

TRINITY'S MISSION STATEMENT

Trinity . . . The Premier Dominican College Preparatory School for Young Women.

Trinity . . . a Sinsinawa Dominican sponsored school.

Trinity . . . Trail Blazers in Women's Education

- ◆ *Trinity High School, in the Sinsinawa Dominican tradition, challenges young women to seek faith, knowledge and truth.*
- ◆ *The school community guides young women in developing skills for lifelong learning, an ethic of care and the desire for excellence.*
- ◆ *Each student is recognized as unique. In a nurturing, Catholic, college preparatory environment, she is encouraged to become self-directed toward responsible participation in the Christian community in order to impact society, Church and family in the twenty-first century.*

Trinity High School shall not discriminate in accepting students on the basis of race, national or ethnic origin, or physical handicap.

ADMINISTRATION, FACULTY AND STAFF

ADMINISTRATION

Michelle Germanson, OP	President
Dr. Antonia C. Bouillette.....	Principal
Ms. Deborah Murphy	Assistant Principal / Dean of Students
Mrs. Jill Watts.....	Director of Finance
Mrs. Christine Bollettino	Vice President Institutional Advancement

FACULTY AND STAFF

Mrs. Kate Absher	Fine Arts/Theology
Mr. John Allen	English/Social Studies
Ms. Megan Alterson	Foreign Language
Mrs. Kelly Banos-Parra	Fine Arts
Mrs. Rosemarie Barone	Student Supervisor
Mrs. Mary Barrett	Social Studies
Mr. Tony Bartuch.....	Maintenance
Mrs. Susan Bedell	Theology
Mrs. Terese Black	English
Mrs. Julia Bonamarte.....	Business/Foreign Language
Mrs. Julia Buckley	English
Mr. Mark Bumgardner	Building Engineer
Ms. Veta Calabrese.....	Business*
Mrs. Alida Capizzano	Foreign Language
Mrs. Diane Casaccio.....	Finance Assistant
Ms. Rosaria Cicchetti	Physical Education
Mrs. Pam Costello.....	Fine Arts •
Mrs. Susan Crnich.....	School Secretary
Ms. Rose Crnkovich.....	IB Coordinator / English •

Mrs. Cindy Cronin Special Events
 Ms. Diane Cummings..... Student Tutoring Center
 Mr. Sean Daly Social Science
 Mrs. Beth Damascus..... Foreign Language
 Mrs. JoMari DeLaPiedraAdministrative Assistant to the Principal
 Mrs. M. G. Enderle..... Receptionist / Attendance Officer
 Ms. JoAnne Ferlito Assistant Data Manager
 Ms. Mary Ann Hagerty Grant Writer
 Mrs. Linda Harrington English
 Mrs. Marigayle Harrington..... Alumnae/Annual Fund Director
 Ms. Melanie HillegassForeign Language
 Mrs. Heather Hopek..... Science
 Ms. Tamariz Irlanda Foreign Language
 Mrs. Carol Kane Bookstore Manager
 Mrs. Molly Klowden..... Librarian•
 Ms. Ann Kuenster..... Science
 Sean Patrick Loesch Theology
 Mrs. Elise Matson..... English / Social Studies
 Ms. Rachel McEnergy..... Guidance Counselor
 Mrs. Carol McNamara.....Guidance Counselor
 Ms. Margaret Meier.....Theology
 Mr. Steve Messina Athletic Director
 Ms. Barbara Mezyk..... Social Studies•
 Mrs. Judy Miller..... Mathematics •
 Ms. Kathy O'Brien Receptionist/Attendance Officer
 Mrs. Linda Powell..... Fine Arts
 Ms. Karen Powers..... Mathematics
 Mrs. Donna Rice Registrar /Administrative Assistant to Guidance
 Mrs. Elena Roberts Science•
 Mr. Richard Sadelski..... Technology Coordinator
 Ms. Courtney Schlessner..... Physical Education
 Mrs. Renee Sherburne.....Guidance Counselor
 Mrs. Kathy Sherry Mathematics
 Mrs. Victoria Siliunas..... Fine Arts•
 Dr. Ann Sipko Theology•
 Mrs. Valerie Smetana.....English
 Mrs. Patricia Spohnholtz Science
 Mrs. Tara Suchland..... Campus Minister
 Mrs. Marilyn Sutter.....Assistant to the Athletic Director
 Mrs. Mary Tansey Director of Public Relations
 Ms. Susan Tindall.....Assistant Librarian/Media Specialist
 Mrs. Norma Uscila..... Director of Records / Publications

Mrs. Deborah Voves Mathematics
 Mrs. Elizabeth Westfall Science
 Ms. Jeannine Wilk Science
 Mrs. Patti Williams..... Director of Marketing and Admissions

• *Designates Department Chairperson*

WHOM TO CONTACT AT TRINITY

You may call the school office between 7:30 a.m. and 4:00 p.m. Monday through Friday. For particular information, please ask for:

Special EventsMrs. Cindy Cronin
 Registrar, Transcripts, Health Records.....Mrs. Donna Rice
 Computer Lab Mr. Richard Sadelski
 Athletics.....Mr. Steve Messina
 Retreats, Liturgies Mrs. Tara Suchland
 Academic Progress in a class..... Individual Teachers
 Withdrawal/TransferMs. Deborah Murphy
 Admissions..... Mrs. Mary Tansey
 Student Schedules/Changes Guidance Department
 Absence Main Office
 Tuition Mrs. Diane Casaccio
 General Financial Matters Mrs. Jill Watts
 Disciplinary Matters..... Ms. Deborah Murphy
 Curriculum/Faculty/Policies.....Dr. Antonia C. Bouillette
 Administration/DevelopmentSr. Michelle Germanson
 AlumnaeMrs. Marigayle Harrington
 Recruitment / Public Relations.....Mrs. Mary Tansey /Mrs. Patti Williams
 College/Senior Counseling Mrs. Renee Sherburne
 Junior/Sophomore (K-Z) Counseling Mrs. Carol McNamara
 Freshman/Sophomore (A-J) Counseling Ms. Rachel McEnery
 Student Activities..... Mrs. Susan Bedell
 Library Services Mrs. Molly Klowden
 General School-Related Questions Dr. Antonia C. Bouillette
 Community RelationsSr. Michelle Germanson
 International Baccalaureate Ms. Rose Crnkovich
 Music Production..... Mrs. Linda Powell
 Theater Productions.....Mrs. Kate Absher

IMPORTANT DATES TO NOTE 2011 - 2012

August, 2011

22, Monday	Class of 2015 Orientation New Student Orientation
23, Tuesday	1st Day of School 12:00 p.m. Dismissal

September, 2011

5, Monday	Labor Day – NO CLASSES
8, Thursday	Late Start
12, Monday	Faculty Retreat – NO CLASSES

October, 2011

10, Monday	Columbus Day – NO CLASSES
24-25, Mon. & Tues.	End of 1st Block / EXAMS 11:00 Dismissal
26, Wednesday	Grading Day – NO CLASSES

November, 2011

11, Friday	Junior Ring Mass
23, Wednesday	Thanksgiving Break

December, 2011

21, Wednesday	Noon Dismissal, Christmas break begins
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January, 2012

3, Tuesday	Classes Resume
11-12, Wed. & Thurs.	End of 2nd Block / EXAMS 11:00 Dismissal
13, Friday	Grading Day – NO CLASSES
14, Saturday	Entrance Exam, Class of 2016
16, Monday	Martin Luther King Day – NO CLASSES
25, Wednesday	Second Session Back to School Night
26, Thursday	Late Start
30, Monday	<i>Catholic School Week Begins</i>

February, 2012

20, Monday	<i>President's Day</i> – NO CLASSES
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March, 2012

14-15, Wed. & Thurs	End of 3rd Block / EXAMS 11:00 Dismissal
16, Friday	Grading Day – NO CLASSES

April, 2012

5, Thursday Easter Break – NO CLASSES
16, Monday Classes Resume

May, 2012

21-22, Mon. & Tues. SENIOR EXAMS
24, Thursday Honors Convocation
25, Friday 2:00 Dismissal - Baccalaureate & Commencement
28, Monday Memorial Day – NO CLASSES
31, Thursday FINAL EXAMS – 11:00 Dismissal

June, 2012

1, Friday FINAL EXAMS – 11:00 Dismissal

TRINITY HIGH SCHOOL 2011 - 2012 TIME SCHEDULE

Regular Daily Schedule

Period 1:	8:00 - 9:25
Homeroom:	9:29 - 9:37
Period 2:	9:41 - 11:06
<i>Lunches</i>	<i>Activity Periods</i>
3A 11:11 - 11:35	3A 11:11 - 11:35
3B 11:41 - 12:06	3B 11:41 - 12:06
Period 4:	12:11 - 1:36
Period 5:	1:40 - 3:07

Assembly / Early Dismissal

Period 1:	8:00 - 9:13
Homeroom:	9:17 - 9:25
Period 2:	9:29 - 10:42
<i>Lunches</i>	<i>Activity Periods</i>
3A 10:47 - 11:12	3A 10:47 - 11:12
3B 11:17 - 11:42	3B 11:17 - 11:42
Period 4:	11:47 - 1:00
Period 5:	1:04 - 2:17
Assembly:	2:30 - 3:07

On Department Meeting days, students will be dismissed at 2:17; on Assembly days, students will be called to the Auditorium from Period 5.

Liturgy Schedule

Period 1:	8:00 – 9:10
Period 2:	9:14 – 10:24
Liturgy	10:30 – 11:40

Period 3A	11:45 — 12:10
Period 3B	12:14 — 12:39
Period 4:	12:43 — 1:53
Period 5:	1:57 — 3:07

Early Dismissal (Faculty Meeting)

Period 1:	8:00 – 9:00
Period 2:	9:04 – 10:04
Period 3A	10:08 — 10:28
Period 3B	10:32 — 10:52
Period 4:	10:56 — 11:56
Period 5:	12:00 — 1:00

Late Start

Period 1:	9:00 - 10:13
Period 2:	10:17 - 11:35
<i>Lunches</i>	<i>Activity Periods</i>
3A 11:40 - 12:04	3A 11:40 - 12:04
3B 12:09 - 12:34	3B 12:09 - 12:34
Period 4:	12:39 - 1:51
Period 5:	1:55 - 3:07

COCURRICULAR CLUBS & ORGANIZATIONS

The goal of Trinity's Co curricular Program is to help students to learn that an individual can make a difference in the world in which she lives, especially when working with others. Clubs, organizations, student government and honor societies depend on students to make a difference through their dedication, creativity, involvement, and service.

Club

Ambassadors Club
 Art Club
 Be A S.A.I.N.T
 Blaze (Newspaper)
 Blazers Against Cancer
 Blazer Badminton Club
 Bowling Club
 Chamber Choir
 Conference 2012
 Diversity Club
 Drama Club
 Environmental Club
 Film Club
 Freshman Class
 Inksters
 International Thespian Society
 Junior Class

Moderator

Mrs. Mary Tansey
 Mrs. Pamela Costello
 Ms. Jeannine Wilk
 Mrs. Julia Buckley
 Mr. Sean Daly
 Ms. Courtney Schlessler
 Mrs. Karen Powers
 Mrs. Linda Crabtree-Powell
 Mrs. Tara Suchland
 Mr. Sean Patrick Loesch
 Mrs. Kate Absher
 Mrs. Elizabeth Westfall
 Mr. John Allen
 Mrs. Patricia Spohnholtz
 Mrs. Julia Buckley
 Mrs. Kate Absher
 Mrs. Elise Matson

Liturgy Planning Team	Mrs. Tara Suchland
Made by Hand	
Math Team	Ms. Kathy Sherry
Media Club	Ms. Valerie Smetana
Micah 6:8:	Mrs. Tara Suchland
National Art Honor Society	Mrs. Kelly Parra
National French Honors Society	Ms. Melanie Hillegass
National Honor Society	Mrs. Linda Harrington
National Italian Honor Society	Mrs. Alida Capizzano
National Spanish Honor Society	Mrs. Beth Damascus
Quill and Scroll	Mrs. Rose Crnkovich & Julia Buckley
Robotics Club	Ms. Ann Kuenster
S.A.D.D.	Mrs. Renee Sherburne
Science Fiction Club	
Senior Class	Mrs. Pam Costello
Sophomore Class	Ms. Rachel McEney
Spanish in Action Club	Ms. Tamariz Irlanda
Student Council	Mrs. Susan Bedell
T.A.D	Mrs. Viki Siliunas
Team Trinity (Dance Team)	Ms. Niki Wilk
Thespians International Association	Ms. Kate Absher
<i>Wyndword</i> (Yearbook)	Ms. Rose Crnkovich
Youth Ending Hunger	Ms. Megan Alterson

STUDENT DIRECTIVES 2011 - 2012

The following student directives flow from the four goals of Trinity High School whose purposes are to promote religious, intellectual, personal and social development of the student. Hence, they are intended to be helpful procedures contributing to the positive Christian atmosphere of Trinity High School as a faith and educational community.

CODE OF CONDUCT

1. Assemblies

All school gatherings provide the opportunity for the Trinity community to learn, to celebrate or to enjoy enrichment. It is required that all students be present at all school assemblies and that their behavior be reflective of mature, Christian young women. Students are to sit in their assigned seats in the auditorium or gym. Because of the varying length of assemblies, students may be dismissed a few minutes earlier than the regular dismissal time on these days.

2. Attendance

Trinity places a priority on student attendance and expects the cooperation of parents in ensuring that daughters are in regular attendance.

Policy — A student is allowed 3 excused absences per block without penalty to her academic record. Any student who exceeds 3 absences in a class or classes will meet with her counselor and the Assistant Principal and may be placed on Attendance Probation. While on Attendance

Probation, if she has additional absences she must present a note from a doctor, on doctor's stationery, stating she was under his/her care and the absence was medically necessary. The note must be presented to the Assistant Principal upon her return before period 1 after the absence. The student will then be given a note to show her teachers allowing her to make up work missed. If a note is not presented, make up work is not allowed and points will be lost for assignments. In the case of a test or quiz, a failing grade may be entered into her average and continued absences may result in failure of a course or courses. Continued absences without a note from a doctor will warrant a parent meeting with the counselor and Assistant Principal. Exceptions will be made for extended illnesses and extenuating circumstances.

- Each day of an absence counts as 1 (one) absence, whether these are consecutive or individual days.
- Each day taken for vacation during the school year is 1 (one) day's absence.
- Each tardy after 8:15 will be figured as an absence from the class in progress.
- Only 2 (two) absences per quarter are allowed for any school-sponsored activity – retreats (except Kairos), field trips, etc. Seniors are allowed 2 (two) college visit days per year. Juniors are allowed 1 (one) college visit day per year. These college visit days may not be taken during the month of May and, to be counted as a college visit day, students need to get forms from the College Counselor prior to the visit.
- Personal free day and college visits will prevent participation in after school events.
- Students must be in attendance at least half a day (8:00 a.m. until 3A, or 3B until dismissal) in order to participate in school events including dances, theatre performances, and athletic and co-curricular events.

Procedures – If something necessitates an absence, we ask that the following be observed:

- Call the Office (708) 771-8383 before 9:00 a.m. explaining the reason for the absence.
- Please call the student's Guidance Counselor to request homework or special circumstances regarding your daughter.
- Bring a written note to the office when returning if no telephone contact was made or only an answering machine was reached. This is the student's responsibility. Failure to do so will result in a detention.

Early dismissals are strongly discouraged. However, if a student must have an early dismissal, she must present a note written and signed by a parent explaining the reason and must present the request to the Office at the beginning of the school day. For safety reasons, students will only be released for an early dismissal via phone call in case of an extreme emergency. If a student is to be released via a phone call, the parent must come into the building and sign their daughter out. No early dismissals will be honored on special event days or before end-of-the-day assemblies.

Tardiness - If a student is tardy to school, she must sign in at the Main Office and receive a pass to class. Each tardy to school or a class will result in a detention that is to be served on the first Monday, Tuesday or Wednesday after it is issued. In addition, after the fifth tardy, the student will be issued a Saturday detention. After six tardies, the student and her parents will be required to meet with the Dean of Students. A phone call from a parent does not excuse the tardy or detention beyond one time each session.

Truancy – Absence from school or cutting a class or assembly without sufficient reason and parental permission is considered truancy. Since truancy is viewed as a willful withdrawal from Trinity High School, the following procedures will be followed:

- A conference will be held with the student, her parents and the Dean of Students before the student is allowed to return to school.
- Credit may be lost by the student for any work due or completed in a class that day. This includes projects, papers, tests and quizzes.

- The student will serve 4 Saturday Detentions from 8-11 a.m. in full uniform. Dates of the detentions will be determined by the Dean. Failure to serve the detentions will result in an in-school suspension and a parent meeting with the Dean. Second truanancies will be dealt with by the Dean of Students in consultation with the administration. Such cases may result in dismissal.

Attending Special Event Days – Walk-a-Thon, retreats, special assemblies, Honors Convocation, etc. are scheduled during school hours and are considered significant school days. If a student is absent on one of these days, the above rules apply. We hope parents will encourage their daughters to attend the special events designed for their enrichment or enjoyment.

3. Behavior

Since Trinity students are expected to show Christian consideration and concern for all in the school community, the code of conduct is intended to provide for the students, their parents, and the faculty an understanding of the behavior expected of students and the procedures used in maintaining that standard of conduct. In light of this, any misconduct on the part of the student, such as: disrespect or discourtesy towards school personnel, visitors or other students; immature and inappropriate conduct; threats, verbal, written or gestures; vulgarity; forgery; classroom disruptions; leaving the school campus; littering the school building and grounds; inappropriate behavior in the study hall, library, computer centers, cafeteria, washrooms, or corridors; tampering with or destruction of hallway displays or locker decorations; and any other behavior warranting disciplinary action will not be tolerated. Students traveling to and from school, attending/participating in events or activities identified with Trinity are expected to abide by Trinity's code of Christian, respectful behavior and values. School Officials are not expected to police off-campus, non-school activities unless the violation is brought to public attention and is sufficiently severe to bring discredit to Trinity High School.

4. Book Bags

A book bag is defined as any bag, carried by a student, containing a book (or books) and/or notebook(s). This includes large purses and backpack purses. Students are allowed to carry a purse no larger than 8" x 11" during the school day. Book bags are to be left in the locker prior to the student's first class of the day. Book bags carried during the school day will be confiscated by a teacher or supervisor and must be picked up in the Dean's office.

5. Bullying/Fighting

Fighting, both physical and verbal, and bullying are a threat to everyone's right to a safe environment. It is not allowed and will result in immediate suspension from school. All students having any involvement in any bullying or fight will be sent home until a meeting can be arranged with the Administration. Any student harassing, threatening, or brandishing any object as a weapon will face disciplinary action as outlined on page 16. Students will not be allowed to return to school until a meeting with the Administration is arranged. Fighting will result in conflict management counseling and may result in dismissal from Trinity High School.

6. Cafeteria

Our cafeteria offers full meals daily. Therefore, no student is permitted to order food into the school at any time. Parents wishing to do so must make previous arrangements with the Assistant Principal. The school cafeteria is a place where students gather to share meals, conversation and friendship. Students are expected to be courteous, thoughtful and orderly toward everyone. Students may choose their tables in the cafeteria. Each student is responsible for cleaning up after herself. All students at a table are responsible for leaving a clean table. Anyone who does not leave a clean table will be responsible for cleaning the cafeteria tables that day after school. No food, drink or water bottles are allowed outside the cafeteria. Food brought into school must be eaten in the cafeteria. Irresponsible behavior in the cafeteria could result in the loss of cafeteria privileges.

7. Care of School Property

Since the environment of the school is reflective of the values of the people who inhabit it, it is expected that students take responsibility for maintaining the beauty and orderliness of the school. A student is responsible for any damage she has caused to school or personal property. Vandalism including writing in or on lockers will not be tolerated and will result in disciplinary action.

8. Cellular Telephones

While we understand the safety need for cellular phones, we do not allow the use of this electronic device in the school building during the school day as they can be disruptive to the learning environment. In case of emergency parents should contact the main office directly and a message will be relayed to your daughter. Students who are ill or need to contact a parent for an emergency must call from the office. All cell phones must be turned off and kept in lockers during the school day. Use of a cell phone or the presence of this device outside of a locker will result in confiscation, a \$25.00 fine, and may be returned only to parents.

9. Computer Labs

The computer labs are available to students and faculty, both in classes scheduled to use the facilities and to individuals when a class is not in progress. Students must follow all rules and guidelines developed by the Technology Coordinator or the supervising teacher. The labs are open during the school day. The Technology Center will be open after school until 4:00, Monday through Thursday. Other times may be arranged by appointment through the Technology Coordinator. Students may not be in the computer labs while they are in a scheduled class without a note from that teacher. Students are not allowed into the computer labs without first presenting their Trinity I.D. card.

10. Corporal Punishment

Corporal punishment by any employee of Trinity High School is against policy. Any employee engaging in corporal punishment may be dismissed from his/her contract.

11. Class Truancy

Attendance in every class is essential for instruction and to insure that all material is received by each student. Any student who does not attend a class or classes without permission from either the Administration or her parents is considered truant from that class. Cutting a class is a very serious offense and will result in loss of points for work completed in that class that day, including tests and/or quizzes, as well as a Saturday Detention.

12. Dances

Trinity has adopted the following policies in order to maintain a safe and enjoyable environment at student dances:

1. Students must be in attendance at least half a day, (8:00 a.m. until 3A, or 3B until dismissal) in order to participate in school events including dances.
2. Only students with a valid Catholic high school I.D. will be admitted at the door on the night of any school mixer.
3. All students attending the dance must be in the dance no later than 1/2 hour after the dance begins and must stay until 1/2 hour before the dance ends.
4. Boys wearing an excess of jewelry and students wearing gang symbols or colors will not be admitted.
5. All hats and team jackets must be checked at the door.
6. Dancing which we determine to be inappropriate will not be tolerated.
7. Students who engage in such dancing will be asked to leave the dance.
8. Any Trinity student who is asked to leave the dance will make a phone call to her parents to inform them that she is leaving.
9. Students who leave the dance for the night and those who are not admitted may not loiter on Trinity's property or around the school.
10. Students attending Sr. Prom must have all obligations met before a Prom ticket can be purchased. This includes tuition, detentions, class fees, athletic fees, cell phone fines and Fund raising obligations.

13. Detention

Detentions can be issued to students by any faculty or staff member for violation to policies in the Student Handbook and infractions of school directives. Detention is held on Monday, Tuesday and Wednesday from 3:15-4:00. Students are expected to serve their detention on the first available date after the detention is issued. Students are to report to detention in full uniform and may not bring book bags or coats. Failure to serve detention on the first Monday, Tuesday or Wednesday after it is issued will result in a Saturday Detention to be served in addition to the original detention. Students are required to turn in their original detention form to the monitor in order to receive credit for detentions served. Students with outstanding detentions will not be allowed to participate in co-curricular events including sports, dances, Kairos and school sponsored field trips.

Saturday Detention is held on assigned Saturdays from 8:00-11:00 a.m. in full uniform and students must pay a fee of \$20. Failure to serve a Saturday Detention will result in a student/parent conference with the Dean.

Any student who receives 5 detentions may be required to attend a meeting with her parents and the Dean and may warrant further disciplinary action.

All disciplinary issues, including all detentions, must be served before Block 2 and Block 4 exams are given and grades are released.

14. Dress Code and Uniform Violation

Trinity students are expected to be neat, clean and well-groomed as a sign of their self respect and esteem. Trinity's uniform consists of a uniform skirt and matching uniform sweater or uniform fleece worn with a white long or short sleeved Trinity polo shirt bought through Schoolbelles. In case of emergency, uniform items may be rented from the office for \$5.00 per day per item. If a student needs to rent a uniform after one incident, she may be sent home to retrieve her uniform. Students are expected to come to and from school in their uniforms. During the winter months, pants may be worn to school for warmth, but students must change into their skirts as soon as they enter the building.

Uniform Skirts - Uniform skirts must be hemmed to a length no shorter than one inch above the knee and are not to be rolled at the waist at any time. Parents of students whose skirts are deemed too short will be contacted and arrangements must be made to adjust the length of the skirt.

Shoes - Due to safety concerns, backless shoes or shoes with soles/heels that exceed one inch may NOT be worn at any time. Students must wear enclosed black, brown, or dark blue dress shoes. Athletic or athletic looking shoes, moccasins, slippers, sandals, canvas, multicolor, backless shoes and boots are never permitted

Socks - Solid color blue, black, gray or white knee socks or tights are to be worn at all times. No other leg coverings are permitted.

Shorts - Shorts worn under the uniform may not be visible. Students will be asked to remove visible shorts.

Shirts - All students may only wear the Trinity High School polo shirt purchased from Schoolbelles. Plain white shirts or blouses are considered out of uniform. Students are permitted to wear a **solid white** short sleeve tee-shirt under their uniform polo, provided the tee-shirt does not hang out from under the banded bottom. Tee-shirts should be tucked into the skirt. During the winter months students may wear a solid color dark blue, black or white turtleneck with uniform shirt and sweater/fleece. Long sleeve T-shirts may NOT be worn under a short sleeve THS polo without wearing a THS sweater. The uniform shirt must be worn at all times.

Accessories/Hair - Hats or head scarves may not be worn at any time in the school building. Inappropriate jewelry may not be worn. Extreme, severe or bizarre hairstyles and/or colors are unacceptable. Any students with unacceptable hair color may be sent home after a conference with her parents. The Dean of Students is the sole arbiter of good taste.

Miscellaneous - Any other apparel, accessories, and body decorations (i.e. tattoos, tongue pierc-

ing, brow piercing, body piercing, etc.) which are worn are considered a violation of the uniform policy. Band-aids or other coverings may not be worn over piercings. Any student coming to school with visible body piercing, other than **ONE EARRING WORN IN EACH EAR** will be asked to remove the jewelry and the jewelry will be confiscated by the Dean. Any student with a visible tattoo will be required to cover it during the school day and at school functions. Failure to follow this policy will result in suspension and the student will not be permitted to return to school until the object is removed or the tattoo is covered.

Dress Up Days - On special occasions students may be allowed to dress up for school. On these days students are to dress appropriately and are not allowed to wear low cut, strapless or tank tops. Skirts should be a modest length and no bare midriffs will be allowed. Any student deemed dressed inappropriately will be rented a uniform skirt and shirt for the day and will not be allowed to participate in future dress up days. Gym shoes, sandals and flip-flops are not allowed. Hats may never be worn in the building.

Dress Down Days - Occasionally students are allowed to dress down as incentives for fundraising and other occasions. Students are allowed to wear Trinity wear on those days and should be dressed appropriately. Bare midriffs and low cut revealing tops, strapless and tanks are never allowed in school. Sandals and flip flops are never allowed.

15. Drugs and Alcohol

The selling or distribution of illegal drugs is grounds for immediate dismissal. Any student in possession or under the influence of drugs or alcohol during the school day or at school-sponsored activities on or off campus, will be suspended and subject to the provisions of the substance abuse policy of the school. The Administration reserves the right to require drug testing at any time if deemed necessary.

16. Elevator

Elevator use is limited to faculty and handicapped students. Students who need to use the elevator because of an injury must obtain a temporary pass from the Office. The elevator may not be used during a fire drill.

17. Fees

Standard fees are charged to the tuition account. Freshman, Sophomores and Juniors pay a fee of \$100.00 which covers the cost of the yearbook, student handbook, student lock, an annual retreat and standardized testing program. The Senior fee is \$150.00 which includes all of the above and a graduation fee. This fee does not include any participation fees associated with the International Baccalaureate program, course fees, athletic fees, or transportation fee.

18. Fire Drills

Directions for exiting the buildings are posted in each classroom. Students are asked to take notice of them. If the fire alarm rings, students are expected to follow the directions and move quickly and silently.

19. Fund-Raising

Each year two fund-raising activities, the walkathon in the fall and the raffle in winter, are held for the benefit of Trinity High School. Student participation in these events is mandatory and monies raised help to balance the actual cost of educating each student. Students may not take block or session exams unless all monies and materials are returned to the Institutional Advancement Office.

20. Gum

Gum chewing is not allowed anywhere in the school building. Chewing gum at any time will result in a detention.

21. Halls

Students may not be in the halls during classes without a hall pass. Running is not permitted.

22. Illness

A student who is ill should report to the main office. In the case of fever or vomiting, students must make arrangements to go home.

23. Injury

Students who are injured will be assessed by the Dean of Students who will also contact parents. Following an injury, a student should complete an injury report in the main office.

24. Leaving the Building

A student may leave the building during school hours only if she has permission from the main office and has signed out. Either a note from parents or, in the case of an emergency, a phone contact with parents is required and the parent must come in and sign the student out.

25. Library

The library is open each day at 7:15 a.m. On Thursday and Friday, the library closes at 3:30 p.m. On Monday, Tuesday and Wednesday, the hours are extended to 4:00 p.m. Students may also use the library resources during study hall periods and are expected to follow the rules and regulations promulgated by the library staff. Students will not be allowed into the library without an ID.

26. Lockers

Each student is assigned a locker which she retains throughout her four years at Trinity. All lockers are to be kept in order with the door closed and locked. Leaving the locker open or sharing the combination negates the security of the locker. Detentions will be issued to any student who leaves her locker open or unlocked. All items will be removed from any unlocked locker. Trinity High School does not assume responsibility for the recovery or replacement of lost, stolen or damaged property. A student who steals from another member of the Trinity community may be expelled. Students must keep assigned lockers, and only locks purchased at the Trinity bookstore may be used. Under special circumstances, school authorities reserve the right to inspect a student's locker. **Sitting on the floor while gathering in front of lockers is not permitted.**

27. Money

Students may not collect money or sell any item on school property without permission from the Administration. Trinity does not permit fundraising to support individual students or outside organizations for trips, sports, enrichment or service projects.

28. Parking Lot/Cars

We ask that both parents and students cooperate with parking lot rules. Parents, especially, are asked to follow the drop-off pattern on page 15. Students being picked up at the end of the school day are to be picked up on Jackson Avenue or Berkshire Street. No student is to be picked up on either side of Division or Lathrop streets. Cars parked along Lathrop will be ticketed by the police. No parking is permitted on the either side of Jackson south of the field. Parking on Berkshire is allowed only on the south side. Parking in front of homes is not permitted at any time.

Students must register their license plates at the Main Office and pay a \$25 parking fee in order to receive a Trinity parking space with a corresponding, numbered tag. Parking spaces will be arranged on a first come /first serve basis to seniors and juniors during book sales. One spot per carpool will be arranged. Tags must be displayed on the rearview mirror at all times. Failure to do so, or parking in a non-designated area will result in a Saturday Detention.

Drop off Pattern

Please drop students off while you are still in line and do not wait until each car is at the sidewalk. Students may walk through the lot to enter through either back door or the door just south of the auditorium on Lathrop.

Parking lot guidelines and the drop-off/pick-up pattern may change during the course of the year. Any changes will be sent home to parents as soon as possible.

29. Residency

Students in attendance at Trinity High School must be unmarried and reside with parent(s) or a legal guardian. Trinity has the right and responsibility to know where and with whom a student resides. If residence or phone number changes during the school year, it is the responsibility of the student or parent to notify the main office immediately.

30. School-Sponsored Trips

Students participating in school-sponsored trips are subject to all of Trinity's rules of conduct and the rules pertaining to the specific trip. *Students are subject to approval by the Dean prior participation. Tuition must be paid up to date before deposits will be accepted for any extended trips.*

31. Shadow Days / Visitors

Shadow Days are an opportunity for 7th or 8th grade girls to visit Trinity. All arrangements are made in advance through the Recruiter. Approval for Shadow Days for transfer students must go through the Dean. Other visitors or younger children are not permitted during the school day.

32. Signs, Posters and Printed Materials

Signs and posters must be approved by the Dean or the Activities Moderator, and posted only on the cork strips throughout the school. Printed material from students or from organizations outside of Trinity must be approved by the Dean.

33. Smoking

Smoking is prohibited on Trinity property and within a 6 block radius of the school, both within and outside of vehicles. This no smoking rule will be considered violated when a student is in possession of or is in the vicinity of a lit or unlit cigarette, throws a cigarette away, is in a lavatory with smoke coming from it or if there is a suspicion of a violation of this rule. A student who violates the no smoking rule exhibits serious disregard for the safety of all others and will be fined \$50, and receive one Saturday Detention. Further infractions of this policy will result in a meeting with the student's parents and the Dean.

34. Student I.D.'s

Students are required to wear their current I.D. around their neck on the lanyard provided by the school. Failure to wear a student I.D. will warrant a Detention. Students are required to surrender their I.D. to a teacher when asked. Replacement cost of I.D. is \$5 and lanyard \$3.

35. iPods, cameras and other electronic devices

Tape/CD players, recorders, I Pod, MP3 players, cameras and radios may not be used during the school day. If they are brought to school, they are to be kept in lockers.

36. Theft

Theft is not tolerated and may result in dismissal from school.

37. Tornado Instructions

Remain calm. Exit the classroom into the hallway, staying clear of windows and doorways. Kneel facing the lockers with your hands over your head and maintain in silence. Wait for the all-clear signal either via PA or bells to return to the classroom.

38. Vacations

Parents are provided with Trinity calendars, as well as access online, and are strongly discouraged from planning vacations on school days. This is particularly true of days before and after Christmas and Easter breaks. Teachers are not obligated to provide makeup work or tests. It is the student's responsibility to speak to each teacher regarding makeup work. Each day of vacation counts as a day of absence and is subject to the absence policy. The Office and Teachers BOTH must be notified by a parent in writing prior to the absence.

39. Visitors

All visitors to Trinity must report immediately to the main office and sign in. If a student from another high school wishes to visit Trinity, permission must be obtained from the Dean at least two days prior

to the event.

DISCIPLINARY ACTION

If a student departs in a serious way from the directives in the Student Handbook, her actions are subject to review by the Trinity Administration. The forms of disciplinary action may be taken are (but not limited to): probation, suspension, removal from a class, and dismissal from Trinity High School.

Probation

Terms of probation may include the loss of privileges at Trinity which may include:

- Participation on school athletic teams or co-curricular activities
- Running for or holding any student office
- Membership in honor societies
- Participation in any school event
- Appearing in school plays, or performances

Counseling may be mandated when deemed appropriate. Additional items may be included in Probation and will be determined individually. The duration of the probation is at the discretion of the Administration.

Suspension

Suspension may be assigned in school or out of school at the discretion of the Administration. While suspended, students may not be allowed to complete make up work and may lose credit for work due or completed in classes missed during the suspension.

Dismissal from Trinity High School

Any student dismissed from Trinity High School will be asked to transfer to another high school.

To help our students develop an attitude of accountability and responsibility for their actions, we believe that disciplinary guidelines are necessary. In establishing these guidelines, we recognize that not all students can be handled in exactly the same manner. However, we strive for consistency as we work with students on matters of discipline.

SUBSTANCE ABUSE POLICY

Trinity High School is concerned with the full and harmonious development of the whole person. It is our intent to strengthen and encourage responsible decision making and to recognize that the individual is responsible for making choices. Since substance abuse has serious consequences for the individual and society, prompt and appropriate action is necessary. Consequently, Trinity will adhere to the following policy and procedures.

Policy

- I. The selling or distribution of illegal drugs is grounds for immediate dismissal.
- II. Any student in possession of, or under the influence of, drugs or alcohol during the school day or at school-sponsored activities on or off campus, will be suspended. Reinstatement is dependent upon fulfillment of stated requirements.

Procedures:

- I. Selling or distribution
 - A. Substances will be identified by the Dean (local police will be consulted when necessary). The charges will be verified by the Dean in consultation with the Administration.
 - B. The parents will be notified of permanent dismissal by the Principal.
 - C. A report will be filed with the local authority.
 - D. Students are entitled to due process.
- II. Possession or being under the influence
 - A. After verification by the Administration, the student will be suspended and the parent(s) will

- be notified of a conference to be held following the required drug testing.
- B. In the event of a positive drug test, the parent(s) will have 3 days to seek a psychological evaluation at a school-approved agency. Trinity High School will seek the agency's recommendation as to whether:
 - 1. The student's use of drugs/alcohol is insignificant and she can return to school.
 - 2. The student may return to school only if she enrolls in a drug/alcohol education program that is sanctioned by the school.
 - 3. The student has a serious problem with drugs/alcohol and an in-patient evaluation is required.
 - C. After-care sessions, where deemed necessary, are a requirement for continued attendance at Trinity.
 - D. A second offense may be grounds for immediate dismissal.

ACADEMIC POLICIES

1. Academic Integrity

Academic dishonesty is a serious offense and will not be tolerated. Cheating may include but is not limited to sharing homework, turning in another student's work, communicating verbally or non-verbally with others during a test, communicating the contents of a test to others, using unauthorized materials for a test, cell phone use, copying off another's paper, plagiarism, (the presentation of another's ideas or words as if they were your own) and use of undocumented information from the Internet. Students who are found to be cheating will not receive credit for that assignment, test, or quiz. The teacher will notify parents and the Dean. Repeated offenses will result in additional consequences.

2. Academic Probation and Dismissal

If a student earns 1 or more failure(s) at any block, she is placed on academic probation for the following session. She will meet regularly with her counselor who monitors her progress throughout the session. A student who fails the same course two times will not be allowed to continue at Trinity. If a student on probation fails 2 or more classes at the end of a session, she may be required to transfer to another school that can better meet her academic needs and abilities.

3. Class Ranking

A student's class rank is first reported to students and parents on the January report card during the sophomore year. During the first block of the senior year, seniors will be hand-ranked based on their final grades earned at the end of their junior year. Students who are enrolled in honors courses will be ranked on a 5.0 scale. Students enrolled primarily in college prep courses will be ranked on a 4.0 scale. If two students share the number one spot, the third student will be ranked second. The rank that is sent to colleges upon the student's application will be the one that is to each student's greatest advantage. The student who ranks first in the Senior Class at the end of the second block of the senior year is the class valedictorian. The student who ranks second is the salutatorian. A minimum of four academic years of credit must be earned at Trinity in order to be eligible for either of these titles.

4. Curriculum Guide

The *Curriculum Guide* is published each winter as students prepare to register for courses. It contains a brief description of every course as well as a reference to guidance services and registration information.

5. Exam Schedule

Exams are given on special-schedule days. All students are expected to be present on Exam Days. If a student misses an exam for any reason, it is the student's responsibility to make up the exam immediately upon the return to school.

6. Failure and Incomplete Grades

Any student who fails a course must make up that credit in summer school before returning the following school year. The make-up course replaces the credit, never the original grade. Students are not allowed, as a general rule, to take those subjects during the school year to make up for past failures. Required course subject failures must be made up by the same required course subject failed. Failure in an elective course may be made up by another elective course rather than the course failed. Any student receiving an incomplete grade must make arrangements to complete exams immediately upon her return to school. Any incompletes may become failing grades after one week. The only exception to this is an incomplete grade issued when tests have not been taken because of overdue tuition fees or fundraising responsibilities.

7. Field Trips

Field trips enhance and expand the learning that occurs in the classroom. However, field trips are privileges afforded to students, not absolute rights. Students must have permission from all their teachers to attend a field trip and are responsible for making up any work they have missed while away. Students can be denied participation if they fail to meet academic or behavioral requirements or if they have had excessive absences from school. If a student has been absent just before a field trip, she may not be permitted to miss another day of school for the event.

8. Grading Scale

Trinity teachers use the following scale to determine grades:

A+	99-100
A	95-98
A-	93-94
B+	91-92
B	87-90
B-	85-86
C+	83-84
C	79-82
C-	77-78
D+	75-76
D	72-74
D-	70-71
F	0-69

College Preparatory courses are figured on a 4.0 scale. Honors and International Baccalaureate courses are figured on a 5.0 scale.

9. Graduation Participation

In order for a senior to participate in Graduation and the Baccalaureate, she must have earned the required number of credits for her graduating class and be in good behavioral standing. All credits taken outside of Trinity must be completed by May 1st; additionally, all tuition, fees and fines must be paid in full in order to ensure participation.

10. Guidance Counselors

Three guidance counselors work with Trinity students in the areas of academic counseling, personal counseling, referrals for counseling outside of Trinity, conflict management, parent - teacher staffing, career education and college counseling.

Ms. Rachel McEnergy	Class of 2015
	Class of 2014 (A-J)
Mrs. Carol McNamara	Class of 2013
Test Coordinator	Class of 2014 (K-Z)

11. Homework

Homework is an essential ingredient for success in Trinity's academic program. Students should expect 30-40 minutes of homework each night for each class they are taking. Parents are asked to be involved by providing the time and quiet place for students to complete homework that is assigned. If a student never appears to have homework, parents are urged to contact their daughter's teachers and/or guidance counselor. In addition to regular homework, many subjects and departments require projects and papers that are completed primarily outside of the classroom setting either by individual students or students working in teams. This is a means of encouraging independent work, personal and team learning, research skills and long-term planning.

12. Honor Code

As a member of the Trinity High School community, I pledge to conduct myself at all times honorably and in a way that shows pride in myself, my family, my school and my community. As a person of honor I will show:

- *respect for academic honesty*
- *respect for others*
- *respect for property*
- *respect for myself*

13. Honor Roll

Trinity's honor roll is determined each block on the following basis:

1st Honors	3.75 or better GPA
2nd Honors	3.30 – 3.74 GPA

14. Illinois State Textbook Loan Program

Students in Catholic schools are eligible to receive textbooks from the State of Illinois as funding is made available to the school. A lost book, owned either by the State of Illinois or Trinity, is the responsibility of the student and full replacement cost of the book must be paid.

15. Long Range Projects

If a paper or project has been assigned for 2 or more weeks, it must be turned in on the date specified by the teacher. Late papers and projects are subject to grade-reduction. Student absence on the day it is due does not change the due date.

16. National Honor Society

Juniors and seniors who have earned a GPA of 3.75 and have exhibited service, scholarship, leadership and exemplary character are invited to apply for membership in the National Honor Society. Applications are reviewed by a panel of teachers appointed by the principal. The panel selects students on the basis of their applications and the rules set by the National Honor Society. Membership acceptance is final and is not subject to review by the principal or any other person.

17. Parent – Teacher Conferences

Parent - Teacher Conferences are offered by appointment each year, during the first block from 6 - 9 pm. The date and time are published in the school calendar. Other appointments can be made through guidance counselors or directly with teachers for before or after school. We strongly encourage students to attend conferences with parents since, ultimately, it is the student herself who must make decisions for success in school.

18. Period Three

Period Three is designed to provide every student with a flexible study period each day. Students are assigned to a lunch period and her homeroom. During the time opposite a student's lunch, she is expected to sign into a study area, library, and computer lab or guidance department. She may re-

ceive tutoring from a teacher or peer tutor. She may attend a scheduled meeting for a club of which she is a member. Students who abuse any of the privileges of this period may be assigned to a permanent study hall for both 3A and 3B.

- August 24—September 4; All students report to homeroom and stay in homeroom.
- Students report to their homeroom for attendance each day unless they are going to another location.
- Homeroom teachers mark on their homeroom lists who is absent and turn it in to the office by the end of 3B each day.
- If a student is going to a meeting, computer lab, guidance, library or another location she is to go directly to that room and sign in with the moderating adult. Each moderator signs and dates the sheet and turns it in to the office by the end of 3B.
- Supervisors will cross check homeroom lists with meeting, lab, guidance and library lists in the afternoon to be sure all students have been accounted for during 3/A and 3/B.
- Being tardy to 3A/B is not allowed.
- Students unaccounted for during 3A/3B will receive a detention.

19. Progress Reports / Edline

Information regarding a student's progress in class, grades, assignments and program are posted on Edline, a web-based communication program which also facilitates e-mail to and from parents, teachers and students. Progress reports are mailed to those without access to Edline approximately half – way through each block upon request.

20. Retreats

As an important part of our mission as a Catholic school, every student is given the opportunity to explore and deepen her faith during every school year. Retreats, which give people the time to get away from the pressures of school, home and work, provide the setting and a program that help each student learn more about herself, her God, her relationship with others, and the role that faith plays in her life. Our retreats are designed in a developmental approach, so that each year, as students mature, the retreat program helps them move more deeply toward spiritual awareness and growth. The following outline gives a brief description of the retreat program at Trinity.

Freshman Year – Students attend a half day retreat with their classmates. The goals of the retreat are introducing students to the Dominican charisma of community and to the Trinity definition of service. Students will divide into small groups to participate in a service activity with a local organization and will reunite at Trinity for meaningful reflection. This is a required school day and event.

Sophomore Year – Students attend one of two day retreats with their homerooms. The goals are to experience a smaller group discussion and sharing, to articulate one's growing faith journey, and to engage in reflection and prayer. This retreat is a required school day and event.

Junior Year – Juniors are required to attend one of two day retreats. They are assigned by homeroom. The goals of this retreat are to help students reflect on themselves as young women, to consider a deeper relationship with the God as Creator and Friend, and to engage in prayer and reflection as they begin to discern some of their long-range goals.

Senior Year – All seniors are required to attend an extended day retreat at the end of their senior year. The goals of this retreat are to reflect on their high school experience, to celebrate the relationships and gifts of the past four years, and to dream creatively about the future.

Kairos Retreat – Kairos, which means "the Lord's time," is an optional extended retreat of three days and two nights. It is a very special time away in order to reflect on the power of God's love in our lives, especially as we experience it in family, friends and in our own hearts. Some students are selected to attend in the second half of their junior year; most attend as seniors.

A fee is charged for these retreats to pay for facility rental, meals, rooms, materials, facilitators, etc. Most retreat costs are very minimal, with the Kairos retreat costing considerably more. Students wishing to attend Kairos can arrange for a payment plan.

21. School Calendar

The school calendar is distributed to every student at the beginning of the school year. It contains dates and times of events that involve students, parents, and the school in general. Parent club meetings, free days, holidays, retreats and school events are highlighted. Any changes to this calendar will be announced.

22. School Cancellation

In the event of inclement weather or other emergency situations which might cause the cancellation of school, **please do not call the school**. Any such situations are reported to the local radio stations but are not necessarily recorded on our phone system. School closures are announced on the Trinity Website, AM 670, 720, 780 and 890; FM 94.7, 96, 99; and Channel 32.

23. Service

Trinity students must perform a minimum of ten hours of service each year as a graduation requirement. These hours may include service commitments for co-curricular clubs and organizations, and CAS of the International Baccalaureate Program, but not class service projects. Community Service is considered part of our commitment as Christians to live out our faith by reaching out to the world around us. Students may serve in their school, parish, or neighborhood communities. Service opportunities are also available through the Campus Ministry Office. Students must complete a Site Pre-approval form prior to completing their service hours. Completion of service hours is required for 3rd block exams and participation at Junior and Senior prom and/or graduation.

24. Students Taking Classes Outside of Trinity

If a student is taking an outside course through a Trinity-approved institution, the deadline for completion is May 1st. Graduation requirements may not be taken outside of Trinity. The only exception is if the course is failed and must be made up in order to meet graduation requirements.

25. Tuition, Fees, Fundraising

Tuition, fees and fundraising responsibilities must be current in order for a student to take Block or Session exams and move on to the next Block. When payments are completed, exams will be scheduled, subsequent grades reported and transcripts of credit updated. A fee will be added to the account for any checks returned for insufficient funds. Tuition, fees or fundraising money refunds will not be issued if a student withdraws from Trinity High School after the Block begins. Seniors must have all obligations met before they can attend Senior Prom and Graduation.

Schedule changes may require a \$75 fee and there will be a fee of \$300 per 1/2 credit for the re-taking of courses at Trinity.

A student receiving financial assistance must maintain a 2.0 grade point average throughout that school year. Academic Progress will be reviewed at the end of each session by the principal.

*Trinity High School reserves the right to amend
and interpret the policies contained in this handbook
when appropriate and necessary.*

ELIGIBILITY POLICY FOR ATHLETIC AND CO-CURRICULAR PROGRAMS

The purposes of this policy are as follows:

- To establish qualifications for participating in athletic and co curricular activities
- To provide motivation to keep academic performance high
- To aid students in balancing the various aspects of their lives.

Trinity's basic beliefs regarding eligibility for participation include:

- Academic / intellectual development is the primary focus of Trinity High School.

- Students represent the school and should reflect Trinity in the best light.
- Students are motivated by eligibility standards to maintain academic performance.
- Standards should be enforced firmly and consistently.
- Students who are heavily involved in and outside of school must learn to budget time and set priorities.
- Participation in co curricular and athletic programs are essential to becoming well-rounded persons, but they are a privilege that accompanies good behavior and academic performance.

A minimum grade point average (GPA) of 2.0 must be maintained in order to participate in inter-scholastic athletics and Trinity productions as well as to hold office in student government, organizations and clubs.

- Grades from the most recent block will be used to determine grade point eligibility.
- Any student who is failing a course at the time of progress reports must raise her course average within two weeks of the date of the progress report. If after two weeks the student is not passing the course, she will not participate in any sport, production or office until her grade is up to passing according to the Trinity High School grading scale.
- Any student who is failing more than one course at the time of progress reports will not participate in any sport, production or office until all grades are up to passing according to the Trinity High School grading scale.
- A failing grade for any block including Block IV results in a student's being suspended from participation during the following block until a passing grade is indicated at Progress Report time.
- All freshman students new to Trinity are eligible the first block they are in attendance.
- Summer school grades shall not be figured in determining eligibility.
- A minimum GPA of 2.0 must be held to tryout for a sport. Eligibility may be determined by a report card, progress report or teacher evaluation.
- Provided that a freshman student has no F's in the first block, the minimum GPA for eligibility is a 1.6 for the first block ONLY. She is given two (2) weeks to raise her grades. Failure to do so results in ineligibility.
- It is the responsibility of the moderator or Athletic Director to determine eligibility and to notify the student. The Dean oversees the verification.

INTERNET / NETWORK AND E-MAIL ACCEPTABLE USE POLICY

Trinity High School provides students access to the educational tools they need now and will need in college and beyond. Responsible use of computer networks and the Internet are a part of those tools. With this as our goal, students have access to Trinity's computer network, Trinity e-mail, Destiny Library and the Internet. Through the Internet, students gain access to faculty and other students, as well as databases, libraries and computer services from all over the world.

Use of the Internet provides great educational benefits to students through its access to a wealth of information. However, some material accessible via the Internet may contain items that are illegal, defamatory or potentially offensive to some people. The network is provided for students to conduct research and communicate with others for educational purposes only. Access to network services is provided to students who agree to act in a considerate and responsible manner. Use of this communication system is a privilege, not a right. Users have no expectation of privacy in their use of the Trinity network. Trinity has the right and responsibility to monitor the use of our network by its users including tracking of internet, e-mail, network, hardware and software use.

Use entails responsibility; therefore it is required that students and parents read and sign the following Acceptable Use Policy before access will be granted on any Trinity technology equipment. Misuse or

unacceptable use of the school equipment, network, e-mail or Internet will result in the revocation of a student's access rights as deemed necessary by the Dean of Students. Severe misuse or repeated offenses will result in more severe consequences up to and including academic probation, suspension or expulsion.

Terms of Agreement:

Students must

- Respect and protect the privacy of others.
 - o Use only Trinity assigned accounts.
 - o Not view, use, share or copy passwords, data, or networks to which they are not authorized.
 - o Not distribute private information about themselves or others.
- Respect and protect the integrity, availability, and security of all electronic resources.
 - o Observe all network security practices, as posted.
 - o Report security risks or violations to a teacher or network administrator.
 - o Not destroy or damage data, networks, or other resources that do not belong to them, without clear permission of the owner.
 - o Conserve, protect, and share these resources with other students and Internet users.
- Respect and protect the intellectual property of others.
 - o Not infringe copyrights (no making illegal copies of music, games, or movies!).
 - o Not plagiarize. See page 17 of the handbook.
- Respect and practice the principles of community.
 - o Communicate only in ways that are kind and respectful.
 - o Report threatening or discomfoting materials to a teacher.
 - o Not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are obscene, profane, lewd, vulgar, inflammatory, threatening, rude, discriminatory, or meant to harass).
 - o Not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - o Not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - o Not send spam, chain letters, or other mass unsolicited mailings.
 - o Not buy, sell, advertise, or otherwise conduct business or online shopping, unless approved as a school project.
 - o Not degrade or disrupt equipment, software or system performance.
 - o Not spread computer viruses.
 - o Not attempt to install any additional software on any computer on the network, add any on line service or alter the computers hard drive in any way
 - o Not alter existing or install personal screen savers and pictures.
 - o Not download or use services that require additional charges.
 - o Not subvert network security, impair functionality of the network, or bypass restrictions set by the network administrators or assist others in violating these rules by sharing information or passwords.
 - o Not distribute "junk" mail, such as chain letters, advertisements or unauthorized solicitations.

Please complete the Internet/Computer Network Contract on page 155.

INTERSCHOLASTIC TRINITY ATHLETICS

Trinity's student athletes consistently carry a 3.0 or better average. They bring diligence, perseverance and excitement to each game or meet as they work tirelessly to polish their natural athletic talent and to combine individual efforts with team cooperation.

Trinity's Blazers participate in ten interscholastic sports through the Girls' Catholic Athletic Conference (GCAC) and under the auspices of the Illinois High School Association (IHSA).

Fall Sports:

- Cross Country
- Golf
- Swimming
- Tennis
- Volleyball

Winter Sports:

- Basketball
- Bowling

Spring Sports:

- Soccer
- Softball
- Track & Field

Additional policies and rules pertaining to participation in Trinity's athletic program and sports teams, as well as IHSA rules, are contained in the Athletic Handbook.

Trinity High School does not recruit students or attempt to recruit students for athletic purposes in accordance with the Illinois High School Association. Any contact with students, home visits and/or phone calls are prohibited. Gifts, leadership awards, scholarships or financial aid are not offered for athletic ability.

TRINITY BLAZERS ATHLETIC HANDBOOK

INTRODUCTION

The Trinity High School athletic program includes 10 sports and 21 teams. Trinity's *Blazers* participate in interscholastic athletic competition in conjunction with the Girls Catholic Athletic Conference (GCAC) under the auspices and rules of the Illinois High School Association (IHSA). The main objective of Trinity's athletic program, which is co curricular to our educational mission, is to foster participation, competition, sportsmanship, skill and social development.

The purpose of this handbook is to present information and guidelines regarding athletics to student athletes enrolled at Trinity High School. We ask that students and parents read the contents and keep this handbook as a reference and guide throughout the school year. Student athletes and parents are required to sign the Athletic Contract at the end of this handbook and to file it with the Athletic Director by the date requested.

Trinity's Administration and Athletic Staff welcome you to our *Blazer* teams and programs. We pledge our assistance and support as we work with students and parents in building a quality ath-

letic program within our educational environment.

TRINITY BLAZERS OBJECTIVES OF PARTICIPATION

The interscholastic athletic program, like co curricular clubs and organizations, serves as a complement to the classroom, one which attempts to help Trinity students meet goals through experiential learning opportunities. The purposes of this program are to provide Trinity's student athletes with these opportunities:

1. To achieve a sense of self worth and to develop self confidence.
2. To develop their physical talents to their maximum potential.
3. To engage in competitive activities.
4. To learn new skills beyond those already acquired and to improve on them.
5. To exemplify good sportsmanship as a means of learning good citizenship.
6. To experience both winning and losing.
7. To learn from experience that consequences follow the violation of a rule.
8. To experience working as a member of a team in order to achieve both personal and shared goals.
9. To develop leadership, listening and communication skills.
10. To engage in problem solving and decision making.
11. To participate in organized activities with other young women whose different backgrounds and experiences enrich their own.
12. To understand and practice the principles of sound health, safety and physical fitness.
13. To manage time effectively.

TRINITY BLAZERS ATHLETIC CODE OF CONDUCT

Trinity High School administrators, coaches of athletic teams and sponsors of student activities believe that students who are selected for the privilege of membership on teams will conduct themselves as responsible representatives of the school. In order to ensure this conduct, coaches and school officials enforce a Code of Conduct that is consistent with Trinity's Mission Statement and general Student Code of Conduct. Consequently, students athletes who fail to abide by the Code of Conduct are subject to disciplinary action. Members of teams must serve as exemplars of high moral character and must demonstrate the same appropriate academic and co curricular commitment which is expected of all Trinity students.

As recognized representatives of their school, student athletes are expected to exhibit appropriate behavior during their sports season and out of it, in uniform or out of uniform, on campus or off campus, during the school day and outside of the school day.

1. Academic Standards

Trinity High School has as its primary goal the academic education of all enrolled students. Therefore, each coach has the obligation to encourage students to perform within the academic standards described in the Student Handbook.

2. Substance Abuse

Students' use or possession of tobacco products, alcoholic beverages or non-prescribed controlled substances or paraphernalia will not be tolerated, and the violator will be subject to the school's disciplinary code.

3. School Attendance

Students who do not attend at least a half day of school will not participate in practice or contests

scheduled for that day. Personal free days and college visits will also prevent participation.

4. Rule Enforcement

Rule enforcement will be consistent and immediate. School officials are not expected to police off-campus, non-school activities unless the violation is brought to public attention and is sufficiently severe to bring discredit upon Trinity High School.

5. Additional Rules

Each coach has the prerogative to establish additional rules pertaining to the activity supervised. These rules may include attendance at practices and contests, curfew, dress and the general conduct of participants during practices, contests and trips. Out-of-season conditioning may not be required for participation. Rules set by the individual coach must be in writing, approved by the Athletic Director, on file in the Athletic Director's office and communicated to the student-athletes.

6. Suspension from School

Students suspended from school by the Dean will not be allowed to participate in athletics while they are on suspension.

7. Medical Coverage / Physical Exam

Athletes must have full medical coverage through their parents' policy. Each athlete is required to have a yearly physical and a copy of their medical record on file in the Athletic Director's office before the season begins as well as an emergency release form on file per sport. The original copy of the medical record is filed in the Main Office.

8. Academic Eligibility

See page 22 of the Student Handbook for complete eligibility policies and procedures.

9. Try-Outs

Try-outs will be held for two days in each sport. Students who do not attend try-outs will not be selected for a team. Athletes who do not make the playing team are encouraged to be part of the team in the role of manager. A manager is listed on the team roster, and she will receive an athletic letter upon completions of duties during a season, as well as all the benefits of being part of a team.

10. Playing Time

Try-outs will be conducted at the beginning of each sport season. Athletes on the freshman level will have playing opportunities during games and practices. Members of JV teams will have opportunities to play but are not guaranteed playing time in every game. Members of the Varsity teams will have to compete to earn playing time and are not guaranteed playing time in every game.

11. Fees

Each athlete and manager must pay an \$85.00 fee at the beginning of the sport season in which she participates to defray the costs of the athletic program. This fee does not cover the purchase of uniforms.

12. Parent / Athlete Meetings

Each athlete and parent(s) must attend the Parent / Athlete Meeting at the beginning of each season in which she participates on a team. The first season an athlete participates in a sport at Trinity, the student athlete must sign, along with her parents, the Athletic Contract at the end of this handbook. This contract indicates an agreement to follow the policies established by Trinity High School. The contract is kept on file in the Athletic Director's office.

13. Uniforms

Uniforms provided by the school are expected back in the same condition in which they were distributed. Students will replace uniforms if improper care or use results in damage to the uniform. Students must make full payment for uniform before the first contest. Athletes are responsible for the costs of their uniform (including shoes) once ordered, whether or not they complete the season. All uniforms purchased by the athletes will be theirs after the season ends.

14. Warning of Risks

Athletes and parents are to be aware that athletic participation has inherent dangers and risks. Although participation and practice are conducted within the rules of each sport and athletes are expected to follow coaches' instructions, student athletes may suffer a catastrophic injury. These injuries may include, but are not limited to: serious head, neck or spinal injury that may result in complete or partial paralysis, brain damage or death. Serious injury to any of the internal organs, bones, ligaments, muscles, tendons or other aspects of the musculoskeletal system are possible. The injuries that may occur may affect one's future ability to participate in athletics and recreational activities, earn a living or engage in other business and social activities. To attempt to avoid the possibility of injury, athletes must follow coaches' instructions regarding techniques, training and team rules at all times and participate within the rules of the particular sport.

15. Training

Loyola University Medical Center Sports Medicine is proud to provide the training services for Trinity athletics. The athletic trainer, Jennifer Janczak, is available after school Monday - Friday in the training room, 708-771-8383 ext. 309. All athletic injuries should be reported to the training room for evaluation and treatment. Team physicians Dr. Pietro Tonino and Dr. Neeru Jayanthi can be reached at 708-216-5717.

16. Attendance

Practice is an important element to game preparation and team unity. In order to better one's skill and be knowledgeable of team strategies, athletes need to prepare to practice 5 - 6 days per week during the season. Athletes will have practices and competitions during winter and spring breaks, and team members are required to attend all scheduled team events. Athletes who have jobs or attend a retreat should be aware of their team's practice and game schedule in order to work around these. As a responsible athlete, she will be at all practices and games held by the coach or risk losing membership on the team. If an athlete has three unexcused absences from practice during the season, the athlete will be suspended for one contest. If she has 5 unexcused absences during the season, the athlete will not be allowed to participate until she meets with the Athletic Director, coach and parents. This athlete is in jeopardy of dismissal from the team. If participation is limited because of injury or sickness, the athlete is expected to continue on the team for the duration of her season by attending practices and contests, assisting the coaching staff and giving continued support to her team in order to remain part of that team.

17. Vacations

Athletes should not plan to go on vacation, even during a school holiday, if it falls during their sport season. Athletes planning a vacation during their sport season will sit out the number of games equal to the number of days missed.

18. Support

Trinity's athletic program is about building team spirit, team unity and support for one another. It is very important that players support each other. Therefore, the following contest attendance policy will be enforced by the coaching staff:

1. All varsity players are to be present for entire JV contest and be prepared to take stats and / or videotape the contest.
2. JV players are to remain for entire varsity contest and be prepared to take stats and / or videotape the contest.
3. When all three levels play at the same location, the Frosh will remain for the entire time, as this is an instructional opportunity.

The statistics of a game / player are important as coaching tools and college athletic evaluations. This task is part of the participation on a team.

19. Transportation

Transportation to and away from contests is ordinarily provided by Trinity. No athlete will be given permission to drive to a contest if Trinity's bus has been provided. The school's responsibility does not legally end until the athlete is returned to the school. However, we do allow athletes to leave at the end of a contest with parents. In order for an athlete to ride home with a sister or brother who is

under 21 a written note signed by the parent must be given to the coach prior to the contest.

No athlete may ride with someone else's parents or a friend. Failure to comply with this policy will result in the athlete's being benched for the next contest. When a player is benched, she attends practice, joins the team in uniform and sits with the team during the contest from which she is benched. Occasionally there may be a situation in which Trinity is unable to provide the transportation to a contest. When this occurs, special forms will be issued from the Athletic Director's office which include special arrangements for the specific date and place. These must be filled out and signed by the parent in order to allow the athlete to ride with someone else to and from the contest.

20. Facilities

In order to facilitate gym, locker room and cafeteria maintenance, all are required to follow these guidelines:

1. Only gym shoes are allowed on the gym floor.
2. No food, gum or drink is permitted in the gym.
3. Cleats and spikes must be removed on the grass before entering the building.
4. Shoes must be cleaned on the grass before entering the building.
5. All damages or problems must be reported to the Coach or Athletic Director as soon as possible.
6. The lockers located in the locker rooms have been designated as athletic lockers as well as the half lockers in the hallway. Athletes are also asked to empty their locker when their season is completed to make them available to the next users.
7. Locker numbers and lock combinations are to be written down and handed in to the Athletic Director. Only Trinity locks may be used.
8. The lockers must be secured at all times. Trinity will NOT be responsible for lost or stolen items.
9. Athletes using the Cafeteria for waiting, meeting or studying are responsible for cleaning up after themselves.

21. Disciplinary Action

Consequences of not abiding by the Code will result in disciplinary action by the Athletic Director and possible loss of eligibility.

22. Awards

Each year Trinity athletes are recognized at an Awards Banquet and Ceremony. These awards are as follows for each year of participation:

1st year of sport:	Graduation numerals
1st year of sport on JV or V team:	Graduation #s and "t" or "T"
2nd year of sport on JV or V team:	Sport pin & bar
3rd year of sport:	Sport pin Swiss insert
4th year of sport:	Sport pin Swiss insert

Awards based on participation in the same sport.

Freshman, Sophomore, Junior, Senior awards:

An athlete may earn a Junior Varsity or Varsity letter if she fulfills the requirements of that particular sport at that level.

Each coach determines other awards to be given to athletes whom they choose to recognize.

To receive an award, an athlete must complete the sport season, which includes all playoffs. Quitting, not completing the season as a result of academic ineligibility, leaving by one's own choice or removal from the team for any reason makes an athlete ineligible for an award. This includes IHSA and GCAC series for the Varsity and the GCAC tourneys for JV and Frosh teams.

23. Senior Award

Athletes who participate in multiple sports over a number of years are eligible for a special cumula-

tive award as follows:

Outstanding Senior Athlete Award is given to the Senior:

- actively involved in athletics all 4 years
- demonstrates superior academic achievement
- embodies Trinity's values and mission
- recommended by Athletic Director with approval of Principal