

Trinity High School Student Manual 2018-19

DO NOT TURN IN.

2018-19

Acceptance of Trinity Policies, including the Code of Conduct, Acceptable-use Policy for Information Technology, Photo/Video Release and Alcohol and Drug Testing School Policies

Trinity High School presents the Student Manual as a guide for students and their parents/guardians. It contains information about school policies, academics, student services/activities and behavioral/attendance expectations of all students, including the Code of Conduct. This is the legal agreement between Trinity High School and its school families. All students and their parents/guardians must read and agree to abide by these policies. Failure to know Trinity's rules and regulations is not an acceptable excuse for violations. Any questions regarding Trinity's policies should be directed to the appropriate office located in Section 8 of this manual.

The School's Right to Amend School Policies/Procedures

The school retains the right to amend the Student Manual and Planner for just cause. Trinity High School agrees to notify families in writing of any changes in its policies.

Acceptable-use Policy for Information Technology

Trinity cannot be responsible for a student's personal property. All students are asked to register their devices. Registration instructions can be accessed at your Power School account. At school, Trinity students have the ability to access the Internet. They are expected to access the Internet and utilize electronics for educational purposes only in accordance with the Acceptable-use Policy contained in this manual. Please note: Any major theft, including theft of another student's calculator or other electronic device, will result in student dismissal.

Photo/Video Release

Students at Trinity High School may be photographed or videotaped for educational or informational purposes regarding the curriculum or other programs at Trinity High School. The photographs/videos may be published in newspapers, magazines, websites or other media publications. Any questions should be directed to Mr. Joe Porter '78, Director of Social Media (736-2119). A parent who objects to his or her son's being photographed or videotaped must notify Mr. Porter in writing.

Alcohol and Drug Testing Program

Adherence to policies concerning the school's alcohol and drug testing program is required.

Transportation of Students

Parents and others driving Trinity students on school business are required to drive responsibly for the protection of passengers and others. Drivers are expected to abide by all driving laws and safety rules and should not engage in distracting activities such as using cellular/mobile devices. It is required that drivers have a minimum coverage of \$100,000 per person/\$300,000 per occurrence for liability, uninsured motorist, bodily injury, and underinsured motorist.

By clicking "accept" on the forms found on their PowerSchool account, parents/students acknowledge understanding and acceptance of all policies, procedures and regulations contained in this manual, including those related to information technology, photo/video release and alcohol and drug testing, and verify that all submitted information is accurate.

All forms must be completed by August 14.

Please Note: The school does not want to involve students in tuition collection. Unfortunately, if after several failed requests for a parent or guardian to contact the school to discuss a tuition matter, the student will be told to not return to school until contact is made with the Business Office.

1. FOREWORD

A message to students:

This manual is a guide to your life as a Trinity student. Read it carefully; follow it closely. The years you spend in high school are very important. They will affect your entire life. You must realize, however, that you are the one who will decide what you get out of these years. Teachers, buildings and books will help you, but only to the extent to which you put them to good use.

You must want to succeed; you must make a constant, sincere effort to use your talents and abilities.

Take this manual as your guide. It has but one purpose: to help you become the American, Catholic gentleman, which is Trinity's ideal for you.

MONSIGNOR ALFRED STEINHAUSER
Founding Principal

First published in 1953

TABLE OF CONTENTS & GENERAL INFORMATION

Sections 1-13

1. Foreword
2. Mission
3. Identity and Catholic Character
4. Philosophy, Goals and Broad Learner Outcomes
 - A. Philosophy and goals
 - B. Broad learner outcomes
5. Administration and other offices
6. Faculty – 2018-19
7. Extracurricular activities
 - A. Head coaches and assistants
 - B. Activity moderators
 - C. House directors and mentors
8. Communication with school
9. Brief history
10. Admissions policy
11. Statement and policy on racism and other forms of discrimination
12. Facilities
13. Auxiliary organizations
 - A. Trinity High School and the Trinity High School Board
 - B. Trinity Alumni Association
 - C. Trinity Foundation, Inc.

BUSINESS/ FINANCIAL INFORMATION

Sections 14-17

14. Tuition, fees, tuition assistance and work study
15. Academic and memorial scholarships
16. Student insurance
17. Textbooks/Campus Store

ACADEMIC INFORMATION

Sections 18-34

18. Subject and credit requirements
19. Levels of Difficulty (LOD)
20. Course offerings
21. College credit courses/admission policy
22. College preparation and NCAA eligibility
23. Schedules/schedule changes
24. Theology program
25. Daily class routine
 - A. Green and White days
 - B. Advising period
 - C. Alternate daily schedules
26. Study requirements/student jobs
27. Grading/exams
28. Grade point average (GPA)
29. Online grades reporting
30. Permanent records/transcripts
31. Standardized tests
32. Normal progress through school
33. Academic recognition/rewards
 - A. Honor Roll/Shamrock Award
 - B. Academic scholarships
 - C. Kentucky Excellence in Education Scholarship (KEES)
 - D. National Honor Society/Beta Club
 - E. Early-to-lunch privilege
 - F. Good Student Insurance Discount
 - G. Advanced Program designation
 - H. Honor Graduates
34. Academic penalties
 - A. Academic dismissal
 - B. Academic eligibility for school activities
 - C. Cheating

STUDENT SERVICES/ACTIVITIES

Sections 35-41

35. Counseling Department
36. Traditional Program
37. Learning Support Program
38. Campus Ministry
39. Student health issues
 - A. Medication
 - B. Health records
 - C. Illness or injury
 - D. Communicable diseases
 - E. Student Extended Absence or Hospitalization
40. Clubs and athletics

- 41. Philosophy of athletics for Catholic high schools
 - A. Players
 - B. Cheerleaders and fans
 - C. Cheers
 - D. Posters
 - E. Students and parents

CODE OF CONDUCT

Sections 42-52

- 42. Philosophy of discipline
- 43. Basic values and expectations
 - A. Courtesy
 - B. Respect
 - C. Cooperation
 - D. Honesty
- 44. Routine daily rules
 - A. Before school
 - B. During school
 - C. After school
- 45. Attendance and tardiness
 - A. Attendance and reporting of absences
 - B. Types of absences
 - C. Makeup tests and assignments
 - D. Excessive absences
 - E. Perfect attendance
 - F. Tardiness
 - G. Alternate schedules
 - H. Severe weather schedule and make-up days
- 46. Grooming and dress
 - A. Grooming
 - B. Regular dress code
 - C. Casual dress days
 - D. Identification cards (student ID card)
 - E. Other dress-code issues
- 47. Use of facilities and equipment
 - A. Parking
 - B. Lockers and searches
 - C. Advising Period
 - D. W. Peter Flaig Library Media Center
 - E. Computer labs
 - F. Acceptable computer usage policy
 - G. Broadcast studio
 - H. Gym, weight room, auditorium, studios, labs, other resource areas
 - I. Cafeteria
- 48. Dance and mixer policies
 - A. Regularly scheduled dances
 - B. Dances/mixers held on campus
 - C. Senior Prom
- 49. Other important items

- A. Behavior at other schools
 - B. Gambling
 - C. Cell phones and other non-academic electronic devices
 - D. Pranks/vandalism
 - E. Publications
 - F. Tobacco and E-Cigarettes (vaping)
 - G. Social networking websites
50. Threatening or violent behavior
- A. Homicidal/terroristic threats
 - B. General threats
 - C. False threats
 - D. Criminal charges
51. Alcohol and other illegal drugs
- A. Policy regarding alcohol or drug-related infractions
 - B. Policy regarding alcohol and drug testing
 - C. Special notes
52. Disciplinary actions
- A. Teacher-generated disciplinary actions
 - B. Types of school detention
 - C. Demerits
 - D. Suspension
 - E. Removal from extracurricular activities
 - F. Probation
 - G. Dismissal
 - H. Appeals
 - I. Discipline records

2. MISSION

Trinity is a Catholic, college-preparatory high school, forming men of faith and men of character.

3. IDENTITY AND CATHOLIC CHARACTER

Trinity is a Catholic high school that admits young men of any race, religion, color, nationality and/or ethnic origin to all of the rights, privileges, programs and activities generally made available to students at the school. It does not discriminate on the basis of race, color or national and ethnic origin, or disability (if with reasonable accommodation the student can meet the requirements of Trinity’s course of study) in the administration of its educational policies, admissions policies, scholarship and aid programs, or other school-administered programs.

The Archdiocese of Louisville sponsors the school, which is governed by a board of directors representing a broad cross-section of the community. The United States Department of Education has recognized Trinity as a School of Excellence. Trinity is accredited by AdvancED, the Department of Education of the Commonwealth of Kentucky and is a member of the National Catholic Educational Association.

Trinity prepares its diverse student body for the challenges of college, other forms of post-secondary education and the workforce. Its purpose is to foster the personal growth and maturity necessary to live successfully in a complex society.

Trinity has a highly qualified and experienced faculty. These professional men and women hold undergraduate and graduate degrees from numerous colleges and universities.

We are a Catholic institution. We take our lead from Church teachings, including Canon 760, which states: “The mystery of Christ is to be expounded completely and faithfully in the ministry of the word, which ought to be based upon sacred scripture, tradition, liturgy, the Magisterium and the life of the Church.”

Since our founding, we have always proudly and self-assuredly proclaimed our Catholic character. We are separate from other high schools – public and private-non-denominational – based on our organic affiliation with the Archdiocese of Louisville and with the Roman Catholic Church’s cultivation of the values of truth, beauty and goodness.

We believe that this school community can be a valuable vehicle for our students’ religious growth. As part of the Catholic mission, we perceive ourselves to be an open community and a welcoming extended family. It is our hope that persons from all backgrounds and faiths can feel comfortable here. They are prized for the richness of the perspective they bring to us.

Our curriculum requires courses in Catholic religion for all of our students. Likewise, we provide opportunities for worship, prayer and Christian service.

Our students, faculty and staff are challenged to a proper sense of responsibility for their lifestyles, conduct and life in this community. Our focus is on the student and his whole person.

We remain a highly committed Catholic high school. We believe that our spirit of family that permeates our campus community best exhibits our Catholic character.

4. PHILOSOPHY, GOALS, BROAD LEARNER OUTCOMES

The student is the focal point of Trinity High School.

A. Three core values guide our commitment to this belief:

Scholarship

We believe that through education each student can become an effective thinking, experiencing and sensitive person. Trinity will provide educational opportunities to prepare the student for lifelong learning and continued intellectual, spiritual and physical growth.

Discipline

We believe that through firm, consistent and caring guidance each student can develop the mental maturity and moral character to adopt patterns of behavior that are consistent with Christian values and traditions. Trinity will provide a nurturing and supportive environment with appropriate limits conducive to the development and maintenance of self-discipline and responsible behavior.

Responsibility

We believe that by promoting the concept of responsibility each student can develop the confidence to think critically, make deliberate decisions and be held accountable for those decisions. Trinity will provide opportunities for each student to utilize those talents and abilities necessary for the improvement of self and the world in which we live.

B. Broad Learner Outcomes

As a result of their education at Trinity, all Trinity High School graduates are expected to achieve the following goals and outcomes:

Spiritual Outcomes

Students shall possess a strong Christian spiritual foundation in the Catholic tradition that will help them improve their own lives and contribute positively to the community, including demonstrating effectiveness in community service.

- Develop and use a personal value system respectful of Christian principles.
- Recognize the importance of a caring atmosphere, trusting relationships and an environment of hospitality, respectful of gender and diversity, within the school or any area of life.

- Pursue a personal and prayerful relationship with God in their life journeys.

Cognitive Outcomes

Students shall recognize and respond to the gifts of others by helping to serve the needs of the larger community. Students shall develop their abilities to think and solve problems based upon Christian values in a variety of situations they will encounter in life.

- Make a commitment to create quality work to the best of their ability.
- Learn to use their personal skills, time-management skills and a variety of learning strategies to set and achieve goals.
- Research problems and interests by generating ideas and questions, gathering and evaluating data from a variety of sources, then critiquing, defending, designing or synthesizing an outcome.
- Make connections between subject areas.
- Understand learning and the development of an individual learning style as lifelong processes.

Core Academic Outcomes

Students shall develop their abilities to apply core concepts and principles from religious education, mathematics, the sciences, language arts, foreign language and social studies to what they will encounter throughout their lives.

Religious Education Outcomes

- Recognize and articulate their experiences of God and God's work within the framework of the Catholic Tradition and Sacred Scriptures.
- Articulate the importance of church and its present and past history in their lives.
- Understand that theology begins by listening deeply to where they are – learning from life experiences, values and questions, hopes and fears.
- Engage in Christ's command to love and serve one another.
- Perform direct service action: serving the needs of the poor, visiting the sick and elderly, participating in food and clothing drives, etc.
- Analyze social-justice issues intelligently, including exploring the underlying causes of injustice; writing to legislative decision-makers; being involved in consciousness-raising efforts in the wider community; fundraising for justice organizations; and campaigning to promote economic or political change.

Mathematics Education Outcomes

- Use mathematics to communicate.
- Manipulate symbols and use critical thinking skills to solve problems and make decisions using mathematics.
- Approach math problems from more than one perspective: conceptual, geometric, graphical, patterns, computational, scale models, etc.
- Reason deductively, inductively and by the process of elimination.
- Demonstrate skill and knowledge of the fundamental concepts of high school mathematics: linear equations; functions; geometric shapes; congruence; scale models; area; volume; systems of linear equations; polynomials; probability; counting; and data analysis.

Science Education Outcomes

- Understand and apply the scientific method.
- Know when and how to measure, estimate and calculate.
- Interpret scientific data presented in a variety of forms such as tables, charts, graphs, etc.
- Understand, appreciate and be a good steward of the beauty, diversity, order and interdependence

present in the natural world in which we live.

- Recognize how scientific principles and concepts are affecting their lives every day.
- Use scientific information and critical-thinking skills to make decisions and solve problems.

Language Arts Education Outcomes

- Use a wide range of printed texts and non-print media (film, video, the Internet, radio, art, technological information resources, etc.) to acquire and synthesize new information, respond to the needs and demands of society and the workplace; to build an understanding of texts, other cultures and themselves; and for personal fulfillment.
- Apply a wide range of strategies to comprehend, interpret, evaluate, and appreciate texts—including drawing upon their prior experience, their interactions with other readers and writers, their knowledge of word meaning and of other texts, their word identification strategies, and their understanding of textual features (e.g. sentence structure, context).
- Adjust their use of written, spoken, and visual language (e.g. conventions, style, vocabulary) to communicate effectively with a variety of audiences and for different purposes (e.g. for learning, personal enjoyment, persuasion, entertainment, and the exchange of information)
- Apply knowledge of language structure, language conventions (e.g. spelling and punctuation), media techniques, figurative language, culture, and genre to create and critique texts.
- Develop an understanding of and respect for diversity in language use, patterns, and dialects across cultures, gender, ethnic groups, geographic regions, and social roles in order to build an understanding of the many dimensions of human experience.
- Work collaboratively to solve problems and create projects, thereby developing group skills such as empathy, task delegation, and cooperation.

World Language Outcomes

- Communicate in a language other than English.
- Know and understand another culture in some detail.
- Connect with other disciplines and acquire information through a foreign language.
- Develop further insight into the nature of language and culture.
- Participate in multilingual communities at home and around the world.

Social Studies Outcomes

- Evaluate the impact of political and economic decisions and human settlement activities on the environmental and cultural characteristics of specific places and regions.
- Explain specific roles played by citizens (i.e. voters, jurors, taxpayers, members of the armed forces, petitioners, protesters, and office-holders) and how those roles impact one another.
- Evaluate how historical events and developments were shaped by unique circumstances of time and place as well as broader historical contexts.
- Integrate evidence from multiple relevant historical sources and interpretations into a reasoned argument about the past.
- Explain the complexities of human thought and behavior, as well as the factors related to the individual differences among people.
- Construct arguments using precise and knowledgeable claims, with evidence from multiple sources, while acknowledging counterclaims and weaknesses in evidence.

Health and Physical Education Outcomes

- Analyze how family history, lifestyle and other risk factors can impact health maintenance and disease prevention (obesity, nutrition, drugs/alcohol, etc.).

- Understand the role of individual responsibility for enhancing physical, mental and social health.
- Identify the stressors in our lives and evaluate strategies to manage stress.
- Analyze how information from the community influences health.
- Identify and apply the elements of basic physiological principles in developing a personal fitness plan.
- Evaluate a personal health assessment to determine strategies for health enhancement and risk reduction.
- Demonstrate the basic skills, strategies and rules for a number of team and lifetime sports.
- Identify the effects of age, gender, race, ethnicity, socioeconomic status and culture upon physical activity preferences and participation.

Aesthetic Outcomes

Students shall demonstrate an awareness of the importance of the arts to their own lives and within a multitude of cultures and societies.

- Demonstrate knowledge of major and multicultural works of art, music and literature.
- Appreciate creativity and the contributions of the arts and humanities to society.
- Communicate feeling and expression through the creation or performance of art works such as literature, visual art, drama or music.
- Use the elements and principles of an art form to create their own art and to analyze their own and others' artistic products.
- Communicate in written form or oral presentations and educated personal responses to art works.

Technology Outcomes

Students shall be able to identify and utilize readily available information technology for finding, organizing, synthesizing and presenting personal and professional information.

- Identify capabilities and limitations of contemporary and emerging technology resources and assess the potential of these systems and services to address personal development needs.
- Make informed choices among and apply technology tools for research, information analysis, problem-solving and decision-making in content learning.
- Use technology tools (computers, calculators, audio-visual equipment, etc.) and resources for gathering, managing and communicating personal/professional information (assignments, schedules, correspondence, finances, continuing education, etc.) in real-world situations.
- Routinely and efficiently use online information resources to meet needs for collaboration, research, publications, communications and productivity.
- Analyze advantages and disadvantages of widespread use and reliance on technology in the workplace and in society as a whole.
- Demonstrate and advocate for legal and ethical behaviors among peers, family and community regarding the use of technology and information.

Practical Living Outcomes

Students shall develop their abilities to become self-sufficient individuals who are dependent upon God and responsible members of a family, work group, church or community.

Personal and Social Outcomes

- Demonstrate self-discipline in their personal and professional lives.
- Demonstrate the ability to plan and pursue post-secondary opportunities.
- Function as a responsible member of a group or community.

Health and Wellness Outcomes

- Formulate and implement an effective plan for lifelong physical and mental health.

- Evaluate the validity of health information, products and services.
- Demonstrate the ability to influence and support others in making positive health choices.
- Pursue health-enhancing physical activities as an individual and a member of a group.

Consumer Outcome

- Make sound consumer choices.

5. ADMINISTRATION AND OTHER OFFICES – 2018-19

President	Dr. Robert J. Mullen '77
Principal	Mr. Dan Zoeller H'07
Administrative Assistant	Ms. Mary Ann Snyder
Receptionists	Mrs. Monica Saxton Mrs. Lynn Lamb
Academic Offices	
Dean of Studies, Academic-Traditional	Mrs. Jennifer Browning H'06
Dean of Studies, Honors-Advanced	Mr. Jeremy Jackson H'14
Dean of Faculty Development	Sr. Kathy Cash, Ph.D.
Administrative Assistant	Mrs. Jackie Carrico
Student Affairs Office	
Co-student Affairs Director (Jr./Sr.)	Mr. Randy Perkins, J.D.
Co-student Affairs Director (Fr./So.)	Mr. Joe Henning H'06
Administrative Assistant	Mrs. Renee Hook
School Nurses	Mrs. Betty Roth H'15 Ms. Vicki Pennington
Campus Ministry Office	
Campus Ministry Director	Mrs. Mary Emrich H'09
Assistant Campus Minister	Mr. Chris Luken
School Chaplain	Rev. David Zettel '58
Administrative Assistant	Mrs. Joy Durbin
Athletic Office	
Athletic Director	Mr. Rob Saxton H'15
Associate Athletic Director	Mr. Sean Duggins '04
Administrative Assistant	Mrs. Kristin Meyer
Director of Sports Ministry	Mr. Steven Tompkins '81
Student House and Activities Office	
House and Activities Director	Mr. Adam Klein
Information Technology	
Director of Information Technology	Mr. Kevin Wangler
Network and Security Administrator	Mr. Allen Hornung '10
Systems Administrator	Mr. Steven Todd
Instructional Technology Assistant	Mrs. Mary Mason H'09
Database and Web Administrator	Mr. Jeff Noe

Guidance and Counseling	
Department Chair/Traditional	
Department	Mrs. Lucia Simpson
Advanced Program/Student Assistance	
Coordinator	Dr. Aaron Striegel H'16
Seniors/Juniors (Honors/Academic)	
Diversity Counselor	Mr. Mike Magre '83
Sophomores (Honors/Academic)	Mr. Devian Logan '91
Freshmen (Honors/Academic)	Ms. Emily Waford
Learning Support Program Director	Ms. Mary Ann Hall H'08
College Planning and Guidance	Ms. Allie Kerns
	Mr. Matt Manning '86
Academic Counseling/Scheduling	Mr. Jeremy Jackson H'14
	Mrs. Jennifer Browning H'06
W. Peter Flaig Library Media Center	
Media Specialist	Mr. Tim Jones
Media Specialist	Mrs. Betsy deGolian
Academic Programs	
Honors Program Chair	Mr. Jeremy Jackson H'14
Academic Program Chair	Mrs. Jennifer Browning H'06
Traditional Program Chair	Dr. Debbie Heaverin
Advanced Program Director	Mr. Paul Diehl
Summer Program Coordinator	Mr. Keith Rapp H'13
Business Office	
Director of Finance and Administration	Mr. Larry Castagno '78
Accounts Payable, Payroll	Mrs. Erica Morrison
Financial Assistant	Mrs. Sharon Demling
Financial Assistant	Mrs. Mindy Beaven
Trinity High School Advancement	
Director of Admissions	Mr. James Torra H'12
Admissions	Mr. Bret Saxton '05
Admissions	Mrs. Melanie Hughes
Director of Alumni Relations &	
Communications	Mr. Chris Toth '06
Alumni Relations Admin. Asst.	Mrs. Carrie Joy
Social Media Liaison	Mr. Joe Porter '78
Trinity High School Foundation	
President	Dr. Robert J. Mullen '77
Vice President for Development	Mr. Jim Beckham '86
Director of the Trinity Annual Fund	Mr. Brian Monell '86
Asst. Director of the Annual Fund	Mrs. Michelle Walters
Administrative Assistant	Ms. Sandra Camerucci
Director of Operations	Mr. Bill Hogg H'15
Campus Store Manager	Mrs. Sue Mattingly

6. FACULTY AND ACADEMIC DEPARTMENTS 2018-19

Business and Technology Department

Chair: Mr. Wayne Kraus '85

Mr. Allen Hornung '10

Ms. Mary Mason H'09

Mr. Jeff Noe

Mr. Geoff Norman

Mr. Pete Schroeder H'16

Mr. Steven Todd

Mr. Kevin Wangler

English Department

Chairs: Mr. Jason Daniel and Mr. Gary Owens '88

Mrs. Shannon Barr

Ms. Elizabeth Darby

Mr. Mitch Greenwell '05

Dr. Debbie Heaverin

Mr. Tony Lococo H'03

Mr. Randal Perkins

Ms. Kate Reedy

Mr. Rob Seng '85

Mrs. Lucia Simpson

Mr. Trevor Timmerberg

Ms. Debbie Walling

Mr. Frank Ward H'01

Ms. Amy Zuccaro

Fine Arts and Humanities Department

Chair: Mr. Scott Ross

Mr. Shayne Hull

Mr. Tim Jones

Mr. Adam Klein

Ms. Kate Reedy

Mr. Jimmy Serochi

Mr. Chad Waggoner

Mr. Dan Zoeller H'07

Mathematics Department

Chairs: Mr. John Baldwin '87 and Mr. Paul Diehl

Mr. Brian Bowles '06

Mrs. Jennifer Browning H'06

Sr. Kathy Cash

Mr. Chad Carpenter

Mr. Mike Chancellor '75

Ms. Carol Comstock

Mr. John Ellington '76

Mrs. Jeanna Gonzales

Mr. Walter Mata
Mr. Jason Rand '05
Mr. Dick Wunderlin '72

Health and Physical Education Department

Chairs: Mr. Michael Snyder '02 and Mr. Barry Swearingen
Mr. Bob Beatty H'03
Mr. Dale Helfrich
Mr. Tyler Robertson
Mr. Michael Snyder '02
Dr. Aaron Striegel H'16
Mr. Mike Szabo H'16

Science Department

Chair: Mr. Patrick Heintz
Mr. Mark Amick '97
Mr. Seth Blakeslee
Mr. Mike Budniak H'11
Mr. Joseph Chittissery-Mathai
Mr. Steve Hammer
Ms. Pamela Howard
Ms. Judith Reader
Mr. Eddie Rudolph H'95
Mr. Wesley Thomas '04

Social Studies Department

Chairs: Mr. Craig Kannapel '02 and Mr. Keith Rapp H'13
Mr. Dave Aberli '75
Mr. James Backes
Mr. Jeff Becker '90
Mr. Jay Cobb
Mr. Andrew Coverdale H'07
Mr. Sean Duggins '04
Mrs. Betsy deGolian
Mr. Devian Logan '91
Mr. Blake Napper
Mr. Benjamin Sobczyk '06
Mr. Chad Waggoner

Theology Department

Chairs: Mr. Mike Domzalski '85 and Mr. Bernie Schum
Mr. Dave Aberli '75
Mr. Jeff Becker '90
Mr. Conor Carroll '09
Mrs. Mary Emrich H'09
Mr. Scott Holzknecht '97
Mr. Patrick Koopman
Mr. Josh Kusch
Mr. Chris Luken
Mr. Mike Magre '83
Mrs. Holly McGuire

World Languages Department

Chairs: Mr. Walter Mata and Mr. Alan Wilson

Mr. Carlos Cuenca

Ms. Maria Martin

Mr. Jorge Serrano

Mr. Steven Tompkins '81

Mr. John Youngblood

Enrichment Courses (ACT, Freshman Success, Senior Capstone)

Mr. David Aberli '75

Ms. Jennifer Browning H'06

Ms. Emily Waford

Mrs. Mary Emrich H'09

Ms. Mary Ann Hall H'08

Mr. Joe Henning H'06

Mr. Jeremy Jackson H'14

Mr. Devian Logan '91

Ms. Allie Kerns

Mr. Matt Manning '86

Mr. James Torra H'12

7. EXTRACURRICULAR ACTIVITIES

A. Athletics Staff and Head Coaches

Director of Athletics

Assistant Director of Athletics

Director of Sports Ministry

Administrative Assistant

Trainer

Strength and Conditioning

Archery

Baseball

Basketball

Bowling

Cross Country

Fishing

Football

Golf

Ice Hockey

Lacrosse

Powerlifting

Rugby

Soccer

Swimming/Diving

Tennis

Track

Volleyball

Mr. Rob Saxton H'15

Mr. Sean Duggins '04

Mr. Steven Tompkins '81

Mrs. Kristin Meyer

Mr. Bill Cabbage H'12, ATC (KORT)

Ms. Audrey Baricovich (KORT)

Mr. Mike Snyder '02

Mr. Rick McCauley

Mr. Rick Arnold '86

Mr. Michael Szabo H'16

Mr. John McCarthy '07

Mr. Scott Holzkecht '97

Mr. Mike Chancellor '75

Mr. Bob Beatty H'03

Mr. Mike Brumfield H'13

Mr. Geoff Norman

Mr. Pete Schroeder H'16

Mr. Ryan Brown

Mr. Richard Plouffe '99

Mr. Dale Helfrich

Mr. Mike Essig '85

Mr. Chris Mather '86

Mr. Scott Holzkecht '97

Ms. Kelly Gillooly

Wrestling

Mr. Patrick Fleming

B. Activities and Moderators

Director of Activities and House System
Academic Teams
(Governor's Cup, Quick Recall and
Future Problem Solving)

Mr. Adam Klein
Mr. Mark Amick '97
Mr. Jason Rand '05
Ms. Judith Waggoner
Mr. Tim Jones
Mr. Joseph Chittissery-Mathai
Mr. Jorge Serrano

Archery Club
Audio Production Club
Axiom Literary Magazine
Best Buddies
Beta Club

Mr. Scott Ross
Mr. Rob Seng '85
Mr. Seth Blakeslee
Mr. Dave Aberli '75
Mr. Jeff Becker '90
Ms. Betsy Darby
Ms. Kristin Meyer
Mr. Josh Kusch
Mr. Tim Jones
Mr. Joseph Chittissery-Mathai
Dr. Debbie Heaverin
Mr. Jeff Noe
Ms. Maria Martin
Mr. Tony Lococo H'03
Mr. Joseph Chittissery-Mathai
Mr. Mark Amick '97
Mr. Michael Budniak H'11
Mr. Rob Seng '85
Mr. Alan Wilson
Sr. Kathy Cash, Ph.D.
Ms. Carol Comstock

Bowling League
Cheerleaders
Chess Club
Comedy Club
Cricket Club
Culinary Club
Cycling Club
Drum Line
The ECHO (school newspaper)
Electronics Club
Environmental Club

Film Club
French Club/Scrabble Team
Future Business Leaders Club

Future Problem Solving
German Club & Honor Society
Governor's Scholars/School for the Arts
Green Cross Service Club

Greenwell's Glorious Gaming Group
Guitar Club
Intramural Coordinator
Intramural Basketball

Intramural Volleyball
Intramural Ping Pong
Intramural Ultimate Frisbee
Investment Club
Jazz Ensemble
Joseph of Arimathea Society

Mr. Tim Jones
Mr. John Youngblood
Mr. Paul Diehl
Mr. Michael Budniak H'11
Ms. Holly McGuire
Mr. Mitch Greenwell '05
Mr. Jason Daniel
Mr. James Backes
Mr. James Backes
Mr. Mike Chancellor '75
Ms. Mary Mason H'09
Mr. Joseph Chittissery-Mathai
Mr. Conor Carroll '09
Mr. Pete Schroeder
Mr. Scott Ross
Mr. Mike Domzalski '85

Kung Fu Club	Ms. Betsy deGolian
Literary Book Club	Mr. John Baldwin '87
Math League Team	Mr. Bernie Schum
Mu Alpha Theta (Math Honors Society)	Mr. Jason Rand '05
Music Ministry Club	Mr. Dick Wunderlin '72
National Honor Society	Mr. Scott Ross
	Ms. Betsy DeGolian
	Ms. Emily Waford
Outdoor Club	Mr. Chad Waggoner
Pep Club	Mr. Mike Domzalski '85
	Ms. Betsy deGolian
Photo Club	Mr. Jimmy Serochi
Pre-Medical Society	Mr. Michael Budniak H'11
Quick Recall League	Mr. Mark Amick '97
	Mr. Jason Rand '05
	Ms. Judith Waggoner
Rho Kappa (Social Studies Honor Society)	Mr. Blake Napper
Robotics Club	Ms. Mary Mason H'09
Rock Climbing Club	Mr. Jimmy Serochi
STEM Club	Mr. Steve Hammer
Senior Class Officers	Mr. Jeremy Jackson H'14
	Mr. Joseph Henning H'06
Senior Flag Corps	Ms. Mary Mason H'09
<i>The Shamrock</i> (school yearbook)	Mr. Tony Lococo H'03
Ski and Snowboard Club	Sr. Kathy Cash, Ph.D.
Spanish Club/Honor Society	Mr. Carlos Cuenca
Speech and Debate Team	Ms. Amy Zuccaro
Student Government	Mr. Chad Waggoner
Table Tennis Club	Mr. Joseph Chittissery-Mathai
Tim's Flying Club	Mr. Joseph Chittissery-Mathai
Trinity Singers	Mr. Scott Ross
Trinity Theatre	Ms. Kate Reedy
Ultimate Uno Club	Mr. Dan Zoeller H'07
Video Gaming Club	Mr. Wayne Kraus
Woodworking Club	Mr. Shayne Hull
Y-Club and KUNA	Mr. Walter Mata
	Mr. Jorge Serrano

This listing of activities may not include every activity available in a given year.

C. House Directors and Advisors

Aquinas	Mr. Conor Carroll '09, Director/Advisor
	Mr. Brian Bowles '06, Advisor/Mentor
	Mr. Joseph Chittissery-Mathai, Advisor
	Mr. Jason Daniel, Advisor/Mentor
	Ms. Betsy Darby, Advisor/Mentor
	Ms. Pamela Howard, Advisor/Mentor
	Other Mentors and Members: Mr. Matt Manning '86,
	Mr. Scott Holzknicht '97, Mr. Mike Szabo,

and Mr. James Torra H'12, Ms. Amy Zuccaro

- Becket Mr. Wesley Thomas '04
Mr. Andrew Coverdale H'07, Advisor/Mentor
Mr. Mike Budniak H'11, Advisor/Mentor
Mr. John Youngblood, Advisor/Mentor
Mr. Carlos Cuenca, Advisor/Mentor
Mr. Seth Blakeslee, Advisor/Mentor
Other Mentors and Members: Ms. Jennifer Browning H'06,
Mr. Allen Hornung '10, and Mr. Tim Jones
- Dante Ms. Judith Waggoner, Director/Advisor
Mr. Mark Amick '97, Advisor/Mentor
Ms. Shannon Barr, Advisor/Mentor
Mr. Craig Kannapel '02, Advisor/Mentor
Mr. Keith Rapp H'13, Advisor/Mentor
Mr. Trevor Timmerberg, Advisor/Mentor
Other Mentors and Members: Mr. Adam Klein
and Ms. Mary Mason H'09
- Flannan Mr. Jeff Becker '90, Director/Advisor
Mr. Chad Carpenter, Advisor/Mentor
Mr. Tony Lococo H'03, Advisor/Mentor
Ms. Maria Martin, Advisor/Mentor
Mr. Jorge Serrano, Advisor/Mentor
Mr. Alan Wilson, Advisor/Mentor
Other Mentors and Members: Ms. Emily Waford,
Mr. Mike Farnon, Ms. Kate Reedy, Mr. Michael Snyder '02,
and Mr. Kevin Wangler
- Gonzaga Mr. Walter Mata, Director/Advisor
Mr. Patrick Heintz, Advisor/Mentor
Mr. Ben Sobczyk '06, Advisor/Mentor
Mr. Barry Swearingen, Advisor/Mentor
Mr. Steven Tompkins, Advisor/Mentor
Ms. Debbie Walling, Advisor
Other Mentors and Members: Ms. Jackie Carrico,
Mr. Jeremy Jackson H'14, Ms. Lucia Simpson,
and Ms. Mary Ann Snyder
- Merton Mr. James Backes, Director/Advisor
Mr. John Baldwin '87, Advisor
Mr. Mike Domzalski '85, Advisor
Mr. Shayne Hull, Advisor/Mentor
Mr. Patrick Koopman, Advisor/Mentor
Mr. Jason Rand '05, Advisor/Mentor
Mr. Jimmy Serochi, Advisor/Mentor
Other Mentors and Members: Mr. Paul Diehl,
Mr. Jeff Noe, Ms. Allie Kerns, and Mr. Devian Logan '91
- Patrick Mrs. Holly McGuire, Director/Advisor

Mr. Steve Hammer, Advisor/Mentor
Mr. Dale Helfrich, Advisor/Mentor
Mr. Wayne Kraus '85, Advisor
Mr. Pete Schroeder H'16, Advisor/Mentor
Mr. Bernie Schum, Advisor/Mentor
Mr. Frank Ward H'01, Advisor/Mentor
Other Mentors and Members: Mr. Dave Aberli '75,
Mr. Joe Henning H'06, Mr. Mike Magre '83,
Mr. Randy Perkins, and Ms. Betty Roth H'15

Romero Mr. Chad Waggoner, Director/Advisor
Mr. Jay Cobb, Advisor/Mentor
Mr. Sean Duggins '04, Advisor/Mentor
Mr. Gary Owens '88, Advisor
Mr. Tyler Robertson, Advisor/Mentor
Mr. Scott Ross, Advisor
Mr. Eddie Rudolph H'95, Advisor/Mentor
Other Mentors and Members: Mrs. Mary Emrich H'09
and Mr. Bob Beatty H'03

Seton Mr. Mitch Greenwell '05, Director/Advisor
Sr. Kathy Cash, Advisor/Mentor
Mr. John Ellington '76, Advisor
Mrs. Jeanna Gonzalez, Advisor/Mentor
Mr. Josh Kusch, Advisor/Mentor
Mr. Rob Seng '85, Advisor/Mentor
Other Mentors and Members: Ms. Mary Ann Hall H'08
and Dr. Debbie Heaverin

Toussaint Dr. Aaron Striegel H'16, Director
Mr. Mike Chancellor '75, Advisor
Ms. Carol Comstock, Advisor/Mentor
Ms. Joanna Miller, Advisor/Mentor
Mr. Blake Napper, Advisor/Mentor
Mr. Dick Wunderlin '72, Advisor/Mentor
Mr. Dan Zoeller H'07, Advisor/Mentor
Other Mentors: Ms. Betsy deGolian, Mr. Chris Luken,
Mr. Bret Saxton '05, and Mr. Chris Toth '06

8. COMMUNICATION WITH SCHOOL

At any time, parents and students may contact those responsible for a student's progress through his four years of high school. For concerns about classroom matters, parents are encouraged to contact teachers throughout the school year. Trinity encourages parents to first work openly and honestly with teachers to resolve minor discipline or academic issues. Counselors and administrators are also available resources should the process need further support.

When parents of a student are separated, involved in divorce proceedings or are divorced, or have never been married, the administration will respect the rights of both the custodial and non-custodial parents. Court orders concerning special restrictions will also be respected and followed by the school administration. In the absence of a court order to the contrary, Trinity High School will provide the non-custodial parent access to unofficial copies of academic records and to school publications and communications, upon request. If there is a

court order, section of a custody agreement or divorce agreement specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a court-certified copy of the court order or other court-certified document. Parents' rights, unless restricted by the court, include access to unofficial copies of student records and school mailings and attendance at parent/teacher conferences. The custodial parent or, in the case of shared custody, the parent who has physical custody at the time of a request, may request that a student be released early or be absent from school for a legitimate reason. It is the responsibility of the non-custodial parent, unless restricted by court order, to inform the school office of his/her name, address and telephone number if he/she wishes to be consulted regarding his/her child or wishes to be placed on the school's mailing list.

Anonymous letters and calls received by the school limit our response. Trinity has no authority to act upon anonymous calls. Those wishing to alert the school to a matter of concern should include their name and contact information.

Appointments are advisable. Evening conferences can be arranged. To assist parents in reaching the proper person, the following information may be helpful:

School Officials

President: Chief executive officer, school policy, finances, strategic planning, board matters

Principal: Curriculum, faculty, student affairs, counseling services

Deans of Studies: Questions about grades, selection of courses, admission of students, test records, policy on scholastic matters, summer program, student testing and Learning Support Program

Student Affairs Office: School discipline, attendance issues, excused absences, parking, lockers

Counseling Department Chairperson: Counseling for academic or personal problems, group counseling with parents and students, coordination of all counseling programs

College Counselors: Personal guidance relating to college admission

Traditional Counselor: Questions and concerns about students in the Traditional Level Program

Director of the Advanced Program: Questions and concerns about the curriculum and organization of the Advanced Program

Director of Traditional Program: Questions and concerns about the curriculum and organization of the Traditional Program

Director of Activities/House Director: Coordination, regulation and scheduling of student organizations and activities and the House System

Director of Athletics: Athletic coaches, schedules, teams, eligibility, records, development of specific athletic programs

Director of Sports Ministry: Collaborate with Campus Ministry and Athletic Director for worship, prayer and character development of athletes.

Trinity Chaplain: Collaborate with Campus Ministry in the worship life on campus and on retreats

Campus Minister(s): School liturgies, worship, service, retreats, days of recollection, spiritual counseling

Director of Finance and Administration: Tuition issues, accounts receivable, accounts payable, food service, Campus Store

Director of Admissions: Marketing, enrollment management (including Shadowing, Open House, etc.),

Vice President for Development: the annual celebraTion dinner and auction, community relations, public relations, alumni relations

Director of Operations: Use and upkeep of buildings and grounds.

9. BRIEF HISTORY OF TRINITY HIGH SCHOOL

In 1953, Archbishop John A. Floersh commissioned Monsignor Alfred W. Steinhauser to establish a high school for boys in Louisville's East End. The site of the former Holy Trinity Parish on Shelbyville Road was chosen as the location for the new school, and in the fall of 1953 just over 100 young men enrolled at Trinity as

the school's first freshman class. In the spring of 1957, they became Trinity's first graduates.

Originally, Trinity was owned and operated by the Archdiocese of Louisville. Since 1994, however, the school has been sponsored by the Archdiocese, a status that has given almost complete local control of the school to the Trinity High School Board and its senior leadership team.

Aside from three specific areas retained by the archbishop (the Catholic character and identity of the school, material revisions in the mission or character of Trinity and approval of the school's president), the Board has full authority and responsibility to set policy and to conduct the affairs of the school. The mission of this Catholic school is to provide students with a college-preparatory education while forming them as men of faith and men of character. Trinity remains dedicated to the idea that all students, regardless of academic background and ability, have a right to an education suited to their needs and aspirations. To date, more than 15,800 young men have earned a Trinity diploma.

The School is accredited by the Commonwealth of Kentucky and AdvanceED, and offers Advanced Placement, college preparatory, general and remedial courses leading to a high school diploma. In recent years, nearly 98 percent of each graduating class pursues higher education at our nation's colleges and universities.

10. POLICY OF ADMISSION

Trinity High School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally available to students. Trinity does not discriminate on the basis of race, color, national or ethnic origin, or disability (if, with reasonable accommodation, the student can meet the requirements of Trinity's course of study) in the administration of its educational policies, scholarship or loan programs, athletic or other school-administered programs. It expects all applicants to be interested in and to cooperate with all facets of a Catholic education, and to be willing and able to abide by the school's academic and behavioral expectations as well as tuition requirements and procedures. Trinity requires its students to remain unmarried during the period of their enrollment and to reside with their parent(s) or legal guardian(s).

The school reserves the right to refuse admission per the judgment of the administration.

11. STATEMENT AND POLICY ON RACISM AND ALL OTHER FORMS OF DISCRIMINATION

Trinity takes seriously its responsibility to proclaim the message of Jesus, especially as it pertains to our relationships with others.

“As a community of faith, the Archdiocese of Louisville has a special duty to proclaim the Gospel message about the dignity and equality of all. We are also called to exercise leadership in the struggle against racism and all other forms of injustice.”

Archbishop Thomas C. Kelly O.P. H'01

November 1989

“Racism is not merely one sin among many; it is a radical evil that divides the human family and denies the new creation of a redeemed world. To struggle against it demands an equally radical transformation in our own minds and hearts as well as in the structure of our society.”

Bishop's Pastoral Letter on Racism

November 1979

Trinity hears the clear message promulgated by our leaders and enjoins all in its community to shed all forms of racial discrimination and injustice. Even though societal conditions persist, which, sadly, allow racism, sexism and other forms of discrimination to continue, Trinity does not condone such behavior or attitudes. Trinity's faculty and staff should serve as role models in word and deed, adhering to the standards set forth in the policy and those to which all are bound in relation to the Christian mission of this school. Teachers, parents, students or any other affected persons should confer with the Student Affairs Office when a situation arises in

which harassment or discrimination may have occurred. Such acts of discrimination or harassment will be considered as serious offenses and against school policy. In the event that such evidence is found, severe disciplinary action will be taken against the offender, with suspension and/or dismissal within the right and responsibility of the school.

12. FACILITIES

Trinity's campus supports the school's broad range of curricular and co-curricular offerings. In addition to modern classrooms and centralized office space, the school has a wealth of specialized facilities, including a beautiful chapel; a modern library media center; a wireless campus with eight computer labs; a television studio; eight science laboratories; a 300-seat auditorium; a fine arts complex with specialized studios and work rooms for music, journalism production and digital photography; a campus store; a large convocation hall; and a full-service kitchen and cafeteria. Athletic facilities include a 2,000-seat gymnasium, a 4,500-seat stadium, a fully equipped field house and weight room, a second gym and other athletic venues.

Trinity's food service operations and cafeteria are managed by an outside partner called Flik Independent Schools. Flik oversees breakfast and lunch for all school days and is available to provide catered services to the school on an as-needed basis. Flik has a reputation for providing quality food, menu variety and strong customer service to its partner schools.

13. AUXILIARY ORGANIZATIONS

A. Trinity High School and the Trinity School Board

The Trinity School Board was founded in 1980 by the Archdiocese of Louisville. In 1994, the school changed its relationship with the Archdiocese. In view of the value and need for understanding and support from the local community, and in view of the call within the Catholic Church for responsible lay leadership, the members of the Trinity community formed Trinity High School, Inc., a not-for-profit corporation chartered in the Commonwealth of Kentucky. The corporation acts through its duly-elected board of directors as prescribed in the Articles of Incorporation and By-Laws. The Board is a governance board established to set policy and oversee the general operation of the school. Other responsibilities of the Board include to preserve and promote the unique Catholic Christian character and atmosphere of the school, as described in the Trinity Philosophy and Mission; to provide for and promote the interaction of the local community, with its needs, opinions and resources; to operate and develop Trinity as a Catholic high school; and to act as the principal liaison between the school and the organizational structure for formation and education in the Catholic schools of the Archdiocese of Louisville. The corporation also selects its candidate for president, presents the candidate to the archbishop for appointment and holds the president accountable for administering the school according to established policies.

B. Trinity Alumni Association

The students of each graduating class become members of the Trinity Alumni Association. There are more than 15,800 brother alumni. The Association is managed by the Alumni Board of Directors and Trinity's director of alumni relations and communications.

Alumni Association members receive a quarterly newsmagazine, *The Leader*, which keeps them abreast of the events within the Trinity community. The two main objectives of the Association are as follows: to provide financial and moral support to the school through projects such as supporting the Trinity Annual Fund and sponsoring the annual Shamrock Awards Luncheon. The second is to further good fellowship among its members through participation in alumni activities such as the Trinity Alumni-Sandy Newman Golf Scramble, Emerald Society Brunch, Shillelagh Cup golf tournament, Hall of Fame Dinner, class reunions, etc.

Each spring, the Trinity High School Alumni Association recognizes a brother alumnus as the year's Honor Alumnus. The award is presented to a Trinity graduate who has distinguished himself in his professional life; demonstrated the qualities, values and ideals taught at Trinity; and maintained a strong loyalty to his alma mater.

C. Trinity High School Foundation

The Trinity Foundation exists to sustain and promote the mission of Trinity High School. Founded in September 1983, the Foundation is a separate legal corporation chartered as a not-for-profit organization. The Foundation is led by an appointed board of directors. The Foundation's work is directly responsible for enabling the continued growth and development of Trinity High School.

BUSINESS/FINANCIAL INFORMATION

Sections 14-17

14. TUITION, FEES, TUITION ASSISTANCE and WORK-STUDY

Enrolling in a private school brings a tuition obligation that must be met by each family. The school extends multiple tuition payment plans, tuition assistance and work-study as ways to help families meet the obligation. The school must meet its own obligations, e.g. employee salaries, utility bills, providing educational services, etc. and relies on the timely payment of tuition in order to do so.

Tuition for the 2018-19 school year:

\$14,220 if paid in full by July 15, 2018
\$14,570 if the four-payment plan is selected
\$14,920 if the 10-month plan is selected

Fees for the 2018-19 school year:

Registration fee	\$75
<i>Automatically billed in tuition accounts in January as part of the registration process.</i>	
Non-parishioner fee	\$55
<i>Charged to those not registered as an active tithing member of a Catholic parish to account for services provided by and paid for by the Archdiocese of Louisville</i>	
Graduation fee for seniors only (billed separately in FACTS)	\$125
Student Activity fee (billed separately in FACTS)	\$125

Tuition Payment Process:

All families enroll with FACTS Management Systems (FACTS). This provides families a wide range of tuition services and benefits – well beyond what the school can provide alone.

Families may choose to pay the entire tuition amount in advance or select the four-payment or 10-month plan. Overdue accounts are charged monthly, with late fees and any NSF charge applied when applicable by FACTS.

Trinity reserves the right to not allow students to take semester exams should the student's tuition account balance be delinquent. Senior rings are ordered and delivered, and transcripts and diplomas are issued each year only when tuition payment is current. The Business Office will consider individual requests for modified payment plans within certain parameters. The school does not want to involve students in tuition collection. Unfortunately, if after several failed requests for a parent or guardian to contact the school to discuss the tuition matter, the student will be told to not return until contact is made with the Business Office.

For those students who leave school after the start of the school year, tuition will be due based upon the following schedule:

- 25 percent of tuition from the first day of school through Sept. 30
- 50 percent of tuition from Oct. 1 through Dec. 31
- 100 percent of tuition after Jan. 1

Delinquent accounts may be turned over to a collection agency.

Tuition Assistance (Financial Aid), Work-Study:

All families are invited to apply for tuition assistance each year by completing a confidential application designed for Catholic schools in Louisville. The amount of aid is determined by each family's demonstrated financial need. The deadline for applying for aid is February 28, tuition for the next school year is announced in April, notices regarding financial aid awards are sent in early May, and the deadline for choosing a tuition payment plan is the middle of May. Some funding for tuition assistance comes from merit- or need-based scholarship funds (see section 15). All forms of financial assistance are contingent upon the student maintaining satisfactory academic, attendance and discipline performance.

All students are invited to apply for our summer and/or after-school work-study program with the money earned being applied to the tuition obligation.

There are financial aid and tuition rules that apply to students participating in sports sanctioned by the Kentucky High School Athletic Association (KHSAA). To be eligible for KHSAA sports, no student may receive tuition aid from the school in excess of the demonstrated need. No student may participate in KHSAA sports if all or part of his tuition is paid by someone other than an immediate family member (defined as the student's father, mother, brother, sister, step-father, step-mother, step-brother, step-sister, aunt, uncle or grandparent).

15. ACADEMIC AND MEMORIAL SCHOLARSHIPS

Steinhauser Scholar: The top 20 scorers on the annual Placement Test who demonstrate good citizenship within the community at large and enroll in Trinity's Advanced Program are named Steinhauser Scholars. These incoming freshmen are awarded scholarships that are renewable each year as long as the students meet the following requirements:

- Enrollment in and completion of a minimum of 12 semesters "0" or "1" level courses (Equal to six full credits of "1" or "0" level classes per year.)
- Eight semester grades of 85 percent or higher
- All other semester grades of 80 percent or higher
- Continued good citizenship and Advanced Program participation as determined by the Advanced Program chair and Student Affairs Office

Memorial Scholarships: Several scholarship funds have been endowed by groups of donors wishing to commemorate specific individuals. The eligibility requirements for these awards are established by the donor group and the Trinity administration at the time of the creation of the scholarship. Candidates for these scholarships are identified and the recipient is selected in accordance with the guidelines established for each scholarship.

Parents of scholarship recipients are also invited to apply for additional aid by submitting the confidential parent financial aid form. Additional scholarship and/or financial aid amounts are granted on the basis of need.

16. STUDENT INSURANCE

For the 2018-19 school year, all Trinity students are covered by Scholastic Insurors, Inc. for bodily injury incurred at school while participating in any school-sponsored activity (athletic or otherwise) or while traveling to or from school for such activity. It will consider only medical expenses not payable from other family insurance plans, such as deductibles or items not covered by the family policy. If an injury is to a player on any athletic team or in any Physical Education class, the school will automatically send notification of the injury to the insurance agency. Scholastic Insurors, Inc. will send the parents a claim form for completion. If an injury involves a student in any other way, the student or parent must report this injury to the Business Office, which will give the student/parent a claim form for completion.

In either case, the claim form is returned directly to Scholastic Insurors, Inc., and from this point forward all transactions involve the student/parent and the insurance agency, not the school. Treatment must commence within 15 days, and the claim form must be submitted to the agency within 90 days from the date of the accident.

17. TEXT BOOKS/CAMPUS STORE

The Campus Store, located near the front lobby of Alumni Hall, is open from 10 a.m. until 4 p.m. daily.

Trinity stocks new located near the front lobby of Alumni Hall. located near the front lobby of Alumni Hall.and used books. The cost of the book will appear on the flyleaf label and will vary with the condition of the book. At the end of the school year, or when leaving school for any reason, a student may return books in good condition for credit. This credit will be counted toward the book bill of the following year or refunded if the student is not returning.

When a student buys a book, he is to put his name in ink in the space provided. Credit will be given only on those books that have the buyer's name opposite the current year's date. This also helps the school to trace lost or stolen books.

All students must have textbooks on the first full day of school. If a book is lost during the year, another must be obtained.

ACADEMIC INFORMATION

Sections 18-34

18. SUBJECT AND CREDIT REQUIREMENTS

Theology	4 credits
English	4 credits
Mathematics	4 credits
Science	4 credits
Social Studies	4 credits
World Languages	2 credits
P.E./Health	1.5 credits
Fine Arts/Humanities	1 credit
Business/Technology	1 credit
ACT/PSAT Prep	1 credit
Additional Electives	2 credits
Freshman Success	.5 credit
Communications Skills	.5 credit
Senior Capstone	.5 credit

Minimum Requirement for Graduation: 30 credits

Trinity's credit requirements fulfill or exceed the Commonwealth of Kentucky's pre-college curriculum. One-half credit is given for successful completion of a course that meeting regularly for one semester. To receive a diploma from Trinity High School, a student must earn the minimum number of credits required for

his graduating class. Students must also take the ACT in order to graduate. Students should strive to generate a final transcript that shows rigor and a variety of course work by careful selection of additional electives and maximizing credit opportunities

Credit in Health and Physical Education is a state requirement. Unless excused in writing by a physician, each student must participate in organized Physical Education classes when this is part of his schedule.

A senior must earn a minimum of eight credits in his senior year and may not receive his diploma until this requirement is met. Exceptions to the World Language requirement will be considered on a case-by-case basis with Academic Services and the appropriate university.

19. LEVELS OF DIFFICULTY (LOD)

Courses at Trinity are set at different Levels of Difficulty (LOD). This allows all students to work successfully at an appropriate pace and degree of complexity. The third digit in each course number (e.g. E402) indicates its level of difficulty, with lower numbers assigned to more difficult courses. A student's LOD may vary from subject to subject, as his abilities may vary. To best prepare for college, it is to a student's advantage to take courses with the greatest LOD of which he is capable.

20. COURSE OFFERINGS

The letters in brackets after the department headings below designate the department in the course coding system. For more detailed information about course codes and offerings, refer to the most recent online edition of *Catalogue of Courses, Special Academic Programs*. Please note: Depending upon student interest and instructor availability, not all courses are offered each year.

Interpreting course codes on student schedules:

First letter – indicates department

First number – indicates year (1, freshman; 2, sophomore, etc.). If above 4 – indicates special courses or course sequence

Third number – indicates Level of Difficulty (see Section 19)

FINE ARTS AND HUMANITIES (A)

Art I, II, III

Advanced Placement Art (AP)

Working with Clay I, II

Digital Photography I, II

Acting I, II

Video Production I, II

Music Study

Band

Advanced Choral Music

Freshman Guitar, Guitar I, II

3D Design

Film Study

Digital and Media Design

Producing Live Television

Painting and Printmaking

Trinity Rocks Theater I, II

Geometry in Art and Architecture

Learning to Draw

Painting and Printmaking

Photojournalism

Art History I, II

Stage Craft I, II

Freshman Chorus

Handbell Ensemble

Jazz Ensemble

Broadcast Journalism

Comedy Writing

Drama

Culinary Arts

Live! Trinity

Graphic Design I, II

BUSINESS AND TECHNOLOGY (B)

Computers and Technology

Accounting

Principles of Accounting I, II
Basic Programming
Intro. To Networks
Routing and Switching Essentials
Economics
Business Law
Website Design I, II
IT Computer Maintenance and Troubleshooting
Video Game Theory and Analysis
AP Computer Science A

Connecting Networks
Advanced Programming
Scaling Networks
Connecting Networks
AP Economics
Money Management
Entrepreneurship Studies
Mobile Robotics
Mobile App Development
AP Computer Science Principles

ENGLISH (E)

English I, II, III, IV
Language Arts I, II
English IV: Modern Poetry
English IV: Science Fiction
English IV: Argumentation and Debate
AP English Language and Composition
AP English Literature and Composition
Creative Writing
The Graphic Novel
Writing for Publication

English IV: Composition
English IV: Minority Voices
English IV: Creative Non-Fiction
English IV: World Literature
English IV: Journalism
Print Journalism
Speech and Debate
Communication Skills
Gothic Fiction

WORLD LANGUAGE (F) (G) (S) (H)

Basic Spanish I, II
French I, II, III
AP French, Spanish, German IV
Spanish V (Literature)
Chinese I, II, III, IV

Spanish I, II, III, IV
German I, II, III, IV
French V
Spanish V (native speaker)

MATHEMATICS (M)

Algebra I, II
Geometry
AP Calculus AB
AP Calculus BC
Algebra II/Trigonometry
Probability
Advanced Geometry/Algebra II
Advanced Algebra II/Pre-Calculus

Algebra I (Part I), (Part II)
Integrated Mathematics III
Advanced Trigonometry
Pre-Calculus
Probability and Statistics
AP Statistics
History of Mathematics
Calculus

PHYSICAL EDUCATION AND HEALTH (P)

Physical Education
Issues in Drug and Alcohol Education
Advanced Physical Conditioning
Nutrition for Sports and Fitness
Conditioning and Team Sports

Health
Intro. to Coaching
Basic First Aid
Sports Administration

THEOLOGY (R)

Freshman Theology I, II
History of the Catholic Church
Community Service
Christian Lifestyles
Comparative Religions

Sophomore Theology I, II
Junior Theology I, II
Advanced Scripture
Sacraments

SOCIAL STUDIES (T)

AP Human Geography
U.S. History
American Civil War
Psychology
Recent U.S. History
World Geography
AP U.S. Government and Politics
AP World History
African-American History
Applied Psychology
Media Literacy

American Civics
World Geography
World Civilization
Advanced Sociology
AP European History
AP U.S. History
AP Psychology
Holocaust Studies
Philosophy
A Day in the Life

SCIENCE (C)

Biology I, II
AP Biology
AP Chemistry
Anatomy and Physiology
Physics
Aerospace Science
Agro-Sciences for Sustainability
AP Environmental Science

Chemistry
Engineering and Design
Environmental Science
Forensic Science I, II
AP Physics 1, 2
Geology
Principles of Engineering and Biotechnology

ENRICHMENT COURSES (Q)

Freshman Success
Senior Capstone

ACT skills review
ACT strategies

21. COLLEGE CREDIT COURSES AND ADMISSION POLICY

AP stands for “Advanced Placement,” a curriculum and testing program established by the College Board. This is a national program that permits students to obtain college credit and/or advanced placement by taking the AP exam. Each institution of higher learning has its own policies for issuing credit after receiving results of the exam. There is a fee established by and payable to the College Board for each AP exam taken. Requests for extended time on any AP exam must be made through a school counselor no later than Jan. 31.

A number of colleges/universities are beginning to allow students to enroll in lower level college courses for credit through distance-learning approaches. Most of these courses are correspondence in nature, with a rising number making use of telecommunication facilities for online lectures and discussions.

Many of these classes allow opportunities for the Advanced Program student to follow personal interest areas on a college level and to “jump start” his collegiate career while still in high school. Trinity has defined a policy for admission to such programs. It is as follows:

- Enrollment in a college-level course while a student is enrolled at Trinity High School must be approved by the school. Such approval will normally be the responsibility of an academic dean and the Advanced Program director, with input from the Counseling Department and appropriate department chairs.

Students will apply for such approval through the Advanced Program director. Students requesting such approval must meet the guidelines set by the particular college credit program. Special circumstances must be handled on a case-by-case basis.

- Any such college-level courses will not substitute for any required courses within the Trinity curriculum or be used in place of course requirements for graduation. Such courses, when successfully completed and certified by the college/university in question, will be listed on the student's transcript for informational purposes. Transcript orders or verification of credit with these institutions will be the responsibility of the student, not Trinity.
- Grades earned in these classes will not be used in the calculation of grade point average.
- Any costs associated with these classes will not be covered by current Trinity tuition or fees.
- If these courses are to be listed on transcripts, they must be completed within one year of enrollment or within the academic school year for seniors.
- Issues regarding the transfer of such credit between colleges and universities are not the responsibility of Trinity. The school will provide counseling in such areas whenever possible.

22. COLLEGE PREPARATION AND NCAA ELIGIBILITY

A major function of Trinity High School is preparation for college. A majority of students continue their studies after graduation. Some subjects are better preparation than others.

A student's first goal is graduation from high school. His next goal is to choose a program of courses that will best prepare him for his future.

Colleges differ in their entrance requirements. In general, a proper foundation for college should include four years of English, three to four years of science and mathematics, and two to four years of language and social studies.

The Kentucky Council on Higher Education has established minimum requirements for admission to any of Kentucky's four-year public universities. This "pre-college curriculum" includes English I, II, III and IV; three credits and a course each of a student's four years in mathematics, including Algebra I and II and Geometry; three credits in science, including Biology and Chemistry or Physics; three credits in social studies, including World Civilization and U.S. History; ½ credit in Health; ½ credit in Physical Education; one credit in Communication and Performing Arts; and nonnative Foreign Language (two credits or demonstrated competence). A student must complete additional approved elective credits. These can be in the arts, computer science, business or additional core courses. Students are counseled to apply for admission to colleges and universities where they can fulfill their academic potential. A positive recommendation to college will be given for any student who adequately meets the requirements for his particular academic program at Trinity.

College admissions officers consider this recommendation, along with scores on college entrance tests (SAT, ACT), the student's grade point average (GPA).

Students planning to participate in athletic competition in college should know NCAA eligibility rules. In order to be eligible for practice and participation in competition and athletically related financial aid, a student entering a Division I NCAA member institution directly out of high school must have a cumulative average of at least a "C" in his core curriculum. Additionally, he must attain a sum of sub scores that add up to at least 68 on the ACT or 820 on the SAT.

23. SCHEDULES/SCHEDULE CHANGES

Trinity High School strives to provide each student with an academic environment that is both challenging and achievable. This is done through the use of the "Level of Difficulty" system described in Section 19 of this manual. During the spring of each school year, the academic deans, in consultation with program directors, counselors, teachers and parents, assist students in selecting subjects and determining the LOD best suited to their capabilities. Decisions are based upon ability tests, achievement records and teacher ratings.

Before schedules are finalized for the coming school year, they are sent home for approval by the parent(s). When reviewing such schedules, it should be remembered that credits earned in all subjects apply toward

graduation. It is the responsibility of each student to know whether or not he has the required number of credits and proper distribution of subjects for graduation. Students in doubt should inquire at Academic Services. Please note: A student is not permitted to schedule two required English classes in one year. Also, extra credits a student earns may not be used to graduate in less than four years.

As a rule, the above process results in a total schedule that is appropriate for the student and does not require alteration. If, however, a student finds he is not being challenged to his abilities, he may request to move to a higher LOD. If the student, his teacher(s) and parents are in agreement that such a move would be to his benefit and such a move is possible without disrupting other aspects of his schedule or overloading prospective classes, a transfer may be approved. Once the school year is underway, changes in class schedules should be considered the final step – not the first – in resolving academic problems. Students are expected to work diligently with their teachers to overcome any temporary setbacks in their grades. However, academic conditions may arise that require movement down in LOD in a given student’s schedule. Those conditions are most often associated with the following:

- Academic failure despite appropriate effort by the student both in class and at home
- Excessive amounts of homework time (above the recommended 90 to 120 minutes per night for all classes) in proportion to grades received

Based upon evidence of these conditions, parents may contact the appropriate dean, counselor or program director to request schedule changes. All such requests will be coordinated and processed by the appropriate Dean of Studies. Before any change in class schedule is made on the basis of the above conditions, students are expected to attempt to resolve the academic problem through a process that involves several steps. This process is to be completed under the supervision of an academic dean or his or her designee:

- One-on-one contacts with the subject teacher. Formal, documented contact should occur on a regular basis either before or after school over at least a three-week period. During this time, the teacher will attempt to assist the student in identifying and correcting specific problem areas with the subject matter of the course. Teachers may recommend to the dean that students receive peer tutoring from the National Honor Society or participate in mandatory study halls during this time period.
- Timely completion of all assigned work, both in class and homework, during the period described above
- If deemed necessary by the dean, regular follow-up meetings with the program counselor or director
- A review of student performance with parents after completion of the steps listed above

From this review, the dean may then make a recommendation for a schedule change, which can be made only with the prior knowledge and consent of all parties involved: student, parents, teachers and administrators. Also, students and parents should keep in mind these important guidelines:

- While changes in courses may be allowed on the basis of student interest alone, any student or parent request for a class change must be made within the first three weeks of a semester course (first or second semester). Courses that are taught for the full year (both semesters) can be changed only during the first three weeks of the first semester.
- Changes from one class to another can only be made if there is available space in the class to which the student wishes to move.
- Changes in LOD have impact on college preparation. These factors should be carefully considered before any change is made. Changes in LOD will be considered according to the policy described above. Any change recommended after the first eight weeks of the first semester will occur at the semester break.

24. THEOLOGY PROGRAM

Following guidelines issued by the United States Conference of Catholic Bishops, the Theology program comprises six core, semester-length subject themes and two elective subject themes. The courses are designed

systematically, with each course designed to build on the foundation established by preceding courses. The guidelines are also designed to help young people develop the necessary skills to answer or address the real questions they face in life and in their Catholic faith.

Freshman year begins with an introductory course on the Sacred Scriptures followed by a semester of Christology. Sophomore year focuses on the Paschal Mystery and Its implications for the life of a Christian as well as the study of Christ’s mission in the Church. Junior year follows up with courses on the Sacraments and Christian Morality. Senior year offers a study of advanced Scripture, history of the Catholic Church, Catholic social teaching, Christian vocations or ecumenical and interreligious Issues.

Trinity students are expected to complete community-service projects each year as part of their Theology classes. Members of the National Honor Society and the National Beta Club must also complete additional hours per organization.

25. DAILY CLASS ROUTINE

A. Green-White Schedule

Trinity’s schedule is divided into a total of eight academic periods for each student. Students follow a rotating Green-White schedule of classes, with four academic classes meeting one day (Green) and four additional classes (White) meeting the next. Three days per week – Monday, Tuesday and Thursday – students also have an Advising period at the end of the day. CNN 10, a daily news and features program, or TTV will begin the period. Daily announcements are scrolled throughout the day on monitors located in Alumni Hall and other school locations. These daily announcements are also available via the Trinity website. TTV broadcasts twice per week for 10 minutes on Tuesday and Friday.

Snow or emergency days do not change the order of the Green-White rotation unless the school notifies the community of needed changes.

B. Advising Periods

Each student is assigned to an Advising period that normally meets three times per week. Twenty to 25 students and the teacher will comprise each Advising period.

After watching announcements or CNN 10, students may choose to make use of facility resources such as the library media center, computer labs, studios or other learning lab areas. They may also make use of the school’s human resources: counselors, the Advising teacher, other teachers, administrators (if appointments are properly scheduled) and other students.

Students are not permitted to visit the Campus Store during Advising time. As in all such programs, student responsibility and cooperation are essential factors necessary for the success of Advising period.

Advising periods are also an extension of the House System and are designed to provide more frequent interaction with housemates and adult House advisors. Each group is comprised of students from the same House, with members from each grade. Students may be invited to participate in House activities during this time and are encouraged to build and expand upon relationships with students from all grade levels.

On occasion, assemblies, House meetings or liturgies may be planned for Advising time.

C. Regular Weekly Schedule

MONDAY – TUESDAY - THURSDAY

SCHEDULE I			
Period 1	8:00 – 9:15		
Period 2	9:20 – 10:35		
	Lunch I	10:35 – 11:05	11:10 – 12:30
	Lunch II	11:15 – 11:45	10:40 – 11:15 11:50 – 12:30

Period 3			
	Lunch III	12:00 – 12:30	10:40 – 12:00
Period 4	12:35 – 1:50		
Advising NOTE: Advising may also be used for an afternoon assembly as needed.	1:55 – 2:55		10TTV or CNN 10/ 5ADV/ 45 Study. Seniors dismiss 2:45

WEDNESDAY

SCHEDULE II			
Period 1	9:00 – 10:15		
Period 2	10:20 – 11:35		
Period 3	Lunch I	11:35 – 12:05	12:10 – 1:25
	Lunch II	12:15 – 12:45	11:40 – 12:15 12:50 – 1:25
	Lunch III	12:55 – 1:25	11:40 – 12:55
Period 4	1:30 – 2:55		CNN 10 / 75 Class

FRIDAY

SCHEDULE III			
Period 1	8:00 – 9:15		
Period 2	9:20 – 10:35		
Period 3	Lunch I	10:35 – 11:05	11:10 – 12:30
	Lunch II	11:15 – 11:45	10:40 – 11:15 11:50 – 12:30
	Lunch III	12:00 – 12:30	10:40 – 12:00
Period 4	12:35 – 2:00		10 TTV/ 75 Class

NOTE: 2:00 – 2:30 All faculty are available for conferences

ASSEMBLY A SCHEDULE

SCHEDULE IV			
Assembly A	8:00 – 8:55		
Period 1	9:00 – 10:15		
Period 2	10:20 – 11:35		
	Lunch I	11:35 – 12:05	12:10 – 1:25

Period 3	Lunch II	12:15 – 12:45	11:40 – 12:15 12:50 – 1:25
	Lunch III	12:55 – 1:25	11:40 – 12:55
Period 4	1:30 – 2:55		CNN 10/ 75 Class

ASSEMBLY B/WEATHER DELAY

SCHEDULE V			
Assembly B	8:00 – 9:25		
Period 1	9:30 – 10:40		
Period 2	10:45 – 11:50		
Period 3	Lunch I	11:50 – 12:20	12:25 – 1:35
	Lunch II	12:25 – 12:55	11:55 – 12:25 1:00 – 1:35
	Lunch III	1:05 – 1:35	11:55 – 1:05
Period 4	1:40 – 2:55		CNN 10/ 65 Class

EVERY CLASS

SCHEDULE VI		
Period G1	8:00 – 8:25	
Period G2	8:30 – 8:55	
Period G3	9:00 – 9:25	
Period G4	9:30 – 9:55	
Period W1	10:00 – 10:25	
Period W2	10:30 – 10:55	
Period W3	11:00 – 11:25	
Period W4	11:30 – 12:00	25Class/5Announcements

26. STUDY REQUIREMENTS/STUDENT JOBS

There is no hard and fast rule regarding the amount of study required for good work in high school. The ability of the student, the demands of the teachers and the subjects themselves determine the amount of time each student must give to schoolwork. Most students can be successful with at least two hours of private study each day, plus some additional time on weekends.

Not all homework is written work. Assigned reading, collateral reading, review of notes taken in class, preparing for tests and studying vocabulary are all homework. The student who regards only written assignments as homework makes a serious mistake.

The school recognizes that after-school jobs are useful in introducing a student to financial responsibility and are frequently necessary to supplement a family's finances. First priority, however, must always be given to schoolwork. It is the responsibility of both parents and students to honestly determine whether a particular job is interfering with schoolwork. Experience shows that ordinarily students can work one or two afternoons per

week or once per weekend without interfering with their class work. On the other hand, daily work and particularly work late into the evening nearly always affects schoolwork.

Employment will not be accepted as an excuse for school absence or failure to do assignments or report to discipline or late jug.

27. GRADING/EXAMS

Quarter grades are based upon the averages of tests, assignments, projects, homework and other daily work. Semester grades are based upon the two quarter grades of a semester, worth 40 percent each, and a final examination, which comprises 20 percent of the final semester grade.

The grading weight given to different kinds of schoolwork varies from LOD to LOD. The criteria are as follows:

Advanced Level:	60-80 percent – tests/major assignments/projects 40-20 percent – quizzes/participation/homework
Honors: (and 9-Level)	50-70 percent – tests/major assignments/projects 50-30 percent – quizzes/participation/homework
Academic:	40-60 percent – tests/major assignments/projects 60-40 percent – quizzes/participation/homework
Traditional:	30-50 percent – tests/major assignments/projects 70-50 percent – quizzes/participation/homework

A numerical percentage system for grading is used. A mark of 70 percent is passing and entitles a student to credit in a subject. Sixty-nine percent or less is a failing mark.

90-100 percent – excellent
83-89 percent – very good
76-82 percent – good
70-75 percent – passing
69 percent or less – failing

Students' grades reflect work completed during that marking period. There will be no "borrowing" of points to make Honor Roll or a particular grade. Grades reflect what a student earned, not what will be earned in the future.

A student who withdraws or is dismissed from a course prior to completion risks loss of credit.

Exams

The academic deans schedule final semester exams on special exam days at the end of each semester. Second-semester final exams for seniors require a special schedule of their own that is also designed and distributed by the academic deans.

All semester classes are required to have final exams. The only students exempted from final exams are seniors if they maintained a 90 percent or better average for each quarter. A student who fails more than one semester exam is not eligible for the "early-to-lunch" privilege.

Students taking Advanced Placement classes are exempted from their final second-semester examinations in those classes provided they meet the following criteria:

- Students must complete the Advanced Placement test in that subject area.
- Students must have earned a 90 percent or better average for the 3rd and 4th quarters.

Exempt students will be notified of the exemption by their teachers a week prior to their scheduled semester exams. For exempt students, second semester exam grades will become the average of the 3rd and 4th quarter grades.

28. GRADE POINT AVERAGE (GPA)

Trinity maintains a current and cumulative grade point average (GPA) on each student. Both are computed at the end of each semester. The annual GPA is computed by adding all final class/course GPAs and dividing by the number of credits. Percentage grades are correlated with the 4.00 point GPA scale in the following manner:

90+	=	4.00
89	=	3.90
88	=	3.80
87	=	3.70
86	=	3.50
85	=	3.40
84	=	3.30
83	=	3.00
82	=	2.90
81	=	2.80
80	=	2.70
79	=	2.50
78	=	2.40
77	=	2.30
76	=	2.10
75	=	1.90
74	=	1.80
73	=	1.70
72	=	1.50
71	=	1.40
70	=	1.30
69/under	=	0.00

Trinity High School will also report on the transcript a cumulative weighted GPA according to the following scale. The total weighted GPA points will be divided by the number of credits attempted. A weighted GPA will not be used for any other purposes, such as Honor Roll, National Honor Society, Beta Club, etc.

AP Courses (ending in 0)	=	GPA value + 2
Advanced Level (ending in 1)	=	GPA value + 1.6
Honors Level (ending in 2)	=	GPA value + 1.2
Academic Level (ending in 3)	=	GPA value + 0.8
Traditional and non-weighted	=	GPA value + 0 courses (ending in 4, 5, 9)

29. ONLINE GRADE REPORTING, ELECTRONIC SUBMISSION OF WORK

Online grades are available daily. Individuals having no access to the Internet should contact Academic Services for “progress reports.” Teachers will add comments as they feel necessary. Trinity teachers assume that posting online grades serves as a communication with parents. Parents are strongly encouraged to sign up for automated email updates and should feel free to contact teachers at any time with concerns about grades.

Quarter grades as well as final grades will be online at the end of each quarter and semester. Parents should use the Parent-Teacher-Student conferences to confer with the subject teacher or with Academic Services when grades are unsatisfactory. Additionally, parents are encouraged to contact teachers via email or phone whenever questions arise. Final quarter and semester grades are emailed to parents. Grade reports for the second and fourth quarters have final grades for the first and second semesters, respectively.

Besides quarter grades, the grade report online will contain a record of absences and tardies. Final grade

reports online will also include current GPA, along with a cumulative weighted and unweighted GPA.

Electronic Submission of Work

It is each student's responsibility to ensure that assignments are submitted correctly and in a timely manner. Electronic work is expected to be available to the teacher on the due date or they will not receive on time credit.

When submitting work electronically, students are expected to do the following:

- Completely follow teachers' directives related to electronic work submission
- Submit all work from their Trinity student account
- Use appropriate means of documentation (e.g., Turnitin.com receipts, timestamps, etc.)
- Follow up with the teacher immediately if there are problems or complications, either in person or via their Trinity student account

Teachers are encouraged to create and reinforce explicit and clear directives for the submission of electronic work both at the beginning of the semester and throughout the school year.

30. PERMANENT RECORD/TRANSCRIPTS

The school keeps a complete record of each student's work, including classes taken; grades; cumulative class rank; cumulative grade point average; standardized test results; and attendance. It provides the basis for counseling and for recommendations to colleges and future employers. An unofficial transcript is available online. Upon 24-hour notice, the official record is open to a student and/or his parents. It is made available outside the school only at the authorization of the student and/or his parents or at the request of a school, university or college to which the student has applied. Each student must realize the importance of maintaining a good scholastic record throughout his years of high school.

Official transcripts of credits requested by students are provided by Academic Services. The first three official transcripts are sent free; a charge of \$2.00 is made for additional copies. Academic Services should be notified at least one week in advance when transcripts are needed.

31. STANDARDIZED TESTS

Trinity students take several standardized tests as they enter and progress through school. These tests are to measure abilities of students and to provide information for students and their parents, teachers, counselors and administrators.

Trinity students study and prepare for the ACT exam through two semesters of classroom training. Additionally, a complete calendar of testing will be provided at the start of each school year, and a record of these tests is maintained as part of a student's permanent record. These tests include the Catholic High School Placement Test; EXPLORE; PLAN; PSAT; ACT; SAT; and AP Exams. For juniors, the ACT is given during the school day in April. All Trinity students are required to take the Catholic High School Placement Test as part of entering Trinity and the ACT as an exit exam. Exceptions to this policy may be made on a case-by-case basis by an academic dean.

32. NORMAL PROGRESS THROUGH SCHOOL

A student must make normal progress through four years of high school; that is, in successive years a student must be in the ninth, 10th, 11th and 12th grades. To advance to the next year, a student must have these minimum academic credits by the end of Trinity's Summer Program:

- For the 10th grade – seven credits
- For the 11th grade – 14.5 credits
- For the 12th grade – 22 credits

Normal progress implies that the student is working diligently in each of his classes. All classes – elective or required – carry with them the expectation that the student is putting forth his best effort to successfully achieve the goals of the class. Any academic failure in any class is a serious matter. Therefore, if a student fails any course, he must attend Trinity’s Summer Program that same year. A maximum of two credits may be corrected in the Summer Program. If a student fails more than two credits in a year but meets the normal progress minimums, he may be placed on academic probation for the following year. Four years of Theology, English, Mathematics, Science and Social Studies comprise the core curriculum. Any student who fails more than two credits of core classes may not be permitted to return to Trinity High School for the following year.

The principle underlying the “Normal Progress” rule holds that each student graduate on schedule with his class through a combination of credits earned during the regular year and, if necessary, through Trinity’s Summer Program. Except in unusual circumstances, students who fail to meet these minimum credit requirements to go on with their class may not repeat the year at Trinity. The student may apply for readmission after a successful year at another school. Such applications will be considered, but readmission should be considered highly unlikely.

Graduation requirements for a transfer student may be amended to reflect a minimum of six credits for each academic year prior to transferring to Trinity High School, completion of eight credits for each year in attendance at Trinity, and completion of all credits necessary to meet the requirements of the Kentucky Pre-College Curriculum.

Seniors who do not receive a diploma with the class may apply for it privately after requirements are met. If a senior fails more than two credits, the school may approve at its discretion the use of correspondence work in conjunction with Summer Program credits to complete graduation requirements. (A maximum of two such credits is allowed.) Such credits will not be accepted until after the date on which the class graduates. In addition, the school must approve in advance enrollment in all correspondence courses. A senior who completes the senior year more than four credits short of requirements for graduation must obtain his diploma through other channels.

33. ACADEMIC RECOGNITION/REWARDS

A. Honor Roll/Shamrock Award

To place on the school Honor Roll, a student must obtain grades for a quarter as follows:

Principal’s List – 90 percent or above in all subjects.

First Honors – 90 percent or above in four subjects; 85 percent or above in all others.

Second Honors – 85 percent or above in four subjects; 80 percent or above in all others.

Shamrock Award –

Those students who place on the Honor Roll all four quarters in an academic year and have an overall average of 80 percent or better for each semester in each class earn the Trinity Shamrock Award. Students with a grade below 80 percent in any quarter are not eligible. This award is presented to underclassmen in the fall following the year the award was earned. Seniors who have earned this honor through the third quarter of their senior year are recognized at the Senior Awards Day and their names are noted in the graduation program. Actual awards earned through the fourth quarter cannot be determined until all grades are complete and verified; therefore, the Senior Shamrock Award is mailed after graduation.

B. Academic Scholarships

For information regarding academic scholarships available at Trinity, see Section 15 of this manual.

C. Kentucky Excellence in Education Scholarship (KEES)

KEES is Kentucky's merit-based scholarship administered by the Kentucky Higher Education Assistance Authority (KHEAA), which is available to eligible students based on their high school grades and highest ACT score. Students must have an annual GPA of 2.50 or better for the base amount of the scholarship and a score of 15 or higher on the ACT (or equivalent SAT) for the bonus award.

Students can earn up to \$2,500 that can be applied to their college costs each year within the Commonwealth of Kentucky. Students do not need to apply for the scholarship; Trinity will provide information about eligible students to the Kentucky Department of Education. The Department will compile and forward the student data to KHEAA and KHEAA will send award notifications to students after the end of each school year.

For more general information on the KEES program, you may contact KHEAA at (800) 928-8926 Ext. 8301. Information is also easily accessible through the KHEAA website at <http://www.kheaa.com>.

D. National Honor Society/Beta Club

Trinity High School has been a charter member of the National Honor Society (NHS) of Secondary Schools since 1958. Our local chapter is designated as the St. John Vianney Chapter of the NHS, and membership in the Society comprises both juniors and seniors. Membership in the NHS is a privilege. To be considered for membership, candidates must maintain a cumulative grade point average of 3.7 or be ranked in the top 10 percent of their class. Besides scholarship, candidates are selected for leadership qualities, roles of service and good character. At the end of each school year, qualifying candidates from the sophomore and junior classes are encouraged to apply to become NHS members. Potential candidates are notified of application deadlines via blogs and e-blasts, and during school hours through TTV announcements and scrolling items on the televisions located around Trinity's campus. It is the student's responsibility to meet the established deadline. Applications are reviewed by a faculty panel. The induction ceremony takes place in September of the following school year during Trinity's annual Shamrock Awards Luncheon.

Trinity also participates in the nationally recognized academic honor society known as Beta Club. Beta Club membership comprises sophomores, juniors and seniors. Candidates must maintain a cumulative average of 85 percent, while passing all individual classes. As with the National Honor Society, Beta Club members must complete a community service requirement. Candidates should request a membership application from the club moderator before the end of the school year. Candidates' applications are reviewed over the summer and the induction ceremony takes place at Trinity's annual Shamrock Awards Luncheon. Once inducted, the student remains a Beta Club member until he graduates, provided he maintains a cumulative average of 85 percent and completes the annual service hour requirement.

Students may hold dual membership in both honor societies. Members of both NHS and Beta Club are required to complete 20 community service hours each year. If a student has dual membership, he is responsible for 40 hours of community service beyond his normal grade requirement for service hours.

A student may lose his membership in these organizations should be found to be cheating (see 34C).

E. Early-to-Lunch Privilege

Students who make the Honor Roll for first and third quarters are allowed to go to lunch a few minutes early during the following quarter. For second and fourth quarters, semester exams are also a factor. A student failing more than one semester exam is not eligible for early-to-lunch. Leaving a few minutes early is at the discretion of the teacher each day.

F. Good Student Auto Insurance Discount

Most automobile insurance companies give discounts to student drivers who maintain a certain grade average. For more information, students and parents should consult with their own insurance companies.

G. Advanced Program Designation

The Advanced Program exists to provide participating students with an accelerated curriculum appropriate

to their abilities across a range of subject areas and through a variety of special activities and events. To receive the designation as an Advanced Program student for the school year, the following requirements must be met:

- A final annual overall GPA of 3.0 or higher
- No more than one semester grade below 70 percent
- A minimum of 12 semester (“0” or “1”) level courses.
- Full participation in scheduled Advanced Program activities.

Enrollment in the program in subsequent academic years is contingent upon completion of the requirements listed above. During the spring registration process, students who are enrolled in the Advanced Program will receive first priority in placement in all Advanced Level courses (designated “0” or “1” in level of difficulty) in all subject areas.

Advanced Level students are strongly encouraged to maintain their enrollment in the core classes in any given year and urged to work with teachers, the Advanced Program counselor and the director when academic difficulties arise. However, students who initially are placed in the Advanced Program may request reassignment to classes outside the program based upon their developing academic needs. With the approval of the dean of the studies, in consultation with the Advanced Program director, such changes will follow the outlined procedures for any such alteration in class schedule. Students who request class changes that move them outside of the core classes listed above should be aware that loss of Advanced Program status will have certain impacts, including the following:

- No listing of Advanced Program participation for the school year on the student transcript. Re-enrollment in the Advanced Program for the succeeding year is not guaranteed and is subject to a performance review by the program director and the limitations of the master schedule.
- Loss of a Steinhauser Scholarship for subsequent school years.
- Ineligibility for any awards or recognitions in any Advanced Program class in which the student remains enrolled.

Students who maintain a partial core schedule may be required to fulfill cross-curricular assignments and participate in certain Advanced Program events due to practical necessities of given classrooms.

H. Honor Graduates

Each year, Trinity High School recognizes members of the graduating class as “Honor Graduates.” These students are presented to the senior class and the assembled faculty and student body at the Awards Day ceremony on the Friday before graduation and are presented again as part of the commencement exercises. The honorees are recognized as the “10th Honor Graduate,” the “Fourth Honor Graduate” and so on through the “First Honor Graduate.” Trinity presents these young men to the community in this special way in order to recognize them for earning exemplary academic distinctions. These distinctions include GPA, other Trinity honors (Shamrock Award(s), senior academic award(s), etc. and academic honors from outside the school (National Merit awards, competitive academic honors, academic scholarships, etc.). In order to facilitate planning for Awards Day, graduation press releases and the graduation itself, the work of the committee shall normally be done early in the second semester.

34. ACADEMIC PENALTIES

A. Academic Dismissal

Students who fail courses and cannot maintain normal progress toward graduation with their class become subject to dismissal from Trinity. See the information in Section 32 regarding normal progress through school.

B. Academic Eligibility for School Activities

A Trinity student is expected to give first priority to schoolwork and to keep school activities (e.g. clubs, athletic teams and extracurricular opportunities) and other activities (e.g. a job) from interfering with his studies. Should a concern arise, parents are invited to discuss the influence of these non-academic activities on a student's schoolwork with his counselor.

To be academically eligible to participate in school activities at the beginning of each school year, a student must have maintained minimal normal progress. This can include credit earned through Trinity's Summer Program.

Academic eligibility for the remainder of the school year is determined each week by the online posting of grades by his teachers. This normally occurs on a Monday afternoon. If ruled ineligible, a student may not participate until the following eligibility check regardless of changes that occur during the week. A student will be ruled academically ineligible to participate in his school activities (e.g. clubs, athletic teams and extracurricular opportunities) if he is failing more than two courses for the quarter or for the semester.

A student will remain ineligible until he is no longer failing more than two courses for the quarter and for the semester. While ineligible, the student may not play in games, practice or participate with his team, club or extracurricular activity. This policy meets the academic eligibility requirements of the Kentucky High School Athletic Association (KHSAA).

A club, team or extracurricular activity may rule the student permanently ineligible through other stipulations such as being ineligible for several consecutive weeks. Coaches and moderators must first receive approval from the principal, director of athletics or the director of activities for these additional stipulations.

Some academic classes, such as Acting/Stagecraft I and II, contain elements which involve regular student participation outside of the normal school day. These are defined as "dual curricular." Formal class enrollment is a requirement. Student performance is evaluated and grades posted to their transcripts. Since participation in these non-school day activities is a course requirement, the rules for academic eligibility for school activities do not apply. At the same time, if a dean of studies and parents believe a student's overall academics in other courses are in jeopardy, they may require him to withdraw from his dual curricular class.

Co-curricular classes, such as Chorus and Band, are also available to students. Like dual curricular classes, these contain elements that involve regular student participation outside of the normal school day. For these, the standard described above applies. However these classes also provide the opportunity for enrichment events which are not subject to evaluation. Student participation in such enrichment events is subject to the academic eligibility standard described in this section.

C. Cheating

"We believe that through firm, consistent and caring guidance each student can develop the mental maturity and moral character to adopt patterns of behavior which are consistent with Christian values and traditions." (Trinity's Philosophy).

A common area of conflict for adolescent students is cheating. When a student cheats, he compromises the Christian values for which Trinity High School stands. Cheating includes the following:

- The use of "cheat sheets" in any form at any time. This includes the use of calculators to secretly store and use improper information during a test.
- *Any form of communication between students during a test or quiz.*
- Providing answers or questions from a test or quiz to a student who has not yet taken his test or quiz.
- Copying material from other students, whether the text is copied directly or altered by changing select words. This is true for homework assignments, quizzes or tests.
- Any type of plagiarism, including downloading material from the Internet and submitting it as one's own work.
- Adding a name to a group project of an individual who has not made a significant contribution to the development of the project.
- Taking course material from a teacher's desk, computer files, etc.

- Photographing a test or other forms of assessment.
- Assisting another student to cheat in any way.
- Tampering with a teacher's computer system to steal material, alter grades, etc.

There are many other forms of cheating besides those listed above. If, in the opinion of the classroom teacher, a student has cheated, the following will occur:

- For a first cheating incident – No credit will be given for the test, quiz or assignment involved and a makeup is not to be given for points lost due to cheating. A cheating incident report is completed by the teacher and submitted to Academic Services. The teacher will conference with the student and notify the student's parents. The student will receive a JUG from the Academic Dean.
- For a second cheating incident – No credit will be given for the test, quiz or assignment involved and a makeup is not to be given for points lost due to cheating. A cheating incident report is completed by the teacher and submitted to Academic Services. The teacher will conference with the student and notify the student's parents. A Saturday JUG and a demerit will be assigned. The student will also be dismissed from any honor society he may have membership in or his application will be denied for the subsequent academic year.
- For a third cheating incident – No credit will be given for the test, quiz or assignment involved and a makeup is not to be given for points lost due to cheating. A cheating incident report is completed by the teacher and submitted to Academic Services. The teacher will conference with the student and notify the student's parents. Saturday JUG and two demerits will be assigned. The student will be placed on an Academic Contract stating that a subsequent cheating incident may result in dismissal from Trinity High School.

All incidences of cheating will accumulate during a student's enrollment at Trinity High School.

STUDENT SERVICES/ACTIVITIES

Sections 35-41

35. COUNSELING DEPARTMENT

Eight counselors direct the Counseling Department. Students are assigned to counselors by class or program (for a complete listing see Sec. 5).

Students having academic difficulties are encouraged to contact their classroom teachers. Opportunity is provided after most school days for students to meet with teachers. In addition, many teachers arrive before the school day begins to meet with students. Counselors may respond to serious academic difficulties in several classes by seeing students on an individual basis. Course changes can only be made by the deans of studies with approval of the teacher. For other issues, all students have the right to personal, confidential counseling. Also, parents, teachers or administrators may refer students for counseling. Confidentiality is maintained unless the student is an imminent danger to himself or others. Exceptions include, but are not limited to, hospitalization, state-mandated reporting of child abuse and court-ordered subpoena. Counselors are normally available to students and parents from 7:30 a.m. to 3:30 p.m. or from 8 a.m. until 4 p.m. Parents are recommended to make appointments in advance.

The Counseling Department attempts to assist students through the normal crises of development associated with day-to-day school life. Crises may include such problems as extreme tardiness or absenteeism; unreasonable behavior with other students or teachers; inability to cope academically or socially; family pressures; failure despite the presence of ability; and discipline problems. In some situations, counselors may make referrals to outside professionals.

Counselors work with parents, teachers and the administration to help clarify academic, emotional or disciplinary issues students may be having. Teachers are encouraged to notify counselors of behaviors that are possible warning signs of serious problems such as depression, suicide or drug use, thus creating an effective

system of detection, identification and intervention. Counselors also provide assistance to the Student Affairs Office and the deans of studies.

Beginning in the spring of the junior year, college guidance counselors help students with college testing; applications; admissions; academic scholarships; technical school applications and scholarships; vocational training; and job opportunities. College counselors offer advice and suggestions, not guarantees. Information about college is available at Trinity throughout the year and at college fairs sponsored in the Louisville area. College counselors adhere to the principles of good practice as members of the National Association for College Admission Counseling.

36. TRADITIONAL PROGRAM

The Traditional Program exists for students with skill deficiencies or learning differences and offers a modified, college-preparatory curriculum leading to graduation. The Program provides differentiated instruction which ensure pathways to learning in the required areas at all grade levels. In the freshmen and sophomore years, specific components such as Language Arts and Algebra I classes pace across two years and are designed to address skill deficiencies in reading and math. Computer and Web-based programs provide diagnostic, prescriptive and individualized remediation. Counseling services are also provided to assist students with developing interests and abilities, setting goals, making career choices, and solving personal and social problems.

37. LEARNING SUPPORT PROGRAM

The Learning Support Program is provided for students who are in the Academic, Honors or Advanced levels of difficulty and who have mild learning disabilities. For a student to be eligible for the program, two criteria must be met.

First, the student must have a learning disability as evidenced by a recent psychoeducational evaluation or must have a diagnosis of ADD/ADHD or a physical disability. Second, documentation must be provided that shows the disability substantially limits the student's ability to perform in the classroom. Trinity will assist in gathering the proper documentation. It is important to note that if medication or some other means of accommodation corrects the impairment, the impairment may no longer be substantially limiting and the student does not qualify for the program.

The Learning Support Program also coordinates student testing through outside agencies. Any questionnaires/surveys required by such doctors or agencies should be directed first to the LSP Coordinator.

38. CAMPUS MINISTRY

A variety of support services for students are provided at Trinity High School with the intention of ensuring the best possible environment for intellectual, emotional and spiritual growth.

Trinity's chaplain and director of Campus Ministry focus on Trinity's commitment to its Catholic heritage. The Eucharist is offered on a regular basis, and underclassmen participate annually in days of recollection. Seniors are encouraged to take part in a three-day retreat and to engage in community service.

The Trinity community gathers for public worship and prayer several times throughout the school year. The Celebration of the Eucharist (the Mass) is of primary importance in helping us form community and a sense of God's presence in our lives. All students are expected to participate respectfully and reverently in these celebrations and rituals. All are welcome to come forward for Communion at Mass; students of other religious affiliations are asked to come forward and receive a blessing from the Eucharistic Minister. Because of the importance we place on our celebration of the Mass, any student who disrupts Liturgy in any way will face disciplinary consequences. Students and/or parents who are unsure of proper procedures at Mass should see one of our campus ministers or a theology teacher. Please note, attending a school Mass or prayer service is not optional. These important events are scheduled during regular school days. All attendance rules apply.

39. STUDENT HEALTH ISSUES

A. Medication

Trinity High School does not distribute medication without written consent of the student's parent/guardian. Any student who needs to take medicine daily, for a specified length of time or as needed, can obtain a permission form from the Student Affairs Office. All medicines will be stored in the Student Affairs Office. Students are not allowed access to the medication storage system or its contents.

With the exception of asthma inhalers, epi-pens or diabetic supplies, students are not permitted to carry medication during the school day without the school nurse's permission. Any medication to be distributed is to be in its original container/package. Prescription medication must include the appropriate pharmacy label. Physician samples must include recommended dosage and frequency of distribution. It is the student's responsibility to come to the Student Affairs Office to receive medication. Trinity does not accept responsibility for reminding a student of such. Medication not picked up at the end of the school year will be discarded.

The procedure for the distribution of medication is as follows:

- Medication is distributed at the end of the three lunch periods or as prescribed
- The student comes to the Student Affairs Office
- A school representative will dispense the medication and document the time it is administered

B. Health Records

All students must have on file in the Student Affairs Office an accurate and current health record. Forms for this information will be mailed to parents of incoming freshmen at the beginning of each school year. A notice will be placed in parent communications each summer reminding parents to update their sons' health records. In addition, a current Kentucky immunization certificate is required and must be on file in the Student Affairs Office. A parent/guardian is to inform the Student Affairs Office of any health changes. Any lack of compliance in the above matters may result in a student being sent home until files are brought up to date.

C. Illness or Injury

A student who becomes ill or is injured during the school day must report to the Student Affairs Office, where the school nurse is located. If this office is closed, the student should report to Academic Services. If the student is not able to report, the office must be notified immediately by his teacher. Upon reporting, a log indicating his name and illness or injury will be made. A brief record is kept on symptoms and disposition or treatment. Phone numbers for emergency services and names of staff trained in emergency procedures are available through the office. Students cannot be sent home until a parent has been notified. If a parent cannot be reached, treatment will be implemented only in the case of a medical emergency.

D. Communicable Diseases

The Student Affairs Office shall report to the principal any cases of communicable disease that come to its attention, either through direct observation or absentee reports. The specific diseases to be reported are those defined as communicable by the Louisville Metro Public Health Department. The Student Affairs Office shall report these in a form consistent with published Health Department guidelines. The Student Affairs Office shall maintain records of all such reports.

If, after consultation with the principal, the Student Affairs Office deems it necessary to send a student home, a student must remain home until a licensed physician verifies in writing that the risk of spreading the disease has subsided and it is safe to return to normal classes. While out of classes, a student may continue normal progress via online communication with teachers and/or work picked up by parents/guardians. If the absence is extended beyond twenty days, the student's progress will be reviewed in light of Section 45D of Trinity's Code of Conduct.

E. Student Extended Absence or Hospitalization

If a student requires hospitalization or will be out for an extended absence a parent should notify their son's Academic Dean or school counselor. The Academic Dean will mail a letter to the student's parent outlining the procedure to return to Trinity once the extended absence or hospitalization is complete.

When the student is ready to return to Trinity, a parent will contact their son's school counselor to set up a re-entry meeting. The re-entry meeting will include the student, parent (s), student's school counselor and the Academic Dean.

A release letter from the student's therapist or physician on official letterhead must be presented at the re-entry meeting. The release letter should contain the following;

- Admission and release dates for hospitalization or extended absence
- A release to attend all required personal and academic activities
- An aftercare plan or follow up for the student if applicable
- Signature of the physician or therapist
- Academic transcript from the hospital/home school given to the Academic Dean if applicable

A student must attend a re-entry meeting before returning to classes at Trinity. Re-admission is not automatic. Trinity will work with the student and his parents to determine if re-admission is in the student's best personal and educational interest.

If a student would need to be away from Trinity High School for more than four weeks due to an illness or hospitalization, JCPS Home Health School will be contacted. The Academic Dean would assist the student and his parent(s) with this transition.

40. CLUBS AND ATHLETICS

Because Trinity believes in the complete development of its students, all students are encouraged to participate in the wide variety of extracurricular activities Trinity has to offer. By his membership in an activity, the student is given the opportunity to expand his academic knowledge, develop his hobbies, participate in the arts, and learn to communicate better and/or explore new interests. He also learns organizational skills, teamwork, cooperation, responsibility and leadership. Not the least important is the sense of camaraderie developed with fellow students and faculty, a loyalty to the school and pride in its accomplishments.

The House System provides school-wide social activities such as mixers and semi-formal dances. It assumes a position of leadership in coordinating events, people and special activities. It works closely with the director of activities in the smooth function of the school and in student relationships.

Since participation in these school activities contributes to the making of a well-balanced person, they are an important part of the total program at Trinity.

In order to maintain or acquire recognition as a Trinity High School student activity, organization or club, and in order for it to be granted use of school time or facilities, a student or teacher should do the following:

- Present a constitution and/or statement of purpose to the director of activities;
- Have a Trinity faculty or staff member as a moderator or sponsor (See Section 7, "Extracurricular Activities" of this manual); and
- Have the approval of the principal.

Trinity also conducts a full program of varsity, junior varsity and freshman athletics, as sanctioned by the Kentucky High School Athletic Association (KHSAA) and other governing bodies.

All students are encouraged to take part in one or more sports. Awards are given according to the rules established by the Trinity Athletic Department and other sanctioning bodies where applicable.

At all athletic contests, players, cheerleaders and spectators are expected to conduct themselves in a Christian and sportsmanlike manner. Just as a student has the right to display his association with the school, he also has an obligation not to betray it. Misconduct at games, therefore, is regarded as school misconduct and

will be handled accordingly. (Refer to Section 42 of this manual.)

Trinity honors the academic achievements of its students in myriad ways. Occasionally, the school is pleased to facilitate the public signing of a national letter of intent to participate in collegiate athletics. The Athletic Office and the Office for School Advancement work jointly to schedule the event and alert news media. These events are normally held after school in Alumni Hall, and work best when several team members sign together. They are staged for two reasons:

- To honor the individual student.
- To hold him up as a role model for others.

Though they sometimes generate significant media attention, the events are normally reenactments of earlier “official” signings. Not all such commitments (e.g., partial academic grants-in-aid) are suited for a signing ceremony; thus, Trinity will only host signing ceremonies when the student is awarded an athletic scholarship. However, even if a signing is not held, parents are asked to please notify the Athletic Office if their sons commit to play collegiate athletics, and a media press release will be created.

In order for Trinity to host a signing ceremony, the following guidelines are suggested:

- The student has signed or will sign a national letter of intent that reflects a commitment to participate in athletics at the collegiate level on an athletic scholarship;
- Parents should notify the Athletic Office at least three weeks in advance of the desired date for the ceremony;
- Dates that allow parents, the student and coaches to be present should be chosen;
- Coaches from the college/university should be notified should they want to attend.

Following parent contact with the Athletic Office, the athletic director will contact the student’s primary coach to ensure that the date is acceptable. Internal announcements will be made so that as many students and teammates as possible can attend the ceremony. Once a date has been established, the Advancement Office will generate a press release and work with the Trinity coaching staff and the Athletic Office to stage the event. Trinity will not host signing ceremonies after senior exams have begun.

41. THIS WE BELIEVE ABOUT ATHLETICS

The Kentucky High School Athletic Association requires officials to enforce sportsmanship rules. High school athletics must emphasize positive values. All parties should work hard to create a sense of teamwork, responsibility and perspective. Officials expect good behavior and will quickly penalize misconduct. We encourage and appreciate the help of all spectators in achieving these aims. Let every competition reflect mutual respect among all in attendance.

The Catholic high schools in the Archdiocese of Louisville affirm and support the sportsmanship expectations of the KHSAA. We believe that sports can be a means for student-athletes to learn lessons in Christian identity, sportsmanship, competition, leadership, cooperation, self-discipline, goal setting and fair play. Athletics play an important part in helping the individual develop a healthy self concept as well as a healthy body. Athletic competition can help students, participants and spectators develop pride in their school.

We expect all our student-athletes

- To be responsible and contributing members of the team and school.
- To make selfless efforts in working with others to reach a common goal.
- To play and live by the rules of the sport.
- To show appreciation and respect for others, whether they are teammates, opponents, officials, coaches or spectators.
- To serve as positive examples by accepting both victory and defeat with pride and compassion.

We expect our coaches to serve as positive examples of fair play, sportsmanship, and respect towards their own players, opposing players, coaches, and game officials.

We expect our cheerleaders and students to keep all cheers positive; to avoid efforts to distract the opposing team's efforts; to refrain from rubbing-in defeat; to respect the players and fans of the opposing team before, during and after the game; and to refrain from negative social communications with all teammates and opponents.

We expect parents and other fans to model good sportsmanship; to refrain from any negative personal and social communications; and to refrain from the possession and use of alcohol at high school contests.

Archdiocese of Louisville Catholic High Schools

Assumption High School	Holy Cross High School	Sacred Heart Academy
Bethlehem High School	Mercy Academy	St. Xavier High School
St. Francis DeSales High School	Presentation Academy	Trinity High School

CODE OF CONDUCT

Sections 42-51

42. PHILOSOPHY OF DISCIPLINE

Trinity's Code of Conduct is formulated to assist the school in maintaining her daily operations to fulfill the mission of "forming men of faith and men of character." The goal of the Student Affairs Office is to sustain an orderly school where learning can take place. The purpose of this Code of Conduct is to assist in that goal. Also vital to this effort are the help and support of parents in assisting us by subscribing to this Code's regulations and intent.

Trinity believes that through firm, consistent and caring guidance, each student can develop the mental maturity and moral character to adopt patterns of behavior consistent with Christian values and tradition. It will provide a nurturing and supportive environment with appropriate limits conducive to the development and maintenance of self-discipline and responsible behavior.

Trinity's Code of Conduct is predicated on two premises. First, that every student has the right to certain expectations (an atmosphere conducive to personal growth and development, the physical integrity of the facilities and the protection of one's personal property), and second, that every student has the duty to preserve these rights for others. The underlying concept is not one of legalisms, punishments or discipline for discipline's sake; rather, it is one of personal and community responsibility and good stewardship.

Trinity's Code of Conduct is intended primarily to address student conduct on school grounds or at school-sponsored functions. However, the school reserves the right to take disciplinary action, including dismissal, should serious misconduct occur in other places or at other times. "Serious misconduct" generally refers to behavior that is not only wrong or un-Christian but possibly illegal (the use of illegal drugs or alcohol, fighting, vandalism, theft, etc.). Such serious misconduct typically harms others as well as the perpetrator and detracts from the good name of the school. It also gives strong indication that the student does not value his relationship with Trinity High School.

Since no list of rules can cover every situation, the administration presumes that personal responsibility, common sense, mature judgment and Christian values are the guides by which every Trinity student will measure his actions. As the principal's designees, the Student Affairs Directors oversee the day-to-day enforcement of the Code of Conduct, and in all areas of ambiguity or disagreement, their decision is final.

At the start of each school year, students and parents are required to confirm they have read the Student Manual, including the Code of Conduct, and agree to abide by the policies and regulations contained therein. The Catholic Church and Trinity 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 the administration,

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.

The principal or Student Affairs Directors reserve the right to deviate from any and all disciplinary regulations for just cause or at their discretion.

43. BASIC VALUES AND EXPECTATIONS

Choosing Trinity is a choice of values. Flowing from our Catholic tradition are these values upon which the Code is built:

- Courtesy - Cooperation
- Respect - Honesty

A. Courtesy

Students must address and speak to each other and to adults with courtesy at all times. Trinity does not accept shouting, crude or vulgar language, or any behavior that does not show courtesy.

B. Respect

Respect for the dignity of the individual is a fundamental Catholic tradition. Trinity students must demonstrate tolerance and acceptance for the social and cultural differences found at school and in the community. Respect must be shown to all at school and at school events, including those present who are not Trinity students.

Disciplinary consequences may result for the following and other violations of courtesy or respect for others and self:

- Defiance of the authority invested in adults working with students.
- Fighting with others, on or off campus.
- Damaging the property of others or that of the school. This includes any damages done to sites visited on field trips. Students may be asked to make financial restitution in such cases.
- Possession of or irresponsible use of an item that could endanger the safety of others, (e.g., explosives, weapons, firearms, lab materials, prescription or non-prescription drugs, etc.).
- Trafficking in alcohol and/or other illegal drugs on or off campus, on the way to or from school or at a school event.
- Causing a false fire alarm.
- Objectionable conduct in traveling to and from school, including on public transportation or at bus stops.

Bullying among students will not be tolerated by Trinity High School. Bullying is any type of behavior, whether or not it occurs at school, whose purpose is to inflict physical or emotional distress upon any member of the Trinity Family. Bullying can take many forms:

- Verbal – name-calling, threatening, verbal harassment based on racial differences, presumed sexual orientation or physical appearance, lying to cause trouble, etc.
- Physical – hitting, kicking, spitting, stealing, damaging another person’s belongings, etc.
- Psychological – social exclusion, spreading rumors/gossip, intimidation, etc.
- Cyber – electronic harassment via email, blogs, websites, text messaging, social networking, etc.

Bullying behavior of any type that is brought to the attention of teachers or administrators will be dealt with as a school matter and may have potentially serious consequences for the perpetrator since such actions may affect the lives and reputations of those in our community. Trinity considers the following actions to be violations of self-respect:

- Possession and/or use of alcohol or other illegal drugs.
- Selling, distributing or in any way abusing prescription or over-the-counter drugs.
- Speeding or reckless driving, on or off school property, and/or on the way to/from school or a school event.
- Affiliation, involvement or membership in groups or trends that promote attitudes and behaviors not in keeping with Catholic Church teachings, including but not limited to gangs, satanic cults, racist groups, anarchist groups, etc., including the display of items promoting such.
- Marking or defacing one's personal property with words and/or symbols that promote attitudes or behavior opposing Catholic Church teaching.
- Other behaviors that endanger one's physical and/or emotional health and safety.

Should Trinity become aware of behaviors that endanger a student's own physical or emotional health or safety or those of another person when the student is not under the jurisdiction of the school, Trinity reserves the right to inform the student and his parents of what has been learned. In such situations, as stated in Section 42 of the Code of Conduct, Trinity reserves the right to apply school disciplinary measures depending upon the individual circumstances of the case.

C. Cooperation

As a large school community, it is imperative that all work together to achieve common and individual goals. Establishing community is a fundamental Gospel mandate. Cooperation must be given by all to create a community of learning and caring for one another. Trinity students demonstrate such cooperation through adherence to these expectations:

- Following rules established by classroom teachers, moderators, coaches, proctors and substitute teachers.
- Following rules for grooming and dress.
- Following rules regarding attendance and tardiness.
- Remaining attentive during class time (no sleeping).
- Exhibiting proper behavior in the hallways and cafeteria, and at school assemblies and other special events.
- Observing rules regarding behavior during emergency drills (e.g. following outlined procedures, maintaining order and silence, etc.).

D. Honesty

Trinity students must practice honesty. Being true to that which is right and moral is basic to Christian teaching. To fully achieve successful adulthood, students must learn the values that come from accepting responsibility for one's actions. Trinity will not accept these violations of honesty:

- Cheating (see Section 34C).
- Lying or misrepresenting the truth.
- Tampering with school administrative and educational systems (e.g., computer systems and equipment, electronic equipment, safety and security systems).
- Stealing or trafficking in stolen property or keeping property that does not belong to you – regardless how it was obtained.
- Any dishonest act against a person or property.

44. ROUTINE DAILY RULES

To sustain an orderly environment where learning can take place, all students – regardless of individual

differences or circumstances – are expected to support and follow the procedures and rules listed below. Ignorance of these directives is not an excuse for failure to comply.

A. Before School

- Students should not arrive before 7 a.m.
- Students must arrive on campus in dress code.
- Once on campus, students may not leave the school grounds before the end of the school day without proper permission.
- Students arriving before 7:45 a.m. must enter the cafeteria. Upon arrival, the following areas are open to students:
 - The cafeteria opens at 7 a.m. for breakfast and closes at 7:45 a.m. (On Wednesday, opens at 7 a.m. and closes at 8:45 a.m.).
 - At 7:30 a.m.: the computer lab, the W. Peter Flaig Library Media Center and the Athletic Office.
 - Classrooms open at 7:45 a.m.; students may be in a classroom prior to 7:45 a.m. if working with a teacher.
- Students driving their own vehicles are to park in designated areas, leave their cars immediately and go directly to the cafeteria. Loitering outside or around the campus boundaries is not allowed.
- Students may go to their lockers beginning at 7:45 a.m. (8:45 a.m. on Wednesday).
- Transactions with any of the administrative offices can take place beginning at 7:30 a.m., during lunch or after school.

B. During School

- Students must be in first period by 8 a.m. (9 a.m. on Wednesdays). Students may talk during class changes but not in a loud or rude manner.
- Students have five minutes between classes. (This time is not to be used for loitering but for stops at the locker, restroom breaks and travel to the next class).
- Students are not permitted visits to their cars during the school day.
- Students should walk to the right side of the hallway in order to keep traffic flowing.
- Students are to be quiet and attentive during TTV and special PA announcements.
- Book bags, backpacks or briefcases are not allowed in classrooms, resource areas or the cafeteria during lunch. Students may use backpacks to carry books and supplies to and from school, but keep backpacks stored in their lockers during the day. Students should carefully plan stops at their lockers to make sure they have all needed materials for class.
- Students should report missing items immediately to the Student Affairs Office. Found items should be turned in to the Student Affairs Office. Students can search lost-and-found items before and after school. Students are also advised not to bring large sums of money or other valuables to school.
- Tones sound throughout the day to indicate the start of class. Teachers, not the tone, signal the official end of class.
- Students may not leave the class without teacher permission. If no teacher is present at the beginning of class time, students must remain seated and quiet until a proctor arrives or other instructions are given. If a proctor does not arrive when the bell rings, a student should notify a neighboring teacher.
- Any delivery to a student must come to the Student Affairs Office first and will then be sent or picked up by the student at an appropriate time. Students are not allowed to order outside delivery of lunches.
- Office and classroom phones are for business use only. In the event of an emergency, students may come to the Student Affairs Office and request to use the telephone.
- Each student is responsible for picking up after himself. This includes his time in the cafeteria, classroom, restrooms, hallways or resource areas. Littering is not acceptable.

- Students are asked to assist their last-period teacher with the cleaning of the classroom at the end of the day.
- Gum is not permitted anywhere on campus during school hours.
- In general, food, drinks and candy are allowed only in the cafeteria before and after school and during the lunch periods. Food and drink are not to be consumed in hallways; they are permitted in classrooms only with teacher permission on special occasions. In particular, students may not carry snacks, candy, water bottles, soft drinks, sports drinks, etc. to class during the day. Students may have food and/or drink on the exterior of campus before and after school, provided they respect our property and do not litter.

Use of electronic devices

- Trinity cannot be responsible for items lost or stolen at school or at school-related events, including electronic devices such as cell phones or other electronic equipment.
- Students are not permitted to use cell phones without permission in classrooms, halls or restrooms.
- Students may not photograph or take video at school without permission from a member of staff.
- Earbuds or earphones must be put away during the school day unless a teacher gives permission for their academic use. This includes advising and lunch periods.
- Small cases meant for computing devices are allowed. These cases are to be used for computing devices only and not as a book bag.
- Computing devices may be used in classrooms for academic purposes at the discretion of teachers. Students who are found to be using computing devices for inappropriate reasons face discipline consequences. Continued misuse may mean the student loses this privilege.

C. After School

- School is dismissed at 2:55 p.m. (2 p.m. on Friday). Teachers may require a student to return after school for academic or other reasons.
- Students are expected to stay in dress code until they exit campus. Ties may be loosened on their way off campus.
- Students must use caution when arriving or leaving campus. In the afternoon, students are asked to please not linger or socialize in the parking lots. Unless a student is meeting with a teacher, participating in a sport, activity, etc., we expect him to exit campus within 30 minutes of the end of the school day. Students should cross streets only with the traffic guard's assistance or at street corners. Students must drive at safe speeds and show courtesy. Stereo systems should be turned down until students have completely exited our property.
- Students have access to the following areas after school:
 - Monday-Thursday, the cafeteria remains open until 4:30 p.m. (August-November/April-May); and until 5 p.m. (December-March). On Fridays, the cafeteria closes at 4 p.m. Students are not permitted to have guests from other schools during this time.
 - The following areas are open until 4 p.m.: the Campus Store, the computer lab, the W. Peter Flaig Library Media Center and all administrative offices.

45. ATTENDANCE AND TARDINESS

A. Attendance and Reporting of Absences

It must be properly reported if a student is going to be absent for a portion of a day or the entire day. The student must be excused by his parent/guardian by calling the Student Affairs Office (736-2123) between 7:30 and 9:30 a.m.

Any unexcused late to school will result in a late jug.

Please note these guidelines for reporting absences:

Absence for Student Illness:

- A parent/guardian must call the Student Affairs Office (736-2123) between 7:30 and 9:30 a.m. to report an illness.
- After a total of 10 absences for illness, a student may be required to present a doctor's note for each subsequent absence. (Please see Section 45D below for further information on excessive absences).

Absences for Medical or Other Appointments:

- If at all possible, medical or dental appointments should be made after school hours.
- If the family requests their son to miss school due to a medical appointment, a parent or legal guardian must notify the school by calling at least one day prior to the absence.
- Students who have medical appointments during school hours should plan to leave at the end of a class and not during a class.

Absences for Funerals:

- If the family requests their son to miss school due to a funeral, a parent or legal guardian must notify the school by calling at least one day prior to the absence.
- In support of a bereaved student experiencing the death of an immediate family member, the student's advising group, theology class or classmates may travel to the funeral service. Students attending funeral services should travel by bus with the school group unless other arrangements are specified in writing by the parent/guardian to the Student Affairs Office the morning of the funeral. Only students attending a funeral as part of an official school contingent will be considered as participating in a school-related function.

Absences for College Visits:

- The school will allow two college visit days for seniors and one for juniors. The time period for such visits ends May 1. Juniors should visit in the second semester only. To have a college visit treated as no-absence, the student must have a "Preferred Activity Form" filled out properly and filed in the Student Affairs Office prior to the visit. Trinity also requires a note from the admissions office of the college visited upon the student's return to school. Requests by seniors for college visits should not be made immediately prior to or after scheduled school holidays, including spring break.
- Exceptions to this rule, for scholarship competitions or college orientations, may be made at the discretion of the Student Affairs Office.

Other Absences:

- In general, vacations and family trips are not excused absences. If a parent/guardian wishes his/her son to miss days of school for reasons other than illness or a funeral, *they should notify and request permission from the Student Affairs Office five school days in advance.* Students failing classes or with multiple absences are not likely to be excused.
- Trinity reserves the right to verify an absence or excused time away from school. Failure to receive acceptable verification or failure to follow procedures will result in an unexcused absence for the student.
- A student who is absent from school for more than half a school day (arriving after the first two blocks or departing before the last two) may not participate in or attend any sports, social or school event on the same day. Extenuating circumstances may be presented to the Student Affairs Office for special consideration.

Field Trips:

- Students who have missed 10 days due to illness may not be allowed to participate in field trips.
- If the school requests the student to miss classes due to a field trip or other such activity, an “Activity Form” must be obtained from the Student Affairs Office. The form must be signed by a parent or legal guardian and returned to the Student Affairs Office.
- Absences due to school-related trips or retreats do not count in absentee totals.

B. Types of Absences

Absences are designated following these guidelines:

Excused Absences

- In general, absence from school is excused only for illness or a death in the immediate family. Such absences must be properly reported to be considered excused.
- Education-related, family or other trips will be considered on an individual basis. Students in academic jeopardy or with a history of attendance problems are not eligible for such excused absences. *Requests for such trips should be made to the Student Affairs Office in writing five school days in advance.*
- Appointments and commitments related to social activities, jobs or other personal business do not constitute excused absences.

Unexcused Absences

- Cutting school – An unexcused absence for more than half a day without parental notification will result in one or more demerits and a Saturday detention.
- Family or personal reasons – Vacations and family trips should be scheduled on days off school. If permission from the administration is not granted, these trips are considered unexcused and the student will face disciplinary consequences.
- Without proper notification and a doctor’s verification, absences or early dismissals from school just prior to holidays or other school breaks will be considered unexcused.
- Unexcused absences for one or more classes may result in the assignment of a detention for each period missed up to five for a day, as determined by the director of students.

C. Make-up Tests and Assignments

Makeup work for absences, including school generated absences such as field trips and retreats, is the responsibility of the student.

A student should talk to the teacher the day of his return to school, in person or via his Trinity email account to make arrangements for makeup work or tests. Teachers also welcome emails while a student is at home if he is well enough to do so. If a student is going to miss class due to a field trip, retreat, etc. but can still turn in work via Rockspace or email, his work should be turned in on time.

A teacher still may expect daily assignments or short homework assignments assigned prior to a student’s absence to be turned in the day the student returns to class. Otherwise, students are allowed one calendar week from the day they return to school to complete major assignments, quizzes or tests. For makeup quizzes or tests, students are encouraged to make appointments with teachers during advising time.

Exceptions to this policy can be made at the discretion of academic deans or counselors.

Any student missing semester exams must present a doctor’s note for the absence or he will not be allowed to make up his exams.

D. Excessive Absences

Statement of Belief: It is our belief that there is a clear and positive correlation between classroom learning and consistent attendance. Learning is built day by day. It requires a continuity of attendance and effort. We also strongly believe that what occurs in class is vital to student learning. The richness of class discussions, the

exchange of ideas with peers and teachers, the opportunity to defend one's ideas, the viewing of films and videos, mean that even if students make up the missed work, they have lost an opportunity for increased learning and skill development. In addition, a great deal of work in class is done cooperatively and a lack of attendance makes it difficult, if not impossible, for peers to successfully complete the work required.

- Students may be put on probationary contracts when attendance becomes a school concern.
- After a total of 10 absences for illness, a student may be required to present a doctor's note for each subsequent absence. A letter will be sent home informing parents of our concern and of this necessity. In addition, once 10 absences are reached, the student will likely be placed on an attendance contract for the remainder of the school year. Finally, students who have missed 10 days due to illness may not be allowed to participate in field trips.
- Without documentation from a medical doctor or nurse practitioner for a long-term illness, family or personal crisis, after 10 absences for a semester course and 20 absences for a full year course, a student will lose credit and be removed from the class. In chronic cases involving multiple failures, students may also be dismissed.

Appeals: When a long-term illness or family or personal crisis occurs, the parent may submit a letter to the Student Affairs Office asking for a waiver of school regulations. The request for a waiver must include a physician or other official's statement detailing the student's need to be absent. A committee comprised of a student affairs director, a counselor and the principal will hear the appeal and communicate the administration's decision to parents.

E. Perfect Attendance

Trinity High School recognizes students who maintain a perfect attendance record throughout each/all of their four years. In order to qualify for this distinction, a student must attend class daily and may not have any half- or whole-day absences, excused or unexcused. The only exception, considered upon the request of a parent, is attendance at a funeral. Participation in school-related functions (such as retreats or field trips) has no bearing on perfect attendance.

F. Tardiness

Students must arrive at school on time and travel to classes in an orderly manner. Students not in class when the bell rings must report to the Student Affairs Office. All students reporting for a late slip must sign in and give a reason for being late.

Without permission or an emergency, students reporting late to school will be assigned a late jug. Students more than 30 minutes late will receive a discipline jug. Any student arriving to school after the start of first period must check in with the Student Affairs Office before going to class.

Teachers may require students to report for a late slip for a variety of reasons, (e.g., not being in a desk when the bell rings, needing to get materials from a locker, excessive use of the restroom). Students who have been with a counselor or administrator must report to the Student Affairs Office and receive an excused late slip before returning to class.

For community-wide circumstances, (e.g., power outages, inclement weather, etc.), the Student Affairs Office may give excused late slips for those tardy with no detention required. Consequences for excessive tardies are discussed in Section 51B.

G. Alternate Schedules

At various times during the school year, alternate schedules will be used. Use of some alternate schedules will be planned and communicated to students. (Refer to section 25C for schedule details.) Some alternate schedules will be unplanned and used in cases of severe weather.

H. Severe Weather Schedule and Make-up Days

In case of severe weather, Trinity will follow the announcements made for all Catholic high schools by the Office of Lifelong Formation and Education on local radio and television. A delayed start means classes begin at 9:30 a.m. Should inclement weather develop during the course of a school day, an early dismissal for Catholic high schools in Jefferson County will be announced. If an early dismissal is necessary, the Archdiocesan office will contact the high schools and radio and television stations with the announcement, "Catholic high schools in Jefferson County will dismiss at 1:30 p.m." If inclement weather conditions necessitate a change in the 1:30 p.m. early dismissal time, the Archdiocesan office will make that decision and communicate the dismissal time to the high schools and radio and television stations.

Trinity will maintain the original Green-White schedules unless extended emergency or snow days require a change. Any such change will be communicated to parents and students.

In the event of several emergency or snow days in one school year, Trinity may announce changes in the calendar or online work to accommodate for the missed time. If the school announces online work, each teacher will post assignments on Rockspace before noon on the missed day with the expectation that students access and complete the work before the next class meeting. In the event a family is without power or online access, the parent must write a note explaining the situation so that a reasonable extension can be granted.

46. GROOMING AND DRESS

Trinity believes a neat appearance promotes good work habits, pride in oneself, respect from others and a disciplined environment. A uniform manner of grooming and dressing also minimizes social differences.

By enrolling at Trinity, a student assumes responsibility for following these rules. The Student Affairs Office determines disciplinary action for those who violate these rules.

If a student has a question about dress or grooming, he should clear it with the Student Affairs Office before wearing the item/style to school. Decisions on dress, hair and grooming rest with the Student Affairs Directors, and their judgment in these matters is final.

A student is expected to be properly groomed and in dress code when he arrives and until he exits campus.

A. Grooming

Students must attend school clean and neatly groomed.

- Hair must be clean, combed and neatly cut. In general, hair should be groomed in styles that do not cause classroom distraction.
- Hair length must not extend below the bottom of the collar and must be cut to stay out of the eyes. If the hair is worn short, the hair should be long enough to cover the scalp.
- Untraditional styles, including but not limited to, spiked hair; severe razor cuts on the sides/back/top; Mohawks; tails or pony tails; and color dyes are not acceptable. Hair must not be streaked or dyed in a fashion that makes it two-toned.
- Students are expected to be neatly shaved. Beards and/or mustaches must be kept trimmed and neatly groomed. Facial hair "in-progress" will be given a limited time to meet minimum standards. Note: Athletic teams and other activity groups may require participants to be clean-shaven or have other grooming rules concerning hair style or length.

B. Regular Dress Code

Students must arrive at school in dress code.

- **Pants** – Nice casual slacks neatly pressed. If designed for a belt, one must be worn. Suspenders may be worn. Pants should break at the top of the shoe and must be worn at the waist. Unacceptable: jeans; worn/torn/faded pants; fatigue/military pants; pants with pockets or zippers on the legs; rope belts; pants that are too tight or too loose; pants with heavy seams on the front or back; and/or belt buckles that are showy or outlandish. Frayed or cut pant legs are not acceptable.

- **Dress shirt** – Neatly pressed and intended for use with a necktie or bow tie in a dress setting; collar should be buttoned at the neck; long- or short-sleeve; tucked in. Unacceptable: work shirts or Hawaiian-style, flannel or denim shirts.
- **Ties** – Dress four-in-hand or bow styles; width and style in keeping with currently accepted fashion; tied and kept up to the collar. Unacceptable: fad, punk or Western styles.
- **Dress shoes** – Dress-style shoes made of leather or synthetic leather, brown or black in color, laced or slip-ons and clean/polished are acceptable. Please note: the follow types of shoes should *not* be worn to school: boots of any type, athletic shoes, canvas shoes, sandals, house slippers, hiking, and/or skateboard or boat shoes.
- **Socks** – Must be worn. Dark or colored socks that cover the ankles are preferred. “Footies” or socks that do not cover the ankles are unacceptable.
- **Trinity-themed wear** – Students are allowed to wear Trinity-themed wear in good condition of the type that can be purchased in the Trinity Campus Store and/or represent THS sports teams/THS official activities apparel. This does not include Trinity “hoodies” or sweatshirts, or any team jackets or coats with hoods, which are not part of our regular dress code. (Please note: Student/parent/vendor-produced wear that contains the Trinity name, logo or other school-related representations must receive the approval of the administration. Failure to do so can result in school action, including but not limited to, banning of such wear at school or school events and discipline consequences up to and including expulsion. In addition, the school reserves the right to pursue all legal remedies against all violators, regardless of student status.)
- **Sweaters** – Dress sweaters or fleeces may be worn to class as part of the regular dress code. Sweatshirts, coats and jackets may not be worn in class and should be kept in the locker during the school day.
- **Paraphernalia and/or clothing** – Anything that promotes alcohol, promiscuity, illegal activities, vulgarity or ideas that contradict Christian values may not be worn at school or at any school-sponsored functions. Students are not permitted to wear clothes or imagery which might incite conflict or be deemed offensive. An example would be Confederate flags. Questions about this policy should be directed to the Student Affairs Office.

C. Casual Dress Days

On casual-dress days, students may wear any Trinity T-shirt in good condition or shirts with a collar, jeans (worn properly with a belt at the waist, not torn or frayed at the cuff) and tennis shoes with socks. All shirts must be tucked in and buttoned. On casual dress days, Trinity sweatshirts in good condition may also be worn to class. If sweatshirts have hoods, they must be worn down whenever a student is indoors. Sweatshirts or T-shirts without a Trinity affiliation are not allowed on casual dress days. IDs should be worn outside sweatshirts.

A schedule of casual dress days will be set by the school and announced in advance.

In spring of their senior year, students may wear a college shirt or sweatshirt in place of Trinity wear.

D. Identification Cards (ID)

Student IDs are distributed at the start of the school year and must be visibly worn at all times. The cards not only allow teachers to identify students, they are used as proximity card readers that allow students access to the various areas of our campus during the school day. These cards also are used to check out materials in the library media center and may be used as debit cards in our cafeteria. During regular school hours, students must visibly wear their Trinity IDs on their school-issued lanyards whenever on campus. If a student chooses to wear a sweater or fleece, he should wear the ID outside these garments.

If students arrive to school without their ID card, before first period, students must report to the Student Affairs Office and pay \$1 for a temporary ID.

- Students who request a temporary ID for five consecutive days will be required to purchase a new ID.
- Students are expected to wear IDs even on casual dress and retreat days. Leaders of retreats may permit students to remove IDs for particular activities.

- IDs that are altered or defaced in any manner will require the student to purchase a new ID card. At no time should a student allow anyone else to use his ID card. Damaging or defacing another student's ID card will result in disciplinary action.
- Pulling or tugging on another student's lanyard is not permitted.
- Replacement IDs are purchased in the Student Affairs Office at a cost of \$25.
- IDs must be turned in at the end of each school year. Students who do not turn in their ID will be assessed a \$25 fee at the beginning of the following school year.

E. Other Dress Code Issues

- **Accessories** – Trinity students may not wear head/arm bands; multiple bracelets; make-up or body paint; sunglasses; hats; or bandanas during the school day.
- **Jewelry** – Watches, bracelets and rings are acceptable. Earrings and posts are not permitted to be worn during the school day and at certain school functions (sports banquets, award ceremonies, graduation exercises, etc.). Coaches and moderators may establish further prohibitions against earrings but must confer with either the director of activities or athletics on the policy. Body-piercing and gauging is discouraged, and rings/posts may not be worn in the affected area while at school.
- **Tattoos** – Trinity students are not allowed to display visible tattoos during the school day. Distracting or inappropriate markings are unacceptable and could require covering while at additional Trinity functions.

47. USE OF FACILITIES AND EQUIPMENT

A. Parking

Parking on Trinity's campus for students is by permit only. Since the number of student parking spaces is limited, permits are sold only to seniors and juniors on a first-come, first-serve basis. Parking permits are only sold to sophomores on an individual basis once they have received their driver's license and if there are any spaces available. In general, sophomores are not allowed to park on our campus if they drive to school.

The parking permit must be displayed as directed by the Student Affairs Office any time the student drives the car to school. Students who park on our property without the proper permit are subject to disciplinary consequences which may include jugs and/or fines and possible towing of their vehicles for multiple offenses. The cost of the permit is \$25 for the 2018-19 school year. Applications may be picked up in the Student Affairs Office prior to summer vacation each year or by contacting the office during the summer.

Students who park on our campus should make sure cars are properly parked in designated student parking spaces. Students may not park in designated faculty areas. Cars must remain locked and not moved or entered during the school day. Car stereos and radios should be played at moderate levels while on campus. Cars parked on Trinity's campus should not display objectionable material (e.g. bumper stickers, license plates/See Section 46B).

All students are expected to practice safe driving techniques. Students who park off-campus must follow all laws that apply to them.

Drivers of cars parked on campus without a current permit are subject to a \$10 fine and/or jug. (Towing cars that do not have Trinity permits is also possible.) Additionally, students who fail to park in designated spaces will be fined and/or jugged.

Motorcycles, motor scooters and bicycles should be parked and locked at the bike racks located between Old Trinity and Alumni Halls. Trinity assumes no responsibility for damage or theft to vehicles parked on school property.

B. Lockers and Searches

The school reserves the right to search anything brought on school property.

It is the student's responsibility to keep his locker secured and the combination private. Malfunctioning

lockers should be promptly reported to the Student Affairs Office. Lockers are meant to store books and notebooks and students are discouraged from storing expensive items there.

Trinity High School and the student are co-tenants of the locker. The school reserves the right to search any locker. This practice also extends to the student, his materials, items in his possession, including any electronic device such as a cell phone (including call records/voicemails and text messages), and/or his vehicle. If a student refuses to cooperate with such a search, his parents will be notified and he may become subject to suspension or dismissal.

The school reserves the right to inquire about any mail delivered to the school for the student.

Loss of personal items should be reported to the Student Affairs Office immediately; however, Trinity cannot be responsible for lost or stolen items.

C. Advising Period

In addition to the information found in Section 25B, the following applies to the advising period:

- Students are expected to complete academic work during advising period. With teacher permission, they may work in small groups but should remain quiet enough for others to work without distraction. Sleeping is not permitted.
- Students may use personal computing devices for academic purposes during Advising time.
- Students must set up appointments with teachers or resource rooms in advance of Advising time.
- If the student has a reservation, the advisor will have a listing of students and their prearranged destinations on his/her computer.
- Whenever possible, such reservations should be made one day in advance.
- Students may not move to resource areas until 2:10 p.m.
- Students with permission must move quickly and quietly to resource areas. A student taking more than 5 minutes to reach his destination will be marked late.
- Students must check in with the proctor or teacher upon arrival at the resource area and check out with him/her before leaving. All students must return to their advising periods and check back in before the end of the period.
- Students are not allowed to visit the cafeteria, lockers, the Campus Store or any other areas not listed on the reservation.
- Abuse of this privilege may result in suspension of travel privileges as well as other disciplinary actions.

D. W. Peter Flaig Library Media Center

The library media center is open to all students at Trinity. In order to facilitate a welcoming and productive environment, students should follow these guidelines:

- The library is open on school days from 7:30 a.m. to 4 p.m. (opens 8:30 a.m. on Wednesday mornings; closes at 3 p.m. on Friday afternoons). Before school, during Advising periods, and after school, students may visit the library. Students must sign in and out during Advising. Students visiting at other times during the school day must have a pass from a teacher.
- The library is designed to be a place for individual and collaborative work. Students should respect others who are working by keeping voices low and remaining on task. Disruptions of the library environment may result in the loss of library privileges and/or a jug.
- Absolutely no food, drink, candy, or gum is allowed. Students failing to cooperate with this policy may lose library privileges and/or receive a jug.
- Students are welcome to use library materials as needed but should take care of them. Students will be responsible for replacing damaged (bent, torn, water-damaged, scratched, broken, etc.) and lost materials, including books, CDs, DVDs, electronics, and makerspace supplies.
- Students may check out up to 10 library materials at a time.
 - Books may be checked out for two-week periods.

- Reference books may be checked out overnight.
- CDs may be checked out for one-week periods.
- DVDs may be checked out overnight.
- Students may renew all materials as long as no one has placed a hold on an item.
- Materials returned after the due date will be charged late fines.
 - Books are assessed a fine of 10 cents per day late.
 - CDs and DVDs are assessed a fine of 50 cents per day late.
- Students may also check out other library materials, with library media specialist permission, during the school day. These materials include guitar, ukulele, headphones, device chargers, magazines, and other materials needed for class projects. These must be returned the same day in their original condition or fines will be assessed.
- A library media specialist is always available to assist students and answer questions.
- Students must follow other library policies as posted in the library media center.

E. Computer Labs

The T107 computer lab is open to students in the morning beginning at 7:30 a.m. (except on Wednesdays, when the lab is closed before school) and after school until 3:30 p.m. (2:30 p.m. on Fridays). Seating is on a first-come, first-served basis. Other labs are not open to students for individualized work.

The following rules must be observed:

- Supervision by a Trinity faculty or staff member is required whenever the lab is in use. If no one is present to supervise the lab, students must wait outside the lab or other permitted area.
- Anyone violating the Acceptable Computer Usage Policy (see section 47F) will be made to leave the lab. Repeat violators will be banned from the lab.
- Students may not bring food or drink into the lab. There are no exceptions.
- Time limits may be enforced if others are waiting to use the computers.
- When you finish your work, you should log off the computer and leave the lab.
- Students wishing to use the computer lab during the Advising period must make reservations at least one day in advance. Upon arrival, students are to check in with the lab proctor, and check out with the lab proctor when departing the lab to return to class.

Online information services are to be used for educational purposes only. More specific rules may be posted in the lab or given by the lab proctors.

F. Acceptable Computer Usage Policy

During the school day, computers should be used at Trinity High School for academic-related purposes only. The following types of use are not permitted:

- Using social networking sites for entertainment or personal use.
- Sending, receiving or displaying offensive messages or pictures.
- Using obscene language.
- Participating in identity theft, such as creating false social media accounts in another student or teacher's name(s).
- Making unauthorized photographs or videos of classroom activities or posting such files on the Internet without the permission of the teacher or administration.
- Students are forbidden to access and/or share information on the school's network without permission of the author or owner.

- Harassing, insulting or threatening others via email or social networking.
- Damaging computer systems or computer networks.
- Changing network or system settings.
- Using a virtual private network (VPN), proxy or other means of bypassing the web filter and other security measures.
- Violating copyright laws and fair-use laws.
- Submitting documents from the Internet as personal work.
- Using another person's password.
- Trespassing in someone else's folder, work or files.
- Intentionally wasting limited resources.
- Using the network for commercial purposes.
- Propagating chain messages.
- Making unauthorized downloads.
- Participating in personal chat or instant messaging.
- Using school equipment to research and/or gather information about individuals unrelated to assigned school work.
- Any other activity specifically prohibited by the Information Technology Department.

Violations may result in loss of access to Trinity High School computers and/or personal computing privileges and other disciplinary actions.

Please note: Trinity High School has a filtering system in place for our wireless access and school computers but cannot assume responsibility for monitoring all student use of technology. Students and parents/guardians are primarily responsible for appropriate and ethical use of technology, especially at home. Should Trinity become aware of a student's inappropriate use of technology outside of school, the student is subject to school consequences. Inappropriate use includes harassment; use of school name, logos, images or slogans; remarks directed to or about school staff; offensive communications; and safety threats.

G. Broadcast Studio

The purpose of Trinity's Broadcast Studio is to provide students and faculty the facilities to produce a daily news and information program and to produce video programs for all curricular and co-curricular areas of study. The following rules must be observed:

- Adult supervision is required whenever the studio is in use.
- Requests for studio use must be scheduled and approved by a broadcast class instructor at least 48 hours in advance. Students and faculty will sign in and out on a studio log.
- Studio time may be limited to 30-minute sessions, depending upon the scheduled use for a given day. A maximum of two hours per day per project is allowed.
- Projects related to the daily broadcast will take priority over all other projects.
- Video and/or audio tapes must be provided by the student or faculty user.
- No food or drink may be brought into the studio.
- A limit of five students will be allowed in the studio booth at any one time.

H. Gym, Weight Room, Auditorium, Studios, Labs, Other Resource Areas

These areas may be used only with permission of a faculty member or administrator. Specific rules governing these areas are created by those in charge of the area. Students must know and follow those rules. Separate labs are maintained for physics, chemistry, biology, environmental science and photographic arts. The laboratories are available to science clubs after school and evenings under supervision of teachers and club moderators.

I. Cafeteria

In addition to following all Code of Conduct and Dress Code rules, these basic rules have been established for the cafeteria. Failure to abide by the rules may mean KP or detention.

- No running.
- No cutting in line.
- Under no circumstances may a student use another student's ID to purchase lunch.
- All food and drink must be on a tray.

48. DANCE AND MIXER POLICIES

Trinity High School sponsors a number of dances throughout the year. Male participants must be current Trinity students with a valid ID. Female students are welcome from any other schools.

A. Regularly Scheduled Dances

Freshman/Sophomore Mixer (in the first month of the school year)

Freshman/Sophomore Winter Dance (January/February)

Senior Prom (March or April)

Junior Formal (May)

Trinity has a responsibility to students and parents to provide an atmosphere that is positive, safe and meaningful. We expect our students and their guests to show respect for both themselves and each other. Please note: Trinity does not sponsor any activities planned before or after any dance.

Furthermore, Trinity expects its students to use good judgment. All students attending Trinity dances are subject to testing by Passive Alcohol Sensors. A positive reading will result in a breathalyzer test administered by law enforcement officers working at the dance and possible criminal charges. Any students found in violation of our AOD policy (see Section 51) will be dealt with according to our Code of Conduct.

Attendance at school-sponsored social activities is optional. Any student who chooses to attend agrees to abide by the following guidelines in addition to our regular school rules and policies.

B. Dances/Mixers Held on Campus

All dances begin at 9 p.m. and end at midnight.

- All students and their dates must arrive at the dance by 10 p.m. A student who arrives late will not be allowed to enter the dance until an official school proctor notifies his parents/guardians.
- Students must remain at the dance until 11 p.m. If a student wishes to leave before this time, he must have parental permission.
- Because of fire/safety regulations, a maximum of 750 people (375 couples) are permitted in Alumni Hall for each dance. Tickets for dances are sold in advance. Once maximum capacity has been reached, no further ticket sales will occur. Tickets for the Trinity mixer will be sold at the door unless advance sales reach the 750-person limit. Tickets at the door will be only for our female guests.
- Trinity will provide faculty/staff proctors at each mixer/dance. Trinity parent volunteers will also be present. In addition, Trinity will hire off-duty police officers to monitor student behavior. If someone is determined to be under the influence of alcohol or other illegal substances, both the parents and the authorities will be notified and appropriate actions taken.
- Public displays of affection at mixers or dances and inappropriate dancing are not allowed. Any student or guest who exhibits unacceptable behavior during a school-sponsored dance may be dismissed from the activity. Parents/guardians will be notified if a student or guest of Trinity is dismissed.
- Students at dances are expected to be properly dressed. All Trinity dances, with the exception of mixers, are semi-formal. Young men are expected to arrive in coat, tie and dress pants. Furthermore, they are expected to keep their ties on throughout the dance. Young women at our dances are also expected to be

appropriately dressed. Those arriving inappropriately dressed will not be allowed entrance and their parents will be called. Those who alter their dress during the course of the dance may also have their parents notified and be asked to leave.

- Trinity encourages guests to leave valuables at home or locked in their cars because the school cannot be responsible for items left unattended during a mixer or a dance. Students and their guests are encouraged to check any small valuables (coats, purses, etc.) at the coat-check area provided by the school.
- Smoking or tobacco products of any kind are not permitted.

C. Senior Prom

The Senior Prom begins at 9 p.m. and ends at midnight.

- All seniors and their dates must arrive at the prom site by 10 p.m. A student who arrives late to prom will not be allowed to enter the dance until his parents are notified.
- Smoking or tobacco products of any kind are not permitted.
- Students are encouraged to remain at the prom until its conclusion. If a student wishes to leave prior to 11 p.m., his parents must be notified. In addition, those leaving early are not allowed re-admittance to the prom.
- Since the Senior Prom is considered an official school-sponsored function, any violations of Trinity's AOD policy will be handled according to what is stated in our Code of Conduct (see Section 51). Furthermore, Trinity does not approve of the drinking of alcohol at parties or dinners before coming to the prom.
- Trinity strongly discourages the rental of motel/hotel rooms for parties before or after the prom. Trinity sponsors only the prom; our school does not sponsor any activities before or after the prom.

49. OTHER IMPORTANT ITEMS

A. Behavior at Other Schools

On days when Trinity is not in session, students are forbidden to go (without proper permission) to other schools where classes are in session. When a Trinity student attends any planned activity at another school, he is expected to abide by that school's policies and rules. This includes dances and mixers. Any violation of another school's rules is considered a violation of Trinity's rules and will be treated accordingly.

B. Gambling

Gambling in any form is not acceptable. Students may not bring or use any type of paraphernalia that promotes gambling, including cards, dice, betting slips, NCAA pools, etc.

C. Cell Phones and Other Non-Academic Electronic Devices

Cell/Smart phones may be used before or after school and at lunch. Phone use is not allowed in hallways, restrooms or classrooms during school hours without faculty or staff permission. Students who are using their cell phones at inappropriate times or places will receive a discipline jug for misuse of technology.

Phones may be confiscated in situations deemed necessary by faculty or staff; for example, in an instance of using a phone for cheating or repeated disregard for the usage rules. Please note: A student who has his phone confiscated during a test, quiz or other assessment will receive cheating consequences (See 34C).

MP3 players, iPods, gaming and other non-academic electronic devices should be turned off and put away during the regular school day. Students found using these items without teacher permission between first and last bell will receive a discipline jug for misuse of technology. Earbuds or earphones must be put away during the school day unless a teacher gives permission for their academic use. This includes advising and lunch periods.

D. Pranks/Vandalism

Students who participate in pranks or vandalism or other violations of the Code of Conduct can do serious damage to the school, others and/or themselves. If it is determined that a student(s) participates in a prank, vandalism or other Code violation, the school reserves the right to take strict disciplinary measures, even if the offense occurs in the last days of the student's time at Trinity. If the offending students are graduating seniors, the privilege of participation in end-of-year activities such as Senior Prom, Senior Field Day, Senior Breakfast, the awards assembly, Baccalaureate Mass and/or graduation can be revoked. Additionally, the student's Trinity diploma may be canceled. The end of classes, exams or commencement exercises does not signal the official end of a student's relationship with Trinity High School; that occurs after diplomas are mailed.

E. Publications

All student publications are printed and distributed under the direction of the school. Students may not print or distribute materials, other than official publications, without explicit approval of the Student Affairs Office. This ban includes petitions, signs and the like.

F. Tobacco and E-Cigarettes (vaping)

Possession of or use of tobacco products on campus or at school functions is forbidden. Violating this rule will result in demerit(s) and a Saturday detention.

If a student is caught with e-cigarettes, vape pens, vaping liquids or other paraphernalia, he will be suspended from extracurricular activities pending the results of a regular and synthetic drug screening at his parent's expense. If the results of the screening are negative, he will receive a demerit and a Saturday detention but will be allowed to return to participation in extracurricular activities. A positive drug test result will be considered an AOD violation, and he will receive the consequences listed in Section 51A of the Code of Conduct.

G. Social Networking Websites

The school reserves the right to examine a student's personal page on social networking websites such as Facebook, SnapChat, Instagram, and Twitter, when the school has reason to believe that the Code of Conduct may have been violated. This includes the posting of unauthorized photographs or videos from the classroom, school or school events. Information gleaned from the student's personal pages may be used to generate school action, ranging from notifying the student's parent/guardian regarding what was learned to more serious consequences including suspension or dismissal. Please note: No one may use the school name, logo or media on any type of social media without the express permission of the school principal or president.

50. THREATENING OR VIOLENT BEHAVIOR

A. Homicidal/Terroristic Threats

All threats should be reported to the Student Affairs Office immediately. If deemed necessary, homicidal threats against a specific person(s) will incur the following consequences:

- The Student Affairs Office will immediately suspend the student making the threat and his parents will be notified.
- The director will make a report to the police.
- Before being escorted from the building by a parent or designated adult, the student will meet with his counselor for a short interview.
- The Student Affairs Office will meet with the parent before the student is removed from the building.
- The student's counselor will meet with or call the parent to make an appropriate referral for an evaluation.
- The student may not attend school, any school activity or be present on school grounds or environs until

the evaluation is complete, recommends a return to school and is submitted to a counselor.

- Suspension will be terminated when the student is determined not a threat and his counselor recommends his return. Once the student returns to school, the Student Affairs Office and the student's counselor will closely monitor his behavior.
- The Student Affairs Office will inform both the student who has been the victim of a homicidal threat and his parents, and a referral of the student(s) will be made to the appropriate counselor.
- If a student makes homicidal threats a second time, he may be dismissed and the police will be notified.

Students who make terroristic threats (bomb threats or other threats of mass destruction) are subject to the procedures above or immediate dismissal, depending upon the nature of the threat. The police will be notified.

B. General Threats

Any student making a threat of bodily harm may be subjected to the same procedure as above, depending upon the gravity of the situation, which will be determined by the Student Affairs Office. Parents will be notified and a referral will be made to his counselor.

The Student Affairs Office will report any threats deemed real and significant to the police. Parents of all students involved will be appropriately informed by the school.

C. False Threats

Any student falsely reporting a homicidal threat or terroristic threatening will be suspended and subjected to disciplinary consequences. He will also be referred to his counselor.

F. Criminal Charges

By law, juvenile courts in the Commonwealth of Kentucky must notify the school principal if a juvenile is charged with, or is found to have committed, a public offense that is a felony or a misdemeanor involving: (1) a controlled substance; or (2) the possession, carrying or use of a deadly weapon; and/or (3) physical injury to another person (KRS Section 182).

If Trinity becomes aware that one of its students may have been involved in or has been charged with a serious criminal offense, the student's counselor will be notified and the student may be subject to disciplinary consequences including immediate suspension, dismissal or withdrawal during the length of time of the legal proceedings. Trinity may also require an outside assessment of the student.

51. ALCOHOL AND OTHER ILLEGAL DRUGS

Trinity's mission speaks to the formation of character, and our philosophy promotes a healthy lifestyle. Therefore, the Code of Conduct strictly forbids students to possess, use or distribute alcohol or other illegal drugs. While this policy focuses primarily on student conduct on school grounds or at school-sponsored functions, the school also "reserves the right to take disciplinary action, including dismissal," should serious misconduct occur outside of school.

For example, confirmation of a student's discussions or posted photographs via social media, cell-phone messaging, etc. of his use or desire to obtain alcohol, prescription drugs not prescribed for him, other illegal chemicals or any substance or paraphernalia deemed inappropriate or unsafe by the administration could result in school consequences.

Trinity uses various means to foster a drug- and alcohol-free campus. These include education efforts for parents and students; random drug and alcohol testing of students; involving local police when situations arise; learning from the community's drug and alcohol professionals; fostering support groups for students who want to live a healthful lifestyle; sponsoring student clubs and activities that promote healthful lifestyles; increasing our own surveillance and random checks of students and their possessions; and the use of passive alcohol

sensors at school and school events. We are also committed to having school-sponsored adult gatherings on campus that are alcohol- and drug-free.

When a student is emotionally, physically, socially and spiritually sound, his intellectual development can flourish. The use of alcohol and other illegal drugs by a teenager is a major threat to his health. These policies are built upon the concern for each student's well-being.

A. POLICY REGARDING ALCOHOL- OR DRUG-RELATED INFRACTIONS

Possession and/or Under the Influence at School or a School Event

Any student judged to be under the influence, in possession of or to have willingly received alcohol, prescription drugs, other illegal chemicals or any substance or paraphernalia deemed inappropriate or unsafe by the administration, whether or not in exchange for money, while at school or a school event, will be considered for immediate dismissal.

"Possession" includes materials found in his locker, car, backpack, etc. The school will weigh the nature of the offense and the student's discipline and academic record before deciding on dismissal.

If the student is allowed to remain at Trinity, an agreement will be signed by the parent(s) and student stipulating these consequences:

1. A drug and alcohol assessment of the student will be performed by a school-approved professional and paid for by the family.
2. The family will agree to abide by whatever helping plan is recommended by the assessment.
3. The student will be assigned at least three demerits and serve an extended time in detention, including one or more Saturday detentions.
4. The student may not attend extracurricular school activities at least until the detentions are served.
5. The student is ineligible to participate in extracurricular school activities for 30 school days.
6. A drug test, at the parents' expense, will be administered to determine his use.
7. The student will be drug tested every 100 days, at the parents' expense. A positive test or future known alcohol or drug incident may result in the student's dismissal.
8. Failure to agree to the consequences or failure to abide by the consequences is cause for dismissal.

If a student has a repeat offense or tests positive a second time, the information will be shared with his parent(s). He is eligible to be dismissed from Trinity. If he is allowed to remain enrolled, the following consequences will be imposed:

1. If not already enrolled in a helping program, another drug and alcohol assessment of the student must be conducted by a school-approved professional, paid for by the parents.
2. The family must agree to abide by whatever helping plan is recommended by the assessment.
3. An agreement must be signed by the parent(s) and student for the student to be retested approximately every 100 days, at the parents' expense.
4. The student will be ineligible to participate in extracurricular school activities for 30 school days.

A third positive test will result in the student's dismissal. The only exception that might be made is for a student who is actively participating in a treatment program and remains in good standing with the school, e.g. passing his classes, no detentions, etc. If allowed to remain enrolled, he will face additional ineligibility and discipline consequences.

B. POLICY REGARDING ALCOHOL AND DRUG TESTING

The main goal of Trinity's testing program is to encourage students to choose a healthful lifestyle free of alcohol or other illegal drugs. The testing program can also help maintain a school environment where teaching and learning flourish.

Trinity partners with Psychemedics Corporation for its hair analysis. When tested, a small portion of hair is taken from the head or body. Each school year, Trinity will test a random sample of students.

First random positive test

The first time a student tests positive, the parent(s) and student must meet with a director of student affairs and a school counselor. The results of the test will be discussed. The school will recommend various resources in the community the family will want to pursue for their son's benefit. An agreement will be signed stipulating that until further notice the student will be tested every 100 days. If the 100 days extend over the summer months, he will be tested upon his return to school.

Second positive test

If a student tests positive a second time, the results will be shared with his parent(s). He is eligible to be dismissed from Trinity. If he is allowed to remain enrolled, the following consequences will be imposed:

1. A drug and alcohol assessment of the student must be conducted by a school-approved professional paid for by the parents.
2. The family must sign an agreement to abide by whatever helping plan is recommended by the assessment.
3. An agreement must also be signed by the parent(s) and student for the student to be retested again approximately every 100 days, at the parents' expense.
4. The student will be ineligible to participate in extracurricular school activities for 30 school days.

Third positive test

A third positive test will result in the student's dismissal. The only exception that might be made is for a student who is actively participating in a treatment program and remains in good standing with the school, e.g. passing his classes, no detentions, etc. If allowed to remain enrolled, he will face additional ineligibility and discipline consequences.

C. SPECIAL NOTES

1. Students who have three or more consecutive "clean" tests are eligible to be removed from the mandatory testing program. Such a decision will be made by the principal in consultation with school counselors and one of the directors of student affairs.
2. During the 30-school-day ban from participation, the student is not allowed to participate in any activities (practice, dress for games, travel with a team or club, workouts, rehearsals, etc.). The student must serve the entire 30-school-day ban before he is eligible to resume participating in activities. In this context, "school day" means a day that counts as an instructional day in the school calendar. A student who has not completed the 30 days by the end of one school year is ineligible to participate in any school activities that summer and at the start of the next school year until the 30-day ban has been completed.
3. When a student or parent self-reports an incident or a concern to a Trinity counselor or director of student affairs, the school will decide if a helping plan is appropriate and whether a drug test should be taken. A self-reported incident or concern is not considered a first offense under this policy. In the case of a student self-reporting, the counselor will inform his parents and/or administrators when there is foreseeable and potential harm to the student and/or others.
4. Any student judged to be selling, promoting the sale of or in any way trafficking alcohol, prescription drugs, other illegal chemicals or any substance or paraphernalia deemed inappropriate or unsafe by the administration will be dismissed. His parent(s) will be notified. When possible, any confiscated illegal substances will be given to the authorities.

5. As required by Kentucky Revised Statutes (Section 158, as of 8/2014), when a student is dismissed for a drug or alcohol violation, the proper law enforcement authorities and his next high school will be informed.
6. The administration reserves the right to require drug testing of any student, at its discretion, and when a student has:
 - a) Exhibited behaviors or symptoms ordinarily associated with alcohol or illicit drug use, including but not limited to the smell of drugs, glazed eyes, unresponsiveness or unusual behaviors;
 - b) Expressed interest in or shared photographs on social media that indicates drug or alcohol use and abuse;
 - c) Been involved in a serious violation of school policies;
 - d) Been involved in truancy or habitual tardiness.
7. If a student tests positive for a prescription drug, the family must verify that the prescription is for the student.
8. If a hair sample cannot be taken due to a medical condition, an alternative testing method will be used. If it is impossible to take a hair sample due to shaving, the test result will be considered as a positive.
9. If the school confirms a student's alcohol or drug use while he is away from campus and not involved with a school event, which can include confirmation via texts or social media, the following can occur:
 - a) A mandatory drug and alcohol assessment of the student by a school-approved professional, paid for by the parents;
 - b) A drug test, at the parents' expense, will be administered to determine his use;
 - c) The family must sign an agreement to abide by whatever helping plan is recommended by the assessment;
 - d) An agreement must be signed by the parent(s) and student for the student to be retested approximately every 100 days, at the parents' expense;
 - e) The student will be ineligible to participate in extracurricular school activities for 30 school days;
 - f) A second confirmed incident of use or possession, whether happening on or off campus, or determined through testing, will make the student eligible for dismissal.

52. DISCIPLINARY ACTIONS

As a private school, Trinity extends the privilege of attendance to students who, upon registering, agree to cooperate with the values outlined in this manual. Furthermore, the student and his family, by registering at Trinity, agree to obey the rules, regulations and expectations common to all students as well as the Code of Conduct. As a private school, Trinity reserves the right to withhold the privilege of attendance or to dismiss a student for serious or repeated violations of these expectations. Trinity also reserves the right to exclude/dismiss at any time students whose conduct or influence it regards as undesirable. Seven basic kinds of disciplinary actions are used at Trinity: teacher-generated discipline actions; detentions (jug); demerits; suspension; removal from extracurricular activities; probation; and dismissal.

A. Teacher-Generated Discipline Actions

Teachers establish a classroom environment in which learning takes place and work to constantly maintain that order. Teachers generate their own appropriate discipline actions for students who fail to abide by classroom rules. Possible teacher-generated actions include the following:

- Requiring the student to return immediately after school. This requirement supersedes all other activities, (e.g., athletic practice, work, etc.). The student may ask to return the next day if transportation or family matters make returning that same day a hardship. Granting this one-day delay is at the teacher's discretion. Students may be required to return after school and do any of the following: sit

quietly until dismissed, discuss the behavior that caused the return to class, write a punishment, clean desks, etc.

- Requiring students to write a punishment at home and return it the next day. Typically such punishments require 30-60 minutes to complete. Students who fail to complete a written punishment will automatically receive a detention/jug.

A teacher may dismiss a student from class for a flagrant violation of classroom rules. The Student Affairs Office takes control of all discipline actions at the time of dismissal. The following procedure must be followed when dismissing a student from class:

- The student will be escorted to the Student Affairs Office.
- The teacher completes a written dismissal report before leaving the campus for the day.
- Consequences for dismissal from class may include:
 - The assignment of Saturday detention and one or more demerits.
 - A conference including the parent or guardian, student, teacher, counselor or Student Affairs Office.
 - A probationary return to class or possible loss of credit for that course.

Teachers are expected to call home and/or email to discuss persistent misbehavior with the student's parent or guardian.

B. Types of School Detentions

Students are required to serve regular discipline and late jugs on the school day immediately following the day they receive a jug notification. This one-day delay allows the student to take the jug slip home, have it signed by his parent/guardian, make all necessary arrangements regarding after-school transportation, etc. Similarly, Saturday jug notifications will be distributed during the week prior to the assigned detention and include the Saturday date. Students who arrive late for jug will not be allowed to serve their detention and face additional consequences reserved for those who cut jugs.

When arriving for jug, the student must present the signed copy to the jug proctor the day he is to serve detention. Failure to have a signed jug slip will result in additional discipline action at the discretion of the Student Affairs Office.

While in jug, the student will write a punishment. Those reporting to Saturday jug may also be instructed to do light clean-up work. If the jug proctor rules that a student serving detention is not working satisfactorily, he may either detain the student beyond the time limit required for jug, assign a new jug or require the punishment be completed at home and returned to the Student Affairs Office by 8 a.m. the following day. If a student refuses to cooperate with the instructions of the jug proctor, he faces suspension and further disciplinary consequences including possible dismissal.

The Student Affairs Office determines the number of jugs a student must serve for any particular misconduct.

Trinity uses the following forms of detention:

- **Discipline jugs** are assigned for Code of Conduct violations and last for one hour after school. Discipline jug is typically held every day after school from 3-4 p.m. in room F139. Students are required to report to jug on the day they are assigned to attend. The Student Affairs Office does not make exceptions for students who have jobs, practices, games or other after-school activities. For emergency situations, a parent or guardian must contact the Student Affairs Office in advance of the designated jug date. **Please Note:** Every five discipline infractions result in the assignment of a *demerit* on the student's discipline record.
- **Late jugs** Any unexcused late to school will result in a late jug. A late jug will be assigned for every fifth late to class, other than the start of the day. (For example, students would receive a late jug on the

fifth, 10th, 15th, etc. late slip they receive.) A *demerit* will be assigned for every 10th late, including lates to school. Late jug will be held every day after school from 3-3:30 p.m.

- **Saturday jugs** are reserved for major Code infractions such as cutting a late jug or a discipline jug, possession/use of tobacco on school property, cutting a class or an entire day of school, dismissal from class, forging a parent signature, AOD violations, vandalism, fighting, a violation of dangerous materials policies, harassment/bullying and/or scandalous/dangerous behavior. The Student Affairs Office reserves the right to assign one or more Saturday jugs at their discretion for actions deemed inappropriate by the school. In addition, a Saturday jug will be assigned to all students reaching their second demerit and for each demerit thereafter. Saturday jug takes place for three hours from 8-11 a.m. Students should report in regular school dress for Saturday jug. **Please Note:** Cutting a Saturday jug will result in immediate suspension, additional demerits, additional Saturday jugs and possible dismissal. Those missing Saturday jug should not report to school or attend any Trinity events until a student and parent/guardian conference is held with the Student Affairs Office.

C. Demerits

Five separate discipline jugs result in one demerit. Ten late slips also count as one demerit. A student earning four or more demerits in one school year will likely be placed on probation the following year. A student earning six demerits in one school year is eligible for immediate dismissal.

Along with after-school detention, a demerit point or points may be assigned to the student to highlight student misconduct. These demerit points indicate the seriousness of the misconduct and bring parents into immediate involvement. Any serious violation of the rules or procedures contained in the Code of Conduct can result in the assignment of demerits. The assignment of demerits is at the discretion of the Student Affairs Office. Additional demerits and dismissal are possible depending upon the seriousness of the incident. The following are intended as general guidelines, but the severity of individual cases may determine additional consequences:

- Cutting Discipline Jug – one demerit + Saturday jug
- Tobacco – one demerit + Saturday jug
- Vaping (with clean drug test) – suspension from activities until testing returns – one demerit and a Saturday jug
- Dismissal from class – one demerit + Saturday jug
- Cutting class – one or more demerits + Saturday jug
- Harassment/Bullying – one or more demerits + Saturday jug
- Cutting Saturday Detention – two or more demerits + Saturday jug
- Violation of dangerous materials policies – two or more demerits + Saturday jug
- Scandalous/dangerous behavior – two or more demerits + Saturday jug
- Vandalism – two or more demerits + Saturday jug
- Cutting school – two or more demerits + Saturday jug
- Fighting – two or more demerits + Saturday jug
- AOD violation – two or more demerits + Saturday jug
- Theft – two or more demerits + Saturday jug
- Threatening/harassing behavior toward staff – three or more demerits + probable dismissal

Each time a demerit has been assigned, the following will occur:

- A conference and/or telephone conversation will take place involving the student; parent/guardian; a school counselor, if deemed appropriate; and the Student Affairs Office, at which time the situation that generated the demerit will be reviewed.
- The student will be expected to avoid any further violation of the Code of Conduct, especially the offense which triggered the demerit(s).

D. Suspension

Suspension means a student is forbidden from coming to school. Students can be suspended for any of the following reasons:

- A serious violation of any rule or expectation in the Code of Conduct, even if the violation is a single, first-time offense;
- An accumulation of a series of violations against the Code of Conduct;
- Upon receipt of his fourth demerit;
- Notification of possible involvement in a serious criminal offense.

When a student is suspended, his parents/guardians will be contacted. He and his family will meet with the Student Affairs Office to review the situation leading to the suspension. The length of the suspension and the appropriate discipline to be served upon his return will be detailed and any counseling mandates will be determined.

Suspension can last from one to five days and requires the student to not attend regular classes. In all cases of suspension, the student also forfeits the right to participate in or attend any co-curricular activity, such as dances, club meetings, athletic events, etc., until a time determined by the Student Affairs Office. Students facing the possibility of serious criminal charges may face a longer suspension and/or be asked to withdraw until matters are settled.

The Student Affairs Office will decide whether or not it is appropriate to allow the student to make up work that is missed while he is suspended and how much time he will have to do so. Make-up work must be done outside of school time. When suspension is used the first time for a cooling-off period, fact-finding or a counseling session, the Student Affairs Office will normally inform teachers to allow the student(s) to make up work. For multiple suspensions or for situations that otherwise call for such a penalty, the Student Affairs Office may instruct the teachers not to allow the student(s) to make up work they have missed.

In some cases, the Student Affairs Office will mandate an in-school suspension, in which the student may attend his regular classes but may not participate in or attend any co-curricular or extracurricular activities or school functions.

Suspension officially ends when the last detention has been served or at a time determined by the Student Affairs Office. The suspended student may be placed on probation for the following school year.

E. Removal from Extracurricular Activities

Any student involved in sports or activities assumes a special responsibility to that group and to the school. He represents Trinity to the wider community. His conduct – inside or outside the sport or activity – affects his teammates, coaches, moderators and the school’s identity; hence, he is held to a higher standard.

For serious violations of the Code of Conduct, Trinity may remove a student from extracurricular activities for a period of time to be determined by the school. A typical period of removal from extracurricular activities will be 60 school days. The ban from participation in all extracurricular activities will begin on a day proximate to the offense and set by the Student Affairs Office. During the ban, the student is not allowed to participate in any activities in any manner (e.g. practice, dress, travel, organized workouts, dances, club meetings, rehearsals, etc.). The student must serve the entire ban before he is eligible to resume participating in activities.

In this context, “school day” means a day that counts as an instructional day in the school calendar. This does not include weekends or holidays during the school year or summer vacation.

A student who has not completed the 60 days at the end of one school year is ineligible to participate in any school activities that summer and at the start of the next school year until the 60-day ban has been completed.

F. Probation

Probation is a very strong warning that the student’s continued enrollment at Trinity is in jeopardy. The length of probation may last anywhere from a quarter up to an entire school year. While on probation, a signed

agreement will be created that clearly states the expectations of the student. Failure to abide by these expectations will result in consequences stated in the agreement.

A student can be placed on probation at any time for poor academic performance, poor school attendance or misconduct. Students with academic, attendance and behavioral issues are reviewed at the end of each school year and may be placed on probation for the following school term.

G. Dismissal

Dismissal from school may result from any of these causes:

- Receiving a sixth demerit;
- Violating the terms of a probation agreement;
- Trafficking in illegal or dangerous substances, including drugs and alcohol;
- Major theft, including theft of another student's electronic device; or
- Any serious violation of the Code of Conduct, even if the violation is a single, first-time offense.

Dismissal Procedures:

- Communication – The Student Affairs Office contacts the students' parent/guardian whenever demerits occur. (See 51C above.) The student and his parent/guardian may request a final meeting with the Student Affairs Office upon receipt of the sixth demerit. In the case of a single serious incident, a meeting will be held with the student and his parent/guardian.
- Decision-making body – The principal makes the final decision for dismissal.

H. Appeals

A parent or guardian who believes that school policies or procedures contained in this manual were not followed may appeal the dismissal by following this procedure:

- Notify the principal in writing within 10 working days that the dismissal is under appeal. (The student will be considered under suspension and not be allowed to return to school while the dismissal is under appeal.)
- Upon receipt of the written appeal notification, the principal will notify the president of Trinity High School in writing of the action.
- The president of Trinity High School will review the decision within a reasonable period of time, commencing from the time the president receives written notification from the principal.
- The decision of the president shall be final. By registering their son at Trinity, parents acknowledge and accept this appeals process.

A dismissed student may apply for re-admission after a successful year at another school, but re-admission will be determined by the circumstances of the individual cases.

I. Discipline Records

Discipline records are maintained throughout a student's four years at Trinity High School and then are destroyed. Discipline records are kept separate from the student's permanent record. Please note: College applications or admissions counselors may ask students to self-report major discipline or cheating incidents.

MODERN LANGUAGE ASSOCIATION (MLA) GUIDELINES

Source	Works Cited Page Format (Bibliographic Format)	In-Text Citation
Book, Single Author	Nolen, Stephanie. 28: <i>Stories of AIDS in Africa</i> . New York: Walker and Company, 2007. Print.	(Nolen 42).
Book, More Than 1 Author	Goodman, Douglas J., and Mirelle Cohen. <i>Consumer Culture</i> . Santa Barbara, California: ABC-CLIO, 2004. Print.	(Goodman and Cohen 34).
Book, No Author Listed	<i>A Handbook of Korea</i> . 4th ed. Seoul: Korean Information Service, Ministry of Culture, 1982. Print.	(<i>A Handbook</i> 86).
Author's Work in Anthology--Poems, Essays, Short Stories	Crumb, Robert. "Uncle Bob's Mid-Life Crisis." <i>An Anthology of Graphic Fiction, Cartoons, & True Stories</i> . Ed. Evan Brunetti. New Haven: Yale University Press, 2006: 303. Print.	(Crumb 303).
Multivolume Book, Usually with Editor	Powell, John, ed. <i>Great Lives from the 19th Century, 1801-1900</i> . Vol. 2. Hackensack, NJ: Salem Press, 2006. Print.	(Powell 2: 45-6).
Book, with Editor	Bellenir, Karen, ed. <i>Mental Health Information for Teens</i> . Detroit: Omnigraphics, 2006. Print.	(Bellenir 121).
Book, Multiple Editors	Martin, Michael T., et. al., eds. <i>New Latin American Cinema</i> . 2 vols. Detroit: Wayne State UP, 1997. Print.	(Martin 156).
Encyclopedia Article, Unsigned	"Tutankhamen." <i>The New Encyclopedia Britannica: Micropaedia</i> . 15th ed. 1987. Print.	("Tutankhamen" 392).
Encyclopedia Article, Signed	Morris, Claire E. "Depression." <i>World Book</i> . 2003. Print.	(Morris 151).
Magazine or Journal Article	Schlessinger, Henry. "Hand-To-Keyboard Combat." <i>Popular Science</i> . November 2008: 33-34. Print.	(Schlessinger 33).
Newspaper Article	Turkel, Tux. "Growing a Greener Economy." <i>Maine Sunday Telegram</i> . 9 November 2008: D1. Print.	(Turkel D1).
Article, No Author Given	"Business: Global Warming's Boom Town; Tourism in Greenland." <i>The Economist</i> 26 May 2007: 82. Print.	("Business").
Picture from Book	Hine, Lewis. <i>Paris</i> . 1918. George Eastman House, Rochester. <i>Kids at Work</i> by Russell Freedman. New York: Clarion Books. 75. Print.	(Hine 75).
Letters	Obama, Barack. Letter from the President. 21 February 2013. Print.	(Obama).
Interview, Personal	King, Angus. Personal Interview. 15 January 2013.	(Mitchell).
Television or Radio	"The Wolf That Changed America." <i>Nature</i> . MPBN. 23 Nov. 2012. Television.	("Wolf").
Movie, Not Yet Released to DVD	<i>The Hobbit: An Unexpected Journey</i> . Dir. Peter Jackson. Perf. Ian McKellen, Martin Freeman, Richard Armitage. New Line Cinema, 2012. Film.	(Hobbit).
Movie, DVD or VHS	<i>Les Miserables</i> . Dir. Tom Hooper. Perf. Hugh Jackman. Working Title, 2012. DVD.	(Les Miserables).
Sound Recordings	Beethoven, Ludwig van. <i>The 9 Symphonies</i> . Perf. NBC Symphony Orchestra. Cond. Arturo Toscanini. RCA, 2003. CD.	(Beethoven).
Database Article	Stern, Linda. "When to go Hybrid." <i>Newsweek</i> September 9, 2008: 66. MasterFile Premier. Web. 17 March 2013.	(Stern 66).
Online Newspaper /Magazine Article	Gettleman, Jeffery. "Civilians and Soldiers Flee as Congo Rebels Approach an Eastern City." <i>The New York Times</i> : A1. 30 Oct. 2008. Web. 5 April 2012.	(Gettleman B1).
Encyclopedia Article, Online	"Steroid Hormone." <i>Encyclopædia Britannica</i> . 2008. <i>Encyclopædia Britannica Online School Edition</i> . Web. 14 Nov. 2012.	("Steroid").
E-Book	Rowley, Hazel. <i>Franklin and Eleanor: An Extraordinary Marriage</i> . New York: Farrar, 2010. Web. 3 March 2013.	(Rowley).
Web Page	International Wolf Center. 1 March 2008. Web. 2 March 2013.	(International).
Online Video clip	"Bob Dylan-Interview with TIME Magazine 1965." YouTube. 4 Nov. 2007. Web. 7 May 2012 Schwartzberg, Louie. "The Hidden Beauty of Pollination." TEDTalks. Dec. 2007. Web. 17 March 2012.	("Bob Dylan"). (Schwartzberg).

Complete Movie or TV Show Episode, Streamed	Lifelong Learning. Cambridge Educational. 2004. Films On Demand. Web. 31 August 2009. "Stew-Roids." Family Guy. Fox Broadcasting, 26 April 2009. Hulu. Web. 30 May 2012.	(Lifelong). ("Stew-Roids").
Segment of Video, Streamed	"Poisoned Waters." Frontline. By Hedrick Smith and Rick Young. Dir. Rick Young. PBS. 21 Apr. 2009. Frontline. Web. 24 May 2012.	("Poisoned").
ListServ, Discussion Group, or Blog	Salmar1515 [Sal Hernandez]. "Re: Best Strategy: Fenced Pastures vs. Max Number of Rooms?" BoardGameGeek. 29 Sept. 2008. Web. 5 Apr. 2012.	(Salmar1515).
Online Images	Carbonetti, Jeanne. "November Frost." Watercolor Painting. Crow Hill Gallery, 1 December 2012. Web. 25 February 2013.	(Carbonetti).
Digital File (MP3s, JPEGs, PDFs, etc.)	Beethoven, Ludwig van. Moonlight Sonata. Crownstar, 2006. MP3.	(Beethoven).
E-Mail	Allen, Tom. "Re: Budget." E-mail to [name of recipient]. 16 May 2012. E-mail.	(Allen).
Tweet	Brokaw, Tom (tombrokaw). "SC demonstrated why all the debates are the engines of this campaign." 22 Jan. 2012, 3:06 a.m. Tweet.	(Brokaw).

- The Works Cited page is the last page and should be numbered as such. Entitle page: **Works Cited**. Center at top of page. Double-space between title and first entry, and throughout page.
- List in alphabetical order by last name of the author; sources with no author should be alphabetized by the first important word in the entry, such as the title.
- **Italicize titles** of full length published works, such as books, magazines, movies, etc.
- Use quotation marks around titles of short works such as a poem, article, or short story.
- Begin the first line of each entry at the left margin; indent all other lines five spaces.
- www.easybib.com contains easy-to-use templates.
- Consult for sources not listed here OWL (Online Writing Lab) <http://owl.english.purdue.edu/owl/resource/557/01/>.

Examples used by permission of The Messalonskee High School Library Media Center.

**1-inch
margin**

**MLA Formatting
Example**

First name Last name

Mr. Owens

E304-1G

8 February 2019

Type of paper

Last name page number

Johnson 1

Title of paper

Words as Weapons

**1 inch
margin**

‘Fair is foul and foul is fair; hover through the fog and filthy air,’ (Act 1, scene 1, lines 10-11). As the witches speak these lines, darkness hovers over the play. Shakespeare intended to set a dark, sinister tone from the opening moments.

**1-inch
margin**

**All text
Times New Roman
12 pt font
Double spaced**

TRINITY HIGH SCHOOL CALENDAR 2018-19

Aug.	7	Book Day
	13	First day for incoming freshman/transfer students (7:45 a.m.)
	14	First full day of classes
	17	Freshman Academic Convocation (7 p.m.)
	23	Mini-Schedule Night (7 p.m.)
	24	Opening Mass (students dismissed at 10 a.m.)
29	AOD Freshman Parent Meeting (7 p.m.)	
Sept.	3	Labor Day Holiday
	5	Freshman Rockin' 2017 (during school day)
	5	AOD Freshman Parent Meeting (7 p.m.)
	6	Senior Parent Night (7 p.m.)
	9	Grandparents Mass (10 a.m.)
	12	Sophomore-Junior Parent Night (7 p.m.)
	19	College Financial Aid Night (7 p.m.)
	23	Shamrock Awards Luncheon (1 p.m.)
	24	Pride Week Begins
28	Trinity vs. St. Xavier Football Game	
Oct.	5	End of First Quarter
	9	PTS Conferences (2:30-4:30 p.m./5:30-7:30 p.m.)
	10	Testing Day (EXPLORE-PLAN-PSAT) (9 a.m.-1 p.m.); No school for seniors
	11-15	Fall Break
	15	Teacher Professional Development (no school for students)
	17	Junior Career Shadow Day (no school for juniors only)
	21	Junior-Senior Homecoming Dance (9 p.m.)
24	Fall Play Opens	
Nov.	11	Open House Sunday
	12	Open House Holiday (no school for students)
	22	Thanksgiving Holiday (Nov. 21-25)
Dec.	8	Placement Test for eighth-graders (9 a.m.)
	14	Christmas Concert (7 p.m.) (also on Dec. 16, 3 p.m.)
	17	White Day Exams 1-2
	18	Green Day Exams 1-2 / Handbell Concert (7 p.m.)
	19	Study Day
	20	White Day Exams 3-4
	21	Green Day Exams 3-4
	20	Christmas Holidays begin (Dec. 22-Jan. 6)
25	Christmas	
Jan.	7	Classes Resume – First Day of Third Quarter
	16	Junior Parent College Information Night (7 p.m.)
	21	Dr. Martin Luther King Jr. Day Holiday
	23	Freshman College Information Night (7 p.m.)

Feb.	6	Sophomore-Junior Traditional Program Parent Night (7 p.m.)
	15-19	Winter Holidays
	19	Teacher Professional Day (no school for students)
March	3	Mother-Son Mass
	6	Ash Wednesday
	8	End of Third Quarter
	8	Senior Prom (no school for seniors)
	12	PTS Conferences (2:15-6 p.m.)
	13	Spring Play starts
	16	CelebraTion 2017
30	Spring Break begins (March 30-April 7)	
April	24	ACT testing (jrs)/Cambridge testing (freshmen-soph)
	26	House Cup Field Day (during school day for House Champions)
May	3	Derby Eve (school holiday)
	8	Junior Class Mass (7 p.m.)
	11	Junior Formal Dance (9 p.m.)
	13	Senior Exams begin
	17	Senior Breakfast and Awards Day (8-10 a.m.)
	18	Baccalaureate Mass in Steinhauser Gym (5 p.m.)
	19	Graduation at Bellarmine University (10:30 a.m.)
	20	White Day Exams 3-4
	21	Green Day Exams 3-4
	22	Study Day
	23	White Day Exams 1-2
	24	Green Day Exams 1-2/Book returns (last day of school)
	27	Memorial Day Holiday