



# TRINITY

## Student and Family Handbook

**2026 - 2027**

At Trinity High School, 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 global community in order to impact society, Church, and family in the twenty-first century.



The International Baccalaureate Organization encourages students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

# Trinity High School Student and Family Handbook

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# Introduction

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The policies and practices outlined in this handbook are grounded in Trinity High School's mission and core beliefs. As a school dedicated to the formation and flourishing of young women, we hold our students to high standards while walking alongside them with care and support. Every expectation set forth here reflects our commitment to challenging young women academically, spiritually, and personally, while nurturing the unique gifts each student brings to our community. We invite students and families to view this handbook as an extension of who we are, a school where excellence and compassion go hand in hand.

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

## Trinity High School Mission

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 global community in order to impact society, Church and family in the twenty-first century.

## Inclusion Statement

We consciously commit ourselves to actions that:

- Enhance the life and dignity of each person;
- Foster grace, compassion, reconciliation; and
- Cultivate a community of respect, equity, belonging, and justice.

## International Baccalaureate Mission

The International Baccalaureate Organization aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

# Trinity High School Honor Code

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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 myself, respect for others, respect for academic honesty, and respect for property.

## IB Learner Profile

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The International Baccalaureate® (IB) learner profile describes a broad range of human capacities and responsibilities that go beyond academic success. The aim of all IB programs is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world. The profile aims to develop learners who are:

**Inquirers**

**Knowledgeable**

**Thinkers**

**Communicators**

**Principled**

**Open-minded**

**Caring**

**Risk-Takers**

**Balanced**

**Reflective**

The IB learner profile represents ten attributes valued by IB World Schools. We believe these attributes, and others like them, can support all Trinity High School students in becoming responsible members of local, national, and global communities, and living out our mission long after graduation.

# Important Contact Information

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| Trinity High School Leadership Team |                                                |                                                                      |
|-------------------------------------|------------------------------------------------|----------------------------------------------------------------------|
| Dr. Tina Taylor-Ritzler (Dr. R)     | President                                      | <a href="mailto:tritzler@trinityhs.org">tritzler@trinityhs.org</a>   |
| Mrs. Kristy Reilly                  | Vice President of Academics /<br>Principal     | <a href="mailto:kreilly@trinityhs.org">kreilly@trinityhs.org</a>     |
| Mrs. Susan Bedell                   | Vice President of Student Life                 | <a href="mailto:sbedell@trinityhs.org">sbedell@trinityhs.org</a>     |
| Ms. Geri Gushurst                   | Vice President of Finance and Operations       | <a href="mailto:ggushurst@trinityhs.org">ggushurst@trinityhs.org</a> |
| Mrs. Shena Keith                    | Vice President of Institutional<br>Advancement | <a href="mailto:skeith@trinityhs.org">skeith@trinityhs.org</a>       |

## Whom to Contact at Trinity High School

|                                                   |                                                               |                                                                                                                                      |
|---------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>Absence/Attendance</b>                         | Front Office                                                  | <a href="mailto:attendance@trinityhs.org">attendance@trinityhs.org</a>                                                               |
| <b>Academic Progress in a Class</b>               | Individual Teachers                                           |                                                                                                                                      |
| <b>Academic Support and Student Schedules</b>     | Individual Counselors<br>Ms. Keila Green<br>Mrs. Nora Hayward | <a href="mailto:kgreen@trinityhs.org">kgreen@trinityhs.org</a><br><a href="mailto:nhayward@trinityhs.org">nhayward@trinityhs.org</a> |
| <b>Admission</b>                                  | Ms. Mary Beth Lavezzorio                                      | <a href="mailto:mlavezzorio@trinityhs.org">mlavezzorio@trinityhs.org</a>                                                             |
| <b>Alumnae</b>                                    | Mrs. Marygayle Harrington                                     | <a href="mailto:mharrington@trinityhs.org">mharrington@trinityhs.org</a>                                                             |
| <b>Athletics</b>                                  | Mr. Ken Trendel                                               | <a href="mailto:ktrendel@trinityhs.org">ktrendel@trinityhs.org</a>                                                                   |
| <b>Bus Transportation</b>                         | Mrs. Patti Williams                                           | <a href="mailto:pwilliams@trinityhs.org">pwilliams@trinityhs.org</a>                                                                 |
| <b>Charitable Donations</b>                       | Mrs. Shena Keith                                              | <a href="mailto:skeith@trinityhs.org">skeith@trinityhs.org</a>                                                                       |
| <b>College Counseling</b>                         | Mrs. Anne Quinn                                               | <a href="mailto:aquinn@trinityhs.org">aquinn@trinityhs.org</a>                                                                       |
| <b>Curriculum/Faculty/Standards of Learning</b>   | Mrs. Kristy Reilly                                            | <a href="mailto:kreilly@trinityhs.org">kreilly@trinityhs.org</a>                                                                     |
| <b>Discipline/Standards of Character</b>          | Mrs. Kristy Reilly                                            | <a href="mailto:kreilly@trinityhs.org">kreilly@trinityhs.org</a>                                                                     |
| <b>Finances</b>                                   | Ms. Geri Gushurst                                             | <a href="mailto:ggushurst@trinityhs.org">ggushurst@trinityhs.org</a>                                                                 |
| <b>International Baccalaureate Program</b>        | Ms. Rose Crnkovich                                            | <a href="mailto:rcrnkovich@trinityhs.org">rcrnkovich@trinityhs.org</a>                                                               |
| <b>Library and Textbooks</b>                      | Ms. Sheila McNair                                             | <a href="mailto:smcnair@trinityhs.org">smcnair@trinityhs.org</a>                                                                     |
| <b>Marketing and Communications</b>               | Mrs. Patti Williams                                           | <a href="mailto:pwilliams@trinityhs.org">pwilliams@trinityhs.org</a>                                                                 |
| <b>Musics and Theater Productions</b>             | Ms. Katlyn Iacovino                                           | <a href="mailto:kiacovino@trinityhs.org">kiacovino@trinityhs.org</a>                                                                 |
| <b>Registrar, Transcripts, and Health Records</b> | Mrs. Molly Puttin                                             | <a href="mailto:mputtin@trinityhs.org">mputtin@trinityhs.org</a>                                                                     |
| <b>Campus Ministry, Liturgies, Retreats</b>       | Ms. Abigail Spitler                                           | <a href="mailto:aspitler@trinityhs.org">aspitler@trinityhs.org</a>                                                                   |
| <b>School Safety</b>                              | Mrs. Amanda Norris                                            | <a href="mailto:anorris@trinityhs.org">anorris@trinityhs.org</a>                                                                     |
| <b>Student Fundraising</b>                        | Mrs. Kelly Richard                                            | <a href="mailto:krichard@trinityhs.org">krichard@trinityhs.org</a>                                                                   |
| <b>Student Life/Standards of Leadership</b>       | Mrs. Susan Bedell                                             | <a href="mailto:sbedell@trinityhs.org">sbedell@trinityhs.org</a>                                                                     |
| <b>Technology</b>                                 | Ms. Arlene Zoeller                                            | <a href="mailto:support@trinityhs.org">support@trinityhs.org</a>                                                                     |
| <b>Tuition</b>                                    | Mrs. Diane Casaccio                                           | <a href="mailto:dcasaccio@trinityhs.org">dcasaccio@trinityhs.org</a>                                                                 |
| <b>Withdrawal/Transfer</b>                        | Ms. Mary Beth Lavezzorio                                      | <a href="mailto:mlavezzorio@trinityhs.org">mlavezzorio@trinityhs.org</a>                                                             |

# Facility Hours

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Facility Hours | On school days when school is in session

| Facility Hours                  |                                                               |
|---------------------------------|---------------------------------------------------------------|
| Campus                          | Monday- Thursday   7:00 AM - 5:00 PM                          |
|                                 | Friday   7:00 AM - 3:30 PM                                    |
| Front Office                    | Monday - Friday   7:00 AM - 3:30 PM                           |
| Library                         | Monday - Thursday   7:30 AM - 5:00 PM                         |
|                                 | Friday   7:30 AM - 3:30 PM                                    |
| Cafeteria                       | Monday - Friday   7:00 AM - 8:00 AM and during the School Day |
| Health and Fitness Center (HFC) | Monday - Thursday   3:15 PM - 5:00 PM                         |

At the start of the school day, students may enter at the main entrance doors beginning at 7:00 AM. Students will be directed to the Cafeteria until 7:30 AM. They can move to the library at 7:30 AM or remain in the cafeteria until they need to report to first period.

On Late Start Tuesdays, students may enter at the main entrance at 7:00 AM. Students will be directed to the Cafeteria until 7:30 AM. They can move to the library at 7:30 AM or remain in the cafeteria until 9:15 AM. Occasionally on Tuesdays, the Library will be closed for Faculty/Staff meetings; this will be communicated through student announcements.

At dismissal time, Monday - Thursday, students may go to the HFC or the Library. After 4:45 pm, any remaining students who are still waiting for a ride will be directed to the front of the Sister Michelle Germanson Athletic Facility to be picked up at the Circle Drive.

At dismissal time on Fridays, the building closes to all students at 3:30 pm. Students may go to the Library until 3:30 pm, and after that time, any remaining students who are still waiting for a ride will be directed to the front of the Sister Michelle Germanson Athletic Facility to be picked up at the Circle Drive.

Facility Hours may change. Any updates will be communicated in the Sunday Family Newsletter and in the Daily Student Announcements.

# Calendar at a Glance

| Block 1          |                                                                 | Block 2          |                                                                     |
|------------------|-----------------------------------------------------------------|------------------|---------------------------------------------------------------------|
| Aug. 19 & 20     | Freshman Induction/Freshman Orientation Class of 2030           | Nov. 16          | Faculty and Staff Retreat: No Classes / Students Do Not Report      |
| Aug. 21          | First Day of School: Noon Dismissal                             | Nov. 25-29       | Thanksgiving Break                                                  |
| Sep. 7           | Labor Day: School Closed                                        | Dec. 18          | Christmas Break Begins after School: Noon Dismissal                 |
| Sep. 24          | Parent Teacher Conferences: No Classes / Students Do Not Report | Dec. 21 - Jan. 1 |                                                                     |
| Sep. 25          | School Closed                                                   | Jan. 4           | Classes Resume                                                      |
| Oct. 19          | School Closed                                                   | Jan. 13 - 15     | Block 2 Exams                                                       |
| Oct. 28 & 29     | Block 1 Exams                                                   | Jan. 18          | Dr. Martin Luther King Jr Day: School Closed                        |
| Oct. 30          | Grading Day: No Classes / Students Do Not Report                | Jan. 19          | Grading Day: No Classes / Students Do Not Report                    |
| Block 3          |                                                                 | Block 4          |                                                                     |
| Feb. 15          | Presidents' Day: School Closed                                  | Apr. 5           | Classes Resume                                                      |
| Feb. 18          | Parent Teacher Conferences: No Classes / Students Do Not Report | May 24           | Senior Block 4 Exams                                                |
| Feb. 19          | School Closed                                                   | May 27           | Graduation for the Class of 2027: Seniors Do Not Report for Classes |
| Mar. 23 & 24     | Block 3 Exams                                                   | May 28           | School Closed                                                       |
| Mar. 25          | Grading Day: No Classes / Students Do Not Report                | May 31           | Memorial Day: School Closed                                         |
| Mar. 26          | Good Friday: School Closed                                      | Jun. 2 - 4       | Block 4 Exams                                                       |
| Mar. 29 - Apr. 2 | Spring Break                                                    |                  |                                                                     |

*All Tuesdays are Late Starts unless otherwise noted.*

*This calendar is subject to change. Any updates will be communicated in the Sunday Family Newsletter and the Daily Student Announcements; updates will also be reflected on Trinity High School's website: [www.trinityhs.org](http://www.trinityhs.org).*

# Bell Schedules

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## Daily Bell Schedule

Period 1: 8:00-9:23  
Period 2: 9:27-10:48  
Academic Lab: 10:52-11:24  
3A: 11:28-11:52  
3B: 11:56-12:20  
Period 4: 12:24-1:45  
Period 5: 1:49-3:10

## Late Start Schedule

Period 1: 9:30-10:37  
Period 2: 10:41- 11:44  
Homeroom: 11:48- 11:58  
3A: 12:02-12:27  
3B: 12:31-12:56  
Period 4: 1:00-2:03  
Period 5: 2:07-3:10

## Liturgy Schedule

Period 1: 8:00-9:15  
Period 2: 9:19-10:30  
HR/Liturgy: 10:34-11:44  
3A: 11:48-12:12  
3B: 12:16-12:40  
Period 4: 12:44-1:55  
Period 5: 1:59 -3:10

## 30-Min Assembly Schedule

Period 1: 8:00-9:14  
Period 2: 9:18-10:29  
Academic Lab: 10:33-11:03  
3A: 11:07-11:31  
3B: 11:35-11:59  
Period 4: 12:03-1:14  
Period 5: 1:18-2:30  
HR/Assembly: 2:34-3:10

## Hour Assembly Schedule

Period 1: 8:00-9:05  
Period 2: 9:09-10:14  
Academic Lab: 10:18-10:48  
3A: 10:52-11:16  
3B: 11:20-11:44  
Period 4: 11:48-12:53  
Period 5: 12:57-2:02  
HR/Assembly: 2:06-3:10

## Synchronous e-Learning Schedule

Period 1: 8:15-9:15  
Period 2: 9:25-10:25  
Lunch: 10:25-11:00  
Period 4: 11:00-12:00  
Period 5: 12:00-1:00  
Break: 1:00-1:30  
Teachers Available: 1:30-2:30

# Living our Mission | Standards for Excellence

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The Trinity High School Standard of Excellence reflects our shared commitment to challenging and nurturing every student as she grows into the leader she is called to be. This section outlines our Standards for Character, Learning, and Leadership, all of which guide how our students engage with their studies, their community, and one another. These expectations are not simply rules to follow, but expressions of the values we hold dear: faith, knowledge, truth, and respect for the dignity of every person. We ask that students and families review these standards together, understanding that they exist to support each young woman's growth, both in and out of the classroom.

## Standards for Character

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As young women called to seek faith, knowledge, and truth, Trinity High School students are expected to live out the Honor Code with integrity, treat every member of our community with respect and dignity, and represent Trinity High School well, both on campus and at school-sponsored events and activities. This commitment to character extends beyond the school day, including travel to and from school and participation in Trinity-affiliated activities.

When a student's conduct falls short of these standards, Trinity High School will respond thoughtfully and address the situation on a case-by-case basis, using its discretion to determine the appropriate next steps, which may include disciplinary action up to dismissal. It is the expectation that parents/guardians partner with us in upholding this Honor Code to help ensure Trinity High School remains a safe and respectful community for all.

### Assemblies

All school gatherings provide the opportunity for the Trinity High School community to learn, to celebrate or to enjoy enrichment. All students are required to be present at all school assemblies and student behavior during assemblies should adhere to the Honor Code and be reflective of mature young adults. Students are to sit in their assigned seats in the auditorium or gym during assemblies.

### Attendance

Students at Trinity High School are expected to be present and connected to the community to learn, grow, and flourish. One of the best indicators of student success is consistent school attendance, as it leads to academic achievement and social and emotional development. While some academic assignments can be completed virtually, the work of our mission, developing and empowering young women, cannot occur without face-to-face contact with the student. Students are allowed 10 excused absences per semester.

In the case that students are unable to attend school, they will be met with compassion and care to determine what barriers are keeping them from school, and what supports are needed for them to attend.

Absences are recorded as full and half days. Half day absences are recorded when a student misses two periods or less in one school day. Full day absences are recorded when a student misses more than two class periods in one school day. AcLab and Period 3 (3A/3B) are each counted as one period.

If a student has excessive absences in a specific class to the point where their academic performance is being negatively impacted, teachers should bring their concern to the attention of the Academic Leadership Team.

### Procedures for Reporting an Absence

The school calendar is provided to all families in advance with all major dates and activities. Trinity High School asks parents and families to support us in our mission of developing lifelong learners by scheduling daily business, appointments and other school absences during times that do not interfere with the school day to the best of their ability. However, we do understand that absences can and will happen. In the event that a student will miss school, arrive late, or be required to leave early, we ask that parents and guardians observe the following:

- Call the Front Office at (708) 771-8383 or email [attendance@trinityhs.org](mailto:attendance@trinityhs.org) at your earliest convenience stating that your student will be absent. In the case that no one is available to answer, please leave a message.

Please note that any student who arrives late or leaves early must report to the Front Office before going to class or leaving school.

If a student misses some or all of the school day, they are expected to contact their teacher to notify them of the absence and plan a time to catch up on the content and make up the assignments they missed during class. This can be done during AcLab, or at another time determined by the teacher and the student. Please note that no matter the reason for the absence, all work must be completed to the best of the student's ability.

### Tardies

Students arriving late to school due to a medical, dental, or court appointment must bring a note from their appointment in order to excuse their late arrival. All other late arrivals will be considered tardies to school. Any student who is tardy to school must sign in at the Front Office to receive a pass. Upon the third tardy, students will be issued a detention and will be expected to serve a detention within 5 school days.

If tardies to school are consistent and a barrier to arriving to school is identified, the school will work with the student to determine how to best address the situation.

Any student who arrives late to class without a pass is considered tardy to class and will be expected to serve one detention during 3A/3B during the next day's available period.

### Attendance Strategies and Supports

The following is a guide displaying the supports that may be implemented with each student in regards to attendance. Please note that support will be individualized for each student based on their needs to learn, grow, and flourish at Trinity High School.

## Attendance Supports at Trinity High School

| Total Absences     | Description                                                                                                                                                                                                                                                         | Supports                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Less than 8</b> | Any student who accumulates less than 8 absences in a semester (two blocks)                                                                                                                                                                                         | <p>Contact home is made by the teacher if a student misses their class two times in one week without being notified of the absence</p> <p>Contact home may be made if a teacher determines the student's absences are having negative effects on their learning</p> <p>Attendance Reports are sent home at the end of each Block</p> <p>Dean of Student Support (DOSS) engages with student and family if more than 2 absences in a week or more than 4 absences in a Block</p> <p>Students are recognized for having Great Attendance if they are absent 5 or less times in a semester</p>   |
| <b>8</b>           | <p>Any student who accumulates 8 or more absences in a semester (two blocks)</p> <p>These students are on track to <b>missing 10% of school days</b> over the course of the school year, considering them "chronically absent" in the state of Illinois</p>         | <p>Dean of Student Support (DOSS) is assigned to the student and serves as the primary contact</p> <p>Attendance Check-ins are held at the start of each school day</p> <p>Support Plan is created by the Student Services Team</p> <p>Family Engagement Meetings are held to create a shared Support Plan</p> <p>Incentives are introduced to improve attendance</p>                                                                                                                                                                                                                         |
| <b>12+</b>         | <p>Any student who accumulates 12 or more absences in a semester (two blocks)</p> <p>These students are on track to <b>miss more than 10% of school days</b> over the course of the school year, considering them "chronically absent" in the state of Illinois</p> | <p>Dean of Student Support (DOSS) is assigned to the student and serves as the primary contact</p> <p>Support Plan is developed with student, family, DOSS, and other stakeholders</p> <p>Coordination with outside agencies takes place as needed</p> <p>Support Plans are developed as needed</p> <p>A student may receive a grade of Withdraw Fail (WF) and earn no credit for a class when excessive absences, combined with insufficient demonstrated mastery of class content and learning outcomes, prevent the student from successfully completing the requirements of the class</p> |

## Book Bags

A book bag is defined as any bag, carried by a student, containing a book (or books), notebook(s), and/or school supplies. This includes large purses and backpack purses. 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 collected by a faculty/staff member and must be picked up in the Dean's office. Students are allowed to carry a purse no larger than 8" x 11" during the school day.

Students may be granted a Medically Issued Bag Pass. Students who need to carry a backpack for medical reasons must present a doctor's note with date(s) of accommodation request to the Front Office. Medically Issued Bag Passes expire at the end of the accommodations date written on the doctor's note OR at the end of each block. Students who need a pass for a new block must retrieve one from the Front Office on Block Exam Days.

## Bullying/Harrassment

Bullying and relational aggression are severe and pervasive conduct directed toward a student or students that can reasonably be predicted to (i) place a student in reasonable fear of harm to their person; (ii) cause a substantially detrimental effect on the student's physical or mental health; (iii) substantially interfere with the student's academic performance; or (iv) substantially interfere with the student's ability to participate in or benefit from Trinity High School's programs or activities. Bullying and relational aggression can consist of physical, verbal or relational acts or conduct, such as teasing, spreading rumors, intimidation, intentional social exclusion, threats, harassment, intimidation, stalking, physical violence, sexual violence, theft, public humiliation, destruction of property, or retaliation. Bullying also includes cyberbullying through the use of technology or electronic communication, including social media. It can be blatant or subtle behavior.

Harassment is an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment. Harassment may also constitute one or more of the following: sexual harassment, racial harassment, or harassment of any other member of a protected class.

Sexual harassment is a form of discrimination and means:

- Unwelcome sexual advances, including verbal or physical conduct
- Unwelcome requests for sexual favors
- Other verbal or physical conduct of a sexual nature when: (i) submission to the conduct is made a term or condition of the student's educational advancement; (ii) the submission to or rejection of such conduct is used as a basis for educational decisions affecting the student or has the purpose of substantially interfering with the student's academic performance or creates an intimidating, hostile, or offensive educational environment, if it is known or should be known that the behavior is unwelcome.

Bullying, relational aggression, harassment, and sexual harassment are not permitted and will be addressed promptly. The school is committed to maintaining a safe, respectful, and inclusive community, and will respond through appropriate pastoral, restorative, educational, and disciplinary measures based on the circumstances.

**Any individual who believes they have been bullied or harassed, or who witnesses or knows of a student who has been bullied or harassed, should promptly make a report to the Dean of Student Support or another trusted school employee.** After a report, the Dean of Student Support or designee will initiate an investigation. The Dean or designee may involve other school personnel as appropriate during the investigation process. Individuals who were bullied or harassed, individuals who perpetrated the alleged bullying or harassment, and other witnesses may be asked to provide information during an investigation. Trinity High School will make every effort to conduct each investigation in a prompt, thorough, and impartial manner. All information gathered during the investigation will remain confidential to the extent possible and will be used to determine whether the incident(s) in question constitute bullying or harassment under Trinity's policies. The findings

from the investigation will be reviewed by the Dean, VP of Student Life, and VP of Academics/Principal to determine the appropriate intervention(s) and/or consequence(s).

A student that is found to have engaged in bullying or harassing conduct may be subject to disciplinary action, up to and including dismissal. Students may also take part in interventions in lieu of or in addition to discipline, such as restorative measures and/or positive behavioral interventions. Restorative measures are designed to:

- Repair harm and promote accountability and healing
- Correct the problem behavior
- Prevent other occurrences of the behavior
- Protect the complainant

### Cafeteria/Food

Food is only allowed to be eaten in the cafeteria or in other designated areas during a school-sponsored event.

### 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 and bathrooms will not be tolerated and may result in disciplinary action, up to and including dismissal. Trinity High School encourages all students to take pride and responsibility in their school environment, and should report any incidents of vandalism immediately to the Dean of Student Support or designee.

### Crisis Plans

Students are trained each year on how to respond when there is a crisis (e.g., evacuation, tornado, active shooter, lock down) in the school. Emergency drills occur several times per year, in some cases in conjunction with the local police and/or the fire department. Procedures for various emergencies and/or evacuations are posted in classrooms. School personnel also provide directives in the event of an emergency. When effectuating an emergency plan or evacuation, whether during a drill or otherwise, students and any adults in the building are expected to follow directions and move quickly and silently.

### Dances

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

- Students must be in attendance at least half a day (8:00AM until 3A, or 3B until dismissal) to participate in school events, including dances
- All students attending the dance must be at the dance no later than 30 minutes after the dance begins and must stay at the dance until at least 30 minutes before the dance ends
- All guests of Trinity High School students must be in high school and must present a valid high school ID
- Dancing determined to be inappropriate at the sole discretion of Trinity High School staff and administration will not be tolerated. Students who engage in such dancing will be asked to leave the dance and may be subject to discipline
- Parents/Guardians of any Trinity High School students asked to leave a dance will be contacted by school personnel
- Trinity High School will contact the Administration at the school of any guest who is asked to leave a dance
- Students who are asked to leave the dance for the night and those who are not admitted may not loiter on Trinity High School's property or around the school. Students who violate this policy may be subject to discipline
- Students attending Junior Ring Dance or Senior Prom will not be permitted to purchase tickets to either event unless all obligations have been met. Relevant obligations include satisfaction of tuition payments, class fees, athletic fees, and fundraising obligations, as well as serving all detentions

## Detentions

Detentions can be issued to students by any faculty or staff member for violations of the Honor Code, any other policy in the Student and Family Handbook, and/or violations of school directives. A detention is intended to provide students with an opportunity to pause, reflect on a behavioral violation, and consider how their choices affected themselves and others. When appropriate, students will use this time to identify ways to make amends, repair harm, and develop a plan for making more responsible choices.

Students are expected to serve their detention within five school days, counting the day they receive notice of the detention as day one. Students are notified of detentions through their Trinity High School Gmail account. Detentions are also recorded in the student's FACTS account. Detention is held every day during 3A/3B.

Any students who cannot attend detention on the day when it is scheduled due to an academic conflict (e.g., scheduled for a make-up, teacher appointment, MAP, seminar), must see the Dean of Student Support in person or send an email prior to the detention time to reschedule their detention. Failure to serve detention within the five day scheduling window, unless extenuating circumstances exist, will result in an additional detention to be served. Extenuating circumstances will be evaluated and addressed on a case-by-case basis. Students who wish to contest a detention must speak to the Dean of Student Support.

Students with outstanding detentions may not be allowed to participate in co-curricular events including sports, dances, Kairos, and school sponsored field trips. All detentions must be resolved before Block Exams are given and grades are released. Should a student still have outstanding detentions at the end of the block, she may be required to serve detentions on exam days or grading day.

### Detention Students:

- Are expected to arrive on time; students who are more than five minutes late will not be permitted to serve their detention and will need to reschedule their detention
- Must sign in on the sign in sheet; failure to sign in will result in the need to serve an additional detention
- Must be in full uniform (includes no earbuds or head phones)
- May not use devices for leisure activities
- May not bring bags or coats
- Must sign out, take the pass, and sign back in when going to the bathroom or locker
- May not sleep or lie down
- Must stay for the duration of 3A/3B
- Will eat lunch during 3A/3B detention and are expected to bring their lunch— any student purchasing lunch must report to detention for attendance first, then go to the cafeteria to purchase lunch
- Must take any food garbage with them and dispose of it in a garbage can outside of the detention room

## Dress Code

Trinity High School students are expected to be neat, clean and well-groomed. Trinity High School's uniform consists of:

- Schoolbelles uniform skirt/shorts/pants and
- A white long or short-sleeved Trinity High School shirt (with optional Schoolbelles sweater or quarter-zip over--students may not wear the Schoolbelles sweater without a uniform shirt under)
- Student ID must be carried at all times

**Shorts:** Shorts worn under the uniform skirt should not be visible.

**Shirts:** Plain white shirts or blouses are considered out of uniform. Students are permitted to wear a solid, white short-sleeve t-shirt under their uniform shirt, provided the t-shirt does not hang out of the sleeves or bottom of the uniform shirt.

**Sweaters:** Students are permitted to wear an optional Schoolbelles sweater over their Schoolbelles uniform shirt. Students may not wear the Schoolbelles sweater without a uniform shirt underneath.

**Quarter-zip Pullover:** Students are permitted to wear a quarter-zip pullover bought through Schoolbelles. Students may not wear the Schoolbelles sweater without a uniform shirt underneath.

**Uniform Skirts or Shorts:** Class-specific uniform skirts, purchased from Schoolbelles, must be hemmed to a length no shorter than 4 inches above the knee, front and back. The Schoolbelles shorts come in navy or khaki and must be hemmed to a length no shorter than 4-inches above the knee.

**Pants:** Instead of the Schoolbelles skirt or shorts, students may wear navy pants purchased from Schoolbelles. Sweatpants, fleece or flannel pants, slacks or other long bottoms may not be worn with the uniform skirt.

**Socks/Tights/Leggings:** Solid color black, navy blue, gray, or white socks or tights must be worn at all times. Solid black or navy leggings are permitted under the uniform skirt worn with dress code socks. Leggings must be form fitting to the ankle and cannot be flared, bootcut or bellbottomed.

**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 (no white or gray). The following are not permitted: Athletic or athletic looking shoes, boots (including lace-up), moccasins, slippers, flip-flops, sandals, crocs, canvas, multicolor, and backless shoes.

**Examples of Acceptable shoes:**



**Examples of Unacceptable shoes:**



**Accessories:** Students may wear decorative pins and ribbons on their uniforms. Headscarves, bandanas, hats, and caps are only allowed on out of uniform days (unless worn for religious purposes). Sunglasses may not be worn in the building. Students may not wear face paint.

**Earbuds/Headphones/AirPods:** Earbuds or headphones may not be worn without permission from teachers for academic purposes or as permitted by a student's Individual Support Plan (ISP). Earbuds and headphones may not be worn outside of classrooms without permission or as permitted by a student's ISP.

**Out of Uniform Dress Up Days:** On special occasions, students may be allowed to be out of uniform and dress up for school. On these days, students are not allowed to wear low cut, strapless, tank tops or crop tops. Open-toed shoes, sandals, flip-flops, slippers and backless shoes are not allowed.

**Out of Uniform Trinity-Wear Days:** Occasionally, students are allowed to come to school out of uniform as an incentive for fundraising and other spirit occasions. Trinity High School students are expected to wear Trinity-wear on out of uniform days. Students are allowed to wear Trinity-wear tops (including their Trinity uniform shirt) OR a plain white or navy shirt (cut t-shirts, crop tops, low cut tops, strapless and tanks are not allowed in school) with Catholic school appropriate length shorts

or skirts, or pants. Trinity-wear must be top layer and visible. Students must wear closed toe shoes (athletic shoes are permitted during Out of Uniform Days). Open-toed shoes, sandals, flip-flops, slippers and backless shoes are not allowed.

- **Senior-Wear Days:** On Mondays during Block 3 & 4, Seniors are permitted to wear Trinity Senior-Wear OR Trinity-wear unless otherwise communicated.
- **Extreme Heat Days:** When the temperature is expected to exceed 86 degrees Fahrenheit, students will be allowed to wear Trinity-wear.
- **Holiday/Cultural Celebration Days:** Specific guidelines for Holiday/Cultural Celebration Days will be communicated via Student Announcements (i.e., partial or full out of uniform). Costume masks are not permitted during the school day/in the hallways or in classrooms. No fake weapons of any sort are permitted.

**Uniform Violations:** In the event that a student forgets part of her uniform, she must come to the Front Office before first period. If the correction is for a shirt, skirt, or pants, they must borrow an item to correct the uniform. If it is for shoes, she will be issued an out of uniform pass for one school day. Continued violations will result in detention.

**Medically Issued Out of Uniform Pass:** Students who need to wear alternative shoes that are not within the dress code for medical reasons must present a doctor's note with dates of accommodation request to the Front Office. Medically issued out of uniform passes will be issued for shoes only, and expire at the end of the accommodations date written on the doctor's note OR at the end of each block. Students who need a pass for a new block must retrieve their renewed pass from the Front Office on Block Exam Days.

### Dismissal from Trinity High School

Students may be dismissed from Trinity High School at any time in the sole discretion of Trinity High School administration for engaging in a serious violation(s) of Trinity High School policies or expectations or causing irreparable harm to the Trinity High School community. High School School may determine that continued enrollment is not appropriate when reasonable support plans, interventions, and accommodations have been implemented and exhausted without sufficient progress or when the student's educational, behavioral, or support needs exceed the school's ability to provide an appropriate educational program. A dismissed student is not permitted to return to campus without express permission by the school President.

To help our students develop an attitude of accountability and responsibility for their actions, we believe that disciplinary guidelines are necessary. Though no two students or situations are alike, we strive for consistency as we work with students on matters of discipline and restorative justice.

### Drugs, Alcohol, and Tobacco

Smoking is prohibited on Trinity High School property and within a one 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 or e-cigarette/vaping device, is in a lavatory with smoke coming from it or if there is a suspicion of a violation of this rule. Students in violation of the smoking/vaping policy may be subject to confiscation of the means of smoking/vaping and discipline, up to and including dismissal. Parents/guardians will be notified of violations of this policy.

The selling or distribution of illegal drugs is grounds for discipline, up to and including immediate dismissal. 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 and subject to the provisions of the Substance Abuse Policy outlined below. In addition, the administration will report any verified incident involving drugs on school grounds to the local law enforcement authorities immediately and to the Department of State Police through the Illinois State Board of Education School Incident Reporting System. The Administration reserves the right to require drug testing at any time if deemed necessary.

### Substance Abuse Policy

Trinity High School is concerned with the 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 High School will adhere to the following policy and procedures:

- The selling or distribution of drugs on school grounds or at school-sponsored activities is grounds for immediate dismissal. If a student sells or distributes drugs on school grounds or at a school-sponsored activity, the substance at issue will be identified and verified by the Dean or designee, in consultation with the VP of Student Life and Principal. The student and the student's parents/guardians will be notified of the immediate dismissal by the Dean and the student will be given an opportunity to respond. The Dean or designee will also file a report with local law enforcement authorities and the Department of State Police.
- 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. After verification that a student possesses or is under the influence of drugs or alcohol during the school day, the student and her parents/guardians will be notified of the suspension, the requirement to submit to drug/alcohol testing within 24 hours, and a conference to be held following the required testing. In the event of a positive drug/alcohol test, the parent(s) will be required to enroll in a drug/alcohol education program that is sanctioned by the school. Reinstatement is dependent upon fulfillment of stated requirements that will be communicated with the student and her parents/guardians at the time of suspension. When deemed necessary, after-care sessions are a requirement for continued attendance. A second offense of this policy may be grounds for immediate dismissal.

### Elevator

Elevator use is limited to faculty and students who require an elevator accommodation due to injury, disability, or another approved accommodation. The elevator may not be used during a fire drill or in an evacuation.

Students who need to use the elevator must submit a doctor's note with dates of accommodation request to the Front Office. Trinity High School will approve student use of elevators on a case-by-case basis in its sole discretion. Medically issued elevator passes and elevator FOB keys expire at the end of the accommodations date written on the doctor's note OR at the end of each block. Students who need a pass and elevator FOB key for a new block must retrieve them from the Front Office on Block Exam Days. Students who fail to return elevator FOB keys when passes expire or at the end of the block must pay a \$25 replacement fee. If a student with a medically issued elevator pass requires assistance from a peer from class to class, this must be written in a student's accommodation plan.

### Fighting/Weapons

Fighting, both physical, verbal and relational aggression, is a threat to everyone's right to a safe environment. Students involved in a physical altercation will be separated and sent home until a meeting can be arranged between the students involved and the Dean or designee. Fighting will result in conflict management counseling and may result in discipline, up to and including dismissal from Trinity High School.

Weapons are not permitted. Any student harassing, threatening, or brandishing any object as a weapon may be subject to discipline, up to and including dismissal from Trinity High School. Any possession of a firearm in or on school property will be reported immediately to the local law enforcement, to the Department of State Police through the Illinois State Board of Education School Incident Reporting System, and to the student's parent/guardian, and will result in immediate expulsion.

### Fundraising

Each year, there are two student fundraisers (Fall Walkathon & Spring Raffle). Students have a mandatory fundraising goal of raising at least \$200 for the Walkathon and \$200 for the Spring Raffle. Tuition at Trinity High School only covers 79% of what it costs to educate one student. The remaining funding comes from generous donors and these two fundraising initiatives. Students have two weeks after the close of the Fall Walkathon and Spring Raffle to submit collected funds. After this time, outstanding fundraising will be added to student's FACTS tuition billing accounts. Trinity may withhold a student's final grades if these goals are not met.

### Gum

Gum chewing is not allowed anywhere in the school building or on school property, including the parking lot and school buses.

## Hallways

Students may not sit in the halls before school. Students may enter at the main entrance at 7:00 am. and will be directed to the Cafeteria. They can move to the library at 7:35 AM on days that it is open. In the event that the Library is not open due to a Faculty and Staff Meeting, students may remain in the cafeteria until 9:15 AM.

## Illness

A student who is ill should report to the Front Office. If a student becomes ill in class, a teacher will send the student with a classmate or call the office for assistance. Students are permitted to lie in the sick room for fifteen minutes, after which they are expected to call a parent/guardian to leave or return to class. Students who come to the office more than once in a day will call a parent/guardian to go home. Students must call from the Front Office phone and a Front Office staff member must speak to a parent/guardian if the student is leaving for an early dismissal.

## Injury

Students who are injured will be assessed and cared for; parents/guardians will be contacted. Following an injury, an injury report will be completed.

## Leaving the Building

If a student needs to leave the building to retrieve something from their vehicle, they must sign out at the Front Office and be accompanied by a Front Office staff member while leaving the building.

A student may leave the building during school hours for an early dismissal only if she has permission from the Front Office and has signed out. Either a note from parents/guardians (submitted the morning of or prior to the day of the early dismissal) or, in the case of an emergency, a phone contact with parents/guardians is required.

In the event a student becomes ill during the school day and needs to leave early, they must call from the Front Office phone and a Front Office staff member must speak to a parent/guardian if the student is leaving for an early dismissal.

## Leaving the Classroom

Students must ask permission to leave the room, sign out with their full names, time out and time in, location, and must take a hall pass. Alternatively, students may have a written pass from a faculty or staff member.

Only two students are permitted to be out of the room at any one time. Students should not be out of the classroom for more than 5 minutes. Students are expected to be respectful at all times while in the hallways and bathrooms. Students who are repeatedly out of the classroom for extended periods of time or who go to locations that are not indicated on the sign out sheet are subject to disciplinary action.

## Lockers

Each student is assigned a locker. All lockers are to be kept in order with the door closed and locked. Students must keep the locker assigned to them and are only permitted to use locks purchased at the Trinity High School bookstore. Leaving the locker open or sharing the combination negates the security of the 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 High School community will face disciplinary action, including but not limited to a report to law enforcement or dismissal from Trinity High School. School authorities reserve the right to inspect a student's locker at the school's sole discretion.

Students may decorate the interior and exterior of lockers, but lockers will be cleared off by students prior to Christmas break and Summer break. Any decorations that are not taken down will be removed and disposed of by school staff. Students must remove and keep their locks prior to Summer break. Posting anything on lockers that violates Trinity High School policies and/or applicable laws, and is discriminatory, harassing, threatening, vulgar, abusive, attacking, or offensive in nature will result in disciplinary action.

## Money/Solicitation

Students may not collect money or sell items on school property without permission from the Vice President of Student Life. Trinity High School does not permit fundraising to support individual students or outside organizations for trips, sports, enrichment or service projects.

## Notice of Recordings

Trinity High School uses technology tools to maintain safety and security. Video surveillance may be utilized in and around the school, on Trinity High School property or on Trinity High School transportation vehicles. Cameras may be equipped with audio recording capabilities. Video surveillance shall be in accordance with applicable laws pertaining to such use. Trinity High School also shall comply with applicable law related to maintaining video recordings. Video and Audio monitoring is not permitted in areas where there is a reasonable expectation of privacy.

Recording of teacher instruction for purposes of completing a licensed personnel performance evaluation is not intended to be covered by this policy and shall not be permitted except as provided by state law. Recording of students for purposes of their educational programming is also not intended to be covered by this policy.

## Parking Lot and Cars

We ask that both parents/guardians and students please be considerate of neighbors and cooperate with our parking requirements. Parking/standing is not permitted on Division or Lathrop, and parking/standing is not permitted on the north side of Berkshire or east side of Jackson (parking is only allowed on the Trinity High School side of these two streets). Parents/guardians are asked to follow the drop-off pattern illustrated on the following page. Please drop students off while you are still in line and do not wait until each car is at the sidewalk.

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 or stopping for drop off/pick up on Lathrop will be ticketed by the police.

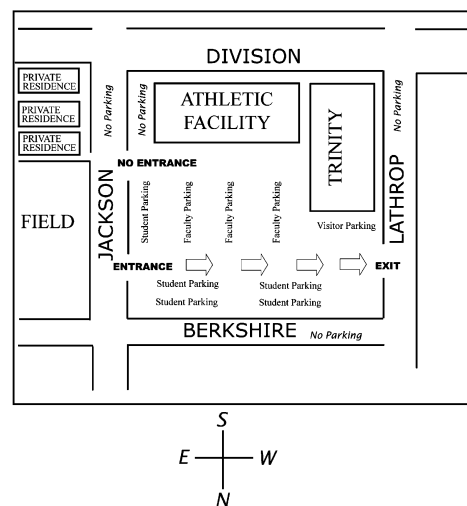
Students must apply for a parking pass and register their license plates at the Front Office in order to receive a Trinity High School parking space with a corresponding sticker. In the summer communication from Trinity High School, students receive a Parking Permit Application. Parking spaces are given on a first come/first served basis. One spot per carpool will be arranged. Stickers must be displayed at all times. Students may not park in numbered faculty/staff parking spots until after 3:30 pm.

## Prescription Medications

Students are allowed to self-carry and self-administer medication to treat severe allergic reactions and acute asthma episodes, as well as medication and supplies to treat diabetes and seizures. The appropriate medication consent form (yearly pre-school form found on FACTS account) must be completed by a parent/guardian, and a copy of the student's authorized prescription label and action plan must be submitted to the Dean of Student Support or designee.

Medication must be in its original container and within the use-by date. Prescription medications must have a pharmacy label affixed. Non-prescription medications must have a manufacturer label with the student's name affixed.

Permission to self-carry or self-administer medication is valid only for the school year in which it is granted, as determined by the date of signature documented on the corresponding medication consent form (yearly pre-school form found on FACTS account). Parents/guardians must renew permission each school year and any change in permission regarding self-carry or self-administration requires a new form.



Trinity High School does not allow the administration of undesignated glucagon, and, therefore, does not maintain a supply of these medications.

When possible, Trinity High School maintains a supply of undesignated epinephrine auto-injectors which is reported to ISBE and adheres to the following state requirements: The school reports to ISBE as prescribed within three days of administering an undesignated epinephrine auto-injector. The school, upon any administration of an epinephrine auto-injector will immediately activate the EMS system and notify the student's parent, guardian, or emergency contact, if known. Within 24 hours of the administration of an undesignated epinephrine auto-injector, the school will notify the physician, physician assistant, or advanced practice registered nurse who provided the standing protocol or prescription for the undesignated epinephrine auto-injector of its use.

When possible, Trinity High School maintains a supply of undesignated asthma inhalers which is reported to ISBE and adheres to the following state requirements: Within 24 hours of the administration of an undesignated asthma medication, the school will notify the students parents or guardian or emergency contact. If known, the physician, physician (assistant), or advanced practice registered nurse who provided the standing protocol and a prescription for the undesignated asthma medication of its use.

Per Illinois State Law, Trinity High School is required to maintain a supply of opioid antagonists to be administered in the event of a suspected opioid overdose.

Trinity High School adheres to Ashley's Law. Ashley's Law allows a parent/guardian of a student who is a minor to register with the Illinois Department of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. Additionally, if a student is a registered qualifying patient, medical cannabis may be administered on school grounds or during school-sponsored activities through self-administration or administration by a school nurse or school administrator. To administer medical cannabis at school or on the school bus, the student's parent/guardian must have completed, signed, and submitted the appropriate medication consent form (yearly pre-school form found on FACTS account) and provided copies of the valid registry identification cards to the school.

If a designated caregiver administers medical cannabis at school or on the school bus, they must immediately remove the product from school premises or the school bus after administration. Medical cannabis may not be administered in a manner that, in the opinion of Trinity High School, would create a disruption to the educational environment or cause exposure of the product to other students.

Trinity High School and Trinity's school personnel incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

### Prayer and Pledge

Each morning, as a Sinsinawa Dominican Catholic School, we ask all community members to pause and please stand for prayer. After we stand together in prayer as a community, students are invited to recite the Pledge of Allegiance. Students who are in the hallway at the time of Prayer and Pledge are expected to pause until the completion of the Pledge.

### Public Display of Affection

Public displays of affection (PDA) are prohibited. Examples of PDA include but are not limited to: kissing, touching faces, sitting on another student's lap, and putting legs across another student's lap.

### Request for Policy Revision

Students wishing to adopt new policies or revise existing policies should bring the request(s) to their Class Council or Executive Council, depending upon the nature of the revision request.

## Residency

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

## School Sponsored Trips

Students participating in school-sponsored trips are subject to Trinity High School's Honor Code and Student Handbook policies in addition to any additional rules pertaining to the specific trip. Absences for school-sponsored trips and/or events are subject to approval by the Academic Leadership Team or designee prior to participation. Tuition must be paid up to date before deposits will be accepted for any extended/overnight trips.

## Shadow Days

Shadow Days are an opportunity for 7th or 8th grade girls and potential transfers to visit Trinity High School. All arrangements are made in advance through the Office of Admissions. Approval for Shadow Days for transfer students must go through the Office of Admissions. Other visitors or younger children are not permitted during the school day. Visitors are expected to adhere to the Honor Code in this Handbook.

## Signs, Posters, and Printed Materials

Signs and posters must be approved by the VP of Academics/Principal, VP of Student Life, or Dean of Student Support. Signs may be pinned to cork strips throughout the school or attached to surfaces with painter's tape.

## Student ID

Students are issued an ID which they must carry with them during the school day and which must be shown to faculty/staff members upon request. The ID also serves as a student's library card, cafeteria card and for Chromebook check-out. Failure to show a student ID upon request will warrant disciplinary action. Replacement cost of ID is \$5, lanyard \$3 and \$1 for badge holder.

## Technology

This policy is applicable to Chromebooks, chargers, TI-84+ calculators and headphones. Library technology available for checkout is for the use of all students. They are available as a courtesy in the event a student forgets an item at home, or is having technical issues with their own property. Items may be checked out throughout the day, but must be returned by 3:30 PM at the end of each day. If an item is more than two days late, a detention will be issued. If an item is not returned after fourteen days, the student will be charged for the item. Replacement cost for Library items is as follows: Chromebook \$500, Chromebook Charger \$65, Calculator \$150, Headphones \$30.

Chromebooks lent by the Library are subject to Trinity High School's Internet/Network, Email and Technology Acceptable Use Agreement. If a student is in need of a Chromebook for an extended period, arrangements must be made with the Librarian, and a long-term rental agreement must be signed by both student and parent or guardian.

## Acceptable Use Policy

### Internet/Network, Email and Technology

Trinity High School technology equipment, networks, and all user accounts are the property of Trinity High School. There is no right to privacy nor should any user of Trinity High School equipment or networks have any expectation of personal privacy in any matters stored in, created, received, or sent over such equipment or networks. These are subject to review and/or monitoring by the school at any time, with or without notice, with or without cause, and without the permission of any student or parent/guardian. Trinity High School may also use information from review and/or monitoring in disciplinary actions, and will furnish evidence of crime to law enforcement. Trinity High School also reserves the right, without notice, to limit or restrict any individual's use, and to inspect, copy, remove, or delete any unauthorized use of this technology upon authorization of the school President or her designee.

## Cell Phones

- Upon entering any classroom, students are required to silence or turn off their phones and place them in a numbered Phone Home. Students can retrieve their phones at the end of the class period. Students are not permitted to access their phones without permission from their teacher.
- The VP of Student Life may give special assembly permission for club officers to use phones for camera use. Students will be provided a Phone Permission Pass with permission details.
- Students are not allowed to use their phones during passing periods, 3A/3B, or during lunch. Phones must be put away and not visible during these times.
- Students who leave the classroom for emergency preparedness drills or other alarms will not be permitted to retrieve their phones or smartwatches for such purposes as this does not align with best practices for safety and security.
- Students are responsible for any devices they bring to school. Trinity High School is not responsible for loss, theft, or destruction of devices brought onto school property or to school-sponsored events.
- By bringing a cell phone, watch, or other electronic device to school or school-sponsored events, the student and their parents/guardians consent to a search of the device when a school official has reasonable suspicion that such a search will reveal any violation of Trinity High School policy or the law. The scope of the search will be limited to the violation for which the student is accused. Any violation that may implicate state or federal laws will be referred to law enforcement.

## Theft

Theft, including items from the cafeteria providers, is not tolerated. Trinity High School may involve local authorities, if appropriate.

## Visitors

All visitors must report immediately to the Front Office and sign in. Visitors may not use class time for informal meetings or general conversations with a student's teachers. Similarly, visitors should put cell phones and electronic devices on vibrate or silent when visiting.

# Standards for Learning

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**As young women called to seek faith, knowledge, and truth, Trinity High School students are expected to pursue their education with diligence, curiosity, and integrity. This commitment to learning is at the heart of who we are, a college-preparatory community that challenges each student to grow in skill, understanding, and self-direction. The academic policies that follow are intended to provide students, parents/guardians, and faculty with a clear understanding of the expectations for academic engagement, as well as the standards used to support and evaluate student progress.**

## Absences and Academics

Students at Trinity High School are expected to be present and connected to the community to learn, grow, and flourish. One of the best indicators of student success is consistent school attendance, as it leads to academic achievement and social and emotional development. We also understand that some absences are unavoidable and value teaching students how to respond and recover in the event of an absence. Whenever a student is absent from class, it is their responsibility to keep up to date with all classwork and homework. Students should do this by emailing their teachers and checking Google Classroom. If a student is absent from class they should try to submit their work as soon as is reasonably possible. If the student missed class on the day that an assignment is due they are able to submit that assignment on the day they return to school. For all assignments that were assigned while the student was absent, the student has as many days as they were absent to make up the work. For example, if a student was absent for two days, they have two extra days to make up the work.

Students who miss an assessment while absent have as many days as they were absent to make up the assessment. Assessments must be taken in the Testing Center during 3A/3B.

Any student absent for an extended amount of time will be offered a reentry meeting with the Dean, caregivers, and other identified staff / teachers.

- Absence 2-3 days in a row warrants an optional reentry meeting.
- Absence 4 or more days in a row warrants a mandatory reentry meeting.

## Academic Accommodations

Trinity High School is committed to a learning environment that values individual needs while maintaining academic integrity and supports students with diagnosed learning differences by offering academic accommodations through Individualized Service Plans (ISP). An ISP is based on documentation showing how a physical or mental condition significantly impacts learning and/or daily academic functioning. Accommodations are designed to help students succeed within the school's existing academic standards. For questions about eligibility or support, please contact the Principal.

## Academic Achievement Awards

Each year at the Honors Convocation two students per grade level are honored as recipients of Outstanding Academic Achievement in each of the 8 academic subject areas: English, World Language, Theology, Social Studies, Science, Physical Education, Math, and Fine and Performing Arts. The criteria used by each department to determine the awardees include: passion about the subject, work ethic, achievement over time, as well as the student's grade in their course(s) in that subject area. In addition, two Outstanding International Baccalaureate (IB) Candidates are selected by a committee. The honor is based on the student's: grades in IB courses in grades 11 and 12, Extended Essay, participation in CAS, as well as embodying several of the IB Learner Profile characteristics

## Academic Integrity

At Trinity High School, students learn about academic integrity standards in their classes. These include standards for avoiding cheating, collusion, and plagiarism, and for responsible use of Artificial Intelligence (AI). These policies are summarized below.

### Cheating

Cheating may include but is not limited to: using work produced by AI and submitting that as the student's original work, using translation software/applications to complete work in World Language classes, sharing and/or copying homework, communicating in any way during an assessment, communicating the contents of an assessment to other students, using unauthorized materials for an assignment or assessment including cell phones and smartwatches, and copying off of another student's work.

### Collusion

Collusion is defined as working too closely with another student or group of students to come up with a solution on an assignment or assessment without prior direction or permission from a teacher. Teachers define the boundaries between legitimate collaboration and collusion. The result of collusion, a joint answer, gives the student(s) involved an unfair advantage. It is important to note that collusion occurs when students directly copy an assignment from another student or takes someone else's artwork, design, or choreography and claims it as their own, with or without their permission.

### Plagiarism

Responsibly citing work that is not your own is a critical academic skill. All teachers at Trinity High School require MLA style citations and formatting of works cited. Students are encouraged to seek help from their teacher or the Librarian if they require assistance with citations. In every classroom teachers establish clear expectations, define the boundaries between legitimate collaboration and collusion, and emphasize the critical learning importance of students creating their own original content. Plagiarism is defined as the presentation of another's ideas or words as if they were one's own. Students should be aware that they have committed plagiarism when they: use phrases, paraphrases, quotes, images, or works of art, or ideas that are not their own without proper citation, submit work completed by someone else even if they paid for it or have permission., or re-use previously submitted work for another class.

## Artificial Intelligence

### AI Philosophy Statement

Trinity High School's Honor Code calls students to have respect for themselves, others, property, and for academic honesty. Trinity High School requires all students to express themselves with truth and integrity and in their own voice. Additionally, we recognize the importance of analysis, critical thinking, and the drafting process in the development of a student's self-expression, basis of knowledge and world view. As such, AI is not an adequate or appropriate substitute for a student engaging in critical reading, source analysis, and independent writing. While it may be used, when approved, as a tool to aid in a student's learning, it can never serve as a substitute for or represented as a student's work.

### AI Usage

Student use of AI generative (tools that generate new content) technology in the completion of any assignment will be regulated in the ways listed below.

### Permitted Levels of Usage

As AI usage is constantly evolving, with teachers and students learning more over time, no one policy can be used to regulate all assessments given at Trinity High School. As such, each teacher will use the following code to communicate the extent to which using AI is permissible on each assessment.

- **Red | No AI Usage:** AI cannot be used. This level is reserved for secure assessments, in-class, and paper-based assignments.

- **Yellow | Level 1 AI Usage:** AI can be used to assist with **research and brainstorming** using tools such as [Consensus](#) and [Semantic Scholar](#) and organizing ideas with tools like [Notebook LM](#).
  - It is important to note that many major search engines (i.e., Google) use AI to generate answers, ideas, and sources. Teachers are required to let students know exactly what tools they should be or are allowed to be using for each assignment or assessment and students are expected to adhere to those expectations.
- **Green | Level 3 AI Usage:** AI can be used to **generate or significantly alter content** with appropriate citations.
  - It is important to note that tools like Grammarly and Canva use AI to generate new content. *It is highly suggested that parents **do not** purchase Grammarly Pro for their student, as this increases their risk of misusing AI on an assignment.*

## AI Detection

In the event that a student is suspected of misusing the prescribed AI Usage Level on an assignment or assessment the teacher has the right to investigate using one or more of the following methods:

- Examining the Google Doc including the Version History and/or any evidence of copy and pasting written work or graphic images from another document or word processor
- Inconsistencies in student voice, writing style, and ability level as identified by the teacher when comparing writing samples of the individual student
- The student's ability to articulate ideas written or otherwise submitted when asked to explain their writing in person
- AI detection software including [Turnitin](#)

## Consequences for Violating Academic Integrity Expectations

### Collusion

In the event of collusion, the student who has taken the work will receive a zero for the assignment. The student whose work was taken will not receive an academic penalty unless it is determined that the student participated in the collusion.

## Misuse of Artificial Intelligence, Cheating, and Plagiarism

### Grades 9-10

In the event of inappropriate AI usage, cheating, or plagiarism, the student must redo the assignment/assessment for the opportunity to earn half credit. If the student commits a second offense in the same class, they will receive a zero on the assignment/assessment and will not be given the opportunity to redo the assignment/assessment for half credit.

### Grades 11-12

In the event of inappropriate AI usage, cheating, or plagiarism, the student will earn a zero on the assignment/assessment and will not be given the opportunity to redo the assignment/assessment for credit.

## Final Exams, IB Internal Assessment, and Extended Essay Assignments

If a student is suspected of violating Academic Integrity Expectations on a final exam, IB Internal Assessment or Extended Essay Assignments, they will receive a zero and will not be given the opportunity to redo the assignment/assessment for credit. Earning a zero on an Extended Essay or IB Internal Assessment will result in the student being ineligible to continue with the IB Program.

## Repeated Violations of Academic Integrity Expectations

Repeated violations of Academic Integrity Expectations will result in disciplinary action and be handled on a case-by-case basis. Possible consequences include but are not limited to: failure in a course, removal from an academic program, ineligibility for certain clubs, honors societies, or other organizations, and dismissal from Trinity High School.

## Academic Support Period

Four days a week, Trinity High School students engage in an Academic Support Period of the day. This period is designed to provide all students with time for specific types of academic support, taking the form of Academic Lab, IB Seminar or course-specific tutoring, as scheduled. These are described below.

### Academic Lab

Academic Lab is provided to students who are not scheduled in an IB Seminar course during the Academic Support Period. During Academic Lab, students are required to focus on academic work in their assigned classroom unless they have previously scheduled a meeting with a teacher to receive support on a specific assignment or task.

### IB Seminar

Students enrolled in IB classes may have a Seminar course scheduled during the Academic Support Period. IB Seminar is a requirement based on IB course enrollment, counts towards the student's GPA and provides an opportunity for enrolled students to cover IB course content and practice IB skills.

### Mazuchelli Academic Program (MAP)

Some students are enrolled in MAP during the Academic Period. MAP is a requirement for these students and provides an opportunity for enrolled students to meet with their counselors, work on executive functioning skills, and receive tutoring.

### Tutoring

ELA and Math tutoring is provided during the Academic Support Period. Depending on availability, Peer Tutoring is also available during this time. Students may elect to see a tutor or may be required to meet with a tutor as part of a Support Plan.

## Academic Placement

The courses that students are placed into as freshmen are determined by the following criteria: High School Placement Test scores, other standardized test scores, and incoming transcript. These courses may include college preparatory courses and/or pre-IB/IB courses. Regardless of the courses determined to best fit the needs of the student upon admission to Trinity High School, any student who wishes to challenge themselves with International Baccalaureate (IB) coursework, including individual IB courses (certificate) or the IB Diploma, and who shows the work ethic, ability, and desire to succeed, can be supported through their academic journey to access that opportunity.

## Assessments

Courses include a variety of opportunities for students to demonstrate learning and mastery of class learning objectives, including formative and summative assessments.

### Missing Assessments

If a student fails to turn in a formative or summative assessment, they are able to submit it late with a 10% deduction per day late. To receive credit, formative assessments must be completed and turned in before the date of the unit's summative assessment.

### Reassessment

Students who earn lower than a C- on a summative assessment are able to retake the assessment for the opportunity to earn back half of the credit missed up to a 70%.

### Resubmission of Summative Work for Reassessment

Students are able to resubmit a summative assessment one time in order to improve their score up to a 70%. The summative assessment may be submitted for reassessment up to one week after the assignment is graded and returned to the student. Students may not resubmit group projects or IB Internal Assessments for reassessment.

## **Resubmission of Summative Work for Reassessment in Fine and Performing Arts classes**

All summative work that is turned in on time may be resubmitted and will be accepted up to one week after the assignment is graded and returned to the student to earn up to half credit back. Students may not resubmit group projects or IB Internal Assessments for reassessment.

## **Test Retakes**

Students who earn lower than a C- on a summative assessment are able to retake the assessment for the opportunity to earn back half of the credit missed up to a 70%.

### **Test Retake Expectations**

- Students interested in retaking an assessment must notify their teacher at least 24 hours in advance
- Students must take all retakes in the Testing Center during 3A/3B
- Retakes must be completed within one week of the original assessment date
- Students are not able to retake Block Exams, Final Exams, or IB Internal Assessments
- The highest score will be counted towards the student's grade

## **Test Corrections**

Teachers may opt to allow students to complete test corrections rather than assessment retakes. Students who earn lower than a C- on a summative assessment are able to complete test corrections for the opportunity to earn half of the credit missed up to 70% and replace their original assessment grade. Test corrections must include an analysis of why the original answer was incorrect in order to be considered for credit.

## **Books and Class Materials**

Students are required to purchase books (hard copy or digital, depending on course requirements) and materials for each course. Book lists are sent out each summer and are included on each class's Landing Page. Students will learn about specific class materials they need for each course on their first day of school.

Students who are eligible for Free and Reduced Lunch in their assigned public school district are eligible to participate in Trinity High School's Book Program, subject to availability. For more information, contact the Librarian.

## **College Applications**

All seniors are required to apply to at least one college or university during their senior year. The College Counselor will provide support to families and students beginning junior year to assist with the application process

## **Field Trips**

Students may be enrolled in courses in which they have the opportunity to attend field trips to further enhance their understanding of the subject. In order to attend field trips, students must be in good academic and behavioral standing and have good attendance in all of their classes. If a student is unable to attend a field trip based on academics, behavior, or attendance, the student's parent or guardian will be notified by the Dean of Student Support.

## **Final Exams**

At the conclusion of each term students will complete a final assessment for each of their courses. The final exam will make up 15% of the student's overall grade for the term. Credit in the course is dependent on completion of the final assessment. If a student is absent on the day of the final, they must contact their counselor to schedule an in-person retake on the established retake date.

## **Scheduling**

Final Exam days are scheduled at the end of block and run on a special schedule. The dates can be viewed on the Calendar at a Glance published before each school year. Details including dismissal times will be emailed to students and parents and posted on the website at least one month prior to the Final Exam days.

## Daily Classes

Final Exams take place at the end of each block.

## Blue/White Classes

Final Exams take place at the end of each semester.

## Accommodation

Students with an Individualized Service Plan (ISP) are eligible to receive accommodations on final exams. Students who have the accommodation of extended time for assessments will be offered extended time in their regular classroom or in an alternative testing location. One week prior to Final Exams, students must communicate with their counselor via Google Form whether or not they would like to use their extended time accommodation. Students who opt to use extended time must sit for each exam session of the day in the alternative testing location.

## Cell Phones and Smartwatches

Cell phones and smartwatches are prohibited during Final Exams. Students must place cell phones and smartwatches in their designated Phone Home during a final assessment. If a student does have a cell phone or a smartwatch in their possession at any point of a final examination session, it could be considered a violation of Academic Integrity Expectations and could result in a zero on the final assessment.

## Grading Scale

| Grading Scale |            |                      |                     |                            |                                                                                                                                                                                                |
|---------------|------------|----------------------|---------------------|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Letter Grade  | Percentage | Fine Arts Percentage | Points Awarded   CP | Points Awarded   TPIB & IB | Summary of Achievement                                                                                                                                                                         |
| A+            | 100 - 98   | 100                  | 4.33                | 5.33                       | The student demonstrates that they are well-prepared for the next level based on academic excellence in the course through comprehensive knowledge and understanding of the course objectives. |
| A             | 97 - 93    | 99 - 93              | 4.0                 | 5.0                        |                                                                                                                                                                                                |
| A-            | 92 - 90    | 92 - 86              | 3.67                | 4.67                       |                                                                                                                                                                                                |
| B+            | 89 - 87    | 85 - 79              | 3.33                | 4.33                       | The student demonstrates that they are well-prepared for the next level based on thorough knowledge and understanding of the course objectives.                                                |
| B             | 86 - 83    | 78 - 72              | 3.0                 | 4.0                        |                                                                                                                                                                                                |
| B-            | 82 - 80    | 71 - 65              | 2.67                | 3.67                       |                                                                                                                                                                                                |
| C+            | 79 - 77    | 64 - 58              | 2.33                | 3.33                       | The student demonstrates that they are prepared for the next level based on satisfactory knowledge and understanding of the course objectives.                                                 |
| C             | 76 - 73    | 57 - 51              | 2.0                 | 3.0                        |                                                                                                                                                                                                |
| C-            | 72 - 70    | 50 - 44              | 1.67                | 2.67                       |                                                                                                                                                                                                |
| D+            | 69 - 67    | 43 - 37              | 1.33                | 2.33                       | There is a concern that the student is not prepared for the next level based on limited knowledge and understanding of the course objectives.                                                  |
| D             | 66 - 63    | 36 - 30              | 1.0                 | 2.0                        |                                                                                                                                                                                                |
| D-            | 60 - 62    | 29 - 23              | 0.67                | 1.67                       |                                                                                                                                                                                                |
| F             | 59         | 22                   | 0.00                | 0.00                       | The student demonstrates that they are not prepared for the next level based on a limited knowledge and understanding of the course objectives.                                                |

Graduation

The Commencement Ceremony takes place each school year during the last week of May. All families of graduating seniors will receive a predetermined number of graduation tickets to attend the event. All graduating seniors will receive a hard copy of their diploma from their homeroom teacher immediately following the ceremony.

Speakers

Each year four seniors are chosen by a selection committee appointed by the President to speak at the Commencement Ceremony. The selection committee chooses the students based upon their modeling of the school’s mission statement and embodiment of one of the four charisms: prayer, study, community, and service.

Homeroom

Homeroom is an essential part of the Trinity High School experience, as it provides a space to build community and relationships with peers and faculty members. Students are assigned to their homeroom at the beginning of their freshman year and will remain with their cohort for the remainder of their high school experience.

Homework

Homework is an essential part of Trinity High School’s academic program. Parents are asked to be involved by providing time and a quiet place for students to complete homework that is assigned. The amount of homework that students receive varies greatly, and depends on their grade level, the courses in which they are enrolled, and the time of year.

Homework Submission

All paper homework assignments are due at the beginning of the class period unless otherwise noted by the teacher.

Digital Submission

If a teacher assigns homework that is to be submitted digitally, it is required that students submit the work on Google Classroom. Students must complete the entire assignment on the Google Doc, Sheet, or Slides presentation assigned by the teacher and may not copy and paste the work from another program or word processor. Doing so increases the risk that the student’s work will be investigated for plagiarism or misuse of AI.

Honor Roll

Trinity High School’s Honor Roll is determined each academic term on the following basis:

| Award         | Grade Point Average |
|---------------|---------------------|
| First Honors  | 3.75 +              |
| Second Honors | 3.3 - 3.74          |

## Honors Societies

Trinity High School is proud to have membership in nine honors societies. Each society has its own criteria for admission. Students are inducted in the spring of their sophomore, junior or senior year, depending on the requirements of each society. Eligibility to requirements for each honors society are listed below:

- **International Thespian Society:** Students must have participated in two theater productions on cast or crew at Trinity High School; maintain an overall 3.0 GPA in their academics; and display the highest qualities of service, creativity, and character.
- **Mu Alpha Theta Math Honor Society:** Students must have completed Algebra I and Geometry, earning a minimum of a 3.0 average on a 4.0 scale for all math courses, and demonstrate honesty, integrity and respect for learning.
- **National Art Honor Society:** Students must achieve the highest grades in art classes, maintain an overall 3.0 GPA, and demonstrate the highest qualities in art scholarship, service, and character.
- **National Honor Society:** Students must maintain a GPA of 3.7 and have completed a minimum of 10 hours of service for each academic year. They must also demonstrate scholarship, leadership, and exemplary character. 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.
- **Quill and Scroll Journalism Honor Society:** Students must be a junior or senior, be scholastically in the upper third of their class, have done superior work in some phase of high school journalism including electronic media, and be recommended by the adviser of journalistic/media work in their high school.
- **Science National Honor Society:** Students must have taken or be enrolled in a total of 4 blocks of Science classes, maintain a GPA of 3.5 in Science classes, commit to continuing the study of science beyond the year of induction, maintain a 3.0 overall GPA, and demonstrate honesty, integrity and respect for learning.
- **Sociedad Honoraria Hispanica Spanish Honor Society:** Students must be enrolled in their third year of Spanish, maintain a 4.0 GPA in Spanish for four consecutive blocks, commit to continuing the study of Spanish beyond the year of induction, and demonstrate honesty, integrity and respect for learning.
- **Société Honoraire de Français French Honor Society:** Students must be enrolled in their third year of French, commit to continuing the study of French beyond the year of induction, maintain a 4.0 GPA in French for four consecutive blocks, and demonstrate honesty, integrity and respect for learning.
- **Tri-M Music Honor Society:** Students must have participated in a music class for one block or a music ensemble for two blocks of the school year, one music performance at Trinity High School, maintain an overall 3.0 GPA in their academics, and display the highest qualities of scholarship, character, leadership, and service.

## Missing and Late Work

Missing Work is defined as work that the student fails to hand in for reasons other than being absent. Missing work will result in a zero being entered into the gradebook until the work is submitted. Work turned in late will be accepted until the end of the unit, and will result in a 10% deduction per day late.

## Parent Portal

Information regarding a student's progress in class, grades, and assignments is posted on the Parent Portal of FACTS, Trinity High School's Student Information System, which facilitates e-mail to and from parents/guardians, teachers and students.

## Parent Teacher Conferences

Parent-Teacher Conferences are offered once per semester with the dates announced in the Family Newsletter. Dates can also be accessed on the Calendar at a Glance. As the dates near, parents and guardians will receive a notification to sign up electronically for a conference.

## Printing Access

Black and white and color printing is available to students for school purposes. Students can print documents in the Library during the following times:

| Days                        | Times                                                                 |
|-----------------------------|-----------------------------------------------------------------------|
| Monday, Wednesday, Thursday | 7:30 - 7:55 AM<br>Academic Support Seminar<br>3A/3B<br>3:30 - 5:00 PM |
| Tuesday                     | 7:30 - 7:55 AM<br>3A/3B<br>3:30 - 5:00 PM                             |
| Friday                      | 7:30 - 7:55 AM<br>Academic Support Seminar<br>3A/3B                   |

## Progress Reports

At the halfway point of each block, students and parents and guardians will receive a progress report from the teacher of any class in which their student is receiving a grade of a C- or lower. The purpose of these Progress Reports is to alert all parties of the student's current grade and future concerning the specific course. The Progress Report will also include suggestions on how the student can improve and what supports are available to the student should they require them. A Progress Report is not a warning that the student is failing.

### TPIB and IB Progress Reports

At the conclusion of Blocks 1 and 3, students and their parents and guardians will receive a progress report from their TPIB or IB teacher if they are at risk of not being able to continue the class next year based on the requirements outlined below:

- Students wishing to continue from freshman to sophomore year in a TPIB course must earn a cumulative grade of a B- in the course.
- Students wishing to be admitted into any IB course as a junior must maintain a B- cumulative average in the subject area.
- Students wishing to continue from junior to senior year in an IB course must maintain a C average in the course.

The purpose of these Progress Reports is to alert all parties of the student's current grade and future concerning the specific course. The Progress Report will also include suggestions on how the student can improve and what supports are available to the student should they require them. A Progress Report is not a warning that the student is failing.

## School Calendar

The school calendar is made available in student-issued chandlers and online to every student at the beginning of the school year. It contains dates and times of events that involve students, parents/guardians, and the school in general. Any changes to this calendar will be announced and altered on the calendar posted on the Trinity High School website. Families are encouraged to look at the calendar and plan trips or events on school holidays only.

## Schedule Changes

Each year students meet with their counselor to discuss graduation requirements and interests in order to create an optimal schedule for the following year. In the event of an academic misplacement, students may schedule a meeting with their counselor to discuss a schedule change before the first week of the block.

## School Closures and eLearning

In the event of inclement weather or other emergency situations which might cause school closures, information will be communicated through email, Trinity High School's FACTS notification system, social media pages, and website. Closures are also often reported to the local radio/television stations. If eLearning is required, the following expectations will be in place:

### Student Expectations

- Students must sign in to their Google Meet at the beginning of each class period
- Students must be present with their camera on for the duration of the class period

### Synchronous eLearning Class Schedule

- Period 1: 8:15-9:15
- Period 2: 9:25-10:25
- Lunch: 10:25-11:00
- Period 4: 11:00-12:00
- Period 5: 12:10-1:10
- Break: 1:10-1:30
- Teachers available by email: 1:30-2:30

## Standardized Testing

All freshmen, sophomores, and juniors at Trinity High School complete one or two standardized tests at Trinity per year. The data provided by the tests allows teachers and counselors to analyze individual and group academic performance, adjust instruction, and provide student support, as necessary. The standardized testing includes the following:

- **Freshmen:** PreACT
- **Sophomores:** PSAT, Pre-ACT
- **Juniors:** PSAT NMSQT, ACT\*

*\*Completing the ACT is a junior year requirement. If a junior is absent on the day of the ACT, they must schedule a make up test at another testing location.*

## Student Services

Trinity High School's Student Services Department is led by the Dean of Student Support and consists of two School Counselors and one College Counselor. The Student Services Department works together to assist students in the areas of mental and behavioral wellbeing, social and emotional learning, academic counseling, college and career exploration, and community resources outside of Trinity High School.

### Access to Counseling

All students are assigned a School Counselor at the beginning of their first year at Trinity High School and will remain with that counselor until they graduate. The College Counselor will work with all students individually beginning in their junior year. Before their junior year, the College Counselor will hold class meetings to acclimate students to the college exploration and application process. Students are able to make appointments with either counselor during the school day but are reminded to be mindful of their schedule and academic obligations. In the case of an emergency, a student is always able to visit their counselor.

## Summer Reading

All students at Trinity High School are required to complete a summer reading assignment each year as part of their English classes. The objectives of the assignment are to keep reading skills fresh; encourage a love of reading; as well as to have the students engage with the themes of their upcoming course over the summer. Book information and instructions are available on the Trinity High School website and are emailed to students over the summer.

Please note that great literature addresses the complexity that is inherent in life and, thus, often the novels assigned engage with difficult issues. Students may find challenging content, language, and imagery in assigned reading. Research indicates that encountering social complexity and challenging issues in literature promotes students' social, emotional, and intellectual development as well as their resilience. If you have questions regarding the summer reading, please contact the English department chair.

### Summer School

Students may take summer school courses in order to create space for electives in their schedule during the school year. The courses are offered for an intensive three-week summer session. Additionally, if a student fails a class, she is required to make up the course through a Credit Recovery class offered in-person during the Summer School Session. See the Curriculum Guide for more information.

### Credit Recovery

In the event that a student fails a course that is required for graduation they must make up that credit either during summer school or in some cases, during the school year. Credit recovery must be taken through Trinity High School and cannot be transferred from another institution.

### Transcripts

Certified copies of transfer students' transcripts are requested as part of the application process for admission to Trinity High School. Trinity High School sends unofficial records of students transferring to other schools within 10-days of the request (ISBE requirement). Students who need to request transcripts must make a request to the Registrar in the Front Office. Students with financial holds will receive "incomplete" on their transcript until the hold is removed. Only unofficial transcripts may be issued if a student has a financial hold on their account.

### Registration, Fees, and Financial Aid

The registration process is conducted in the spring of each year. Families must register their students for re-enrollment, pay a deposit fee, and reapply for financial aid each year.

### Fees

The following are fees not covered by the annual tuition at Trinity High School. All fees will be posted to the family's FACTS account.

- School Uniforms
- Course fees (for some classes)
- PE T-shirt
- Books and materials
- Fundraising
- Athletic Uniform
- Field trip fees
- IB fees
- Dual Enrollment Program with Dominican University
- Retreats and service trips
- International trips

### Tuition/FACTS

In order to ensure timely reminders about and payment of tuition, **each family is required to establish a tuition payment account with FACTS** and to choose one of the following payment plans:

- **Annual:** payable in July.
- **Semiannual:** payable in July and January.
- **Monthly:** payable in 10 payments July through April.
- Note that other customized payment schedules are available by contacting our Business Office.

Tuition, fees, and fundraising responsibilities must be satisfied for a student to receive credit for a class and move on to the next academic term. 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 academic term begins.

### Consequences of Being In Financial Arrears

If a family is has a past due balance on their tuition payment, the following will occur:

- Student's / family's access to the FACTS grade reporting will be temporarily removed, not allowing students / families access to their student's grades
- Student's official transcript will be held
- Seniors will not be able to attend Senior Prom and Graduation

### Financial Aid

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 term by the Principal.

# Standards for Leadership

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As young women called to become leaders who embody faith, knowledge, and truth, Trinity High School students are encouraged to engage fully in the co-curricular life of our school. Beyond the classroom, involvement in co-curricular programs at Trinity High School includes athletics, clubs and organizations, fine and performing arts, retreats and service opportunities where leadership takes shape and where students grow in confidence, collaboration skills, and responsibility to others. The co-curricular expectations that follow are intended to help students and parents/guardians understand what it means to represent Trinity High School well while participating in these activities, both on and off campus.

## Participation in Co-Curricular and Athletic Programs

At Trinity High School, we believe that participation in co-curricular and athletic programs are essential to developing as a leader and well-rounded person, and rely on achieving standards for character, excellence and leadership. Trinity High School's co-curricular programs serve as a complement to our academic programs to help Trinity High School students meet engagement and leadership goals through experiential learning opportunities.

### Eligibility

A minimum grade point average (GPA) of 2.0 must be maintained to participate in interscholastic athletics, to hold office in clubs, organizations and student government; and to participate in fine and performing arts productions. The following practices are used to monitor and determine eligibility for participation:

- Grades from the most recent block will be used to determine grade point eligibility.
- Weekly eligibility reports are completed on Wednesdays by 12:00 pm; grades reported at this time will be used for the following week's eligibility.
- Any student who is failing one course at the time of weekly eligibility must raise her course grade within two weeks of the first failing grade. If, after the two weeks, she is not passing the course, she will not participate in any sport, club or production until the next Thursday's eligibility report indicates that all grades are up to passing according to the Trinity High School grading scale.
- Any student who is failing more than one course at the time of weekly eligibility will not participate in any sport, club or production until the next Thursday's eligibility report indicates that all grades are up to passing according to the Trinity High School grading scale.
- A failing grade for any block, including Block 4, results in a student being suspended from participation during the following block until a passing grade is indicated at the time.
- All freshman students new to Trinity High School 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 try out for an athletic team. 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 Registrar to determine eligibility and of the moderator or Athletic Director to notify the student. The Principal and Dean oversee the verification.

### Athletics

Trinity High School's interscholastic student athletes consistently carry a 3.0 or better average GPA. 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 High School does not recruit students or attempt to recruit students for athletic purposes in accordance with the Illinois High School Association (IHSA). 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.

The Trinity High School High School athletic program includes 14 sports and 27 teams. Trinity High School'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 High School's athletic program, which is co-curricular to our educational mission, is to foster participation, competition, sportsmanship, skill and social development.

Policies and rules pertaining to participation in Trinity High School's athletic program and sports teams, as well as IHSA rules, are contained in the Student-Parent Athletic Handbook, which is available on the Trinity High School Athletics website. The purpose of this Student-Parent Athletic Handbook is to present information and guidelines regarding athletics to student athletes enrolled at Trinity High School. Prior to tryouts, we require that students and parents read the contents and sign the Athletic Contract at the end of the handbook, which is part of the registration process for each sport. The official summary of the IHSA 2025-2026 By-Laws and Policies can be found [here](#).

Trinity High School's administration and athletic staff welcome students to our Blazer teams and programs. We pledge our assistance and support as we work with students and parents and guardians.

### Objectives of Participation

The purposes of Trinity High School's athletic program is to provide Trinity's student athletes with opportunities to:

- Achieve a sense of self-worth and to develop self-confidence
- Develop their physical talents to their maximum potential
- Engage in competitive activities
- Learn new skills beyond those already acquired and to improve on them
- Exemplify good sportsmanship as a means of learning good citizenship
- Experience both winning and losing
- Learn from experience that consequences follow the violation of a rule
- Experience working as a member of a team in order to achieve both personal and shared goals
- Develop leadership, listening and communication skills
- Engage in problem solving and decision making
- Participate in organized activities with other young women whose different backgrounds and experiences enrich their own
- Understand and practice the principles of sound health, safety and physical fitness
- Manage time effectively

### Athletic Code of Conduct

Trinity High School administrators and coaches of athletic teams 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 High School's Mission Statement and general Student Honor Code. Consequently, student athletes who fail to abide by the Athletic 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 High School 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.

Additionally, fans of Trinity High School Blazer Athletics are expected to conduct themselves in a manner that is consistent with Trinity High School's Athletic Code of Conduct. In the event of a violation of Trinity High School's Honor Code by spectator/fan, Trinity High School may take responsive action up to and including immediate removal from the site, contacting local law enforcement and/or enforcing a ban at future Trinity events.

## Clubs, Organizations and Student Government

### 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 provide the setting and a program to help each student learn more about herself, others, and God. Campus Ministry provides mandatory and optional retreats to further this mission.

Class retreats are designed using a developmental approach, so that each year, as students mature, the retreat program helps them move more deeply toward spiritual awareness and growth. Class retreats are peer-led by the Leadership and Ministry Program Team (LAMP). All students are required to participate in their assigned class retreats. See handbook calendar for particular dates. Important information is provided in homerooms and via email prior to each retreat.

Kairos is an optional, 3-day and 2-night retreat for juniors and seniors. Kairos, or "God's Time", is a faculty/staff and peer-lead retreat that focuses on the power of God's love in our everyday lives. Students are encouraged to participate in this national retreat program that is experienced in Catholic high schools, parishes, and colleges across the country.

A fee is charged for class and Kairos retreats to pay for facility rental, meal, materials, and other costs. Payment plans and scholarships are available. The Kairos retreat will be offered to seniors and juniors in the winter. Students' grades and attendance will be reviewed by the administration before they are allowed to register for a Kairos Retreat. If the retreat puts a student's academic success in jeopardy, she will not be permitted to attend.

### Service

Community Service is considered part of our commitment as Christians to live out our faith by reaching out to the world around us. Students are encouraged to serve in their school, parish, or neighborhood communities. Trinity High School students participate in service through mandatory service class events, co-curricular clubs and organizations, the Creativity, Activity and Service (CAS) requirement of the International Baccalaureate Diploma Program, as well as through opportunities available through Campus Ministry.

Students in all four grade levels participate in mandatory service class events which involve attendance at class meetings to prepare for and then later reflect upon the work, the populations served, and the personal impact of the experiences. Information about the Freshmen Cornerstone, Sophomore Brick by Brick (built into the Sophomore Retreat), Junior Philanthropy Day, and Senior Capstone projects will be communicated with students via email and Google Classroom. Freshmen, sophomores, juniors and seniors who do not participate in the Cornerstone, Brick by Brick, Philanthropy Day, or Capstone Projects will be required to complete the following:

Freshmen who miss Freshman Day of Service are required to complete 10 hours of community service under the direction of the Director of Campus Ministry.

Sophomores who miss the Sophomore Retreat are required to complete 5 hours of community service under the direction of the Director of Campus Ministry.

Juniors who miss Junior Philanthropy Day are required to complete 5 hours of community service under the direction of the Director of Campus Ministry.

Seniors who miss Senior Day of Service are required to complete 10 hours of community service under the direction of the Director of Campus Ministry.

In addition, the Director of Campus Ministry holds a list of possible sites for service. The Director of Campus Ministry is eager to meet with students to find opportunities that match their interests.

*Of note: Students planning to apply for membership in Trinity High School's chapter of the National Honor Society must demonstrate a minimum of 10-hours serving communities in need each academic year. (\*See Honors Societies for more information)*