24/7 Rule**

All students will conduct themselves in a manner compatible with the Trinity philosophy that forms the foundation of our school's mission. Students should act in a way that will guarantee their own well-being and that of others, as well as reflect positively on Trinity High School, their family, and the community. This rule applies both on campus and off, during the school day and after, while school is in session and when it is not. Conduct at athletic events, at parties, and also on the internet is subject to disciplinary action at the discretion of the school's Administration. By accepting the invitation to enroll at Trinity High School, students agree to be accountable to living up to the school's mission 24 hours a day, seven days a week.

In particular, a student should show respect, exercise proper manners, and cooperate with the auxiliary staffs that make the smooth operation of Trinity High School possible. These staff members include administrative assistants and secretaries, maintenance and cafeteria personnel, groundskeepers, school volunteers, and school security.

### **Absences**

Students are expected to attend classes and other scheduled school activities regularly and punctually. Colleges and employers carefully scrutinize attendance records in evaluating prospective students or employees.

Parents are required to call the school when their child is going to be absent. When a student is absent and parents have not called, the school will call the parents to ensure the child is properly accounted for.

Whenever injury or illness precludes class attendance, the appropriate teachers must be informed beforehand whenever possible. The nurse is the only person on staff authorized to exempt a student from going to class for medical reasons.

Students are responsible for obtaining all information and assignments when they are absent from class for any reason. They should be familiar with the competition schedule for their athletic teams in order to prepare assignments beforehand for classes that may be missed. A student having difficulty in a class will not be permitted to miss the class for an athletic event unless all of his/her assignments have been presented to the teacher beforehand.

Individual teachers will reinforce school policies for absence/tardiness and consequences for unexcused accumulations of either. Teachers will report all attendance infractions to the Director of Students.

The Compulsory School Attendance Law of Pennsylvania stipulates that EXCUSED absences include the following:

- Illness;
- Family emergencies;
- Prearranged doctor and dentist appointments;
- Authorized school activities;
- College visitations;
- **A maximum of 10 days of cumulative lawful absences verified by parental notification may be permitted during a school year. All absences beyond ten days will require an excuse from a physician.**

The Compulsory School Attendance Law of Pennsylvania stipulates that UNEXCUSED absences include the following:

- Absences from school with parents' consent, for reasons other than those considered excusable;
- Leaving school during school hours without permission.

**Any student who has or exceeds three unexcused absences will have a Student Attendance Improvement Plan (SAIP) conference scheduled. Families will be notified in writing of this meeting and participation is strongly encouraged. These meetings will be held in collaboration with the student's home school district. Continued unexcused absences beyond this meeting may result in a student's home school district filing a truancy citation with a Magisterial District Judge.**

A student's absence from or late arrival to school must be reported to the Attendance Line (717-909-3706) by a parent/guardian prior to 9:00 a.m. on the day of the absence or late arrival.

Students arriving late to school due to medical appointments must present written appointment verification from the medical facility.

**Upon returning to school, the student has three school days to provide a written note from a parent/guardian or a doctor's certificate to the first period teacher explaining the reason for the absence and specifying the dates of the absence. If the note is not received after three days, the student may face disciplinary action.** A doctor's certificate is required for an absence of three or more consecutive school days or the absences will be unexcused. In cases of excessive absence during a school year, Trinity reserves the right to require a doctor's certificate after each absence. As stated above - **a maximum of 10 days of cumulative lawful absences verified by parental notification may be permitted during a school year. All**

**absences beyond ten days will require an excuse from a physician.**

Students whose absence is unexcused will not receive credit for, nor be able to make up, work missed (including quizzes and tests) in classes which meet during the time of the student's unexcused absence, whether the unexcused absence occurs for a full day or part of a day.

Students requesting an early dismissal must provide a written request from a parent/guardian. If dismissal is for a medical appointment, the student must provide verification of the appointment upon return to school.

The student is responsible for contacting his/her teachers to make-up missed work.

Students arriving after 8:00 a.m. must report to the Attendance Office for a Late Admit Slip. Written notes for late arrivals must be provided within three school days of the late arrival.

Students must have authorization from the Director of Students to leave school property.

Students must have a pass when excused from a classroom.

Students who become ill at school must report to the Health Suite to be evaluated by the nurse. A student who is sent home or is in the Health Suite due to illness for an extended period of time cannot participate in co-curricular activities.

**A student may not participate in any co-curricular activity unless present in school no later than 9:00 a.m. Students not attending school MAY NOT attend co-curricular activities that day/evening. This would include students dismissed by the nurse due to illness.**

Students who become ill at school will be allowed to go home only after parents have been contacted by a school employee, have granted their permission, and have specified a means of transportation.

**Students absent the day a test is given and not for a longer period of time must make up the test the day of their return and missed work the day following their return.**

**Students absent for two days have two school days to make up tests and missed work.**

**Students absent for three or more days have three school days to make up tests or missed work.**

**Students will receive no credit for missed work or tests if he/she does not conform to these limits. It is the responsibility of the student to make arrangements with the teacher. Adjustments to the above requirements due to prolonged absences will be made by the Director of Studies.**

If a student is absent more than eight days in a marking period, their parents must meet with the Director of Studies to discuss the student's attendance and academic records. By Trinity

High School standards, 30 days absence is sufficient to warrant repeating the school year. The matter is to be decided by the School Administration, taking into consideration the frequency of absences, reasons for absence, attempts to make up work missed during absence, etc. In the case of chronic irregular absences involving 10 days, the school leaders may request a physician's statement regarding the general health of the student.

Written notification is required when a student is going to be under the care of an adult other than his/her parent/guardian. Contact information is required in the event of an illness or emergency.

### **Personal/Family Trips**

Trinity High School will sponsor trips only if they are necessary and/or mandated by the curriculum or program sponsoring them.

Barring exceptional circumstances, students should not be removed from the classroom setting for family trips because of the great amount of work missed by students while away from school. Classroom interaction is a valuable part of the educational process. Hence, such trips should be scheduled around our official school calendar.

**The school will sanction no more than a total of five school days of absence for a necessary trip. A note is to be brought to the Attendance Office at least one week in advance.**

A Teacher Assignment form is to be obtained for an absence of three or more days. The Teacher Assignment form should be completed by all teachers teaching the student and returned to the Attendance Office for a copy. The student is responsible for all class work missed while away; assignments are to be current the day of return, and he/she must be prepared to continue with the normal school day process on the day of return. This includes taking tests announced prior to going on the trip. **The timeline for making up school work for absences does not apply to pre-approved trips. All work must be made up on the day of the student's return regardless of the number of days absent. Any school missed immediately following a family trip will require a doctor's excuse for additional absence or the absence will be unexcused.**

**Any personal/family days taken beyond 5 days will be considered an unexcused absence. An unexcused absence means that the student will not be permitted to make up any work that is missed.**

**Family trips will not be approved during Mid-term Examinations or Final Examinations. Families who choose to take trips during these days are accepting that these will be marked as unexcused absences and their student may not be permitted to make up examinations – which count as 10% of their final grades for the year.**

**Examination dates for the 2022-23 school year are:**

**January 10-12, 2023 for mid-term examinations**

**June 6-8, 2023 for final examinations**

### **College Visits**

College visits are necessary to make sound decisions for continued education beyond the high school level. With this in mind, seniors and juniors have a maximum of three college visitation days that will not be counted as days absent. Sophomores will receive one college visitation day that will not be counted as a day absent. A parental note is to be brought to the Attendance Office in advance of any college visit. The Attendance Office must receive proof of the visit from the college within three days. This can be signed paperwork on the college letterhead indicating the date(s) of the visit, or an official email from the college indicating the date(s) the visit took place. Visitation days taken beyond the allotted three days or not verified by the college within three days will be counted as days absent from Trinity and will be deducted from the five "Personal/Family Trip Days."

### **Maternity/Pregnancy**

This is a sensitive and emotionally-charged issue. As a Catholic school, we need to ensure that abortion is not considered as an alternative because of severe school sanctions. Pregnancy is not a reason for dismissal from Trinity High School. Should such a situation arise, we will work with the family to allow the student to finish her work and receive report cards and/or a diploma.

### **Respect for Property**

Students are expected to treat facilities and property at Trinity High School and wherever they visit as if it were their own. We also expect each student to respect the personal property of others at all times. The expense of repairing or replacing any facilities or property that is damaged or destroyed through irresponsible behavior will be borne by offending students. The respect with which we treat our property and that of others is a measure of the respect we have for ourselves, for each other, and for our school.

### **Lost and Found**

All personal property and personal school materials should be marked for proper identification in the event of loss. A "lost and found" is maintained in the Director of Students' office. Any found but unclaimed personal articles should be delivered there. Careless and irresponsible handling and safeguarding of personal articles, as well as unlocked lockers, invite theft. Each student is responsible not only for his/her own property, but for preserving the school's Code of Conduct regarding property that does not belong to them.

Book bags should remain in each student's custody at all times.

# STUDENT CONDUCT DISCIPLINARY PROCEDURES

**“Law is for order; order is for peace;  
Peace creates the climate  
In which to obtain holiness”  
—Pope St. Pius X**

## **Summary Statement**

Students and parents have selected Trinity High School, and the school has accepted students, on the basis that they comply with all the rules and regulations set down by the school. There are many rules and regulations that are not officially listed anywhere but come under the general category of proper etiquette. Students are expected to realize that they are representatives of the school and their families.

When students fail to display a sense of maturity and responsibility by violating school regulations or not acting with proper etiquette, they will be subject to one or more of the following types of disciplinary sanctions:

- Verbal or written warnings;
- Classroom detentions;
- Calls or written notifications to parents by the teacher;
- Director’s detentions—45 minutes after school;
- Administration/parent conferences;
- Saturday detention;
- Removal from class/suspensions;
- Probation with signed behavior acknowledgment;
- Dismissal from Trinity High School

## **Bus Conduct**

Students will need to be aware of their home districts' expectations and consequences while riding the bus. We will support each District and expect all Trinity students to conduct themselves in a manner compatible with the Trinity Mission and Beliefs.

## **Individual Teacher Detention**

This type of detention is used by the teacher and served by the student at the discretion and convenience of the teacher. Failure to report may result in additional detention or suspension.

## **Director’s Detention**

There are two types of office detentions—daily detention and Saturday detention.

Upon receiving a detention, a student must get his/her parent’s/guardian’s signature on the detention form. The student must bring the signed form to the detention session. Failure to do so will result in another detention. Multiple instances of a student failing to provide a

detention form signed by his/her parent/guardian may result in further disciplinary action including suspension and/or expulsion.

Daily detention: This is the normal form of serving detention. It occurs Tuesday, Wednesday, and Thursday from 2:45 to 3:30 p.m. Please note: We do not have a morning detention. Students should report to the designated detention room.

Saturday detention: Additional time is served for an accumulation of five or more detentions and/or specific violations, which will be outlined later in this section. Students may be required to serve this time on a day designated by the Director of Students.

**All detentions are to be served within 48 hours unless otherwise recommended by the Director of Students. Students not serving their detention within that timeframe will be given additional detentions or other disciplinary action as determined by the Director of Students. Excuses for not serving or failing to serve a detention will not be accepted. If you work after school or participate in an extra-curricular, do not get detentions. Arriving late, failing to show, or not having a copy of the detention signed by a parent will result in an additional detention, Saturday detention or suspension. After *five* detentions, one or more of the following consequences will be employed in addition to normal detention sessions: suspension, in school suspension, out of school suspension, Saturday detention.**

**A student (11<sup>th</sup> or 12<sup>th</sup> grade) who receives a Saturday detention or suspension will lose Commons privileges immediately, for the remainder of the marking period, and up to all of the following marking period. Factors in determining the length of loss of Commons will be the frequency of Saturday detentions and/or suspensions.**

### **Removal from Class**

When a teacher feels that he/she is no longer able to handle disruptive behavior, defined as Behavior which impedes orderly classroom procedures, disrupts the learning climate or interferes with the systematic operation of the classroom or school, or the behavior is felt to be harmful to the harmony of the building, a student may be removed from that class by an Administrator and held in suspension until the facts of the case have been reviewed. The student will be held in suspension and the parents will be notified in writing of the incident. A student who is removed from a class will not return until a parent/teacher conference is conducted. The student will be put on a signed probationary status for that class. Further problems may result in a permanent removal from that class. If the student is removed permanently, loss of credit for that class will result along with possible further disciplinary action including detentions, suspension, and/or expulsion.

### **Suspension**

When previous methods have been ineffective in changing a student's behavior, or an offense has been committed that caused a situation that must be dealt with immediately, or the offense itself is serious enough to warrant suspension, the student is liable for suspension.

The School Policy of the Diocese of Harrisburg states:

Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense (e.g., truancy, vandalism, insubordination, immorality, threats, fighting, theft, use of alcohol or drugs, etc.). Parents are to be notified orally the day a suspension is incurred and in a written communication within forty-eight hours of the suspension. Parents/guardians may be required to meet with school authorities in order for the student to be readmitted to classes. The suspension is usually to be given for a specified period of time. A suspension may be indefinite pending the school's review of a particular situation. School authorities may direct that the suspension be served in school or out of school depending upon the circumstances of the situation. After two suspensions, a student may be expelled for any further serious infractions, or an accumulation of lesser infractions of the rules or regulations of the school. A letter stating this fact is to be sent to the parents/guardians. Policy 5114.A Revised: July 1, 2001, NCD/Bishop of Harrisburg

Suspension could be in or out of school.

#### In-School Suspension

In an attempt to provide an alternative to out-of-school removal for student behaviors, students may be assigned to in-school suspension. This determination will be made on a case by case basis by Trinity Administration. The Student's level of offense, frequency of violations and respect towards Trinity High School's Student/Parent Handbook may be considered when this determination is made.

#### Out-of-School Suspension

Out-of-school suspension will result in no credit for all classes missed, and the student may not be permitted to make up any missed work, including tests and projects.

Students will not be permitted on school property for any reason and may not attend any school events, home or away. Students on school property during the time of the suspension may be charged with trespassing and further disciplinary action including expulsion.

The student will be informed in writing of the intended in/out-of-school suspension and reasons for the proposed action.

The student will be provided an informal hearing to challenge the reason(s) for the intended out-of-school suspension and/or otherwise explain his actions.

Parents/guardians will be notified of an impending in/out-of-school suspension and the reason(s) for it. Notification will be made as soon as possible by telephone.

Within 24 hours from the signing of the in/out-of-school suspension notice, a letter will be sent to the parents/guardians notifying them of the suspension. Copies of the letter will be sent to the Principal. The letter will include the reason(s) for suspension; an

explanation of the student and parent/guardian right to appeal the suspension; and the right to be represented at the appeal. The Principal is the person of final appeal.

If out-of-school suspension days include vacation days (suspension days before and after), then the student is eliminated from participation during those non-school days as well. School work missed due to out-of-school suspensions may be made up ON THE DAY THE STUDENT RETURNS TO SCHOOL. The normal make-up policy for illness does not apply to Out of School Suspension.

### **Expulsion/Dismissal**

Expulsion of a student from school is a serious matter and will be used as a disciplinary action as outlined in this handbook and the Diocese of Harrisburg Policy Handbook or in the case of a serious incident of misconduct that jeopardizes the safety of the school community or compromises the aims of Trinity High School. Recommendations for dismissal are made by the Director of Students to the Principal, who has full responsibility for the decision to dismiss a student from the school. In some cases the school may deem an action so severe that it would result in immediate expulsion from school.

#### **Diocese of Harrisburg Policy 5114.B**

All Catholic schools in the diocese shall attempt to form young people in the ways of the Catholic faith. If a student is unwilling or unable to abide by the rules and regulations of a Catholic school in the diocese and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled. The following are examples of actions that may result in expulsion:

1. Proven moral delinquency, which has a negative influence on other students.
2. Incurable behavior, which undermines classroom discipline.
3. Persistent truancy.
4. Deliberate violation of a school rule or regulation for which the promulgated penalty is expulsion. Promulgation requires written notification to students and parents, e.g., via Student Handbook and/or Newsletter.
5. Serious acts of violence, the possession of a weapon, the attempt to sell or supply drugs.
6. Students who have received two suspensions and engage in further serious violations or an accumulation of minor violations of the school rules and regulations.
7. Students charged with criminal violations that occur apart from school or school related activities.

The Principal of the school is the one who has the authority to expel a student. If the student is a member of one of the Catholic parishes in the Diocese of Harrisburg, the Principal is to inform the student's Pastor. In all cases, the Superintendent of Schools is to be consulted before the expulsion takes place.

When a student is guilty of an action that merits the punishment of expulsion, the school authorities are to arrange a meeting with parents/guardians and the student. At

this time, the facts of the case are to be presented and the decision of the Principal made known to the parents/guardians who may be given the opportunity to withdraw the student from school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the student, the Principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process.

#### Appeal Procedure for Expulsion—Diocese of Harrisburg 5114.C

Parents/guardians have the right to appeal the expulsion of their student to a special Review Board. A written notice of the expulsion shall inform the parents/guardians and the student that the decision of expulsion may be appealed to the Review Board and how the appeal is to be made. For interparochial schools, the Review Board shall consist of a committee of the Board of Education of the school. In a single parish school, the Review Board shall consist of a committee of the Board of Education. If the parish operates in one of the optional modes of governance, a committee for this purpose may be formed from the Parish Pastoral Council's Education Committee, or the Review Board may be designated in the Parent-Student Handbook. Members of the Review Board shall not have any direct involvement in the case; e.g., the Pastor, Principal, teacher, or relative of the student. The task of the Review Board is to hear both sides of the case, viz., the administration's and the student's, and to render an impartial judgment whether or not the proper procedures and policies were followed. The following points should be noted regarding an appeal of expulsion:

1. The parents/guardians have 10 days from the receipt of the expulsion notice to request an appeal.
2. The request must be made in writing and is to be addressed to the Principal, who shall advise the Superintendent of Schools of the request for an appeal.
3. The hearing is to be held as soon as conveniently possible for all parties concerned.
4. The hearing is conducted for the purpose of ascertaining the facts in the case and rendering an impartial judgment that proper procedures and policy were followed.
  - a. Only those persons involved in some pertinent way may be present at the hearing. Legal counsel, or other support personnel are not admitted to an appeal before the Review Board.
  - b. The Review Board is to allow each party to present their case. The Review Board members may ask any questions they deem appropriate. The Review Board will discuss their findings in private, and come to a decision in the appeal.
  - c. The Review Board may determine that the Principal has followed the appropriate policies and procedures, and confirm the expulsion. The Review Board may, however, determine that the policies and procedures employed do not sustain the decision to expel the student, and recommend that the Principal rescind the expulsion. The recommendation of the Review Board is to be communicated by the Principal to the Superintendent of Schools.

# VIOLATIONS

## Level 1

When a student violates one or more of the school's regulations, he/she may incur a Director's Detention. When the student receives a detention, he/she must report to the next available session. If a student receives multiple detentions, they must be served on successive days beginning on the day of/or after it is incurred. Students who work or participate in after-school activities should especially avoid detentions as jobs or activities will not be taken as excuses for postponing detention sessions. Repeated violations may result in more serious consequences.

The following is a non-inclusive list of violations serious enough to involve a student in Director's Detention(s) or referrals:

- Excessive tardiness to school or class and/or failure to follow proper absence/tardiness procedures;
- Dress/grooming and/or Dress Code violations;
- Food or drink outside of approved areas/gum chewing;
- Cheating or unauthorized copying in any form, in addition to academic consequences (see Academic Integrity section of Student-Parent Handbook);
- Disruptive behavior anywhere in the building;
- Disregard of classroom policy;
- Improper language, including words/comments/song lyrics that are racially or culturally insensitive;
- Insubordinate behavior—words, deed or gesture to faculty/staff members
- Possession of gambling devices (confiscation);
- Violating a restricted areas (off limits);
- Violation of any office procedure, including non-response to a page;
- Littering/writing on desks or chairs/abuse of school property;
- Unauthorized use of electronic/battery devices/unauthorized use of building phones or cell phones (items subject to confiscation);
- Driving/parking violations/inappropriate behavior in or around school vehicles;
- Posting (including all forms of electronic posts) of unapproved materials, including pictures;
- Cutting scheduled periods or activities;
- Out of class with no hall pass;
- Minor violations of the technology agreement;
- Other minor infractions, as determined by the administration.

## Level 2

The following actions are considered severe and harmful to the entire school community. They are serious enough to warrant Saturday detention, suspension (with probation), and/or immediate expulsion from Trinity High School and/or notification of civil authority.

- Unexcused tardy to school later than 8:30 a.m.;
- Gross defiance or physical or verbal abuse of any faculty or staff member at any time during

the school day or after school hours, which includes unwelcomed communication via any electronic devices, such as texting, voice mail, or phone calls;

- Possession or use of any firearms, knives, fireworks, or any item that may be used as a weapon including any objects disruptive to the school population;
- Possession, use, sale, or transmitting of illegal drugs, chemicals, controlled substances, alcohol, or drug paraphernalia on or near school property, or any time on or off-campus;
- Smoking or use, possession or transmission of any tobacco or vaping products or smoking/vaping paraphernalia on campus or at school events;
- Setting fires, turning in false alarms, or tampering with safety equipment;
- Fighting, harassment or hazing of an individual or group as previously defined, including “fighting words or actions” and racial comments;
- Bullying or cyberbullying;
- Forging a signature on a school or parental document or tampering with any school document, including delivering a forged note or appointment slip;
- Stealing, destroying, vandalizing, or tampering with personal and/or school property, including tampering with locks and lockers for the purpose of vandalizing, stealing, or causing a nuisance situation;
- Intimidating, threatening, degrading, or disgraceful acts deemed so by the Administration while on or off campus, including extortion;
- Violating the Acceptable Use Policy for instructional/computer technology (Major);
- Truancy (cutting school for part of/or an entire day);
- Technical lack of conformity (failure to comply with directions of school);
- Continued refusal to conform to school policy, including lack of health or immunizations records and excessive detentions.
- Creating a dangerous situation through inappropriate use of a vehicle on school grounds;
- Violating academic, disciplinary or attendance Probation or continued problems in those areas;
- Any youth gang activity;
- Possession of obscene or pornographic materials;
- Gambling, whether or not any money is seen; money and devices will be confiscated;
- Second and subsequent offenses of the Electronic/Battery-operated Device policy;
- Infraction of the Academic Integrity Policy as determined by the classroom teacher involved and Director of Studies;
- Two or more students occupying a single bathroom stall;
- Engaging in individual or group activity, on or off campus, that could harm the reputation of Trinity High School, the Diocese of Harrisburg, or any individual in those communities;
- Other major infractions as determined by the Administration.

## GENERAL SCHOOL POLICIES/PROCEDURES

### **Harassment, Bullying, and Cyberbullying—Diocese of Harrisburg Policy 5136.A**

The Diocese of Harrisburg affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God; therefore, the Diocese is committed to providing for its students an educational environment that is free from physical, psychological, sexual, or verbal harassment.

The Diocese prohibits any form of harassment, including bullying or cyber bullying of or by students, on or off the school campus.

Bullying shall mean unwelcome verbal, written, or physical conduct directed at a student by another student that has the intent of or effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting, or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional, or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher, or employee of the school by sending or posting inappropriate or derogatory email messages, instant messages, text messages, digital pictures, or images, or Website postings (including blogs). All forms of cyber bullying are unacceptable, and offenders shall be subject to appropriate discipline as noted in this policy.

Any student who experiences some form of harassment or bullying should report it to the school administration. Prompt investigation of allegations of harassment or bullying will be made on a confidential basis by the most immediate administrative authority not accused of or involved with the allegation to ascertain the veracity of complaints. Any student who engages in harassment or bullying is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

Trinity High School seeks to create and foster a school community in which all individuals are treated with dignity, integrity, respect, and compassion. We believe that all individuals are "created in the image and likeness of God." For these reasons, the Trinity community is one in which all faculty, students, and staff are entitled to pursue their fullest intellectual, social, spiritual, emotional, and physical potential. Harassment and bullying of any kind interferes with this development and, therefore, will not be tolerated.

Harassment occurs when an individual is intimidated, teased, bullied, threatened, or discriminated against because of race, religion, age, gender, physical appearance, socioeconomic status, sexual orientation, or academic pursuits. Harassment creates an offensive, hostile, and intimidating environment. Examples of harassing behavior include, but are not limited to, the following:

- Verbal Harassment: Derogatory or demeaning comments, jokes, or threatening or intimidating words spoken to or about another person or group.
- Physical Harassment: Unwanted physical contact, touch, impedance, blocking movements, assault, hazing, or any intimidating interference with normal activity or movement.
- Visual Harassment: Derogatory, demeaning or inflammatory drawings, written words, cartoons, posters, gestures, or altered photographs physically produced or posted online or in any fashion.
- Sexual Harassment: Unwelcome sexual advances, insults, and other verbal, physical, or electronic conduct of a sexual nature.
- Bullying: Taunts, ridicule, shunning, or other acts of alienation, coercion, or intimidation, whether emotional, verbal, physical, or electronic.

Students should report harassment and bullying to any teacher or administrator, including the Director of Students or Principal.

The school will treat allegations of harassment and bullying seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner. Individuals who violate this policy will be subject to disciplinary action up to and including dismissal. Since you are a member of the Trinity family, we trust that you will embrace and practice these principles on campus and in your home.

### **Anti-Hazing Policy—Diocese of Harrisburg Policy 5136.C**

The Diocese of Harrisburg prohibits any form of hazing of or by employees, volunteers, or students.

Hazing is defined as: “Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be

“forced” activity, the willingness of an individual to participate in such activity notwithstanding.” (From Act 2016-31)

Any student who experiences some form of hazing or any staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

Every elementary and secondary school shall promulgate this policy to parents and provide a copy to all athletic coaches and moderators of activities in accord with Pennsylvania state law.

Policy adopted: July 1, 2016

RWG/Bishop of Harrisburg

### **Student Threats to Others**

Due to the very serious nature of threats, any and all student threats to inflict harm to others must be taken seriously. The following procedure will be observed in dealing with students who threatens to harm others:

- Anyone who learns of a threat must report it to an administrator, school counselor or social work immediately. DO NOT WAIT!
- The student should not be left alone, but should be escorted to the administrator’s, school counselor’s or social worker’s office.
- An administrator, trained counselor, or social worker will assess the severity and level of threat and contact the parent or guardian to inform them of the concern and any recommendations for best next steps.
- An evaluation by a trained mental health professional verifying that the student is not an active threat to themselves may be required for the student to return to school.
- A school meeting may be requested upon the student’s return to school to establish a plan to support the student’s continued physical and emotional safety.
- The student will be suspended pending further investigation. The police may be notified. Depending upon the circumstances, the school may take further disciplinary action up to and including dismissal. In the event that the individual is permitted to return to school, such return may be conditioned upon receipt of adequate written medical certification from an appropriate medical professional (as determined by the school) verifying that the student is not/does not pose a danger to others. The school may further require a second or third opinion. The school reserves the right to place additional conditions for returning to school.
- Any persons who have been verbally mentioned as potential victims or listed in writing as potential victims should be notified immediately. This policy will be followed in any and all cases that involve a threat from a student to harm others.

### **Student Threats to Self**

The following procedures will be observed when a student threatens to harm themselves:

- Anyone who learns of a threat should report the threat immediately to a school

counselor, social worker, or administrator. Do not wait!

- The student should not be left alone and should be escorted to the counselor's or administrator's office.
- A trained counselor or social worker will assess the severity and level of threat and contact the parent or guardian to inform them of the concern and any recommendations for best next steps.
- An evaluation by a trained mental health professional verifying that the student is not an active threat to self may be required for the student to return to school.
- A school meeting may be requested upon the student's return to school to establish a plan to support the student's continued physical and emotional safety.

### **Sexual Harassment**

Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, and/or other verbal or physical contact or written communication of a sexual nature when any of the following occur:

- Submission to such conduct is made either explicitly or implicitly a term or condition of the educational experience or institutional relationship;
- Submission to, or rejection of such conduct is used as the basis for academic/educational decisions, or other business or institutional relationships affecting such an individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work, academic performance, participation in school-sponsored activities, or creating an intimidating, hostile, or offensive learning environment.

Sexual harassment may involve behavior by a person of either gender against a person of either gender, when that behavior falls within the definition outlined above. Possible examples may include, but are not limited to, the following:

- Seeking sexual favors or relationships in return for an educational opportunity;
- Sexual favor or relationship;
- Repeated insulting or demeaning statements or gestures related to gender that adversely affect a person's ability to fulfill his/her employment responsibilities or academic and co-curricular activities, or intentional and undesired physical contact;
- Sexual flirtation, touching, advances, or propositions;
- Verbal abuse of a sexual nature;
- Graphic or suggestive comments about an individual's attire or body;
- Sexually degrading words to describe an individual;
- Displaying sexually suggestive objects or pictures.

### **Complaint Process**

Investigations of complaints of alleged sexual harassment will be conducted promptly and confidentially. Appropriate steps will be taken to resolve complaints without fear of reprisal against the individual bringing the complaint.

Any allegation of sexual harassment is acted upon with the utmost seriousness. The school expects individuals to file complaints in good faith and only after careful consideration of their

validity. If the school's investigation concludes that a complaint is valid, sanctions for the harasser may include a number of measures up to and including expulsion.

An individual wishing to file a complaint of sexual harassment should pursue the following steps:

- Discuss the matter with the Principal. If the matter is not resolved to the individual's satisfaction, the individual may submit a complaint as set forth in Step 2 of this procedure.
- Submit the complaint in writing to the Principal. A written response will normally be given to the complainant within 15 work days.
- If the complaint is still not resolved, it shall be reviewed by the Chair of the Board of Directors. An appointment to discuss the complaint will be scheduled with the Chair normally within 10 work days of the date the Chair receives the complaint. The Chair will normally render a decision on the complaint within 15 work days of the meeting. The decision by the Chair on a complaint shall constitute the final decision of the school.
- Complaints directed against the Principal may be taken directly to the Chair of the Board of Directors or to the Diocesan Superintendent of Schools. The decision of the Board Chair will constitute the final decision of the School on any complaints brought directly to the Board Chair.

### **Public Display Of Affection (PDA)**

Students are reminded that proper and appropriate behavior is expected at all times. Inappropriate touching, kissing, hugging for extended periods of time, and any similar behavior is not acceptable. Warnings will be given, and if inappropriate behavior continues, disciplinary consequences will result.

### **Sexual Abuse Policy**

Trinity High School prohibits and does not tolerate sexual abuse in the workplace or in any school-related activity. The school provides procedures for students, faculty, staff, volunteers, family members, board members, victims of sexual abuse, or others to report sexual abuse and disciplinary penalties for those who commit such acts. No faculty or staff member, volunteer, or third party, no matter his/her title or position, has the authority to commit or allow sexual abuse.

Trinity High School has a zero-tolerance policy for sexual abuse in any form. Upon completion of the investigation, disciplinary action up to and including expulsion, employment termination, and/or criminal prosecution may ensue.

Sexual abuse is inappropriate sexual contact of a criminal nature or interaction for gratification of the adult who is a caregiver and responsible for the child's care. Sexual abuse includes sexual molestation, sexual assault, sexual exploitation, or sexual injury, but does not include sexual harassment. (See the School's statement on Harassment.) Any incidents of sexual abuse reasonably believed to have occurred will be reportable to appropriate law enforcement agencies and regulatory agencies.

## **Report Procedure**

If you are aware of or suspect sexual abuse is taking place, you must immediately report it to the Principal. If the suspected abuse is to a child, then the suspected abuse should be reported to the Pennsylvania Children, Youth and Families Services.

## **Whistle Blower Policy**

Trinity High School prohibits retaliation made against any student who reports, in good faith, a complaint of sexual abuse or who participates in any related investigation. Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. The school prohibits making false and/or malicious sexual abuse allegations, as well as deliberately providing false information leading to or during an investigation. Anyone violation of this policy is subject to immediate disciplinary action, up to and including expulsion, termination of employment, and/or referral to appropriate law enforcement agencies.

## **Investigation and Follow-Up**

Trinity High School will take all allegations of sexual abuse seriously and will promptly and thoroughly investigate whether sexual abuse has taken place. The school may, at its discretion, use an outside third party to conduct an investigation. The school will also cooperate fully with any investigation conducted by law enforcement or other regulatory agencies.

Trinity High School reserves the right to place an accused employee on a leave of absence.

Trinity High School will make every reasonable effort to keep the matters involved in the allegation as confidential as possible, while still allowing for a prompt and thorough investigation.

## **Violence**

All threats of violence will be taken seriously. Once it comes to our attention that the presence of a student (or students) in the school poses a threat for others, the student will be removed from campus until we are assured that the situation prompting the threat has been resolved. The ongoing safety of everyone in this building is of paramount concern at all times.

## **Change of Address & Parent Signature Verification Card**

Each family completes a form at registration and is expected to notify the Principal's Office in writing promptly if there is any change during the year in address, telephone number, parent or guardian occupation, parish, or any other pertinent information.

An emergency file card and parent signature verification card must be on file in the Office of the Director of Students. Parents or guardians will be asked to complete these cards during the first week of school.

## **Electronic Devices**

Electronic devices such as cell phones, smart watches, pagers, or beepers may not be used

inside Trinity High School from 8:00 a.m. to 2:40 p.m. The only exception to this policy may be use of devices for educational purposes with approval of the teacher. Students may not film any class or faculty member without prior approval of the teacher in question. A student found using a cell phone during the school day (text messaging, checking voice mail, taking pictures, or checking the time, or if the phone rings or vibrates during school time, etc.) will have his/her cell phone confiscated. Detention may be assigned as a level one infraction.

### **Lockers**

All lockers are the property of Trinity High School, whether in the academic or athletic wings of the school. They belong to the school and are made available to students for their convenience.

Each student, at the beginning of the year, will be assigned a locker. Each student is obliged to keep the locker neat and orderly and not to damage it in any way. Trinity High School retains the right to inspect school lockers at any time, even without the student present. The school will seize any illegal and/or inappropriate items discovered during any search.

A search of a locker may be conducted under the authorization of the Principal or a designee at any time. This may involve forcible removal of the lock at the student's expense.

Additionally, the students of Trinity High School are subject to search by a school administrator if the designated administrator has suspicion or belief that the specific student is in possession of any item constituting a violation of the disciplinary rules of the school or the law. These may include searches of; lockers, purses, book bags, pockets, socks, shoes, cell phones, vehicles, etc. As the school is private property, such searches may be necessary to protect the health and safety of the school community. Any student who refuses to cooperate with such a search may be subject to dismissal.

### **Dance Policy**

This policy emerges from our shared mission of promoting the Catholic Christian values that recognize the dignity and self-worth of all people. Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should reflect this guiding principle.

All school rules are enforced during school dances, whether on or off campus. The administration will be notified of any violation of rules or behavior deemed inappropriate.

Trinity students are responsible for the behavior of their guests, and guests may be required to leave the event for misbehavior or violations of Trinity rules or policies. Trinity is not responsible for any confiscated items. Students bring valuables at their own risk. Appropriate attire is expected for both Trinity students and their guests. The Administration reserves the right to deem the appropriateness of dress and behavior.

In addition to the policies mentioned, the following regulations are in effect:

- Students may not leave the dance early without the written permission of a

parent/guardian;

- No one should leave the dance to go to the car for any reason;
- Chaperone instructions must be obeyed immediately;
- Students absent from school the day of the dance may not attend the dance;
- Students who choose to dance inappropriately after one warning will be sent home, and parents notified immediately.

### **Alcohol, Drug, Tobacco and Vaping Policy**

Trinity High School is dedicated to the health and well-being of every member of our community. We seek to have a wholesome, law-abiding living and learning environment.

The school therefore expressly forbids the following on or off campus:

- The use, possession, sale, or distribution of any controlled substance, illegal drug, drug paraphernalia, alcohol, or over-the-counter drugs.
- The misuse or abuse of any controlled substance prescribed by a physician.
- The use of any mood-altering substance, liquid or inhalant.

If we suspect that a student is involved in drug use, the student and his/her parents or guardians shall be alerted of our concern. Any time we receive information suggesting that a student may be using or abusing any substance, we reserve the right to search him/her, his/her backpack, locker(s), or vehicle and require that he/she be drug tested. Students suspected of drug use may also be subjected to drug impairment testing that will be conducted by a trained staff member. Further, any student placed on probation for violation of this policy may be randomly drug tested for the duration of the probationary period. Trinity High School will support and assist any student who seeks advice, counsel, and/or treatment because he/she thinks he/she may be, or may become, chemically dependent. The school applauds the courage and honesty of any such individual and will endeavor, within the limits of our resources, to render appropriate assistance.

The possession or use of tobacco products, including vaping, by students at Trinity High School is strictly prohibited. Tobacco violations will be treated as a health and safety issue as well as a disciplinary infraction. Students who have tobacco violations may be assigned to a smoking cessation class at the discretion of the Director of Students.

Smoking inside the school building is an expellable offense.

### **Violation of the Alcohol, Drug, and Tobacco Policy**

Participation in athletics and co-curricular activities is a privilege. Those who participate are expected to conduct themselves in a manner reflective of the values that underpin the mission and philosophy of Trinity High School both on and off school property, throughout the entire calendar year.

Any violation of the Trinity High School Alcohol, Drug, Tobacco and Vaping Policy stated in the Trinity High School Student-Parent Handbook, whether on school property or off school

property, will result in additional penalties.

The penalties are as follows:

- Suspension from attendance and participation in school athletics and/or co-curricular activities for:
  - 14 consecutive calendar days for the 1st offense;
  - 45 consecutive calendar days for the 2nd offense;
  - 60 consecutive calendar days for the 3rd offense.
- The suspensions will begin on the day that the consequences are handed down.
- The suspension will be carried into the next school year if there are insufficient consecutive calendar days within the current academic school year.

Students in leadership positions including, but not limited to, all House leadership positions, Shamrock Ambassadors, National Honor Society, and athletic Team Captains may be dismissed from the position following the violation of the Alcohol, Drug, Tobacco and Vaping policy.

### **Dress Code**

Uniform sweaters, quarter-zip pullovers, sweater vests, boy's/girl's slacks, skirts, walking shorts, and ties must be purchased through the uniform company of FlynnO'Hara, 869 Eisenhower Blvd., Harrisburg, 1-800-441-4122 ([www.flynnohara.com](http://www.flynnohara.com)). Polo shirts can be purchased through FlynnO'Hara.

**Students are responsible for following the uniform code and being properly dressed for school each day. The Attendance/Student Affairs Office will no longer provide uniform items to students. If a student is improperly dressed or forgets a part of his/her uniform, a parent/guardian will be called to bring the needed or necessary item to school. Otherwise, a detention will be assigned.**

#### Boys Attire

- Shirts must be plain white Oxford dress shirts (short or long sleeves) without any designer logos or emblems, buttoned at the wrists and neck when worn with a tie. Shirts are to be neat and tucked in at all times. The collar of the shirt must be visible above the collar of the sweater. Sweaters or sweater vests (crew or V-neck) must be green, red, or cream. Green cardigan sweaters may also be worn. Only solid white T-shirts can be worn under Oxford and polo shirts. Seasonally appropriate collared shirts must be worn under the quarter-zip pullover. During winter uniform ties must also be worn.
- Slacks and walking shorts must be navy blue or khaki, neatly pressed, and worn at the waist with a belt. Oversized pants are unacceptable.
- Shoes must be a deck shoe, a basic Oxford shoe, or a penny loafer. Shoes must be brown, black, cordovan, or any muted color and must be leather, leather-like, or suede. They may be purchased at the store of your choice, as a specific brand is not required. Boys may also choose the Sperry sneaker Men's Striper II CVO in white only. This option is brand, color and style specific with no exceptions.

- Socks must be worn at all times, and must be plain (no designs, though single logos such as the Nike or Adidas are exceptions). There is no color specification, but green, red, tan, brown or white socks are preferred.
- Earrings, accessories, or any form of headwear are not to be worn – including but not limited to baseball hats, headbands, doo rags, knit hats, beanies, hoodies, visors or headbands. Exceptions may be made by a school administrator for medical or religious reasons.
- Body piercing, ear gauges, or tattoos of any kind are strictly prohibited. Any student who chooses to get a tattoo will need to keep it completely covered at all times – whether that is with a long-sleeved shirt for an arm tattoo, or long pants or socks for a tattoo on the leg.

**Hair Cuts and General Grooming For Boys:**

- Neatness is the most important element of the haircut. A student might meet other requirements, but if his hair is uncombed or messy, it is unacceptable.
- Hair may be all one length, but it must be kept out of the eyes and must be tapered so as not to extend over shirt collars while the student is seated.
- Braids, cornrows and dreadlocks are permitted, but may not be tied up or extend lower than the shirt collar and must be kept out of the eyes. Final determination of hair style appropriateness will be made by the Trinity High School Administration. Students judged to be in violation will be sent home.
- Extreme or exotic hair styles, including shaved patterns, dyes, or “Mohawks”, are not acceptable. Likewise ponytails, headbands, and other hair accessories are not appropriate for boys.
- Students are required to be clean-shaven at all times. Sideburns that extend below the earlobe, beards, and mustaches are not acceptable.
- Hair must be a natural hair color.

**Summary of Acceptable Attire:**

August through October and April through June	Polo shirt (long or short sleeve) or white Oxford shirt without a tie (buttoned at second button from the top); Uniform walking shorts/slacks
November through March	Oxford shirt, sweater, sweater vest, quarter-zip pullover or green cardigan with a tie; no Polo shirts; Uniform walking shorts/slacks
Cardigan sweaters may be worn all year, including with polo shirts. Quarter-zip pullovers may be worn all year with seasonally appropriate collared shirts underneath. The full uniform is acceptable attire all year.	

Girls Attire

- Shirts must be plain white Oxford dress shirts (short or long sleeves), buttoned at the wrists and the second button from the top. Shirts are to be neat and tucked

in at all times. The collar of the shirt must be visible above the collar of the sweater. Sweaters or sweater vests (crew or V-neck) must be green, red, or cream. Only solid white T-shirts can be worn under Oxford and polo shirts. Seasonally appropriate collared shirts must be worn under the quarter-zip pullover

- Skirts are to be no shorter than three inches above the knee in the front and the back of the skirt. For this purpose, the knee length will be defined as starting at the middle of the patella (knee cap), and measuring three inches from that point.
- Slacks and walking shorts must be navy blue or khaki, neatly pressed, and worn at the waist with a belt.
- Nylons, stockings, knee-high socks, socks, or tights must be worn at all times. And must be plain (no designs, though single logos such as the Nike or Adidas are exceptions). There is no color specification, but green, red, tan, brown or white socks are preferred.
- Body piercing, ear gauges, and tattoos are prohibited. Any student who chooses to get a tattoo will need to keep it completely covered at all times – whether that is with a long-sleeved shirt for an arm tattoo, or long pants or socks for a tattoo on the leg.
- Only two earrings may be worn in each ear.
- Simple jewelry and moderate make up may be worn. Leather collars, rope collars, or any spiked jewelry are unacceptable. No head coverings, including but not limited to baseball hats, caps, knit caps, beanies, hoodies, visors or bandannas. Exceptions may be made by a school administrator for medical or religious reasons.
- Shoes must be a deck shoe, a basic Oxford shoe, or a penny loafer. The color of the shoes must be brown, black, cordovan, or any muted color. The shoes must be leather, leather-like, or suede. They may be purchased at the store of your choice, as a specific brand is not required. Additionally, girls may choose the Sperry sneaker, Women’s Crest Vibe in white only. This option is brand, style and color specific with no exceptions.
- Hair must be a natural hair color

Summary of Acceptable Attire

August through October and April through June	Polo shirt (long or short sleeve) or white Oxford shirt (buttoned at second button from the top); Uniform walking shorts/slacks/skirt.
November through March	Oxford shirt, sweater, sweater vest, quarter-zip pullover or green cardigan; no polo shirts; uniform walking shorts/slacks/skirt
Cardigan sweaters may be worn all year, including with polo shirts. Quarter-zip pullovers may be worn all year with seasonally appropriate collared shirts underneath. The full uniform is acceptable attire all year.	

### **Dress Down:**

On certain occasions, students may be granted permission to wear casual apparel to school. The following regulations will be enforced:

- **Loose-fitting** jeans, khakis, and sweatpants are permitted. No short or cut-off jeans. No hip huggers or low risers. Capris may be worn. **The only acceptable shorts that may be worn on dress down days are the school uniform shorts.**
- No torn, cut, or ripped clothing may be worn.
- Skirts may be worn, but must be no more than three (3) inches above the knee.
- No midriffs, muscle shirts, tank tops, or spaghetti strap tops. The shirt's neckline may NOT extend below the collarbone. Shirts must extend over the jeans or slacks even when arms are raised.
- No sandals or flip-flops. Shoes must have completely closed heels and closed toes. Socks must be worn. Shoelaces must be tied.
- No inappropriate and/or offensive pictures or sayings on clothes.
- No writing on the seat of any garment.
- All clothing must be neat and clean.
- If a student is inappropriately dressed, they will be asked to change or will be issued a school uniform to wear for the remainder of the day.
- **Violation of the dress down privilege will result in the loss of the privilege (for that individual) for the remaining part of the school year.**

### **Dress Up**

On certain occasions throughout the year, students may dress up. On such occasions, the following guidelines will be enforced:

#### Boys Attire:

- No sneakers, no jeans, no shorts, no sweatshirts, no T-shirts, no sweatpants, and no hats.
- Must wear dress pants.
- Shirts may be a collared dress shirt. Ties must be worn (they may be non-uniform).
- V-neck sweaters can only be worn as an outer layer.
- Appropriate dress shoes (black, brown or dark tan) must be worn. They must have completely closed heels, closed toes and an arch. Shoes may not be above the ankle bone; therefore, no boots. No sneakers, skater shoes, slippers, moccasins, or canvas shoes are allowed. Shoelaces must be tied.
- Socks must be worn with shoes.

#### Girls Attire:

- Open-toed shoes for girls are allowed if the shoe has a strap on the back and the girl wears tights, stockings, or socks. Shoelaces must be tied. **ABSOLUTELY NO FLIP FLOPS OR SANDALS MAY BE WORN!**
- Dress slacks and sweater may be worn.
- Dress skirts and dresses may be no more than three (3) inches above the knee when standing. For this purpose, the knee length will be defined as starting at the middle of the patella (knee cap), and measuring three inches from that point.

- No sneakers, no jeans, no sweatshirts, no T-shirts, and no sweatpants.
- Shirts must overlap pants or skirts, even when arms are raised. Shirt's neckline may NOT extend below the collarbone and must have a least a three-inch shoulder strap. If the shirt has buttons, only the first button may remain unbuttoned. No spaghetti straps or tank tops are permitted. Shirt must be made of dress material, not T-shirt material.
- No shorts.
- Dress capris are allowed.
- No hats.
- Clothing must be neat, clean, and tidy.

**Violation of the dress up privilege will result in the loss of the privilege (for that individual) for the remaining part of the school year.**

### **Cafeteria**

The cafeteria is available for student use before classrooms are open.

The cafeteria is designated as the Commons during all class periods except periods 5, 6, and 7.

Students are to be in the cafeteria for lunch only during their scheduled lunch period. Students must report for lunch at the scheduled period of time. Students may not be more than five minutes late for lunch. A detention for being tardy may be given.

Students are expected to exercise good manners and to conduct themselves appropriately in the cafeteria. The cafeteria staff is to be treated with respect. Students who are not able to conduct themselves in a proper manner while in the cafeteria will be counseled and, when necessary, parents will be called. Repeated misbehavior may result in the loss of the use of the cafeteria for lunch for a period of time.

Students must sign-out and sign-in when requesting to use the restrooms. Students will not be permitted to leave the cafeteria unless they present a pass from a teacher or librarian.

Only eight students will be permitted to sit at each table.

Food/drink may not leave the cafeteria for any reason. Students MAY have a water bottle.

**Only teachers may order lunch from an outside vendor.**

Students will be warned a few minutes before the end of the cafeteria period. At that time, students will take their places in the cafeteria. The cafeteria moderator will dismiss the students.

Students may not incur a cafeteria debt. Students who do not have at least \$5.00 in their cafeteria accounts are required to pay cash for lunch, or they can bring in a check to be

deposited into their accounts.

Everyone is expected to clean up after himself/herself before leaving the cafeteria. All trash is to be put in receptacles. The tables and surrounding areas are to be left in clean condition. Students will be expected to clear and wash down the cafeteria tables.

The cafeteria is off limits to students outside of lunch times unless they are assigned to Commons.

### **Student Parking**

Students must register the vehicles they drive to school with the Director of Students. Each student will be assigned a specific parking space. **Parking passes/spaces will be assigned as long as spaces are available. Please note: We do sell out of spaces towards the beginning of spring.** Students who park off school property may be in violation of the private property of others, and do so at their own risk. Trinity High School does not encourage any student to park off school property.

### **The School Day**

The school day begins with a 7:55 a.m. warning bell. The official day begins at 8:00 a.m.; all students are to be in their first period class by the 8:00 a.m. bell. The school day runs until 2:40 p.m.

### **Inclement Weather**

Trinity does not follow any one school district's policy, but rather bases the decision on what the majority of the larger school districts do. In the event of bad weather during the school day, students will be dismissed when their buses arrive. Students who drive will be dismissed at the announced Trinity High School closing time or after the respective school district bus has picked up—depending on the situation. Sometimes a more distant school district may close early and send buses. If the roads are deteriorating, Trinity may dismiss student drivers from that district. If it is not snowing at that time, Trinity will wait until the announced dismissal. Because Trinity students are from so many areas and no two weather situations are alike, Trinity strives to make decisions in the best interest of the safety of the students. Cars may not be left on school property overnight when there is bad weather.

School closings, school starting time delays, and early dismissals due to weather conditions will be announced on radio, television, Trinity's website, and alerts from AP Notify, an alert system that is part of our Rediker database.

## TECHNOLOGY

Courses recorded by Trinity High School are for the sole purpose of students learning from home. Those who have access to the recording are authorized to use the recording solely for purposes related to the course. Any editing, sharing, or manipulating these videos are strictly prohibited.

### **Entertainment Devices**

Entertainment devices such as iPods, radios, guitars, electronic games, cards, games, etc., are generally not conducive to the educational environment of the school. Therefore, unless specific permission is granted for a particular occasion, these items as well as cameras should NOT be brought to school. With a first offense, such items will be confiscated and returned at the end of the school day.

For a repeated offense, items will not be returned until the end of the school year and/or through a parental conference. If such devices are placed in the locker even though the school has stated that these items are not to be brought to school, the school is not responsible for any missing items. To use a Kindle/E-reader while at school, the acceptable use policy must be signed and on file with Administration. The school will not be responsible for lost or stolen items to include cell phones/communication devices.

A student found in violation of the Policy will have his/her cell phone confiscated and consequences will be assigned that may include detention and requiring a parent to retrieve the device from the Teacher or the Director of Students.

### **Internet Policy**

Students may use the Internet at the stations in the library, other access stations around the school and on Chromebooks, only if, the Acceptable Use Policy has been signed by both parent and student and is on file in the school office.

### **Technology Acceptable Use Policy**

#### **Introduction**

Technology is a valuable tool for education at Trinity High School. The school encourages the use of computer-related technology, including the internet. With right of access comes the responsibility to use it correctly and wisely. When accessing sites and material on the internet, everyone is expected to exercise wise judgment, common sense and good taste in accordance with the Diocesan Code of Christian Conduct. It is the responsibility of each user to monitor his/her own use of technology resources.

- To evaluate and synthesize information from and to a variety of sources
- To enable students to work effectively with technology
- To enhance critical thinking and problem solving skills

- Students should discuss appropriate use of technology with their parents. School personnel are available to provide information and resources to parents regarding these discussions.
- Students should not provide strangers with personal information, including photos.
- Students should avoid chat rooms and should not connect with strangers on the internet.
- Students who feel that someone says something or sends something that feels uncomfortable should notify their parents and a school staff member. If possible, documentation should be brought to a school administrator.
- Students should not open emails, files or web pages from someone they do not know and should not click on links.
- Students should protect their ID and password and not share it with others.

In posting material on any social media, including Trinity High School - sponsored sites, students agree not to:

- Post material that is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post material that infringes on the rights of Trinity High School or any individual or entity.
- Post material that violates the privacy of individuals and/or their intellectual property.
- Allow any other individual or entity to use participant identification for posting or viewing comments.
- Post comments under multiple names, alias or false identity.

#### General Guidelines for Technology Use

The use of technology is an extension of education at the school. Speech/material that is considered inappropriate in a Catholic classroom is an unacceptable use of technology.

- Anything created using technology often leaves a permanent record that is never entirely erased.
- Students should not post anything that reflects negatively on themselves, other or the school.
- Students should not use other people's intellectual property without their permission or without proper citations. It is a violation of copyright law to copy and paste other's thoughts.
- Students are not permitted to intentionally link to websites that would be deemed inappropriate in a Catholic school setting.
- Students will not make any attempts to disrupt technology or destroy data.
- Any attempt to go around system security, (hacking or any unauthorized activity,) guessing passwords or in any attempt to gain access to secured resources is forbidden.
- Use of any means to circumvent filtering software is strictly prohibited. 57
- Students may not connect personal devices to the Trinity network.

#### Individually Issued Technology

- Issued technology should be brought to school each day, fully charged, in anticipation of use throughout the day. It should not be left unattended and should be protected against harmful temperature/weather conditions. Similarly, the original system files or applications needed for operation should not be modified.
- The student is responsible for the general security and upkeep of the device. It is to remain in the protective case (provided by the school) at all times.
- Students are prohibited from removing any stickers, labels or other identification information from the device. Nor is it permissible to add any stickers or labels to the device. These acts will be considered tampering with the device and the student will be subject to discipline.
- Devices are the property of the school and are subject to inspection by a school administrator at any time.
- School-issued devices are monitored by a third-party security and content filter. Altering these settings is considered a violation.
- If a device is stolen, lost or damaged, the Chromebook Damage Report must be completed for a replacement device. If stolen from the home, parents should complete an insurance claim and police report. The device should not be repaired, replaced or modified without school authorization.
- All losses not covered by insurance will be billed to parents at the current replacement fee.
- The technology device is considered the property of the student (US citizens) after graduation and may be retained by the student if there is no outstanding balance on the student's school account. If a student (US citizen) leaves before graduation, it must be returned or purchased at its original cost less any equity.
- Because of Federal restrictions on exporting technology, international students are required to return the device at the end of each school year, prior to any trips made outside the United States or at the time they become no longer affiliated with the school. Use of the device outside the United States is grounds for dismissal from the school.
- Devices should be used as directed by teachers during instructional time.
- Students are not permitted to play games other than those assigned by a teacher for educational purposes.
- Inappropriate use of issued devices may result in disciplinary consequences.
- Posting of Information on the Internet

The Internet is a public forum with unrestricted access. For this reason, the schools in the Diocese restrict permission for the posting of information related to the school, the staff and the students on the Internet. No person is permitted to use the school name or images of the school, the school logo or seal, school staff or students in any form on the Internet or in any form of electronic communication without specific written permission from the school administration.

The posting of any such information on any website social networking site, bulletin board, chat

room, email or other messaging system without permission or posting or transmission of images or information in any format related to the school, staff or students that are defamatory, scurrilous, pornographic or which could be construed as threatening or impugning the character of another person is prohibited and will make any person involved in the posting or transmission of such subject to disciplinary action deemed appropriate by the school administration or by the diocese.

#### Legal Issues

Laws governing computer use currently exist in Pennsylvania and Federal law which may deem certain actions as criminal offenses. Any actions or materials that come to the attention of Trinity personnel that may be reportable will be forwarded to either Pennsylvania or Federal law enforcement officials.

#### **Acceptable Use Policy (AUP) for Computers and Technology - General**

This policy is intended to provide students, staff, and parents with knowledge of the parameters for acceptable and legal use of computers, hardware, and software accessed within the school.

Personal technological devices include WiFi capable mobile devices/cell phones, laptops, smart watches, netbooks, iPads, iPod Touch, eReaders, etc. All students within the building are to connect through our Diocesan based filter and secured system.

Students, staff, and parents who have access to the school's technology must use it in accordance with the established guidelines for the purpose of learning. The school will monitor technological activities that take place on campus during the school day, including logging website access, newsgroup access, bandwidth, and network.

Trinity High School requires that all students abide by the Children's Online Protection Act, the Children's Internet Protection Act, the Acceptable Use Policy for Web 2.0 Tools Wide Area Network for the Harrisburg Diocese, as well as laws pertaining to stalking, harassment, and bullying.

#### **Acceptable Use Policy (AUP) for Computers and Technology—Acceptable Use Guidelines**

Students must register their devices with the school before using them in the building during school hours. (Registration forms are available in the Main Office.) A maximum of two (2) devices may be registered per student. Additional devices may be registered with professional documentation.

Students are required to disable their own subscribed network (Edge, 2G, 3G, 4G, LTE, and other similar networks) and connect to the school server during school hours. Any student who accesses material that is blocked by our system, on their own device, will be in breach of the THS acceptable use policy and will be referred to the Director of Students. Any student using an unregistered device who accesses any content during school hours will be referred to the Director of Students.

Teachers have the right to monitor the use of personal technological devices at any time. Cell phones may not be used during school hours unless allowed by a teacher in their classroom. Smart watches may not be used in school at any time.

Students may not use earbuds, make phone calls, watch videos, or take pictures or videos unless directed to do so by the teacher or monitor in charge of the student at the time.

Students are advised to keep their devices with them or locked in their lockers. The school takes no responsibility for lost or stolen devices. Thefts of property will be investigated and reported to the Director of Students.

Students are expected to charge their devices at home.

Students who use technology to complete assignments are expected to hand all assignments in on time, even if technology issues arise. Students are encouraged to have a backup plan and hard copies at all times. Trinity acknowledges that problems may arise with the use of technology that are out of the student's and the teacher's control. These issues will be handled on a case-by-case basis and at the discretion of the classroom teacher.

Students are prohibited from accessing faculty and staff computers, as well as school file servers, for any reason.

Trinity's bullying policy includes the use of all technology, including social media sites. Students will be required to login to their social media sites if requested by the Director of Students or the Director of Technology.

Trinity High School respects the privacy of every student with respect to stored files and e-mail accounts. However, the school maintains the right to search these files in order to investigate suspected inappropriate behavior.

Any student who violates the acceptable use policy will be referred to the Director of Students. Consequences for inappropriate use may include detention, suspension, and/or probation. Trinity reserves the right to alter or amend this technology policy at any time.

## ACTIVITIES

Trinity High School sponsors numerous co-curricular activities. Such activities are an integral part of the learning experience rather than tangential to the learning experience. These programs are pivotal to our holistic educational tradition. They provide a broadening dimension that builds teamwork, a sense of service, self-confidence, and school spirit. All students are encouraged to try programs that interest them whether they have attempted the activity before or not. Trinity High School is a place to arouse curiosities, pursue dreams, and try new things.

Trinity High School provides a diverse program of activities both within and without the school community and through relationships with other schools. Close contact with faculty and fellow students in an informal atmosphere creates a feeling of community. By offering a wide variety of opportunities for each student, Trinity creates an atmosphere which fosters the growth of individual talents and strong personal relationships.

The following activities are coordinated through the Director of Activities/Head of House System.

### **The House System**

The School Captains (one boy & one girl) and student Captain of each of the Four Houses form the core of the House System. Also among the leadership of each house is a House Ministry Coordinator, Service Coordinator and Activity Coordinator, as well as the Mentor Group Leaders.

The primary purpose of the Trinity High School House System is to further the mission & ministry of the school by working proactively to:

- Integrate faith more fully into community life
- Enable students to grow academically, spiritually & socially
- Provide greater pastoral care by integrating students into a support system
- Equip students with the knowledge & skills necessary for them to provide effective leadership
- Promote unity among students & growth of relationships between classes
- Inspire academic excellence & development of each individual's gifts and talents
- Nurture a vibrant school spirit
- 

More detailed information on the structure and workings of the House System can be found in the House Handbook, posted under Resources.

### **Holding Office**

Holding an office at Trinity High School is a privilege. In each case students so honored are expected to be good citizens of the school community on and off campus. Students seeking to

run for House Leadership positions will be required to follow an established nomination procedure. The procedure includes approval of the administration and the faculty.

A student is permitted to hold an executive office in only one of the following major co-curricular activities during a school year: House Leadership (school/house captains and house coordinators), Yearbook (editors), and THON (chairpersons).

The following situations constitute grounds for dismissal from office:

- Suspension;
- Academic failure;
- Adverse disciplinary record, including probation;
- Ineffective performance of duties;
- Failure to show positive leadership or failure to be a positive role model.

### **School Pictures**

Student pictures are taken the first week of school, and retakes are taken within the next month of the original takes. Problems are handled through the Activities Office.

### **Use of School Facilities**

The Director of Activities, in consultation with the Principal, is the clearing house for the scheduling of school facilities by any group. Any parent or student wishing to use the school facility for an outside event, athletic banquet, parent meeting, fundraising event, etc., must coordinate the event and the scheduling of the event through the Activities Office. In all cases, adult supervision is required and will be documented to ensure Trinity High School is relieved of any liability.

### **Graduation/Baccalaureate**

Information concerning graduation and baccalaureate may be obtained from the Director of Activities/House Director. Seniors are measured for their caps and gowns at the beginning of the school year. These items are then distributed before graduation to all seniors who are debt-free (including completion of service hours).

### **Student Dance and Prom Guidelines**

Student dances are sponsored by various classes, clubs, or activities for the enjoyment of our students. The time is from 7:00 p.m. to 10:00 p.m. in the school cafeteria. Students attending the dances must stay to within 15 minutes of the end. No one may leave the event early. Students may not go to cars or to the parking lot during the dance. This includes the Junior/Senior Prom, which is held at a facility off school property.

The moderator, chaperones, and security personnel are responsible for observing everyone entering the dance when they pay admission. All students are subject to a random breathalyzer test. We reserve the right to refuse admission or ask anyone to leave for:

- questionable actions while entering;
- the smell of alcohol;

- improper dress;
- questionable conduct during the dance.

Every Trinity student is invited to every dance except the Junior/Senior Prom, unless underclassmen are invited by a junior or senior. Students from other schools will be admitted only if they are a guest of a Trinity student (one guest per student). The Trinity student is completely responsible for all actions of the visiting student. A current school I.D. card must be presented by all for admission.

Students who wish to invite a student from another school to attend a school dance or THON, must have pre-approval and obtain a guest pass from the Director of Students. This guest pass is necessary and must be completed in its entirety to receive that approval. Only students enrolled in another high school and/or of high school age may attend (no middle school students or guests more than 20 years old). Guest pass requests should be returned to the Director of Students five days prior to the event. If the guest has been approved, the student will then receive a guest pass for the guest prior to the event.

Shoes must be worn at all times and attire in good taste is required. Public displays of affection are unacceptable. The moderator has the final decision at the dance and will refer violations to the Director of Students.

The dress code for dances (Homecoming, Cotillion, Prom, etc.) is as follows:

Boys:

- Suit or tuxedo, dress shoes, dress shirt, and tie (as the dance demands)
- Shirt must be tucked in at all times; tie must be in place throughout the evening.
- Jackets may be removed during the evening.

Girls:

- All necklines should be modest and in good taste. Dresses with plunging necklines, or sweetheart necklines revealing excessive cleavage are not permitted.
- If the dress is two-piece, the midriff may not show.
- Dresses may have spaghetti straps, one shoulder, strapless, or a halter-style top as long as they meet the neckline requirements.
- Dresses may be partially backless, however, the back may not be entirely bare and may not reveal skin below the waist.
- Dresses with side or front slits must terminate no higher than two inches above the knee.
- Dresses may not contain any large cut outs or sheer panels which would violate the rules above. This includes areas that show midriff or neckline.
- Dresses may not be any shorter than two inches above the knee.
- Dresses may not be so tight that the dress rides up above the two inch above the knee line.
- Shoes must be on the feet at all times; bring comfortable shoes if necessary.

Students found in violation of the dress code may be subject to disciplinary action.

**Student Guest Passes**

Students inviting a guest to a Trinity dance or to THON must obtain a guest form from the Activities Office. The guest form must then be filled out and returned to the Director of Students. If the guest has been approved, the student will then receive a guest pass for the guest prior to the dance.

**Daily Announcements**

Daily school announcements will be viewed daily on the multiple monitors located throughout the building.

**Non-Athletic Options**

In addition to the House system, which includes a wide variety of leadership possibilities for our students, what follows is a menu of co-curricular activities in which students can participate. As with sports, most other co-curricular activities are conducted after school unless otherwise indicated. The activities listed below are sponsored by a faculty member.

## STUDENT SUPPORT PERSONNEL

### **International Student Coordinator**

Trinity takes pride in a diverse student body. The International Student Coordinator works to support and advocate for international students within the greater school community. The coordinator also promotes awareness among the general student and faculty population. The Director of Admissions is currently responsible for this function.

### **Diagnosed Learning Differences**

While Trinity High School does not have the resources to implement all Individual Education Plan (IEP) recommendations, we do make every effort to make recommendations within our resources. In order to do so, by the beginning of the school year, we depend upon parents to provide us with the following:

- Copies of any formal educational or psychological testing done within the last three years;
- Copies of IEP or 504 documents;
- Information regarding medication—even if already indicated on the health forms;
- Statement of classroom modifications made for your student, especially in grade eight. If possible, please get this statement from the elementary or middle school principal.

At Trinity High School, while being involved in instructional support, students receive special attention and assistance in subject areas with which they are having trouble, as well as work on areas to strengthen their academic and study skills with a certified teacher. From help on note-taking skills, to test-taking techniques, to assistance with overdue assignments, to help with homework, students work through individual obstacles that impede their educational progress and ultimate success.

Instructional support is a program designed as a collaborative effort between the instructional support teacher, the classroom teachers, and the student to help develop a more active learner and achieve greater success in the classroom.

### **Counseling Services**

Trinity offers one full-time counselor employed by the school and one full-time and one part-time counselor provided by the Capital Area Intermediate Unit (CAIU). One CAIU Counselor is responsible for freshman and sophomore students, and one CAIU Counselor is responsible for junior and senior students. The Director of Counseling also serves as the College and Career Counselor and concentrates on issues of college preparation for all four grade levels while also supporting the counseling program in its entirety. The Chaplain is also available for appointments on his designated days at Trinity. Referrals are made by teachers, administrators, and/or the nurse, as well as students who commonly refer themselves.

The freshman/sophomore CAIU Counselor meets with students individually, speaks to freshman in a classroom setting, visiting the peer-counseling sessions as necessary, and gives a career survey to the sophomores. There is a follow-up with students concerning career searches based on test results, as well as an explanation of PSAT results.

The Director of Counseling/College and Career Counselor is primarily involved with the college application process. For college purposes, interviews are student-initiated. The counselor works closely and directly with the student to complete, review, and send out applications. Additional information is available concerning related testing dates and sites, financial aid, and scholarships. The Director of Counseling is also the AP Coordinator of Students with Disabilities for the College Board. In the second semester, emphasis is on the junior class. Individual interviews focus on student's interests, achievements, and future plans.

Students who meet with either the CAIU Counselor or School Counselor may wish the terms of the meeting to be confidential. The counselors will honor such a request unless health, life, or safety is involved.

### **Social Work Services**

Trinity offers one full-time social worker provided by the Capital Area Intermediate Unit. School Social Workers are trained mental health professionals who enhance a school's ability to meet its academic mission, especially where home, school and community collaboration are key to a student achieving success. Social workers offer mental health support, emotional/behavioral consultation, referrals to and collaboration with community agencies, education for staff and families, and home visits as needed to provide support and basic need items to students and families. Social work services are confidential and voluntary. A referral can be made by school personnel, students, or parents.

### **The STAR Team**

The STAR (Students at Risk) team was established to help students whose behavior appears to put them at risk in academic, behavioral, and/or social areas. The STAR team is comprised of trained faculty members and staff, and contracted community partners from the mental health and drug and alcohol fields. Faculty, staff, students, and parents can refer a student to the team. When the team receives a referral, it will gather additional information from the student's teachers to determine if any additional action is needed. Parents will be informed if the team decides that further action is necessary. Student referrals and team actions are confidential.

### **House Deans**

Each of the four houses is assigned at least one House Dean from among the teaching faculty. These individuals act as moderators for all House functions, such as House meetings; advise House leaders concerning their duties as representatives to the House and School; and help coordinate community service activities for the Houses. They are responsible for planning and presiding over activities. Their purpose is to broaden each student historically and/or civically. Most importantly, the Deans meet periodically with other teachers in their house whose students are in the same grade level regarding general learning issues and specific student concerns.

**Please Note:**

This handbook can be amended at any time and proper notice will be sent to parents when this occurs.

**Appendix A: Custody**

Trinity High School must have accurate custodial information on file. Trinity abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, we will provide the non-custodial parent with access to academic records and other school information regarding his/her child. If there is a court order specifying that there be no information given, it is the custodial parent's responsibility to provide us with a court-certified copy of the order.

## Appendix B: Rocks in Motion

TRINITY HIGH SCHOOL  
2022-2023  
*'ROCKS IN MOTION APOSTOLIC SERVICE CONTRACT'*

**“Whatever you did for one of the least of these who are members of my family, you did for me”**

Apostolic Service is an integral part of our Catholic Identity at Trinity High School.

Called by the gospel, we recognize our mission to support one another in serving God by serving others. Through apostolic service, we live in solidarity as the family of God. Our ***'ROCKS IN MOTION APOSTOLIC SERVICE PROGRAM'*** challenges you to perform the Corporal Works of Mercy. With a willing heart and a commitment to share your time, gifts, and talents with School, Church, and Community, you will be living and sharing your faith.

By signing the THS student/parent/guardian handbook form you acknowledge that you have read and understand the THS ***'ROCKS IN MOTION APOSTOLIC SERVICE PROGRAM'*** found on the THS service webpage: <https://sites.google.com/a/thsrocks.us/rocks-in-motion/>

*The THS Apostolic Service Contract is now included in the THS Student/Parent Handbook and will be enforced by the student/parent/guardian handbook signature form that is submitted to the main office. YOUR SIGNATURES ACKNOWLEDGE THAT ALL PARTIES HAVE READ THE SERVICE CONTRACT AND ARE BOUND BY THE THS APOSTOLIC SERVICE REQUIREMENTS. This service contract can be found on the 'Rocks in Motion service website. It will NOT be distributed to students in Theology Class.*

*Service Hours will NOT be credited until the Handbook signature form is returned to the Main Office.*

Your signature implies that you agree to the following service requirements:

- I will complete the 20 apostolic service hour requirements as set forth by Trinity High School.
- I understand that I represent myself, my family, and my school when I perform service and so I will conduct myself with dignity and I will abide by the THS Honor Code.
- I understand that apostolic service hours must be completed by the dates specified on the online school calendar/service website in accord with the THS Service Guidelines and Constitution.
  - **ALL STUDENTS must submit 5 apostolic service hours per Marking Period.**
  - All students must have 20 hours submitted by May 18, 2023, in order to meet THS service requirements.
  - Students who fail to complete service hours by May 18, 2023, will be required to stay at Trinity after final exams to complete hours.
  - Diplomas will be held for any senior who fails to complete the required service hours.
- I will upload the MobileServe app to my Chromebook and use it to report hours completed. Hours must be submitted through the app, verified by the location supervisor, and approved by the Campus Ministry office.

*We, your parents, guardians, and teachers thank you for your apostolic service. We pray for you and we support and encourage you as you share your gifts through service with the family of God.*

## **Appendix C: Athletics**

Success is measured not by wins and losses, but by the character and effort of our student-athletes, their coaches, and our fans. Players and spectators are expected to conduct themselves in a sportsmanlike manner. Visiting teams and officials will be treated with courtesy and will be extended the school's hospitality.

A separate Athletics Handbook can be found on the school website, on the [Forms and Resources page](#).

### **Challenge of Brotherly Opposition (COBO)**

#### COBO Prayer

Dear God,  
Don't ever let me show you a broad, bright, yellow streak  
And teach me Lord life's game to play  
Just one day at a time  
With You as Coach and Trainer Lord,  
Real victory will be mine.

The athletic program is designed to meet the physical needs of all students, to permit each student to discover his/her potential, and to enhance his/her self-image.

Sports stress fundamental skills, team concepts, and physical fitness. Students are taught how to win humbly and lose graciously; how to channel aggression into socially acceptable activities; how to compete while cooperating to achieve a common goal; how to develop leadership skills among their peers; how to make decisions and live with the consequences of those decisions; how to motivate themselves through the development of self-discipline; and how to accept the direction and motivational efforts of their coaches and team leaders.

A student may be restricted from participating in co-curricular activities for academic reasons. Each case will be handled on its own merits.

#### Academic Eligibility

The academic program of a high school is critical to the development of students. Co-curricular activities complement the academic programs and the total educational experience of students. Care must be taken to preclude the possibility of co-curricular programs interfering with a student's academic progress. The following academic eligibility policy is set in place in order to enhance the academic progress of our students.

The academic eligibility policy has two facets. One occurs during the marking period, the other at the end of each marking period. This policy will apply to all sports and activities that require an average of eight hours or more of student participation per week outside of school hours for

a period of three consecutive weeks or longer.

During the marking period—The academic performance of students participating in applicable activities will be monitored on a weekly basis. Teachers will evaluate the participating students. Students whose work is not sufficient to anticipate a passing grade in one subject will be issued a warning. Students whose work is not sufficient to anticipate a passing grade in more than one subject will be suspended from co-curricular activities for one week. No warnings will be issued for multiple failures. The evaluation will be cumulative for the marking period. The period of ineligibility will extend from midnight Saturday to midnight of the following Saturday. The coach or moderator of the activity will inform the student of this action.

As stated in the Athletic Handbook, students under weekly suspension will be required to attend 10<sup>th</sup> period study hall whenever it is offered during the school week. Failure to attend 10<sup>th</sup> period study hall may result in an extension of academic suspension.

At the end of the marking period, if a student has one failure for that marking period, he/she will not, ordinarily, be suspended. A teacher may request that such a student be suspended from co-curricular activities because of an overall lack of concern in meeting the requirements of the course. Students with two failures will be ineligible for 15 school days. Students with three or more failures will be ineligible for 20 school days. The coach or moderator of the activity will inform the students of the action taken as a result of his/her failures. The period of ineligibility will begin the day after reports are issued; it will extend to the prescribed length of time according to the number of failures. The Director of Studies, Athletic Director and Head Coach reserve the right to place a player on indefinite academic probation or remove a player outright from the team should acute academic issues persist.

Trinity High School competes in the Mid-Penn Conference.

Athletic Options:

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Football	Boys Basketball	Baseball
Boys Soccer	Girls Basketball	Softball
Girls Soccer	Swimming/Diving	Boys Lacrosse
Cross Country	Wrestling	Girls Lacrosse
Golf	Cheerleading	Boys Tennis
Girls Tennis		Track & Field
Girls Volleyball		

Cheerleading		
Field Hockey		

Practices are routinely held after school Monday through Friday. Practice schedules are assigned by the coaches.

## Appendix D: Student Health

The nurse's office is open from 8:00 a.m. to 2:00 p.m. Students must obtain a pass from their teacher before going to the nurse. If it is between classes, the student must go to their next class and obtain a pass from that teacher to see the nurse. If the nurse's office is closed, the student should report to the main office or the Dean of Students. If a student is dizzy or the situation is of an emergent nature, they should not go to the lavatory/office alone.

The nurse will assess/triage the student and treat accordingly, which may require a short rest. The student may rest in the nurse's office for the equivalent of one class period (40 min). If the student has not improved and is unable to return to class at the end of that time, the parent will be called to determine a plan which may require dismissal for health reasons.

**Fever:** Students who have a fever of 100.0 degrees Fahrenheit or higher will be dismissed by the nurse for health reasons. Students are not able to return to school until they are fever-free for 24 hours, without the use of fever-reducing medications.

### **Medication Administration Policies:**

Parents have the primary responsibility for the health of their children. Therefore, parents are requested to administer medication before or after school hours whenever possible. School personnel are prohibited from giving the first dose of any medication.

### **Prescription Medication (as taken from the Diocese policy #4108):**

If it is essential that a student receive prescription medication during school hours, the following procedure is to be followed:

All prescription medication must be in the original, properly labeled container. The container should be child-proof and labeled by a pharmacist or a physician (if necessary, please request a duplicate bottle from the pharmacy). The original container is to be accompanied by a doctor's note/form containing the information listed below:

- student's name
- name of physician prescribing the medication
- name of the medication with the physician's directions including:
  - amount to be given
  - time to be given
  - date(s) to be given
  - reason/diagnosis
  - curtailment of specific school activities (if any)
  - other medications which the student is taking
  - parental/guardian permission

For a student on long-term medication, a face-to-face meeting or phone conference with parents/ guardians concerning the student's plan of care may be required. The plan of care must be written and included as a part of the student's school health record.

Students may bring medications to school, but must give them to the office personnel immediately upon arrival to school. **Students may not have medication on their person at any time, except those specified below:**

A student may carry emergency medications such as inhalers, Epi-pen, etc. only with a doctor's order specifying to carry on their person. The doctor's order must be presented to the nurse. Students are not permitted to retain any medication in the property assigned for their usage (e.g. desks, lockers)

Students with diabetes, hemophilia, asthma, or other chronic illnesses, are often taught self-administration as an integral part of appropriate self-care and self-management. In such circumstances, medication may be self-administered (by the student himself/herself) with appropriate physician/ parental request and approval. In such cases, self-administration may vary, (in terms of needed assistance), depending on age, the degree of chronicity, the nature and severity of the illness, parental consent, and physician recommendation.

If the health of the student is substantially impaired when the medication is forgotten, or administered early or late, parents/guardians are encouraged to keep the student at home or be responsible for administering the medication. Parents/guardians are permitted to come to school to administer the medication.

**Non-Prescription medication:**

Any non-prescription medication must be accompanied by a form (authorization for **non-prescription** medication) containing the information listed below:

- student's name
- name of medication with parent/guardian's directions including:
  - amount to be given
  - time to be given
  - date(s) to be given
- parent/guardian permission

**There will be no non-prescription medication administered to the student without written permission from the parent.** The Diocese requires the authorization for **non-prescription** medication form to be signed in the presence of/witnessed by a school employee. Therefore, the parent must come in to the school to sign it. The forms are kept in the main office and can be signed anytime during office hours. Alternatively, many parents sign this form at the nurses table in the cafeteria at Back to School Night.

**Physical Examinations:**

In accordance with Pennsylvania State Law and the Modified Health Program of the West Shore School District, all incoming **freshmen** as well as any **transfer** students (including new international students) are required to have a physical examination upon entry into Trinity High School. The physical examination should include a **TB (tuberculosis) test** if the student is at risk

for TB exposure, as well as an **updated list of immunizations**. The physical examination must be signed by a health care provider and dated after September 1, of the previous school year.

Access the physical examination form [here](#) or by emailing the nurse at [thsnurse@thsrocks.us](mailto:thsnurse@thsrocks.us).

## Appendix E: Finance

### Tuition

Tuition rates are set annually by the school's Board of Directors. The 2021-2022 tuition rates, payment plan options, and FACTS Management contact information are listed below. A non-refundable deposit on tuition in the amount of \$150 per student is due each year at the time of registration/re-enrollment.

#### Registered Catholic Parishioner Students

1 Student	\$8,640
2 Students	\$16,280

#### Non-Parishioner Students

1 Student	\$11,305
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### Tuition Payments

Tuition payments are made directly to FACTS Management Services. One of four payment plans can be chosen:

1 Payment	Due: June 15
2 Payments	Due: June 15/Jan 15
4 Payments	Due: June 15/Sept 15/Dec 15/Mar 15
12 Payments	Due: 15 <sup>th</sup> of each month June through May

### FACTS Management Contact Information

Telephone: 866-441-4637

Email: [inquiry@factsmgt.com](mailto:inquiry@factsmgt.com)

24/7 Account Access: [online.factsmgt.com](https://online.factsmgt.com)

### Tuition Assistance/Scholarships

Need-based tuition assistance is available. Awards are granted based on individual family need and assistance monies available. In order to be considered for need-based assistance, the FACTS Grant and Aid Application must be completed each year. The application is an online process.

### Tuition Refund Policies

The deposit on tuition is non-refundable. Whenever a student leaves Trinity voluntarily, (i.e., a family relocation), their tuition is refunded on a pro-rata basis that coincides with the timing of the departure during the academic year. The family of a student that is dismissed for disciplinary infractions remains responsible for their contractual financial obligation.

### Non Payment of Tuition/Outstanding Financial Obligations

In the event that a student's financial obligations are not being fulfilled, Trinity High School will impose the following:

*Prior to the start of the school year:*

- If no tuition payments OR less than two (2) monthly payments have been made, the student's class schedule will be held.

*During the course of the school year:*

- If a tuition account is more than one (1) payment in arrears or other financial obligations are outstanding: a student's report card and transcripts/academic records will be held.
- If fewer than six (6) monthly payments or two (2) quarterly payments have been made during the first semester, the student's second semester class schedule will be held in addition to the aforementioned actions.

*Prior to the end of the school year:*

- If a tuition account is not paid to date and/or has not been paid in full by the last due date of the payment plan and/or other financial obligations are outstanding:
  - ∅ Access to private reports/grades via web will be blocked;
  - ∅ Senior cap and gown will be held;
  - ∅ Senior diploma will be held;
  - ∅ Student's report card will be held;
  - ∅ Transcripts/academic records will be held.
- No student will be permitted to begin the next school year until the prior year's tuition has been paid in full.
- In the case of extenuating circumstances, parents may contact the Principal. Any special financial arrangements should be requested in writing to the Principal.

**Cafeteria**

Students can purchase food/beverage items from the cafeteria using cash and/or the cafeteria debit system.

In order for a student to use the cafeteria debit system, a minimum of \$5 must be deposited and maintained in the student's cafeteria account. Students must enter their student identification number via the pin pad.

The student's cafeteria account is separate from his/her tuition account. Cash and/or checks are to be given to the cafeteria cashier for deposit into the student's cafeteria account. A receipt for cash payments will be given to the student by the cashier. Checks are to be made payable to Trinity High School.

## Appendix F: Admissions

### General

Trinity High School offers open enrollment for all students entering the ninth grade at the start of a school year. However, we reserve the right to deny enrollment to any student whose previous record indicates they are inappropriate for our mission and/or school culture. Registrations will be taken on a first-come basis. Registration for ninth grade takes place at Open House in November and March; thereafter, registrations are accepted on a rolling basis. Once a school year has commenced, any student who wishes to attend Trinity must complete an application and interview to be accepted.

### Non-discriminatory statement

Trinity High School treats all people equally. We admit qualified young people of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Further, we do not discriminate in administering educational policies, financial assistance and loan programs, athletic, or other programs, or otherwise discriminate in violation of federal, state, or local law.

### Admission Criteria

- *Character and integrity*—The daily lives of the students at Trinity High School are guided by our code of conduct. We seek young people with strong personal values and who abide by the Golden Rule.
- *Willingness*—Incoming students must be willing to do their best and to be their best. Our best is all anyone can expect of us; it is all we can expect of ourselves. Finally, a student must want to be at Trinity and consider it a privilege to be here.
- *Predicted success*—Past performance is considered when enrolling a new student. However, we are more concerned with his/her potential and the likelihood that Trinity is the right “fit” in enabling that potential to be realized.

### Admission Requirements for Transfer Students

A completed Application, to include:

- Transcripts of the candidate’s academic record to date for high school coursework, including grades for courses in progress and any standardized testing that may be part of the candidate’s record;
- A copy of attendance and discipline records for the preceding two years;
- On-campus interview or telephone interview, at the discretion of the Director of Admissions.
- Recent educational/psychological or other diagnostic testing that may be available or required.

### Admission Requirements for International Students

Interested students must complete the International Application, to include:

- A sample of the student’s writing, in English;
- An official transcript or current report card;

- Immunization record, translated into English;
- A Letter of Recommendation, in English, which includes the student's discipline record;
- A test of English language ability, such as TOEFL, is required.
- Interested students may also need to interview via Skype with the Director of Admissions.

**Students with Learning Differences**

Trinity endeavors to meet every child's learning needs within the limits of our resources. Accommodations are provided in core courses as identified on testing. We also provide instructional support (techniques, prompts, cues) through our educational specialist and reading specialist provided by the Capital Area Intermediate Unit (CAIU). In some cases, we will admit a child on probationary status for a semester to determine whether we can meet his/her needs before finalizing acceptance.

## **Appendix G: Advancement Office**

**The purpose of Trinity High School’s Advancement Office is to enhance the philanthropic mission of the school and to cultivate relationships with a broad sector of constituents to provide a quality Catholic education for students. The Advancement Office’s area of focus includes: fundraising for annual and Capital campaigns, maintaining alumni relations, planning special events, recruiting volunteers, and assisting with strategic planning.**

### **Annual Appeal**

The Annual Appeal (referred to as the Trinity Fund) is the school’s top giving priority because it directly supports the school’s greatest assets—our students and faculty. These unrestricted gifts provide enhancements to our academic and co-curricular arts and athletic programs, support campus ministry and outreach initiatives, and fund tuition assistance. We seek support from our entire Trinity community to participate and every gift, regardless of size, is an investment in our mission. Gifts make an immediate impact on the day-to-day life of our students and faculty and help bridge the gap between tuition and the actual cost of a Trinity education.

### ***Faith in Our Future* Capital Campaign**

As part of Trinity’s strategic plan, the Trinity High School Board of Directors initiated a Capital Campaign in 2014. The campaign includes campus renovations and infrastructure and the establishment of an endowment to ensure Trinity’s future. An investment in the campaign allows our campus to grow and meet the needs of our students today and in the future.

### **United Way/SECA/CFC**

Trinity participates in the annual campaigns of the United Way of the Capital Region. Contributions through the UWCR, SECA, or CFC can be unrestricted (general needs of school) or restricted (capital campaign, tuition assistance, etc.). Trinity High School’s codes are as follows:

UWCR – 10153

SECA – 4401-0060 (please include “Trinity” in addition to code)

CFC – 93628

### **EITC /OSTC Programs**

Businesses can help transform the future for Trinity High School students by participating in corporate giving through the Commonwealth’s Educational Improvement Tax Credit (EITC) or Opportunity Scholarship Tax Credit (OSTC) programs. Both programs provide financial aid and OSTC funds specifically benefit students from underperforming school districts in the greater Harrisburg area. By participating, businesses can directly impact a Trinity education by designating business tax credits to Trinity through the Neumann Scholarship Foundation, Bridge Educational Foundation, and Bravo Educational Foundation, businesses can receive a tax credit equal to 75% of your contribution and up to 90% if your company commits to the program for two consecutive years. To learn more about the program, please contact the Advancement Office.

## **Internal Fundraising Policy**

At Trinity High School, the Advancement Office administers all fundraising initiatives. The staff coordinates these efforts in a way to best promote the interest of Trinity High School to the alumni, parents, community, and friends who generously support the school.

The Advancement Office aligns its efforts to the key elements of effective fundraising, including:

- Gathering information about the needs and priorities of the school and the interest of our donors;
- Ensuring multiple events are not affecting the same target market at the same time;
- Providing recognition and thanks, accurate accounting, tax information, and attention to confidentiality;
- Providing accountability and reports to the Board of Directors and community through annual reports;
- Ensuring the proposed activity is in alignment with the mission and is appropriate.

### **Event-Based vs. Direct Fundraising**

In fundraising for the needs of student groups, teams, etc., we make a distinction between event-based fundraising activities, such as bake sales, car washes, restaurant nights, etc., and direct solicitation, such as fundraising letters, telephone appeals, and face-to-face requests.

- Event-based fundraising supports student unity and encourages student activities that achieve a given goal. It allows individuals to participate or not without much pressure;
- Direct fund raising conflicts with general school annual appeals that serve the entire school community.

### **Guidelines for Event-Based Fundraising**

- All fundraising activities, such as parent/student-run fundraising projects, special events, or sale of products, require written approval by the Director of Advancement at least two weeks prior to advertising or contracting for services;
- Fundraising application requires a clear, written description of the nature, extent, and duration of the activity, including specific designated use of the monies raised;
- Fundraising must be considered in terms of the timing of our annual appeal and capital gift solicitations;
- Events held on school property must be coordinated with the Director of Activities after approval has been received for the fundraiser. Rental, maintenance, and kitchen fees may apply;
- Faculty, staff, coaches, parents, and students may not approach other parents, alumni, and businesses for sponsorships, food, or any other item unless approved by the Director of Advancement. This ensures the school speaks with one unified message, that our requests are coordinated, and that the donor receives timely and appropriate feedback and acknowledgement;
- Should a parent, alumni, or business offer a check or cash to a coach, faculty member or activity moderator, such a donation must be delivered to the Advancement Office;
- No group may sell any item to the student body during the school day, at school events, or

athletic events and retain the profits unless approved by the Director of Advancement.

**Failure to comply with these guidelines will result in a percentage of the proceeds retained for the general operating budget of the school.**

**Fundraising applications are available in the Advancement Office.**

## Appendix H: Board of Directors 2022-2023

### Officers

President: Mr. Mike Manning P'99, 01, 03, 23, 26  
Vice-President:  
Treasurer: Mr. Joe Centurione '85, P15, 19

### Pastors:

\*Rev. Charles Persing, Saint Elizabeth Ann Seton  
\*Rev. Don Bender, Saint Patrick  
\*Rev. Kenneth Smith '75, Saint Katharine Drexel  
Rev. Robert Yohe, Our Lady of Lourdes  
Rev. Thomas Rozman, Saint Joseph  
Rev. Kyle Sahd, Saint Theresa of the Infant Jesus  
Rev. Neil Sullivan, Church of the Good Shepherd  
Rev. Dijo Thomas MSFS, Our Lady of Good Counsel

(\* - indicates pastors currently on the board, though all are welcome to attend)

### At Large Members:

Mr. Todd Long '87, P'17, 19, 22  
Mr. Kevin Shook '87, P'16, 17, 21, 23

## **Appendix J: HIV/AIDS or Related Diseases**

Students who are HIV-infected or have AIDS or other related diseases and desire to attend a diocesan elementary or secondary school will not be denied admission to or be discriminated against solely because of their medical condition.

However, the school does reserve the right to dismiss a student or curtail a student's activities (curricular, co/extracurricular). This will be done on a case-by-case basis by the Principal in consultation with the school's attending physician if it is determined that a student presents a substantial risk to himself/herself or others.

If, for reasons of health or safety, a student can no longer continue to attend classes, the Principal and the parents/guardians will determine arrangements for alternative instruction.

Parents/guardians are expected to inform the Principal if or when their child has **HIV/AIDS** or related diseases in order that the Principal can provide for the protection of the child and other individuals in the school.

Instruction on **HIV/AIDS** shall be included as part of the school curriculum for all students on an age-appropriate basis.

Trinity High School follows the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk for employees, volunteers, and students.

## Appendix K: Expulsion of Students

All Catholic schools in the diocese shall attempt to form young people in the ways of the Catholic Faith. If a student is unwilling or unable to abide by the rules and regulations of a Catholic school in the diocese and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled.

The following are examples of actions that may result in expulsion:

- Proven moral delinquency, which has a negative influence on other students.
- Incurable behavior, which undermines classroom discipline.
- Persistent truancy.
- Deliberate violation of a school rule or regulation for which the promulgated penalty is expulsion. Promulgation requires written notification to students and parents, e.g. via Student Handbook and/or Newsletter.
- Serious acts of violence, the possession of a weapon, the attempt to sell or supply drugs.
- Students who have received two suspensions and engage in further serious violations or an accumulation of minor violations of the school rules and regulations.
- Students charged with criminal violations that occur apart from school or school-related activities.

The Principal of the school is the one who has the authority to expel a student. If the student is a member of one of the Catholic parishes in the Diocese of Harrisburg, the Principal is to inform the student's Pastor. In all cases, the Superintendent of Schools is to be consulted before the expulsion takes place.

When a student is guilty of an action that merits the punishment of expulsion, the school authorities are to arrange a meeting with parents/guardians and the student. At this time, the facts of the case are to be presented and the decision of the Principal made known to the parents/guardians who may be given the opportunity to withdraw the student from school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the student, the Principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process.

## Appendix L: Bell Schedules

### Regular Schedule

8:00 – 8:40	Period 1
8:43 – 9:23	Period 2
9:26 – 10:06	Period 3
10:11 – 10:23	Mentor Group
10:26 – 11:06	Period 4
11:09 – 11:49	Period 5
11:52 – 12:32	Period 6
12:35 – 1:15	Period 7
1:18 – 1:58	Period 8
2:01 – 2:40	Period 9

### 11:45 Dismissal

8:00 – 8:24	Period 1
8:27 – 8:49	Period 2
8:52 – 9:14	Period 3
9:17 – 9:39	Period 4
9:42 – 10:04	Period 5
10:07 – 10:29	Period 6
10:32 – 10:54	Period 7
10:57 – 11:19	Period 8
11:22 – 11:45	Period 9

### House Wednesday Schedule

8:00 – 8:37	Period 1
8:40 – 9:17	Period 2
9:20 – 9:57	Period 3
10:02 – 10:39	Mentor Group
10:42 – 11:19	Period 4
11:22 – 11:59	Period 5
12:02 – 12:39	Period 6
12:42 – 1:19	Period 7
1:22 – 1:59	Period 8
2:02 – 2:40	Period 9

### 2 - Hour Delay

10:00 – 10:30	Period 1
10:33 – 11:01	Period 2
11:04 – 11:32	Period 3
11:35 – 12:03	Period 4
12:06 – 12:35	Period 5
12:38 – 1:06	Period 6
1:09 – 1:37	Period 7
1:40 – 2:08	Period 8
2:11 – 2:40	Period 9

### Holy Day/Mass Schedule

8:00 – 8:34	Period 1
8:37 – 9:10	Period 2
9:13 – 9:46	Period 3
9:50 – 11:00	Mass
11:04 – 11:37	Period 4
11:40 – 12:13	Period 5
12:16 – 12:49	Period 6
12:52 – 1:25	Period 7
1:28 – 2:02	Period 8
2:05 – 2:40	Period 9

### Mentor Period 1<sup>st</sup> Schedule

8:00 – 8:12	Mentor Group
8:15 – 8:55	Period 1
8:58 – 9:38	Period 2
9:41 – 10:21	Period 3
10:24 – 11:05	Period 4
11:08 – 11:48	Period 5
11:51 – 12:31	Period 6
12:34 – 1:14	Period 7
1:17 – 1:57	Period 8
2:00 – 2:40	Period 9

**House Wednesday +10 min.**

**Long Mentor Period Schedule**

<b>8:00 – 8:37</b>	<b>Period 1</b>
<b>8:40 – 9:17</b>	<b>Period 2</b>
<b>9:20 – 9:54</b>	<b>Period 3</b>
<b>9:59 – 10:46</b>	<b>Mentor Group</b>
<b>10:49 – 11:25</b>	<b>Period 4</b>
<b>11:28 – 12:04</b>	<b>Period 5</b>
<b>12:07 – 12:43</b>	<b>Period 6</b>
<b>12:46 – 1:22</b>	<b>Period 7</b>
<b>1:25 – 2:01</b>	<b>Period 8</b>
<b>2:04 – 2:40</b>	<b>Period 9</b>

**House Meeting**

**2:15 Dismissal Schedule**

8:00 – 8:37	Period 1
8:40 – 9:17	Period 2
9:20 – 9:57	Period 3
10:02 – 10:16	Mentor Group
10:19 – 10:56	Period 4
10:59 – 11:36	Period 5
11:39 – 12:16	Period 6
12:19 – 12:56	Period 7
12:59 – 1:36	Period 8
1:39 – 2:15	Period 9

**House Wednesday**

**with 2:15 p.m. Early Dismissal**

8:00 – 8:33	Period 1
8:36 – 9:09	Period 2
9:12 – 9:45	Period 3
9:50 – 10:39	Mentor Group
10:42 – 11:15	Period 4
11:18 – 11:51	Period 5
11:54 – 12:27	Period 6
12:30 – 1:03	Period 7
1:06 – 1:39	Period 8
1:42 – 2:15	Period 9

## Appendix L: List of Faculty: 2022-23

**Mrs. Rachel Arnold**

*Director of Guidance*  
Joined Faculty in 2022  
rarnold@thsrocks.us

**Mrs. Emily Babusci**

*Librarian*  
Joined Faculty in 2015  
ebabusci@thsrocks.us

**Mr. Alan Blackledge**

*Social Studies*  
Joined Faculty in 1987  
ablackledge@thsrocks.us

**Mr. William Boia**

*Theology*  
Joined Faculty in 2011  
bboia@thsrocks.us

**Mrs. Patricia Bolster**

*English*  
Joined Faculty in 2019  
pbolster@thsrocks.us

**Mr. Martin Carr**

*Mathematics*  
Joined Faculty in 1978  
mcarr@thsrocks.us

**Mr. Stephen Chervenyak**

*Science*  
Joined Faculty in 2022

**Mr. John Cominsky**

*Principal*  
Joined Faculty in 1994  
jcominsky@thsrocks.us

**Mr. Michael Creavey**

*Theology*  
Joined Faculty in 2019  
mcreavey@thsrocks.us

**Mr. Joseph DeFrancesco**

*English*  
Joined Faculty in 2012  
jdefrancesco@thsrocks.us

**Mrs. MaKathy Donley**

*Mathematics*  
Joined Faculty in 2001  
mdonley@thsrocks.us

**Mr. Matthew Dracoules**

*Foreign Language*  
Joined Faculty in 2018  
mdracoules@thsrocks.us

**Mr. Xiaodong Fan**

*Foreign Language*  
Joined Faculty in 2019  
xfan@thsrocks.us

**Mr. David Geisel**

*Social Studies*  
Joined Faculty in 1986  
dgeisel@thsrocks.us

**Mrs. Lucy Hamilton**

*Foreign Language*  
Joined Faculty in 2014  
lhamilton@thsrocks.us

**Mr. Eric Hocker**

*Social Studies*  
Joined Faculty in 2012  
ehocker@thsrocks.us

**Mrs. Caroline Jarrett**

*Music*  
Joined Faculty in 2010  
cjarrett@thsrocks.us

**Mr. Frank Karli**

*Mathematics*  
Joined Faculty in 1997  
fkarli@thsrocks.us

**Miss Janice Kiker**

*Business/Technology*  
Joined Faculty in 1979  
jkiker@thsrocks.us

**Mrs. Kathy Leandri**

*Mathematics*  
Joined Faculty in 2008  
kleandri@thsrocks.us

**Mrs. Amy Kerstetter**

*Foreign Language*  
Joined Faculty in 2021  
akerstetter@thsrocks.us

**Mr. Eric Kindler**

*Athletic Director*  
Joined Faculty in 2021  
ekindler@thsrocks.us

**Mr. Christian Klepeiss**

*Science*  
Joined Faculty in 2021  
cklepeiss@thsrocks.us

**Mrs. Jean Lindholm**

*Physics*  
Joined Faculty in 2010  
jlindholm@thsrocks.us

**Mr. Matthew McGuire**  
*Social Studies*  
Joined Faculty in 2021  
mmcguire@thsrocks.us

**Mr. Terrence Mull**  
*Physical Education/Health*  
Joined Faculty in 2009  
tmull@thsrocks.us

**Mr. Thomas Nelson**  
*English*  
Joined Faculty in 1981  
tnelson@thsrocks.us

**Mr. Jude Olivetti**  
*Theology*  
Joined Faculty in 2003  
jolivetti@thsrocks.us

**Mrs. Karen Pabis**  
*Mathematics*  
Joined Faculty in 2021  
kpabis@thsrocks.us

**Mrs. Carolyn Pio**  
*Art*  
Joined Faculty in 2022  
cpio@thsrocks.us

**Mr. Gregg Pankake**  
*Director of Technology*  
Joined Faculty in 2021  
gpankake@thsrocks.us

**Ms. Eileen Poplaski**  
*Vice Principal*  
Joined Faculty in 2005  
epoplaski@thsrocks.us

**Mrs. Joanne Reider**  
*Science*  
Joined Faculty in 2007  
jreider@thsrocks.us

**Deacon Scott Root**  
*Campus Ministry/Theology*  
Joined Faculty in 2011  
sroot@thsrocks.us

**Mrs. Beverly Rose**  
*Science*  
Joined Faculty in 2008  
brose@thsrocks.us

**Mr. Nicholas Sansone**  
*Science*  
Joined Faculty in 2021  
nsansone@thsrocks.us

**Mrs. Lisa Schlager**  
*Family/Consumer Science*  
Joined Faculty in 2022  
lschlager@thsrocks.us

**Mrs. Elaine Scholz**  
*Business/Technology*  
Joined Faculty in 2018  
escholz@thsrocks.us

**Miss Lisbeth Shoemaker**  
*Social Studies*  
Joined Faculty in 1987  
lshoemaker@thsrocks.us

**Mr. Marc Silvetti**  
*Director of Students*  
Joined Faculty in 2021  
msilvetti@thsrocks.us

**Mrs. Mary Snyder**  
*English*  
Joined Faculty in 2018  
msnyder@thsrocks.us

**Mrs. Mary Specca**  
*English*  
Joined Faculty in 2022  
mspecca@thsrocks.us

**Mr. Joseph Spogli**  
*Instructional Support*  
Joined Faculty in 2021  
jspogli@thsrocks.us

**Mrs. Michele Stager**  
*English*  
Joined Faculty in 2011  
mstager@thsrocks.us

**Ms. Alanna Stuart**  
*Physical Education/Health*  
Joined Faculty in 2004  
astuart@thsrocks.us

**Mrs. Sarah Zellers**  
*Foreign Language*  
Joined Faculty in 2015  
szellers@thsrocks.us

**ATTENDANCE**

Regular attendance at school is essential for the educational process. It is mandated by the laws of the Commonwealth of Pennsylvania. Schools in the diocese shall abide by the regulations of the Commonwealth governing school attendance. Parents and Guardians, by law, are responsible for the regular school attendance of their children. Schools shall monitor attendance, and when children have unexcused absences, take appropriate measures.

Excused Absences

Parents or guardians are required to provide a written, signed note to explain a student’s absence from school. Excused absences may be for matters such as illness of the student, family emergencies, a death in the family, authorized school activity, medical appointments, court-defined appointments, educational travel with prior approval as defined in the local school policy, or other reasonable matters as determined by the principal.

If a student’s absence due to illness is 3 or more consecutive days, the school may require a doctor’s note.

Schools will determine policy and procedures for managing attendance, and publish these for the school community.

Long-Term and Habitual Absences

When a student begins to miss significant amounts of school, the school needs to be in regular contact with the parents or guardians to determine the reason for the absences, and to devise a plan that is appropriate to the circumstances. If a student has a chronic medical condition, arrangements should be made to assist the parents in keeping the student current with his or her academic work. This should be done in consultation with the student’s medical provider. If the student’s absences are potentially due to a psychological condition, the school should be in contact with the student’s counselor to plan an effective strategy for the student.

Should a student, because of illness or other medical condition, be unable to attend school for a significant period of time, the family may need to make arrangements for tutoring services or for homebound services. These services may be available through the student’s public school district of residence. Whenever possible, the school will cooperate with the tutor or district to maintain the student’s educational progress.

Unexcused Absences

Absences that are not excused, either because of the nature of the absence or the failure of

the parents or guardians to provide the school with the appropriate documentation, are unexcused. Parents are to be notified that the absence has been listed as unexcused.

Truancy on the part of the student, without the parent's knowledge, is also an unexcused absence. Students who are truant are to be sanctioned with an appropriate penalty, and the parents or guardians informed.

When unexcused absences occur the school should meet with the parents and the student, to discuss future steps to insure regular attendance at school.

When a student has 3 days of unexcused absences in one school year, the principal shall send a written letter to the parents and notify the student's public school district of residence.

In collaboration with the student's school district of residence, the student may be referred to a School Attendance Improvement Conference. A representative from the school district may elect to participate in the Conference.

Following the School Attendance Improvement Conference the student may be referred to either a school-based or community-based attendance improvement program, or referred to the County Children & Youth Agency. These steps are taken in collaboration with the school district.

The school district may file a truancy citation with the district magistrate. The school will provide the school district with the student's attendance record and all relevant actions the school has taken in regard to the student's trancies.

If the school determines that either the parents are uncooperative in the matter of absences, or the student's behavior is beyond the ability of the school to maintain effective school attendance, the student may be dropped from the school rolls. The student's public school district of residence is to be notified of the student's status and the reasons for the school's action.