

Trinity High School

Pride Spirit Tradition

2022 - 2023 Parent/Student Handbook

Educating our students
in
Faith, Scholarship, and Character

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Trinity High School

is accredited by

The New England Association of Schools and Colleges:

Commission of Independent Schools

Accreditation Statement

Trinity High School is accredited by the New England Association of Schools and Colleges: Commission of Independent Schools, a non-government, nationally recognized organization whose affiliated institutions include elementary schools through institutions offering post-graduate instruction.

Accreditation of an institution by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the NEASC is not partial but applies to the institution as a whole. As such, it is not a guarantee of the quality of every course or program offered, or of the competence of individual graduates. Rather, it provides reasonable assurance about the opportunities available to students who attend the institution.

Inquiries regarding the status of an institution's accreditation by the NEASC should be directed to the administration of the school. Individuals may also contact the Association at:

New England Association of Schools and Colleges
3 Burlington Woods Drive, Suite 100
Burlington, MA 01803-4514
(781) 425-7700

Mission Statement

Trinity High School, a Catholic, college-preparatory community, provides a safe and caring environment in which students seek and achieve personal and academic excellence and grow in faith. Our students combine learning with leadership through service to their faith, school, and community.

Objectives

As a Catholic school and caring community, we are committed to the following objectives:

- To make students aware of peace and justice issues and provide them with motivation and empowerment to become involved.
- To offer a college-preparatory program that stimulates intellectual, creative, emotional and physical growth and develops critical thinking skills.
- To encourage in students a healthy respect for self, family, school and society while fostering caring relationships within the Trinity family.
- To maintain a strong campus ministry program which will infuse into all aspects of the school a sense of Catholic values and traditions and provide varied and age-appropriate religious worship experiences, all leading to an enhanced spiritual and moral development in students.
- To provide an ordered and disciplined environment which facilitates the development of the whole person, while encouraging all individual gifts and talents.

Faith, Scholarship, and Character

Faith, scholarship, and character are the three core elements of our mission, objectives, and program. As such, they are an essential part of the Trinity student experience.

Student Honor Code

Students are expected to conduct themselves in a manner consistent with the mission of the school and the teachings of Jesus Christ. Students are expected to act with:

- respect for self
- respect for parents
- respect for teachers
- respect for other students
- respect for property

Students must uphold the ideals of honesty, integrity, trustworthiness, and good sportsmanship.

To remain a member of the Trinity Community, each student is expected to live up to the honor code.

The Catholic Nature of Trinity

Non-Catholic students are welcome to attend Trinity High School with the understanding that all of our students are required to take the religion classes prescribed by the Program of Studies and Graduation Requirements and that all students are required to attend all religious exercises.

Religious worship is an integral part of the duty and gratitude due to God. The appropriate formation of a student extends beyond mere academics and athletics. Catholic students are expected to participate in Mass at their parishes on at least a weekly basis. Non-Catholic students are encouraged to worship at their houses of worship.

Handbook

The Trinity High School Parent/Student Handbook does not address all situations and circumstances which may affect students. It is intended to be a specific articulation of the broad range of expectations as stated in the school's mission statement and objectives. As such, it informs both parents and students of the specific policies and practices which have developed from these expectations. Parents and students are advised to read this handbook carefully prior to signing and returning the acknowledgment form at the end of this handbook **ON THE FIRST DAY OF CLASSES**. Students who fail to return signed acknowledgement forms will not be allowed to attend Trinity High School until such time as the forms have been returned. The Emergency Information Form must also be completed and returned to the school **ON THE FIRST DAY OF CLASSES**.

The administration reserves the right to revise or edit this handbook at any time. The president makes the final judgment in all matters and reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Notice of Implied Agreement

The registration of a student at Trinity High School is deemed to be an agreement on his or her part and on the part of the parents or guardians to comply fully with all policies, rules and regulations of the school as outlined in this handbook.

Conflict Resolution

The need to resolve conflict is an integral part of any human institution. Resolution is usually more effective when it occurs at the source. Therefore, parents and students are advised to seek resolution directly with the teacher, coach, advisor, student or parent with whom the conflict has occurred. Should such attempts fail, resolution should be sought with the athletic director,

Academic & College Planning counselor, or assistant principal. The principal should be consulted only after all other avenues of communication have been utilized. Issues which are not satisfactorily resolved with the principal may be brought to the attention of the Superintendent for Catholic Schools, Diocese of Manchester, 153 Ash Street, Manchester, NH 03105-0310.

Appeal to the Superintendent

A party aggrieved by a decision of the head of school of a diocesan, regional, or parish Catholic school may appeal the decision to the superintendent if the aggrieved party believes that the decision has violated diocesan or school policy or procedures. This process is not intended for the resolution of conflicts of interest or for the resolution of grievances which result due to a prudential disagreement with the judgment, policy, or decision of the head of school. This process likewise is not intended for the resolution of conflicts of personality or the daily problems which often arise among people and which must properly be resolved by them.

The aggrieved party must first attempt to resolve the matter directly with the principal. In a parish school, if the matter is not resolved with the head of school, the aggrieved party may contact the pastor to resolve the matter. If unable to reach resolution, the aggrieved party of a parish, regional, or diocesan school may submit in writing to the superintendent a description of the issue and the diocesan or school policy or procedure alleged to have been violated. The decision of the superintendent is final. (Diocesan Policy Handbook)

Diocesan Policy Handbook for Catholic Schools

Parents, students, faculty, and staff may refer to the "Diocesan Policy Handbook for Catholic Schools" for further information on Catholic school policy upon which Catholic schools in the Diocese of Manchester base their handbooks. The "Diocesan Policy Handbook for Catholic Schools" may be found on the Diocese of Manchester website.

Advisory Board

The Diocese of Manchester has established a structure for an advisory board for each Catholic school. Under the direction of the Superintendent of Catholic Diocesan Schools and the Diocesan School Board, the Trinity Board of Advisors assists the president in the development of school policy and supervision of school finances. The board operates according to a diocesan-approved constitution. Membership on this board is determined according to its needs and the professional contribution each member can bring to

board decisions. Membership on board-sponsored committees is not limited to board members.

Individuals interested in applying for membership to the board should send a written request for application to the THS Advisory Board Chair, c/o Trinity High School.

Asbestos

In compliance with the EPA Asbestos Hazard Emergency Response Act, the school was inspected for asbestos in 1989 and a plan for the safe management of asbestos was developed. Three-year inspections are made as part of that plan, the last having been in 2022. We are due for another triennial inspection in 2025. The inspection findings are on file at the school's main office and at the Department of Education, 153 Ash Street, Manchester.

Parents, guardians, school staff and anyone working within the building are welcome to examine these documents.

The school endeavors to conform fully with the requirements of the above-cited to maintain a safe environment for our students and personnel.

As part of the renovation of the science labs, all asbestos was removed from top floor of the school building and from much of the second floor.

Trinity High School Faculty and Staff

2022-2023

School Phone Number	668-2910
Main Office, Absence / Tardy	Ext. 211
Business Office	Ext. 217
Health Office	Ext. 219
Admissions	Ext. 226
Alumni	Ext. 222
Advancement	Ext. 222
Cafeteria	Ext. 223
Nathan Stanton, M. Ed., President	Ext. 222
Steven Gadecki, MS, Principal.....	Ext. 212
Theresa Risdal, M. Ed, Assistant Principal.....	Ext.218
Don Mullen, MA, Director of Academic & College Planning.....	Ext. 215
Michael Connell, Athletic Director	Ext. 221
AJ Lemareir, BA, Business Manager	Ext.217
Denise Brewitt, BA, Admissions Director	Ext. 226

Faculty

Art/Music

Jeffrey Jenkins, BM
Marti Michael, M. Ed. - ext 209

Campus Ministry

Fr. David Gagnon
Fr. Rory Traynor
Abbey Thompson, BA - ext 229

English

Annika Anderson, BA - ext 105
Michael Boutselis, M. Ed. - ext 103
Alyssa Cunha, BA
Kaari Schrader, MA - ext 104
Danielle Waldrup, BA, Chair-ext 102

Academic & College Planning

Amber Byron, MA - ext 214
Don Mullen, MA - ext. 215
Kathleen Tran, MA - ext 245

Mathematics

Matthew Arnold, BS, Co-Chair - ext 206
Louis Sievers, M.Ed. - ext 203
Deborah LeBlond, BS - ext 205
Carolyn Trachim, BS, Co-Chair - ext 204

Science

Joe Arthur, BS - ext 301
Emma Barry, MS - ext 309
Michael Martinez, MS - Chair - ext 304
Brandon Phemester, BS - ext 310
Joe Pouliot, BS - ext 305

Social Studies

Tyler Breckinridge, BA
Amber Byron, MA - ext 214
Blake Croteau, MA - ext 202
Andrew Lavoie, BA - ext 210
Marigrace O'Leary, MA, LCMHC, Chair - ext 201

Theology

Matthew Carnevale, JD, Chair - ext 803
Casey Feltham, MA
John Miliken, BS - ext 802
Tom Tatterfield - MAR - ext 801
Abbey Thompson, BA - ext 229

World Languages

Derick Alexandre, MA - ext 802
Miranda Comiskey, BA, Chair - ext 109
Maria Giberti, BA - ext 110
Megan Guerra, M.Ed. - ext 101

Support Staff

Zach Gray, IT Director	Ext. 233
Brook-Lynne Marcotte, Health Officer & Athletic Trainer	Ext. 219
Kevin Fraser, Facilities Manager	Ext. 227
Kim Schwamb, Registrar.....	Ext. 231
Kimberly Sweet, Academic & College Planning Admin. Assistant	Ext. 213
Mike Martinez, Asst. AD.....	Ext. 220
Judy Lauze, Advancement Assistant	Ext. 222
Stacey Donovan, Attendance Officer	Ext. 211

For most matters, email has become the preferred means for parents and students to communicate with faculty. To email any member of the staff or faculty, type: first initial followed by last **name@trinity-hs.org** e.g. **nstanton@trinity-hs.org**. Should it be necessary to contact a teacher by phone, please call the main office at extension 211 and leave your student's name, your name, and a return phone number – along with the reason for your call. The teacher will be notified of the call and will be given the message.

1) General Policies

(1.1) Admission Policy

Any student who is successfully completing the 8th, 9th or 10th grades may apply for admission to Trinity High School. Interested families should contact the Admissions Office at 668-2910, ext. 226.

Students applying to transfer into the 10th, or 11th grades are evaluated on an individual basis after an interview with the admissions director and the principal. Transfers into the 12th grade are rarely approved.

Every Trinity student is admitted on a probationary status for one semester so as to allow the school an opportunity to assess its ability to meet the student's needs.

Students whose financial accounts are in arrears to another Catholic school in the Diocese of Manchester will not be enrolled at Trinity High School.

Note: Trinity does not implement 504 plans or Individual Education Plans (IEP's). However, the school provides guidance in study/organizational skills and develop support plans for students for students whose skills are identified by the school as requiring further development.

Applicants with current IEP's and 504 plans are assessed on an individual basis.

(1.2) Criteria for Acceptance

Acceptance to Trinity is based upon:

- grades
- previous standardized testing
- admission exam results (freshmen & sophomores)
- teacher or counselor recommendation
- admission interview*
- enrollment availability

* Admission interviews are required of all *transfer* students.

(1.3) Non-Discrimination Policy

Trinity High School admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students at the school. The school does not discriminate on the basis of race, color, or national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic, and other administered programs.

A student entering school who is an English language learner may not be denied admission based solely on language skills. Assessment of a child's academic and

language proficiency levels may determine appropriate placement.

The school will make known its financial assistance program for needy students.

Students shall not be denied admission to a Catholic school because of a disability unless the disability seriously impairs the student's ability to complete successfully the school's academic program or unless the school cannot provide sufficient care or make reasonable accommodation for the student. The determination as to whether the school may reasonably accommodate the student or applicant is made on a case-by-case basis. Under some circumstances, medically-justifiable limitations may be placed on the admission/retention of students with infectious diseases and/or life-threatening illnesses. (Diocesan Policy Handbook)

(1.4) Continued Enrollment

Students are enrolled at Trinity High School on the basis of a yearly evaluation and acceptance. Trinity High School reserves the right to dismiss students for infractions of school regulations or school honor code, unsatisfactory academic standing, failure to meet financial obligations or other reasons which affect the welfare of the individual student or the school community.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is broken through lack of cooperation by the parent(s) and failure to follow through with parental responsibilities (Section 5.2).

(1.5) Access to Student Records

Unless otherwise specified by parent(s)/guardian(s), a student's records will be made accessible to all Trinity counselors, faculty and administration. Information from a student's records will not be made available to outside agents without the written permission from a parent/guardian or the student (18 years or older) or if required to do so by court order.

(1.6) Transfer of Records

Trinity High School complies with RSA 193-D:8 and will, upon request of the parent or guardian, furnish a complete school record for the pupil transferring into a new school system.

(1.7) Trinity Directory Information

Trinity Directory Information (Student Name, Parents, occupation of parents, address, e-mail address, and phone number) will be listed and released to internal Trinity agencies and organizations (Development

Office, Booster Clubs, Parents' Association, etc.) Parents may refuse inclusion in the Trinity Directory by submitting a *written* request to the Assistant Principal by September 15.

Public photos, names, awards, etc., will be released on the school's website, social networks and to news publications unless written notification is received from parents/guardians to the contrary by September 15.

(1.8) Non-Custodial Parent

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with a court-certified copy of the court order.

(1.9) School Day

Unless a special schedule is announced, the school day will begin at 7:55 AM and end at 2:35 PM.

(1.10) Before and After School

The staff provides supervision between the hours of 7:00 A.M. and 5:00 P.M. There are other times when the staff (coaches, moderators, etc.) will schedule activities, and for such occasions supervision will be provided only during the time of that activity. Parents are responsible for making arrangements regarding transportation and location for students to wait for rides. **NO STUDENTS MAY REMAIN IN THE BUILDING UNLESS SUPERVISED BY A FACULTY MEMBER OR COACH.**

The school provides **no** supervision at the conclusion of early release days. No after school Alumni Hall access is available following early release days.

On regular schedule days, the school provides supervision of students from 2:45 to 5:00 PM. Students who are waiting for rides from parents will need to make alternate arrangements after 5:00 PM.

(1.11) Emergency Response

If a student requires emergency care due to illness or injury, someone in authority (classroom teacher, study teacher, coach, etc.) must be notified immediately. The administration will then be notified and appropriate emergency response measures will be initiated. Students who are ill are not to use cell phones to contact parents directly. They are to inform a teacher or administrator who will then contact parents. In the event family emergency situations, parents are **not** to call or text students directly on cell phones, but to contact the administration through the main office. The

helps prevent instances wherein students would be dealing with emergencies without the support of school personnel.

(1.12) Emergency Response Forms

An emergency response form is included in this handbook. It is important that parents immediately fill out and sign the form which is kept on file in the main office. Emergency information is disseminated to school agencies in an appropriate manner. In the event of emergency, this information provides the authorization and guidance for proper notification and care. Emergency Response Forms must be returned to the school by the students on the first day of classes. Students will not be allowed to attend school until such time as these forms are returned.

It is important the parents submit updated emergency response information in the event of any changes (address, phone, etc.).

Students involved in sports will receive additional emergency care forms to be filled out in the event of injury away from Trinity facilities.

(1.13) Insurance Coverage

Parents/Guardians are responsible for the primary health insurance coverage of their children. NH Healthy Families is available to provide insurance where family resources are limited. The school does have insurance coverage but is not the primary carrier for students. The school's coverage only comes into effect when the primary coverage has ended. The school's policy does include "catastrophic" coverage. In order for the school policy to cover an accident, it is the responsibility of the parent/guardian to complete the appropriate form immediately after the accident occurs. A copy of the form is included in this handbook.

(1.14) School Cancellation

Trinity High School will announce school cancellations and delays on FACTS and WMUR TV (Ch 9). **Please note that we do not follow the Manchester School Department's or other "Manchester Catholic School" cancellation of schools due to severe weather. Trinity announces its cancellations separately from all other schools.** Parents should use their discretion on inclement days as our students come from many towns and cities in New Hampshire.

(1.15) Delayed Openings

Trinity High School will announce delayed openings on FACTS and WMUR listed under "School Cancellation." On days with delayed openings, all students are to report to school by **9:55 AM**. An adjusted schedule will be in effect, allowing all classes

to meet. Therefore, all assignments will still be due and tests/quizzes may still be administered. The time of dismissal will not change from that of a normal day. On days when opening is delayed, students and faculty will be allowed to “dress down.”

(1.16) Blizzard Bags

If conditions warrant the school to be closed, students may be expected to “attend” class remotely. If school is closed, teachers will post class assignments via Google Classroom by 9:00 am with the expectation that all work is returned via Google Classroom by 5:00 pm on the blizzard bag day.

(2) 2022 - 2023

Financial Information

(2.1) Definition of Financial Terms

Charge: Tuition & Fees for one academic year of 180 days. **Tuition:** operational expenses (instruction, salaries, facilities, student activities, technology, graduation). **Discount:** \$260.00 discount available not later than July 1, for full payment. No other discounts available.

Actual Cost Per Student: \$15,248

Charge: (Tuition & “Fair Share”)
\$13,900: (Grades 9, 10, 11, 12)

Breakdown

Tuition: \$13,800 (Grades 9 to 12)

Calendar Fair Share \$100 (per family)

A \$100 “fair share” contribution per family through the Annual Holiday Calendar Drive is mandatory and included in tuition payments.

Payment Options

Option 1

One annual charge (tuition & fair share) less discount (\$260.00) payable before July 1, 2022
\$13,640 (Grades 9 to 12)

No discount after July 1, 2022

Option 2

FACTS monthly payments beginning July 1, 2022

Families choosing this option **must** complete a FACTS Payment Plan. Payments may be transferred on the 5th or 20th of the month directly from savings account, check account, or credit/debit card*.

Payments must be completed by May 31, 2023
No annual fees for this service.

*Credit Card Fee: Approximately 2.85%

Option 3

“Your Tuition Solution” Entitles families to the early payment discount if the application is funded by July 1, 2022. Payments over 24 to 84 months with fixed rates as low as 4.99%. No application or origination fees, no prepayment penalty. Fast, confidential service on-line at www.yourtutionsolution.com or call 1-800-920-9777.

Policy on Delinquent Payments

Accounts in arrears will be charged a monthly service fee of \$35 by FACTS.

Accounts in arrears on the final day of a marking period (four per year) may result in the student’s exclusion from school until the account is settled.

Exclusion means: from classes, examinations, athletics, and all student activities, rights and privileges.

Refund Policy

The obligation to pay the charge for the quarter is unconditional. After classes have begun, no portion of tuition or fees paid or outstanding will be refunded or canceled in the event of absence, withdrawal, or dismissal from the school.

(2.2) 2023- 2024 Financial Aid

Financial Aid application must be made online by April 15, 2023 at <https://www.factstuitionaid.com/facts/gaindex>

(3) Academics

(3.1) Course Level Descriptions

Advanced Placement Courses

(AP):

“With AP, students can get a feel for the rigors of college-level studies while they still have the support of a high school environment. When students take AP courses, they demonstrate to the college admissions officers that they have sought out an educational

experience that will prepare them for success in college and beyond.

Resourceful and dedicated AP teachers work with their students to develop and apply the skills, abilities and content knowledge they will need in college. Each of the AP courses is modeled upon comparable college courses, and colleges and university faculty play a vital role in ensuring that AP courses align with college-level standards.

Each AP course concludes with a college-level exam developed and scored by college and university faculty members as well as experienced AP teachers. AP Exams are an essential part of the AP experience, enabling students to apply the new critical thinking skills they have learned in a comprehensive exam. Most two- and four-year colleges and universities worldwide recognize AP in the admission process and accept successful exam scores for credit, advanced placement, or both.

Performing well on an AP Exam means more than just the successful completion of a course. Research consistently shows that students who score a 3 or higher typically earn higher GPA's in college and have higher graduation rates.”

The College Board, 2014

Honors (HON):

Students enrolled in honors courses must be recommended by the academic department. They are expected to have an excellent command of reading, writing, and research skills, and to be able to work independently whenever necessary. They should excel in memorization, comprehension, and application of concepts. Critical thinking in the areas of analysis and synthesis of ideas is required. In order to continue enrollment in an Honors (HON) level course, students must maintain a “C” average. Students who wish to move from College Prep (CP) to Honors (HON) must have maintained an “A” average and receive departmental approval.

College Prep (CP):

College preparatory courses are available in all disciplines. These courses are designed for students who learn fairly rapidly and have a good command of reading, writing, and research skills. Students are expected to have the ability to master problems dealing with memorization, comprehension of concepts and application of materials. Students will work toward the development of more in-depth critical thinking skills.

Running Start (RS):

Students enrolled in this program may earn concurrent high school and college credit with colleges ascribing to the Running Start program. Running Start classes

are taught at the affiliated high school (THS) by credentialed high school faculty as part of the daily schedule. Interested students and parents should contact their Trinity guidance counselor for more information.

(3.2) Program of Studies

All students are required to take six credits each semester, seven (7) credits when a PE class is elected. Religion, mathematics and English are taken each semester. As part of a liberal arts curriculum, “core” courses are required. Please note the graduation requirements:

(3.3) Graduation Requirements

Classes 2023 and 2024	
Theology -----	4
English -----	4
Mathematics -----	4
Lab Science -----	3
Social Studies (U. S. History & Civics Required)-----	3
World Language -----	2
Physical Education*-----	0.5
Fine Arts (Art or Music)-----	0.5
Electives -----	3.5
Total -----	24.5*
Classes 2025	
Theology -----	4
English -----	4
Mathematics -----	4
Lab Science -----	3
Social Studies (US History, Civics, Econ required)-----	3
World Language -----	2
Physical Education*-----	0.5
Fine Arts (Art or Music)-----	0.5
Technology -----	0.5
Electives -----	3.5
Total -----	24.5*
Classes 2026	
Theology -----	4
English -----	4
Mathematics -----	4
Lab Science -----	3
Social Studies (US History, Civics, Econ required)-----	3
World Language -----	2
Physical Education*-----	1.0
Fine Arts (Art or Music)-----	0.5
Technology -----	0.5
Electives -----	3.5
Total -----	25.0*

* PE. requirement may be fulfilled by participation in 2 seasons of interscholastic competition. Beginning for the Class of 2026 Phys. Ed. requirement may be fulfilled by participating in 3 seasons of interscholastic competition.

* Students who achieve 24.5 credits prior to completion of their senior year will not be allowed to graduate early and are required to pass six credits in order to participate in commencement exercises.

* World Language requirement must be fulfilled by completion of two years of the same language.

3.4 Catholic Family Life Education

Catholic family life education is a component of the curriculum for all Catholic schools in the diocese. Catholic family life education is the proper context for education in human sexuality. All schools will teach the current personal safety lessons approved by the Safe Environment Office of the Diocese of Manchester and the current human sexuality lesson(s) approved by the Secretariat for Catholic Formation. Excellent teacher preparation and appropriate involvement of and frequent communication with parents will be part of the school's Catholic Family Life Education program. This program requires commitment on the part of the faculty to stress Catholic beliefs, values, and practices, and to demonstrate sensitivity to those students whose family life may not reflect these beliefs and values. (Diocesan Policy Handbook)

(3.5) Alternate Reading Assignments

Parents may make a written request to the principal for alternate reading assignments, citing specific reasons for their request. The principal will evaluate each request and may allow for alternatives to be assigned by the teachers.

(3.6) Marking System

In addition to subject grades, the report cards will have comments by the teachers to give further insight into study habits, attitudes, performance and behavior.

Letter.....	Numerical
Grades.....	Grades
A+.....	98 - 100
A.....	95 - 97
A-.....	93 - 94
B+.....	90 - 92
B.....	87 - 89
B-.....	85 - 86
C+.....	82 - 84
C.....	79 - 81
C-.....	77 - 78
D+.....	74 - 76
D.....	72 - 73
D-.....	70 - 71
F (Failure).....	0 - 69 (no credit)
I (Incomplete).....	Work must be made up or this grade reverts to a failing grade.

The letter grade "I" (incomplete) will be assigned to a student who has been absent due to illness, bereavement, etc. and has not had enough time to complete the necessary work in that marking period. Students are responsible for making up all incomplete work within two weeks of the end of the marking period. If the work is not completed, the grade reverts to an "F." Requests for extensions may be made only by parents or guardians, stating the compelling reason (usually severe illness) for requesting the extension. Approval of extensions is not automatic.

(3.7) Interpretation of Marks

"A"-----SUPERIOR The student has completed the academic work beyond the normal requirements of the course. Tests, homework, projects and class participation have been consistently and thoroughly completed in a superior way. The student has worked well and much initiative has been shown.

"B"-----VERY GOOD The student has completed all work on the time to the best of his or her ability; has actively participated in class; does above average work; responds to the encouragement of the teacher and is thorough and dependable. Grades, homework, projects and class participation were consistently above average.

"C"-----GOOD The student has done acceptable work. Assignments are complete. The student has participated satisfactorily and has met general course requirements.

"D"-----PASSING The student does a minimum of work to meet passing requirements. He or she may be indifferent in attitude and may not truly apply themselves. He or she shows little or no initiative or work may be inaccurate, tardy or incomplete.

"F"-----FAILING The student is failing to do the required assignments. He or she may be wasting their time in class or not doing homework assignments. He or she is not working in accordance with his or her ability. No credit is given for this grade.

"I"-----INCOMPLETE Students will temporarily receive this mark for course requirements which have not been completed either for extended illness or for some legitimate reason approved by the teacher and in consultation with the assistant principal. If the incomplete is not made up in the specified time, it will become a failing grade (F).

(3.8) Grade Point Averages

The Grade Point Average (GPA) is based on letter grades for courses received in the ninth, tenth, eleventh and twelfth grades. The GPA is calculated at the end of each semester and made cumulative for purposes of reporting to the student, employers and colleges.

Transfer students will have their GPA reviewed and recalculated when the transcript of their former school arrives. This allows for any grading deviation from the grading of the sending school district to be revised. This is done so that all Trinity High School students

receive equal consideration when the GPA and class ranking are calculated.

Transfer students must have attended Trinity High School at or prior to the September of their junior year to be considered for valedictorian, salutatorian, third honors or “top ten” graduation honor.

Grade	Advanced Placement	Honors	College Prep
A+	5.00	4.50	4.00
A	5.00	4.50	4.00
A-	4.70	4.20	3.70
B+	4.30	3.80	3.30
B	4.00	3.50	3.00
B-	3.70	3.20	2.70
C+	3.30	2.80	2.30
C	3.00	2.50	2.00
C-	2.70	2.20	1.70
D+	2.30	1.80	1.30
D	2.00	1.50	1.00
D-	2.00	1.50	1.00
F	0	0	0

(3.9) Honor Roll

Students may not receive an “I” (incomplete) grade and be considered for the Honor Roll. If for any reason, a student is not carrying six subjects, he or she will not be eligible for honors.

Principal’s List-----All grades “A” or above with one “A-” allowed.

High Honors-----All grades “B+” or above with one “B-” allowed

Honors-----All grades “B-” or above with one “C+” or “C” allowed.

(3.10) Semester Failures

Students will earn a failing semester grade for any course if they receive a combination of 1D and 2 Fs or worse for the two quarters and exam grades that compose the semester grade.

(3.11) FACTS Family Portal

Parents and students are advised to check academic status frequently on their FACTS Family Portal Accounts. All students and their parents receive an individual code which provides independent access to the student’s account.

(3.12) Academic Conferences

Parents are encouraged to make appointments to discuss the progress of their student at any time during the school year. If an appointment is desired, the parent should contact the individual teacher(s) by e-mail. Parents should include **their name, the name of the**

student, and a return phone number. Meetings with one or two teachers should be made directly with the individual teachers. Requests to meet with more than two teachers should be made through the Academic & College Planning Office. Student attendance at these conferences is highly recommended.

(3.13) Academic Warning/Probation

During the school year, **Academic Warning** is intended to serve the student by addressing academic issues at an early stage to provide support and help avoid more significant consequences.

Students who have earned quarter grades consisting of two “D’s” or one “F” will be considered “at risk” and

will be placed on **Academic Warning**. It is the parents’ responsibility to contact the teacher(s) to determine the most effective method for improvement in the student’s work.

Students who attain three quarter grades of “D” or below, or two or more failing grades, will be placed on **Academic Probation**. Parents/Guardians of students on probation will be required to meet with a member of the administration and the student’s Academic & College Planning counselor in order to develop more effective learning strategies and organizational practices. At this meeting, the students will be issued a **Probation Contract** which will explain the terms of the probation and must be signed by both the students and their parents/guardians.

Students who fail to pass four subjects at the end of a quarter will (in addition to the conditions imposed above), be suspended from all athletic and co-curricular activities for the entire marking period. (NHIAA By-Law Article II, Section 2. “No pupil who has failed to pass four (4) units of work during the previous ranking period shall represent the school in any interscholastic contests. A student athlete may not regain athletic eligibility by making up academic deficiencies or failures of the regular school year during the summer months.”)

NOTE: Failures in the fourth quarter will cause a student to be suspended from activities during the first quarter of the subsequent year.

(3.14) Year-End Academic Recovery

For students who attain final course grades of D-, D, or D+, **for subject areas in which the student will be continuing**, it is strongly recommended that the student receive 15 hours of summer course work or tutoring. Students who fail to take advantage of Year-End Recovery and who continue to be placed on academic warning or academic probation may be asked to withdraw from the school.

(3.15) Course Failures

In order for students to progress successfully through the curriculum of Trinity High School, a certain level of achievement must be met. Students must earn six credits per year in order to continue enrollment at Trinity High School. If a student does not attain credit for a course, he or she must make up the credit in summer school or by engaging a certified tutor for thirty (30) hours of remediation for a full year course or fifteen (15) hours of remediation for a semester course. The final transcript will reflect the made-up credit, however the original earned grade will continue

to be averaged into the students GPA. Students who fail two or more credits must meet with the principal for the purpose of evaluating continued enrollment.

(3.16)The Trinity High School College-Preparatory Curriculum

FRESHMAN (Required Courses)	SOPHOMORE (Required Courses)	JUNIOR (Required Courses)	SENIOR (Required Courses)
<p>English - English 9</p> <p>Math - Pre-Algebra, Algebra I, Honors Geometry, Algebra II/ Trigonometry</p> <p>Science – Biology</p> <p>Theology - Introduction to Faith and Morality</p> <p>World Language - French, Spanish, Latin</p> <p>Social Studies - American Civics and Government</p>	<p>English - American Literature</p> <p>Math - Algebra I, Geometry, Algebra II / Trigonometry, Honors Pre-Calculus</p> <p>Science - Biology, Conceptual Physics, Conceptual Chemistry</p> <p>Theology - Old and New Testament, Great Books</p> <p>World Language - French, Spanish, Latin</p> <p>Social Studies - World History</p>	<p>English - World Literature, AP English Language and Composition</p> <p>Math - Geometry, Algebra II, Algebra II / Trigonometry, Honors Pre-Calculus, AP AB Calculus</p> <p>Social Studies - U.S. History, AP U.S. History</p> <p>Science – Physics, Conceptual Physics, Conceptual Chemistry, Advanced Chemistry</p> <p>Theology - Church History and Social Teaching, Western Mind</p>	<p>English - British Literature, AP English Literature and Composition</p> <p>Math - Sr. Math Topics, Pre-Calculus, Statistics, Honors Calculus, AP Calculus AB, AP Calculus BC</p> <p>Theology - Introduction to Interfaith Studies and Faith in Film, Apologetics and Faith in this Age of Science</p>
(Elective Courses)	(Elective Courses)	(Elective Courses)	(Elective Courses)
<p>Physical Education</p> <p>English - Creative Writing</p> <p>Fine Arts – 2D/3D Design, Band, Chorus</p>	<p>Physical Education</p> <p>English - Public Speaking, Journalism, Creative Writing</p> <p>Fine Arts - 2D/3D Design, Applied Arts, Drawing & Painting, Sculpture, Advanced Sculpture, Digital Arts, Advanced Digital Arts, Band, Chorus</p> <p>Computer Application - Introduction to Robotics, Advanced Robotics</p> <p>Social Studies – Economics, World History</p>	<p>Physical Education</p> <p>Computer Application - Computer Programming, Advanced Computer Programming, CAD, Advanced CAD, Advanced Robotics</p> <p>English - Public Speaking, Journalism, Creative Writing</p> <p>Fine Arts – 2D/3D Design, Applied Arts, Drawing & Painting, Sculpture, Advanced Sculpture, Digital Arts, Advanced Digital Arts, Art Honors, Band, Chorus</p> <p>Math - Statistics</p> <p>Science – Honor Physics, Human Anatomy & Physiology, Robotics</p> <p>Social Studies – Economics, World Geography, Modern World History</p> <p>World Language – French, Spanish, Latin</p>	<p>Physical Education</p> <p>Computer Application - Computer Programming, Advanced Computer Programming, CAD, Advanced CAD, Advanced Robotics</p> <p>English - Public Speaking, Journalism, Creative Writing</p> <p>Fine Arts - 2D/3D Design, Applied Arts, Drawing & Painting, Sculpture, Advanced Sculpture, Digital Arts, Advanced Digital Arts, Art Honors, Band, Chorus</p> <p>Science – Conceptual Chemistry, Advanced Chemistry, Human Anatomy & Physiology, Conceptual Physics, College Physics, Honors Physics, Advanced Biology</p> <p>Social Studies – Economics, Psychology, AP Psychology, Sociology, World Geography, Modern World History, AP US Gov't/Politics, AP US Gov't Comparative</p> <p>World Language – French, Spanish, Latin</p>

(4) Academic & College Planning Department

(4.1) Mission:

Welcome to the Academic & College Planning Department of Trinity High School. We are professional counselors as well as educators. A large portion of our time is spent on individual counseling with students, and some of these conversations may be confidential. The primary responsibility of the counselor is to advocate for the students of Trinity High School. Our objective is to challenge students to develop creativity, problem solving, and critical thinking skills, and to encourage students to maintain academic excellence, become involved in school and community activities, share a commitment to Christian values and assist students with creating educational and career plans.

Responsibilities:

We pride ourselves in the team approach to counseling. While a student may be assigned to one counselor, there will be instances when he/she will be in contact with another counselor for specific program information or for coverage in the absence of the assigned counselor. Mrs. Byron (students with last names beginning with A-L) may be contacted at abryon@trinity-hs.org and Mr. Mullen (M-Z) may be reached at dmullen@trinity-hs.org work with all classes. Mrs. Tran, the Academic Coach may be reached at kttran@trinity-hs.org. The Guidance Department is involved with students throughout their entire Trinity experience. Counselors will be more direct in initiating meetings with first and second-year students. However, in the later years, students are expected to take the responsibility for seeking out guidance support.

In addition to the responsibilities for academic counseling, coordinating academic conferences with teachers, year-end academic recovery, and college/career planning, the Academic & College Planning Department also provides a variety of special programs throughout the year. These programs include: Annual Fall College Fair, Student/Parent College & Career Information Nights, Summer Enrichment Database, Annual Financial Aid Seminar. Additionally the Academic & College Planning Department offers information concerning college planning, volunteer & employment experiences and job shadow opportunities.

The Academic & College Planning Staff are eager to assist students. Students can make an appointment to meet with their counselor before and after school and during scheduled study halls.

The Academic & College Planning Department supervises a variety of special programs throughout the year in addition to their responsibilities for counseling, academic warnings and probation, testing, and college/career planning. These programs include the Hugh O'Brien Youth Leadership Program, St. Paul's Advanced Studies Program, and Girls and Boys State.

The Academic & College Planning Department offers a great amount of information concerning career planning, college and vocational schools and is eager to assist students in locating desired information. Personal, educational, and career counseling are provided for groups and individuals.

(4.2) Schedule Changes

Once the student's schedule has been made, **schedule changes are made only if the student has been incorrectly placed in a level or course. Course changes will not be made simply to place students in classes with friends or to change teachers.** The Academic & College Planning Office will make necessary changes in schedules during the first three weeks of the course.

(4.3) College Representatives

Seniors who wish to meet with college representatives visiting the Academic & College Planning Office must obtain a pass from the Academic & College Planning Department and have the approval of his or her teachers. The Academic & College Planning Department reserves the right to limit the number of times a student may attend these meetings.

(4.4) College Application Check List

- Take SAT and/or ACT and check if your college requires test scores. Our school **CEEB code is 300362.**
- Begin to narrow your list of potential colleges; consider the 2-2-2 approach (2 "reach", 2 "target", 2 "safety" schools).
- Keep accurate records/dates/copies of all applications and financial aid materials.
- Athletes interested in playing collegiate Division I or II sports, **MUST** register with the NCAA Eligibility Center. Information is available in the Academic & College Planning Office.
- Students interested in the Military Academies, ROTC, and/or Armed Services should meet with a local recruiter (preferably in Spring of Junior Year).
- **Be aware of application and financial aid deadlines for each college.**
- *Early Decision* - usually means that you must accept if accepted; very competitive applicant pool.

- *Early Action/Early Notification* - not as binding as *Early Decision*; accepted students usually notified mid-December or January.
- *Regular Admission* - dates vary from December through February with notification in March or April.
- *Rolling Admission* - usually notifies applicants within 3 to 4 weeks after application is submitted.

(N.B. Please read each college's definitions of the above terms carefully.... There may be some variations!)

- Obtain college application materials and financial aid information by mail, telephone, Internet, local college fairs, or in the Academic & College Planning Office.
- Check with colleges as to which financial aid forms they require....*FAFSA, CSS/Financial Aid Profile*, and/or other institutional form.
- Ask two teachers for college recommendations. *Use Trinity High School forms which are available in the Academic & College Planning Office. Students are responsible for obtaining their personal copies of teacher recommendations from the issuing teacher.*
- Bring your application, along with the *College Application Release Form*, to the Academic & College Planning Office. *These materials should be in the Academic & College Planning Office a minimum of 14 school days prior to the application deadline.*
- *All applications will be processed by the Trinity High School Academic & College Planning Office. An application packet will include a copy of the transcript, teacher recommendations and a school profile. Mid-term reports will be provided to each college. Final reports will be provided to the college that the student will be attending.*
- **Application Release Form** and **Scholarship Release Form** will be found in the Academic & College Planning Office and at the end of the Handbook.

(4.5) Naviance (Family Connection)

Family Connection from Naviance is a web-based program that links Academic & College Planning Counselors with students and parents to improve college, and career planning. We are pleased to make this resource available to all of our high school students and families, in addition to and as a complement to the array of college-related one on one assistance, classroom seminars and counseling we already offer at Trinity High School.

We use the Naviance email feature as the primary communication tool between Academic & College Planning, Students and Parents regarding

announcements, publications, and the like. Email, should be checked weekly by all students and parents. Log in at the website:

<http://connection.naviance.com/trinityhi>.

When you visit the site for the first time, enter your personal registration code in the **New User Box** and follow the on-screen instructions to create your own account. If you do not know your registration code, contact the Academic & College Planning Office for assistance. Note that parents and students will have different registration codes. ****Please utilize the student and parent guides for further information.**

While we anticipate heaviest usage of this program among our juniors and seniors, many of our younger students and their parents will find this tool to be helpful in longer-term planning. The Career component in Naviance makes this program an ideal site for our 9th and 10th graders to investigate career paths using the various personality and work related surveys to assist them in these endeavors. Think of Naviance as an **Online Organizer** between school and home.

The Academic & College Planning Department utilizes the data you record in Naviance to enhance your post-graduate plans. We encourage you to utilize the program, and to try the various college search links and career surveys to expand your knowledge and gain a better perspective on your future post graduation goals.

Naviance-Family Connection allows students to:

- **Get involved in the planning and advising process**-Build a resume, research summer enrichment programs, complete online surveys, manage timelines and deadlines for making decisions about colleges and careers.
- **Research Colleges**-Compare Grade Point Average, standardized test scores, and other statistics to actual historical data from students who have applied nationally and been admitted in the past.
- **Research Careers**-Research hundreds of careers and career clusters and take career assessments. Review results of these assessments with your Academic & College Planning Counselor. Select college major.
- **Summer Enrichment Program** Database-Academic & College Planning will post summer enrichment program opportunities and will assist all students with making application to these various programs.
- **Create plans for the future**-Create goals and to-do lists and complete tasks assigned by your Guidance Counselor to better prepare your student for future college and career goals.

- **Complete College Applications**-students will complete and submit their college applications, essay and resume online. Students will request teacher recommendations and counselor recommendations online.
- **Scholarship Database**-National and Local Scholarships will be posted.

Naviance also lets us share information with students about upcoming meetings and events such as the College Fair and/or College Representative visits to the Academic & College Planning Office. Additional information will include scheduling information, summer enrichment opportunities, local and national scholarship opportunities and other resources for academic, college and career information.

Please refer to the detailed Naviance forms at the end of this handbook for more information.

(4.6) Other Applications

Students applying to any non-Trinity programs (such as summer enhancement programs) follow the same guidelines as for college applications. Students begin the process in the Academic & College Planning Office and must have a signed Application Release Form before any transcripts or recommendations may be sent. Teachers will not complete individual reference forms until students have coordinated their applications with the Academic & College Planning Office. The student portion of the application should be brought to the Academic & College Planning Office as well and will be included in the packet of materials that is mailed.

(4.7) College Visitation

Seniors and juniors are extended the privilege of using one (1) school day per year (prior to May 1) to visit colleges to which they are applying. PSAT testing day in October provides the seniors with a second college visit day. Additional visits are to be scheduled when school is not in session. Permission forms for college visits may be obtained from the Academic & College Planning Office and must be signed by the parent or guardian first, then by all teachers before final approval will be granted by the student's counselor. Approval must be completed at least 24 hours before the planned visit. Students visiting colleges must provide the Academic & College Planning counselor with written proof of attendance.

(4.8) Medical/Behavioral Assessment

Students being assessed for learning disabilities or behavioral issues may undergo in-class evaluation utilizing input from teachers. A form for this purpose may be obtained from the Academic & College

Planning Office or from the student's physician. Completed forms will be shared directly with the clinician's office and may not be transported by parents or students. Students undergoing assessment or therapy may be required to sign a "Release of Information" Form to facilitate effective communication between school and an outside agency.

(5) Regulations

(5.1) Student Responsibilities

Every student attending Trinity High School must fulfill certain basic responsibilities. These include (but are not limited to):

- arriving to school on time
- arriving on time and remaining in classes or study halls
- participating in classes in an appropriate manner
- adhering to the school honor code
- conforming to all school policies
- refraining from inappropriate conduct or language

(5.2) Parental Responsibilities

Parents of Trinity students are expected to support the school in the implementation of its policies and to provide the students with the guidance and home environment necessary to succeed and grow as they are challenged by the school's programs. Proper channels of communication will ensure a more effective partnership between parents and teachers/coaches. Parents are expected to remain current with their student's progress through Family Portal. Parents may arrange meetings via email and/or voicemail so as to allow for effective use of time on the part of parents and teachers alike. (See "Conflict Resolution") Parents may request alternative readings (novels & short stories) for reasons relating to specific objections. The request must be made in writing to the principal with the specific objections noted.

Diocese of Manchester Catholic Schools Statement on Parental Partnership in Education

Parents are the primary educators of their children; this is an essential tenet of the Catholic faith¹. We, the teachers and administrators of the Diocese of Manchester, consider it our privilege to work alongside you in the education and formation of our Catholic school students.

When you choose to partner with our Catholic schools, we both commit to a collaboration of effort and good will, opening the door to a world of goodness, truth and beauty. Your child will experience the

transformative effect of God's love in his or her life and you will be amazed at the ways it touches others, both in and outside of school.

Parents have both the right and duty to act as role models – physically, mentally, and spiritually – and a good example is the strongest teacher. Your personal relationship with God and your active involvement in the school community will influence the ways in which your child relates to God and others. It will enhance their education and create the next generation of societal leaders. The Catholic values and Christian behavior taught in our schools will take root in your child if they are also demonstrated at home. The Diocese of Manchester Catholic Schools will provide resources throughout the year which will seek to support and affirm your responsibility as the first educator of your child.

In our schools, we gladly welcome students of all faiths, at all stages along the journey to faith, and we need parents to support us according to our mission. Catholic schools will continue to be transparent about expectations, curriculum, and every aspect of our committed partnership. Students may not “opt out” of religion class, Mass, rosary, or any other of the Catholic practices that distinguish our Catholic schools from their secular counterparts. It is for the benefit of every child, in a true spirit of evangelization, that devotions are taught and required for all students.

During their formative years, your child needs constant support at home as well as at school to develop his or her moral, intellectual, social, cultural, and physical endowment. Parents and teachers must trust the sincerity of the efforts of their educational partner in the quest to nurture and challenge each student to reach his or her potential. We follow the Catholic principle of subsidiarity; that is, concerns should always be brought, first, to the staff member, teacher, or administrator that the parent has the concern with. It is vital that both parents and teachers model respect. Open and two-way communications between family and school are foundational to your child's growth and accomplishment.

Students are naturally eager to grow and learn. Sometimes, in the process of maturation, new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and structure. At times, your child may perceive structure as restrictive. However, we believe appropriate boundaries and limits provide children with much needed guidance and security. It also provides the best learning environment, where everyone can learn free from distraction. As a partner, we will work alongside you, to uplift you in your role as primary educator, while creating an atmosphere where students can best be readied to achieve academic and personal success.

Nothing is more important, or more beautiful, than the task of forming knowledgeable, kind, effective and moral citizens of tomorrow. We are honored to have earned your trust, encouraged by your strong commitment, and we look forward to working alongside you.

¹ Catechism of the Catholic Church §2223

(5.3) Attendance Policy

The Trinity Mission Statement calls upon parents, administrators and teachers to develop the whole student, including the formation of responsibility. Parents of Trinity students expect certain guidelines and policies which create the best learning environment for their children. One of the primary responsibilities of students is to arrive at school on time and to attend school every day that school is in session.

Excusable Absences:

If a student has an excusable absence or anticipates an excusable absence, the student may seek permission for additional time to complete the make-up work. Should additional time be granted, the student must meet with guidance to devise a plan for completion.

The following are examples of excusable absences:

- Illness/Injury (Documentation provided by health care professional)
- School Sponsored Activity
- Court Summons
- Medical and Dental Appointments (Documentation provided by health care professional)
- Death in the family
- College visitations
- Military appointments

Extended Absence Forms:

Extended Absence Forms are available through the student's Academic & College Planning counselor for anticipated absences of three school days or more. This form allows teachers to provide the student with upcoming assignments. Sanctioned school activities (games, field trips, etc.) are not considered to be absences from school. If the extended absence is not excusable, the student must complete and submit all missed work upon return to the school. No additional time or extra help will be allowed for students whose extended absences are not approved.

Attendance Review:

Any student who reaches ten absences per semester or fifteen absences per year will be subject to an administrative review. Possible consequences could

lead to no credit being received for the semester or year course or courses.

(5.4) Reporting Absence

If it is necessary for a student to stay home from school because of illness or for an emergency, **a parent or guardian must call (603-668-2910, ext. 211) or email (attendance@trinity-hs.org) the school** between 7:00 A.M. and 8:30 A.M., giving the following information:

1. the student's name, homeroom & year of graduation
2. the reason for the absence
3. the name of the caller or emailer

Medical appointments should be scheduled after school.

Email or written notification (notes) is necessary for student absence, tardiness, or early dismissal.

Should the absence not be reported by a parent or guardian, the student will be considered truant. (See Section 7.23)

(5.5) Absence & Participation in School Activities

Students absent from school or from two or more class periods without prior permission from the administration will not participate in athletic or other co-curricular programs on that day. Students who are dismissed early due to illness will not participate in extracurricular activities that day. The student's health is of paramount concern to the school.

(5.6) Student Identification Cards

Each student is issued an I.D. card at the beginning of the school year. Students are expected to present their I.D. cards when reporting late to school and when returning to school after an absence. Should a student lose her or his I.D. card, a \$5.00 replacement fee will be charged to the student.

(5.7) Make-Up Work

When a student is absent for one or two days, he or she must obtain missed assignments and class work from classmates as this is often the timeliest method of obtaining such assignments. It is the responsibility of the student to make up all work missed.

In the case of a single day's absence or an unapproved extended absence, all work is due upon return to school. For approved extended absences, the teacher and guidance counselor will decide as to the appropriate amount of time for make-up.

Work which was assigned prior to the absence and due on the day of the absence must be passed in upon a student's return to class.

Students absent on the day of a quiz or test must make arrangements with the teacher on the day of return for make-up.

Students may not be given tests or quizzes in advance of an absence without prior permission from the administration.

Students late for school must make arrangements with the teacher that day to make-up any missed work.

Any student who is dismissed early from school or arrives tardy is accountable for all work done in the classes he or she missed that day. Students are expected to submit any work that was due for the classes either after they arrive tardy or prior to their dismissal. Any missed assessments are to be made up at the teacher's convenience.

(5.8) Perfect Attendance

Perfect attendance is defined as never being tardy, never being dismissed before noon, and never being absent from school. Perfect attendance certificates are awarded to seniors for recognition of four years of perfect attendance.

(5.9) Tardiness

Students are expected to arrive to school and class on time. Students who arrive to first period class after the beginning of the morning attendance period will be considered tardy for school and must report directly to the attendance office for a classroom admit slip. The admit slip must be presented to the first period classroom teacher.

If a student is tardy for class, the teacher will take appropriate measures, including detention. Habitual tardiness will result in more extensive consequences as deemed appropriate by the assistant principal.

(5.10) Requests for Early Dismissal

Appointments should not be made during the school day. They should be made after school, Saturdays or on holidays. In case of an emergency, a parent/guardian may request early dismissal by phone, email (attendance@trinity-hs.org) or by written note delivered to the main office prior to the start of the school day. Phone requests will be verified prior to dismissal. Students must sign out in the main office before leaving.

The administration reserves the right to refuse or grant any request for early dismissal.

(5.11) Leaving School Grounds

Students are not to leave the school property without permission from the main office. **Violation of this regulation is a most serious offense and will result**

in an internal detention assignment for the first offense. Parents will be notified. Further offenses will result in a parent conference and stronger disciplinary measures, such as external suspension and possibly expulsion from the school.

(5.12) Accidents

Any accident occurring on school property or on a school-sponsored trip or other school-related activity must be reported to the health office as soon as possible but no later than 24 hours after the incident. A “Diocese of Manchester Report of Student Accident” form is provided in this handbook and may be printed out for this purpose.

If there is a claim for reimbursement, the “Notification of Injury” form provided in this handbook should be completed and mailed with invoices as stated on the upper left of the form. Additional copies of this form may be obtained through the Business Office, Ext. 217. (See Insurance Coverage).

(5.13) Assemblies

Assemblies and liturgies are held in the Gymnasium or Chapel periodically during the school year. All students must attend assemblies and liturgies. In the instances where the assembly or liturgy occurs during an early dismissal period, seniors will forfeit early dismissal privilege and remain with the school community. Students are required to behave properly at all assemblies.

(5.14) Dress Code

It is the belief of the administration and the faculty that a student dress code is an important means of teaching students to dress appropriately in a work environment.

Clothing of a school-appropriate fashion, size and modest nature is always required. Bizarre fashions, hairstyles and hair colors are never permitted.

Any symbols/messages or dress which the administration deems questionable, inappropriate or contrary to the teachings of the Catholic Church will not be allowed.

Boys: (Regular School Day Dress)

Male students will wear collared shirts which are long or short sleeve and Docker-style pants or dress pants. Shoes, sneakers and sandals are allowed. Belts are also required. Sweaters and sweatshirts are allowed over a collared shirt. There are no restrictions on colors of shirts, slacks, sweaters, or sweatshirts. Shirts **must always** be tucked in and buttoned. Any shirt worn as a

collared shirt must be tucked in. Turtlenecks may be worn.

As an example, the following items are never allowed, even on dress-down days: sport sandals, gym shorts, tank tops and other items as Administration deems inappropriate. Shorts are only allowed by administrative announcement.

On dress-up days, ties must be worn with a dress shirt and pants. Sneakers are not permitted on dress-up days.

No outerwear will be worn in the building during school hours. No hats, hoods, bandannas or other forms of headwear will be worn in the building.

Girls: (Regular School Day Dress)

Female students will wear shirts or blouses (not T-Shirts) that have long or short sleeves - not sleeveless. Shirts which are not cut so as to be tucked in will be allowed if they are long enough so as to prevent any midriff from showing whether the student is standing or sitting down. Sweaters and sweatshirts are allowed over an appropriate shirt. Turtlenecks are permitted.

Docker-style slacks, dress pants or full-length skirts. Full-length skirts are considered to be those which are waist-high so as to allow the shirt to be tucked in and long enough so as to reach the bend of the knee. Capri pants are allowed. Dresses of a professional style are allowed.

Sneakers are allowed. Shoes, dress sandals, and sneakers are permitted for footwear.

As an example, the following items are never allowed, even on dress-down days: Stretch pants, gym shorts, sport sandals, tank tops, rompers and other items as Administration deems inappropriate. Shorts are only allowed by administrative announcement.

On dress-up days, female students may not wear polo shirts, sneakers or leggings. Female students are also required to wear an appropriate length skirt or dress or dress slacks.

No outerwear will be worn in the building during school hours. No hats, hoods, bandannas or other forms of headwear will be worn in the building.

When in doubt bring it in; don't wear it in.

The administration will entertain no challenges to its judgment on school dress or to any clarifications or revisions made during the school year.

Students out of dress code will be assigned detention. Repeated infractions will result in a mandatory parent meeting with the administration and may result in further consequences.

(5.15) Dress-Up Days

On days when Liturgies are scheduled and for other special occasions, students will be required to dress accordingly. Students are required to remain in “dress-up” mode for the entire day.

(5.16) Dress-Down Days

On days designated by the administration, students will be allowed to dress down. Students will be allowed to wear blue jeans and T-shirts. **Students may not wear clothing with messages that are inappropriate or contrary to the teachings of the Catholic Church, relate to drugs, alcohol, sexual topics or which display messages which are rude or in bad taste. Professionalism is always expected.**

(5.17) Restricted Areas

Students are not allowed in the school building without faculty/coach supervision. The Gym is off limits to all students during the school day unless assigned to Physical Education class, silent study in the gym, or when attending an assembly. Locker rooms are also off limits during the school day unless students are changing for gym class. After school, only those students preparing for sports are allowed in the locker rooms. Students are not allowed in the weight-lifting room without a supervising coach. Students may not be in the hallways after class begins without a pass.

Students are not allowed access to classroom computers without the express permission and direct supervision of the teacher.

Students are not allowed outside the classroom building during the school day without the permission of a teacher, coach or administrator.

(5.18) Personal Electronic Devices

Personal electronic devices such as cell phones, tablets, iPods, iPads, etc., are to be used only in accordance with school-wide, classroom, and study hall rules. Students are not allowed to use personal electronic devices in hallways, stairwells, restrooms, assemblies/liturgies, or any other areas or times determined by the administration to be inappropriate. Although students are allowed cell phones and other personal electronic devices, teachers may “collect” these items during class time to avoid distractions or inappropriate use of these devices.

Parents should call the school directly at 603-668-2910, ext. 211, should an emergency arise requiring that their student be contacted. In this way, school personnel will be informed of the emergency and can be available to assist the student.

Students found to be transmitting or recording images/recordings of school personnel, students, school

materials or school events without the express permission of the administration will face disciplinary action, including the possibility of expulsion. Students found to be transmitting or recording material of a morally or ethically objectionable nature will face disciplinary action, including the possibility of expulsion. This policy includes any behavior that the administration considers to be contrary to the mission of the school, including identity theft and/or misrepresentation.

(5.19) Gambling

Gambling of any kind is prohibited. No card playing is allowed during the school day, regardless of the nature of the game.

(5.20) Public Displays of Affection

Inappropriate couples’ behavior is contrary to an atmosphere consistent with the mission of the school.

(5.21) Bus Rider Regulation

Trinity students are always expected to behave as ladies and gentlemen. Behavior on buses is no exception. Students who are uncooperative or disruptive will not be allowed to ride the buses.

(5.22) Cafeteria

Order, cleanliness and courtesy are considered essential behavior. Students are expected to behave like ladies and gentlemen, to be courteous to those serving food and to clean up after themselves without being told to do so.

Students are only allowed to purchase food/beverages from the cafeteria during their assigned cafeteria study halls or during their assigned lunch period.

(5.23) Cheating

The administration and faculty consider cheating a serious violation of trust. Students violating this trust will be held responsible for their actions. The teacher will notify parents of the incident. It will result in a grade of zero for the activity (tests, quizzes, assignments, etc.) and will be reported to the administration. Further sanctions may be imposed by the administration in accordance with the severity of the incident.

(5.24) Plagiarism

Plagiarism is the use of another person’s words or ideas without properly indicating the source. Proper documentation of sources (including computer software, and information from the Internet) is an essential skill for students to develop.

Plagiarism (intentional or unintentional) gives the impression that the student is trying to pass the work

off as his or her own. This is dishonest and is a form of cheating. In printed books it is a violation of copyright law. Teachers know the style and vocabulary of which students are capable and are quick to note signs of a mature writer or stylistic qualities which are beyond the power of a high school student.

Indirect quotation (paraphrasing) must also be properly cited as well as the use of any information which has been published by another individual.

Students are given specific instructions from their teachers as to the proper documentation of information for research papers and other assignments. These instructions must be followed exactly to avoid plagiarism and penalties for cheating.

(5.25) Lockers

Students are assigned lockers for their use during the school year. Students may not change lockers at any time. Students are responsible for keeping their valuable property properly identified and stored for safe keeping. Students are strongly advised to place locks on their lockers and to keep them locked at all times. Students are discouraged from sharing their locker or locker combination with others. The school is not responsible for lost or stolen articles. The school has the obligation to maintain a safe environment, and where there is suspicion of a condition which endangers the health and/or safety of any student, the school reserves the right and has an obligation to examine locker contents. The locker is and remains the property of the school.

The lockers are wide enough to accommodate backpacks. Students are strongly advised to store backpacks in their lockers and to carry only those items required for class. Backpacks and athletic equipment bags must never be left in hallways, restrooms or in classrooms where they will obstruct traffic.

Students must not leave any food or beverages in their lockers after the lunch period as such items become health and sanitation problems.

Students will be held financially responsible for damage done to lockers.

(5.26) Restrooms

The school provides clean and neat rest rooms for all students. Everyone is expected to keep these rooms orderly. Girls' bathrooms are located on the basement and second floors; the boys' bathrooms are located on the first and third floors. Students are expected to use the bathroom facilities in a timely manner and should not linger in the restrooms.

(5.27) Parking/Driving Safety

Students who choose to drive to school are responsible for arriving on time. The area in front of Alumni Hall and immediately to the rear of the school building is reserved for teachers and visitors. Limited student parking (seniors first) is available on school grounds for a fee of \$60.00 for the school year.

FIRE LANES MUST BE KEPT CLEAR AT ALL TIMES

Parking on school grounds and in front of the school is a privilege which will be lost when students do not follow parking directions.

Students must drive on and around the school campus in a safe and responsible manner. Failure to do so will result in the loss of school parking privileges and may result in further disciplinary action.

Parking violators will be towed at the owner's expense. Students who operate their vehicles in a reckless or unsafe manner will be forbidden from parking on school grounds or in front of the school, and parents will be notified. Upon arriving on school property, students will leave their cars promptly and enter the school building. The parking lots are off limits to all students without permission from the administration. Students are not allowed to park in the school parking lot or in the street in front of the school evenings and weekends when no school activities are planned.

(5.28) Dances

All dances must be approved by the administration and by the sponsoring group's faculty advisor. The Student Council is responsible for coordinating all dance dates with the administration. With the exception of the Semi-Formals and Prom, students **are not** allowed to bring guests from other schools to Trinity dances. The administration reserves the right to disapprove of any student guest at dances or any other school activities. **Once admitted, students may not leave the dance unless they are leaving for the evening. Students will not be admitted during the last hour of the dance.**

Students are expected to be dressed and to dance in an appropriate and dignified manner.

(5.29) Printed Matter or Posters

Distribution of printed matter or posters must receive administrative approval before being circulated or posted. Once approval has been given, students are responsible for posting signs **only** on bulletin boards. **Signs or posters are never to be taped to walls and doors.** All signs and posters are to be removed immediately after the event announced.

(5.30) Equipment and Facilities

Students should take pride and care of facilities and equipment. Damage or theft of any equipment or school property must be compensated for by the parents of the student(s) involved. Damage of a malicious nature or theft will be considered a very serious matter and will be severely dealt with including notification of law enforcement officials.

(5.31) Field Trips

Students must adhere to all school policies and regulations including proper dress while on trips sponsored by the school. The school reserves the right to refuse permission to any student to participate in a field trip if it is felt that his or her conduct would reflect unfavorably on the school. Students are required to present a permission slip signed by a parent or guardian and verified by the advisor planning the trip. Each teacher must indicate that the student's academic standing is such that he or she can afford to miss classes. A trip is not considered to be school sponsored if prior permission for the trip has not been given by the Assistant Principal. A copy of the school's permission form is included in this handbook. In some cases, a student may need to copy it. Students who fail to submit the proper form one full week in advance will not be allowed to participate in the field trip. Telephone calls or other written notes cannot be accepted in lieu of this form.

(5.32) Fire Drills

Fire Drills are held periodically. A fire evacuation plan is posted in each room. Students should familiarize themselves with the exit routes. Once the fire alarm is sounded, students will move quickly, carefully and quietly with the teacher out the assigned exit. **NO RUNNING IS ALLOWED.** The first student to reach the outside doors should hold them open until all have left the building. Students will report to the designated areas at least three hundred feet from the building and remain there until given the signal to re-enter the building.

(5.33) Fundraising

Proposals for fundraising activities for all athletic teams and booster clubs must be submitted to the Athletic Director.

Proposals for all fundraising activities for all non-athletic co-curricular organizations must be submitted to the Student Council.

Proposals for fundraising activities which extend beyond the current school community (current students and their families, teachers) must first be approved by the Principal.

All proposals must be submitted in writing on the appropriate form at least four weeks in advance of the activity.

The Principal has final discretion on all fundraising activities.

(5.34) Study Hall

Study halls are a time for students to get ahead on their assignments. Students should not attempt to complete homework in study which is due the same day. When the schedule permits, some studies will be designated as silent studies for underclassmen and students on any form of probation

(5.35) Semester & Final Exams

Schedules for exam days differ from the normal daily schedule. Parents should consult the school calendar, to arrange for student transportation. Students are allowed to dress down for exams. Students are not required to attend study during the exam period.

(5.36) Senior Exam Exemptions

Seniors with a second semester average of "A" or better for a year-long course may request from the teacher an exemption from that course's second semester exam. Exam exceptions may also be requested for semester courses wherein the student has met the academic criterion. The teacher always has the option of requiring students to take an exam. Students with 7 or more school tardies for the second semester will be refused any exam exemptions. Students with 7 or more absences will be refused exam exemptions.

(5.37) COVID Regulations

Trinity will follow guidance from the Diocesan School Office, the NH DHHS and the CDC.

(6) Technology Policy

As part of the Trinity High School mission to prepare its students for college and beyond, we are dedicated to educating our students toward responsible, ethical, moral, intelligent, and effective use of technology in all its forms.

Acceptable Use

Trinity's technological resources must be used in a manner that is consistent with the mission and honor code of Trinity High School and in adherence with all federal and state regulations. The use of all Trinity resources is a privilege, not a right, and inappropriate use will result in disciplinary action.

Security

All users must recognize the value of technological resources and the possibility of theft and damage and

take appropriate measures with regard to the safety and security of the equipment. The student will be responsible to pay to repair or replace his or her school-issued device.

Privacy

Parents and students bear the responsibility regarding the use of all technology. The faculty, staff, and administration reserve the right to address any images, communications, or activities that are contrary to the mission and honor code of Trinity High School. School administrators, faculty, and staff do not monitor the content of electronic devices or social media pages. However, the administration will address any behavior brought to its attention due to its impact on school life.

(7) Discipline

(7.1) Behavior

Trinity High School students are expected to act as ladies and gentlemen at all times. They should treat others as they would have others treat them. A key element of Catholic education is the building of a community which is only accomplished through respect for one another. At all times, students are to display a respect for others and themselves in language and action consistent with the teachings of the Catholic Church. Whether during or after school hours, students whose conduct reflects detrimentally on the Trinity Community will be held accountable by the administration.

Misbehavior is **never** excused as a result of learning disabilities or behavioral disorders. Students affected by disabilities or disorders to the extent that they are unable to behave appropriately will be asked to withdraw from the school.

(7.2) Detention

Students will be assigned classroom detention for infractions committed during school hours. They will be given 24 hour notice for classroom detention. The teacher will determine the duration of the detention up to one hour. Detention takes priority over all extracurricular activities and events. Students who fail to report for classroom detention will be assigned office detentions and parents will be informed. When verbal warnings and classrooms detentions are insufficient to correct the behavior, the administration will invoke more serious consequences and the student will be placed on **disciplinary probation** which is documented in the student's permanent file.

(7.3) Saturday Detention

Saturday detentions will be assigned for infractions deemed by the assistant principal to be of a serious

nature or for any chronic infractions. Saturday detention will begin at 8:00 AM and will end at noon. The students will be assigned work for the duration of Saturday detention.

(7.4) Student Hazing

Under the provisions of RSA 631:7, student hazing is strictly prohibited and punishable by law. Hazing is the "coercion or intimidation of a student to act or participate in or submit to any act, when such an act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and when such an act is a condition of initiation into, admission into, continued membership in or association with any organization." Hazing is not tolerated at Trinity High School or at any THS-related activity, and any such incidents will be dealt with severely with respect to any coach, faculty member and/or students involved.

(7.5) Stalking

As defined by RSA 633:3-a, stalking means: "to follow another person from place to place on more than one occasion for no legitimate purpose with the intent to place such person in fear for his (or her) personal safety or to appear on more than one occasion for no legitimate purpose in proximity to the residence, place of employment or other place where another person is found with the intent to place such person in fear for his (or her) personal safety, or to follow another person from place to place on more than one occasion for no legitimate purpose under circumstances that would cause a reasonable person to fear for his (or her) personal safety, or after being served with or otherwise being notified of a protective order that prohibits the person from having contact with specific individuals..." Stalking or any other form of harassment is not tolerated at Trinity High School. Students guilty of such activity will be expelled.

(7.6) False Public Alarms

"Any person who directly or indirectly communicates to any governmental agency that commonly deals with emergencies involving danger to life or property a report known by him to be false regarding a fire, explosion, or other catastrophe or emergency, shall be guilty of a misdemeanor." RSA 644:3

(7.7) False Fire Alarms

"Any person who knowingly gives or aids or abets in giving any false alarm of fire, by any means, is guilty of a misdemeanor." RSA 644:3-a

Should any bodily injury result from a false fire alarm, the perpetrators will be guilty of a class B felony.

Trinity High School will comply fully with the reporting of any persons guilty of making false alarms

and will treat any such incidents with great severity, including expulsion.

(7.8) Bullying

As Catholics, we believe that everyone is created by God and loved by God. As followers of Jesus, we are called to value other people's dignity and to treat them with respect just as Jesus did. Bullying of any kind goes against our call to be like Jesus and it is never acceptable.

Trinity High School is committed to providing all students with a safe school environment in which all members of its community are treated with respect. The school believes that protecting against and addressing bullying is critical for creating and maintaining a safe, secure and positive school climate and culture; supporting academic achievement; increasing school engagement; respecting the rights of others; and upholding our Christian values.

The President or President's Designee is responsible for ensuring that the Anti-Bullying Policy is implemented.

1. Definitions

Bullying means a single, significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:

- Physically harms a student or damages the student's property; or
- Causes emotional distress to a student; or
- Interferes with a student's educational opportunities; or
- Creates a hostile educational environment; or
- Substantially disrupts the orderly operation of the school.

Cyberbullying means bullying conduct (as defined above) that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, video games, and websites.

2. Statements of Prohibition

Bullying and cyberbullying shall not be tolerated and are hereby prohibited.

Trinity High School reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school

property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

False Reporting- A student found to have knowingly made a false accusation of bullying may face disciplinary or remedial action within the discretion of the principal or principal's designee.

Retaliation- Retaliation or false accusations against a victim, witness, or anyone else who in good faith provides information about an act of suspected bullying or cyberbullying is prohibited. Any student found to have engaged in retaliation against those described above shall be subject to disciplinary action.

If an alleged victim or any witness expresses to the administration or other staff member that he/she is fearful of retaliation, the President or President's designee shall develop a plan to protect that student from possible retaliation.

3. Reporting Incidents of Bullying

Note: The identity of the reporter will be protected unless otherwise required by State or Federal law.

a. Reporting During School Hours

Reporting by Students-

Any student who believes that he/she has been the victim of bullying should report the act immediately to a teacher or to any other school employee.

Any student who has knowledge of or observes bullying of another student is encouraged to report the bullying to a teacher or to any other school employee. If a student is unsure whether an incident learned of or observed may constitute bullying, the incident should be discussed with a teacher or another school employee.

Reporting by Parents/Guardians and School

Volunteers-

Any parent, guardian, or school volunteer who suspects, has witnessed, received a report of, or has information that a student may have been subjected to bullying is encouraged to promptly report such incident to a teacher, a school employee, or the principal.

Reporting by School Employees-

Any teacher, staff member, or school employee who suspects, has witnessed, received a report of, or has reliable information that a student has been subjected to bullying or suspected bullying as defined above shall promptly report such incident to the principal or principal's designee.

b. Reporting Outside of School Hours

The diocese has provided a phone number (603-663-0178) to be used by those who wish to report suspected incidents of bullying outside of school hours. Reports made by this method will be recorded and forwarded to the appropriate school the following business day. Reporters will be encouraged to provide their names, but anonymous reports will be accepted.

4. Response to Reports

Investigation

The president or president's designee shall promptly (within 2 business days) initiate an investigation into any report of bullying or suspected bullying.

Initial Notice to Parent/Guardian

The president or president's designee shall promptly (within 2 business days) notify the parents/guardians of the reported victim of bullying and the parents/guardians of the reported perpetrator of bullying of the incident. Such notification may be made orally or in writing. A waiver of this notification may be granted by the Superintendent of Schools if such waiver is deemed to be in the best interest of the victim or perpetrator.

Timeline for Investigation

The investigation will be concluded within 5 business days. An extension may be granted by the Superintendent of Schools if necessary.

Notification to Parent/Guardian Upon Completion of Investigation

Upon the conclusion of the investigation, the president or president's designee shall promptly report the findings of the investigation to the parents/guardians of the reported victim of bullying and the parents/guardians of the reported perpetrator of bullying. Such notification may be made orally or in writing. The notification must comply with school policy and rules of confidentiality.

Written Record

A written record of any substantiated act of bullying shall be maintained by the school.

5. Disciplinary Action for Substantiated Bullying

If an investigation concludes that a student has engaged in bullying conduct prohibited by this policy, the president or president's designee shall determine the consequences on a case-by-case basis. Bullying behavior can take many forms. Accordingly, there is no single, appropriate response to substantiated acts of bullying.

When acts of bullying are identified early and/or when such acts do not reasonably require a severe

disciplinary response in the judgment of the president or president's designee, students should be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

While bullying as defined above will generally warrant disciplinary action against the student responsible for the bullying, whether and to what extent disciplinary action is required is a matter for the discretion of the president or president's designee. The goal is for the child responsible for the bullying to receive redemption, learn, and refrain from bullying others in the future. Any disciplinary or remedial action shall be designed to correct the problem behavior, prevent future occurrences of such behavior, protect the victim, provide support and assistance to the victim and perpetrator, and prevent the likelihood of retaliation.

Nothing in this policy prevents the school from taking disciplinary action against a student for conduct that does not meet the definition of bullying or cyberbullying but nevertheless is inappropriate for the school.

6. Notification

Handbooks- Trinity High School will provide notice of this Policy to students, staff, parents/guardians, and volunteers via student and employee handbooks.

Training-

Students shall participate in education programs which set forth expectations for student behavior and emphasize an understanding of bullying, the school's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and shall lead to discipline.

Parents- Periodically, the president or president's designee shall provide parents/guardians with information about bullying.

Staff and Volunteers- The president or president's designee shall develop appropriate methods of discussing with staff and volunteers the meaning, substance, and application of this Policy and the importance of promoting a positive school climate to minimize the occurrence of bullying.

(7.9) Sexual Harassment

The Roman Catholic Diocese of Manchester, Department of Catholic Schools, seeks to maintain an educational environment which honors the integrity of every person and promotes an atmosphere of mutual respect free of sexual harassment.

Sexual harassment of any employee or student, by any employee or student, or by any other person with whom an employee or student may interact in

connection with school responsibilities or activities, is prohibited by state and federal law and will not be tolerated in our schools.

Sexual harassment, as it has been defined by state and federal law, includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or other conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of employment or educational advancement; or
2. Submission to or rejection of that conduct or communication by an individual's employment or educational status; or
3. That conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or educational status; or
4. That conduct has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment.

Sexual harassment may include, but is not limited to:

- unwelcome verbal (usually, but not necessarily, of a sexual nature) harassment or abuse, including teasing, joking or making derogatory or dehumanizing remarks;
- subtle pressure for sexual activity;
- sexual contact or other inappropriate contact,
- physical violence or abuse including leering, inappropriate patting or pinching, or other forms of unwelcome touching, attempted rape, and rape;

NOTE: Rape and any other criminal matters are reported immediately to local police.

- intentional brushing against a student's or an employee's body;
- displaying offensive pictures, posters, T-shirts, or other graphics;
- demanding sexual favors accompanied by implied or overt threats concerning an individual's educational or employment status; and
- demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's educational or employment status.

Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct that has sexual connotations, will not be tolerated. Depending upon the circumstances and degree of the harassing behavior, the offender may be disciplined, including discharge of a school employee from employment or expulsion of a student from school.

Two individuals (complaint managers) have been designated to receive complaints of harassment and sexual harassment. The school's complaint managers are the Assistant Principal (Ms. Risdal) and the Director of Academic and College Planning (Mr. Mullen). The selection of two individuals (one male and one female) for this purpose is to allow those making complaint (complainants) to do so with someone of the same sex. Should a complaint be made against one of the designated complaint managers, the complainant may request from the principal an alternative complaint manager. Further information regarding the complaint procedure will be provided to complainants by the complaint managers.

In addition to this process, if anyone suspects abuse by a priest, deacon, member of religious institute, employee or volunteer of the Diocese of Manchester, they are asked to contact:

The State of New Hampshire

Division of Children, Youth & Families

(800) 894-5533

The Delegate of the Bishop of Manchester

(603) 669-3100

Anyone who needs to talk to someone about child abuse in the Church may contact:

New Hampshire Catholic Charities

Consultation and Counseling Services

1-800-475-5585

(7.10) Reporting Child Abuse

Trinity High School complies fully with RSA 169-C:30 whereby an immediate report of suspected child neglect or abuse will be made to the Division for Child, Youth and Families.

Immunity from Liability:

Anyone participating in good faith in the making of a report of child abuse is immune from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant has the same immunity with respect to participation in any investigation by the division (Child & Youth Services) or any judicial proceeding resulting from such a report — NH RSA 169 - C:31.

(7.11) Drug Free Zone

“Except as otherwise provided by law, it shall be unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, dispense, or compound any controlled drug or its analog, within a drug-free zone at any time of the year.” RSA 193-B:2

(7.12) Drugs / Alcohol

Students found in possession of illegal drugs or alcohol on school property or at any Trinity event may be subject to immediate expulsion and prosecution under the law. Additionally, when the administration becomes aware of any student who possesses, consumes, purchases, or in any manner transports drugs or alcohol off school property, that student will be subject to immediate suspension, pending further investigation. A parent conference will be held at the conclusion of the suspension. The administration will make a determination as to the subsequent course of action.

Students found to be hosting parties where alcohol or drugs are present will receive severe consequences. Parents responsible for such parties will be reported to the authorities.

Trinity High School reserves the right to test students at their own expense for drugs and alcohol randomly or in the following circumstances: (1) the student exhibits drug or alcohol influenced behavior; (2) the student has a history of drug or alcohol use at Trinity High School; (3) there are significant changes in the student’s academic or social functioning; (4) there are signs of psychological distress; or (5) upon written request by the parent(s) of the student.

If a student tests positive for illicit substances, whether or not the substance was used on school grounds or at school related events, the student will be considered in violation of school policy and will be subject to appropriate disciplinary action, up to and including expulsion from the school

Students who approach a teacher, Academic & College Planning counselor or administrator, seeking help with an alcohol or drug use problem will be assisted (1) in discussing the problem with parents and (2) obtaining professional counseling. This assistance will not be afforded to students who are found with drugs or alcohol in their possession.

“No person (*adult or minor*) shall drink or have in his possession any intoxicating beverage while in attendance, as a spectator or otherwise, at any place where a school interscholastic athletic contest is being conducted. Whoever violates the provisions of this section shall be guilty of a misdemeanor.” RSA 571-C:2

(7.13) Prescription Medications

All prescription medications brought into the school must be registered with the Health Officer who will establish an appropriate protocol for administration of medications during the school day.

No medication will be dispensed unless the medication is delivered to the school in the original pharmacy container, along with a physician’s written order and written parental permission. This regulation applies to over-the-counter as well as prescription medication. The *only exception* to this policy is the administration of Tylenol which *requires a special parent permission form* to be completed at the beginning of each school year. Students who carry inhalers, epipens or insulin are required to submit the same written authorization. Forms may be obtained from the school health office or from this handbook. New forms will be required each academic year.

Students in possession of prescription medications outside these parameters will be subject to disciplinary action. Misuse of prescription medication is a serious matter which will incur disciplinary action.

(7.14) Student Arrest

If the administration becomes aware of a student’s arrest for any alleged illegal activity, that student will be suspended immediately, pending further investigation. Parents are required to arrange for a meeting with the administration at the conclusion of the suspension and before the student’s readmission to the school. The administration will make a determination as to any subsequent course of action.

(7.15) Behavior at Other Schools

If a student is referred by another school for inappropriate behavior, appropriate consequences will be imposed. Included in those consequences will be a written apology from the student to the principal of the referring school.

(7.16) Inappropriate Language

Offensive language of any kind in school or at school events will not be tolerated and will result in consequences deemed appropriate by the assistant principal.

(7.17) Theft/Vandalism

Trust is one of the most important elements of any community — especially a Christian community. Students who steal or commit any acts of vandalism are guilty of a serious offense against the individual victim(s) and against the total school community. “Any person convicted of an act of theft, destruction, or violence ... committed in a safe school zone at any time of year may be subject to an extended term of imprisonment.” RSA 193-D:3

Students are reminded that locked lockers are the only means of ensuring the security of one's property. Additionally, any valuable item may be left with the Main Office for safe keeping.

A student found to be stealing must make immediate restitution. The student will receive suspension from school. If the student holds any office (Student Council, NHS, Class Office, Sports, Other Co-Curricular Activities), that student will be removed from office.

The administration reserves the right to expel any student for what it considers to be an offense of a major or ongoing nature.

(7.18) Fighting or Violent Behavior

Any form of violent behavior, including fighting, is in direct conflict with the mission of this school and may result in expulsion of students who initiate/instigate violence or respond to physical confrontation beyond what the administration deems to be self-defense. Students should seek guidance to resolve conflicts and not resort to a physical display of anger. Threats of violence will result in appropriate disciplinary action and/or counseling. Repeated threats of violent behavior will result in dismissal from the school.

(7.19) Weapons

Students who bring weapons on school property or to any school-related event will be subject to immediate expulsion in accordance with RSA 193-D:2 and RSA 193:13. Students who bring look-alike weapons to school may be suspended and/or expelled from school.

Students are advised that the following items are **ALL** considered weapons (including look-a-likes):

- guns (including pellet guns)
- knives (any kind and with any size blade)
- weapons of any kind

The use of any implement in a weapon-like manner will be subject to the same consequences imposed for the weapons listed above.

The unwarranted release of mace or pepper sprays at the school or any school-related event will be grounds for serious disciplinary action and may result in the expulsion of the student.

(7.20) Reporting of Theft, Destruction or Violence

Trinity High School complies with RSA 193-D:4 in the reporting of acts of theft, destruction or violence witnessed in a "safe school zone."

"...it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction, or violence in a safe school zone regarding the identity of any juvenile, police records relating to a juvenile, or other relevant information when such information reasonably relates to delinquency or criminal conduct, or any conduct which would classify a pupil as a child in need of services under RSA 169-D or a child in need of protection under RSA 16-C." RSA 193-D:7

(7.21) Tobacco Products/Vaping

On July 1, 1991, the State of New Hampshire passed a law making it illegal for minors (those under 18 years) to smoke or be in possession of tobacco products. House Bill 511, which became law in 2019, modified the definition for "smoking" in NH Revised Statutes Annotated (RSA) 155:65;XV, of the Indoor Smoking Act. Under the new law, smoking is defined as having a lit cigarette, pipe, or any device designed to produce the effect of smoking, including devices as defined in RSA 126-K:2, II-a. Devices may include, but are not limited to, hookahs, e-cigarettes, e-cigars, e-pipes, e-hookahs, and vape pens. In compliance with this law, no student will be allowed to possess, transport, or use tobacco products in school, on school grounds (including any and all parking areas around school grounds or at school-sponsored events). Students found in violation will may be suspended and/or expelled from the school.

The school prohibits the use of any tobacco-related products and vaping related products by students on school premises and at any school events.

(7.22) Truancy

Students are considered truant if they are absent from class or late to class without the knowledge of parents or guardians or if they leave school for a designated place (field trips, etc.) but do not arrive there, and until such time as the school receives a signed and dated note from parents/guardians. Repeated offenses may result in expulsion.

(7.23) Cutting Class

Class attendance is mandatory for all students. Cutting class will not be tolerated. If a student cuts a class, he or she will be assigned office detentions. The student will not be allowed to make-up work missed. Repeat offenses will also result in a parent conference, disciplinary probation and possible expulsion from the school.

(7.24) Disciplinary Probation

If a student has an unsatisfactory disciplinary record according to the expectations outlined in this Parent/Student Handbook, he or she is subject to be placed on disciplinary probation.

The conditions of disciplinary probation will be imposed by the assistant principal in a manner consistent with nature of the behavior.

Conditions will include:

- duration of the probation period
- specific expectations
- imposed restrictions
- consequences for failure to rectify behavior (including expulsion)

The student may be INELIGIBLE to participate in school activities, sports or co-curricular activities for the duration of the probation period. Students placed on disciplinary probation will be subject to quarterly review for continued enrollment as per the conditions indicated in section 1.4 *Continued Enrollment*.

(7.25) External Suspension

Violation of rules can merit automatic suspension. Suspended students will remain home from school when suspended. Suspended students must make up all work missed during the suspended time. Students will not be allowed to participate in or attend activities on the day suspended. It should be noted that an external suspension becomes a matter of record for the student and may affect college acceptances, scholarship awards, and/or future employment prospects.

(7.26) Withdrawal

When the administration deems that a student's behavior has not improved sufficiently, despite academic and/or disciplinary sanctions, parents will be asked to withdraw the student.

(7.27) Expulsion

Expulsion is determined by the President. Prior to expulsion, the student and his or her parents / guardians will be granted a hearing by the President. If expulsion is determined, the President shall notify the parents in writing with the reason(s) for expulsion. It will be noted on the records when a student is formally expelled.

(7.28) Eighteen Year-Old Students

All students, regardless of age, must abide by the rules and regulations of the school as specified in this handbook. If a parent/guardian signature, note or permission is required, an eighteen year-old student may not sign in the place of said parent.

(8) Co-Curricular Activities

(8.1) Definition of Activities

Co-Curricular activities consist of all athletic and non-athletic activities which are not part of the classroom curriculum

Trinity High School offers a wide variety of religious, social, cultural and athletic activities which are open to all eligible students. Eligible students are in good standing in both academics and behavior. Students are encouraged to become involved in the total program of the school by participating in activities. Information regarding these activities may be obtained by contacting advisors or coaches.

(8.2) Academic Responsibilities

Students, parents, coaches and activity advisors are reminded that the first priority for all students is academic performance. Participation in activities outside the classroom (athletic or otherwise) must not interfere with students' academic work.

Activity advisors and coaches may have access to student academic information through the Academic & College Planning Office so that they may encourage students to achieve their potential in the classroom.

(8.3) Eligibility

Students must meet NHIAA standards (cited in this handbook) and must meet behavioral standards in order to remain eligible for participation in sports and other activities.

(8.4) Vacations and Missed Practices

Any student who goes on vacation (three or more days) will forfeit participation in their sport or activity for a commensurate number of calendar days effective immediately upon return. Athletes may practice during the period of suspension but may not participate in games. Students suspended from other activities may attend meetings but may not participate in events. Absences of one or two days will be handled by the coach or advisor. Verified college visitations and school-sponsored activities are not to be considered as absences which warrant suspension from play.

(8.5) Absence and Participation in Activities

Please see Section 5.5.

(8.6) Controlled Substances

Any student found using, in possession of, or distributing any controlled substance (alcohol, drugs, steroids, etc..) will be banned from further participation

in all school activities for periods of time designated by the administration and will be subject to further disciplinary and corrective measures by the administration. See Sections 7.12, 7.13, 7.15.

(8.7) Behavioral Expectations

Students are accountable for their behavior while participating in all co-curricular and athletic activities on or off school grounds. Misbehavior in these activities may result in school consequences in addition to those imposed by an advisor or coach.

(9) Non-Athletic Activities

(9.1) Non-Athletic Activities

Trinity High School offers the following clubs and activities: Band, Campus Ministry, Drama, Chorus, National Art Honor Society, National Honor Society, Math Team, Student Council, Student Government, Robotics, Yearbook, and Youth in Government.

(9.2) Student Council

The Student Council is elected to represent each class level. The purpose of the Council is to:

- promote PRIDE, SPIRIT AND TRADITION.
- serve as liaison between the student body and the administration.
- coordinate all student activities.
- work with the administration to plan special student events.
- conduct and supervise student campaigns, elections.
- provide co-curricular activities for the entire school community.
- maintain the Student Council Bulletin Board

(9.3) National Honor Society

Selection to the National Honor Society is one of the highest honors a high school student can receive. Students are selected and invited to apply for membership by our Faculty Council, based upon the national norms of SCHOLARSHIP, LEADERSHIP, CHARACTER AND SERVICE. "The Faculty Council selects students for application who demonstrate outstanding performance in all four criteria. The Faculty Council first identifies students with the prerequisite GPA and then evaluates the candidate's performance in the areas of leadership, service, and character. While the academic criterion is important and should be considered first, membership should never be considered on the basis of grades alone. Schools that select members solely on the basis of scholarship are violating the (NHS) constitution and placing their charters in jeopardy."*

*NHS Handbook

Appeals regarding non-selection must be made in writing to the President. Each student's eligibility for membership in NHS is subject to periodic review. Members who fail to uphold the criteria will be removed from NHS.

SCHOLARSHIP - Scholastic ability is based on a Weighted Grade Point Average (GPA) of 3.60. All scholastic records will be reviewed, including the semester prior to induction. Membership is limited to juniors and seniors. Grades from the freshman and sophomore years are included in each student's initial assessment.

SERVICE -

- service for school, parish or community without pay or reward.
- willingness to render service to the school and community.
- willingness to do committee or staff work.
- readiness to show courtesy by assisting visitors, teachers and students.

LEADERSHIP -

- demonstrate leadership in the classroom organizational work.
- demonstrate leadership in promoting school activities.
- hold School Office or positions of responsibility.
- exemplify positive qualities and attitudes.

CHARACTER -

- meet pledges and responsibilities to the school promptly.
- demonstrate highest standards of honesty and reliability.
- cooperate with school regulations and policies as stated in the Calendar / Handbook.
- demonstrate a concern for others.

Invitation of NHS is extended only in the fourth quarter. NHS induction occurs once per year at the May induction.

(10) Athletics

(10.1) Athletic Department Mission

The Athletic program at Trinity High School strives to develop the whole person and to reinforce the same values found in the academic program, such as mutual respect, fellowship, excellence, fairness, service, and the search for the truth. In this way the athletic program is understood to be an integral part of the over-all educational mission of Trinity High School.

- a) Through participation in sport, Trinity students will learn respect for teammates, opponents, officials and coaches, while striving to improve their skills throughout the season.
- b) The Trinity Athletic program will reinforce and extend habits of excellence that are first experienced through the academic program, and it will install a work-ethic to develop athletic ability and competitiveness.
- c) Through the example of the coaches' dedication, and the development of teamwork and spirit, the value of service to others will be reinforced.
- d) The Trinity High School Athletic program will adhere to the NHIAA Mission Statement and Code of Ethics, with special emphasis on teamwork.
- e) Trinity athletes will be mindful of the fact that they represent the school in every aspect of athletic involvement.

(10.2) Athletic Program

As part of the total educational program, Trinity High School is proud of its extensive athletic program. The teams participate in interdivisional competition on the Varsity and Junior Varsity levels, according to the policies and procedures of The New Hampshire Interscholastic Athletic Association.

The following sports are offered — for Boys: Football, Soccer, Basketball, Baseball, Hockey, Tennis and Lacrosse. For Girls: Soccer, Volleyball, Basketball, Hockey, Softball, Tennis, Cheerleading, and Lacrosse. Co-ed Teams: Golf, Cross-Country, Crew, Track (Winter & Spring), and Skiing. Our program encourages the development of such characteristics as cooperation, team spirit, confidence and pride. School rules and regulations are in effect for all participants and players for all athletic events.

Freshman sports will emphasize the values of competition, the importance of goal-setting, and working on fundamental skills. JV sports will emphasize continuation of the goals of freshman sports at an accelerated level. Varsity sports will emphasize competition at the highest level toward success in state contests.

N.B. The NHIAA regulations limit student participation in the varsity sports program to four consecutive years after graduation from the 8th grade. Students who repeat a year will not be allowed to participate after four consecutive years.

(10.3) Physical Examinations

All students are required to have an annual physical examination prior to participation on any athletic team. The Athletic Director will keep this record on file in the Athletic Office. Each student who participates in the sports program is required to complete a *sports information card* which is kept in the Athletic Office.

(10.4) Emergency Forms and Physical Examination Forms

All athletes must have on record with the Athletic Trainer, a current emergency information form, copy of current health insurance card and an approved physical form by a physician prior to the first day of practice.

Each student who participates in the sports program is required to complete medical paperwork through the Sports ware Online medical database, and will not be allowed to participate in try-outs, practices, scrimmages or games until all information is provided and complete. In the event of an injury, the athletic trainer or coach will administer first aid and follow directions provided by the emergency form.

(10.5) Insurance

Please see Section 1.13.

(10.6) Acceptable Risk

Participation in athletics includes an acceptable risk of injury due to the levels of physical activity required for participation. Students and parents accept the risks associated with athletic activities and with all school activities which require physical activity.

(10.7) Concussions

Trinity High School uses the IMPACT concussion test in order to create a baseline for neurocognitive function. The IMPACT test involves 10 modules that are designed to test many aspects of an individual's cognitive function, which tests reaction time, short term memory, and delayed memory. All contact and collision athletes will be tested before the participation of the first match. They will be tested biannually in order for the information to remain current. This baseline will be used later on if an athlete is suspected of having a concussion.

The protocol for concussion recovery will be implemented for any student suffering from head injury from non-athletic/non-school related head injuries. The recovery protocol will be conducted in conjunction with the student's health care professionals.

(10.8) Absence and Participation in Athletics

Please see Section 5.5.

(10.9) Hazing

Please see Section 7.5.

Please note: The administration will not tolerate forms of initiation, to include, but not limited to head shaving and humiliating dress.

(10.10) Sportsmanship

All parents, students and staff are expected to conduct themselves within the principles of good-sportsmanship. These principles include: safety, good health, moral and ethical conduct, fair play, compliance with rules (in both letter and intent), respect, courtesy, positive attitude, and team spirit.

Parents must refrain from sideline instruction and comments to officials. Parents must refrain from making derogatory remarks to coaches or players from either team. Critical remarks immediately after games are especially unwelcome.

(10.11) Coaches

Coaches act on behalf of Trinity High School with the same authority and responsibilities of the teaching staff. Students and parents will respect their authority to make team management decisions.

(10.12) Parental Comments

Coaches need to hear from their athletes and from parents. Both positive and critical comments provide coaches with important information by which to weigh coaching effectiveness. Appointments may be made with coaches to allow parents to express concerns. Further information may be found in the section marked "Conflict Resolution."

(10.13) Booster Clubs

Booster clubs are headed by parents appointed by the coach, in conjunction with the Athletic Director and approval of the President. The Athletic Director will meet with each booster club leader to review school policies and procedures regarding fund-raising and financial accountability. Important legal considerations are included in these policies; therefore, it is imperative that they be followed.

(10.14) Tobacco Products

The Trinity Athletic program adheres to the school's policy on smoking, use of any tobacco materials or electronic "smoking" devices.
See Section 7.21.

(10.15) Behavioral Expectations

Students are accountable for their behavior while participating in all co-curricular and athletic activities on or off school grounds. Misbehavior in these activities may result in school consequences in addition to those imposed by an advisor or coach.

(11) Facilities & Services

(11.1) Book Sales

Books may be obtained at the year-end book swap or through online purchasing, either through MBS Direct or other online sources. Replacements for lost books may be purchased through online resources.

(11.2) Campus Ministry

The primary role of the Campus Ministry Program is to enable students to integrate their faith with their daily living. This program works closely with students' needs in liturgies, the sacraments, prayer, retreats, pastoral counseling and religious education. Campus Ministry provides a means for students to be of service to others in the school and in the local community.

(11.3) Liturgies

Mass is held periodically during the school year to give the Trinity Community time to worship together and develop a sense of a Catholic family. Trinity High School views Liturgies as a vital part of our Catholic school experience. ALL students are required to attend school Liturgies and are expected to behave appropriately. Every day on which Liturgy is scheduled is a "dress-up" day.

(11.4) School Store

A variety of THS apparel will be sold at school functions or may be purchased through the school website.

Student Injury: Insurance and Reporting:

Students participating in any school, religious education, or CYO sponsored and supervised aftercare program may be covered by a special insurance policy purchased through The Allen J. Flood Companies. The policy offers “excess coverage,” meaning that it offers benefits only after all other insurance coverage or group service contract available to the student is applied.

Parents/Guardians: If your student has coverage through an HMO or similar organization, you must comply with its requirements or your claim will not be covered under the policy. The coverage only applies if all of the following conditions are met:

1. The accident results from a diocesan sponsored and supervised activity;
2. Initial treatment is rendered within 90 days from the date of the accident; and
3. A completed claim form is mailed to The Allen J. Flood Companies and postmarked within 30 days after the date of the accident. The claim form must be provided by the school.

Other terms and conditions may apply.

Schools: Schools must complete the first section of a QBE claim form, and parents/guardians complete the second section of the form. For copies of the form or for more information, contact Porter & Curtis:

By phone: (877) 409-5655

By e-mail: rcbm@portercurtis.com

Trinity High School
Parent Permission to Dispense Medication

Occasionally youth will request or require medication while under our supervision. State law allows us to comply with this request if WRITTEN PERMISSION is provided by the parent/guardian.

Over the Counter Medications: The staff may administer Tylenol (acetaminophen), throat lozenges, cough medicine, or other over the counter medication to a young person experiencing minor discomfort due to headaches, toothaches, menstrual cramps, and/or minor cold symptoms (coughing, sore throat) if the parent/guardian completes the form below. Other over the counter medications may be dispensed only if the medication is 1) supplied by the parent/guardian, 2) accompanied by written parental permission, and 3) required by written order of a healthcare provider or physician.

Prescription Medication: Youth who require prescription medication must bring the medication in its original container and must have written parental permission.

If your child is ill, please do not expose the other youth. Keep your child at home.

STATE LAW REQUIRES PERMISSION FOR ANY STUDENT TO TAKE MEDICATION DURING SCHOOL HOURS. THIS INCLUDES ANY OVER THE COUNTER MEDICATIONS.

Student's Name (first/last) DOB Grade Parent Daytime Tel #

List any allergies: _____ Drug allergies: _____

List current medications: _____

List any medical conditions: _____

Choose from the following: Acetaminophen (Tylenol) 325mg (1 Tablet) _____

Acetaminophen (Tylenol) 650mg (2 Tablets) _____

Permission to assist with application of Bacitracin Ointment for minor cuts and scrapes _____
(Parent's Initials)

PLEASE DO NOT ADMINISTER ANY MEDS TO MY CHILD _____ (Parent's Initials)

Valid from August 2022 through June 2023

I give permission for the staff to assist my child/ward by providing over the counter medication if requested and to assist with the prescription medication listed above. By signing this form I agree that I will not hold the staff responsible for any adverse reactions from the medication.

Date

Signature of Parent/Guardian



DRIVER/VEHICLE REGISTRATION:

Complete only where applicable. The purpose of this form is to provide information regarding drivers and vehicles used for ministry purposes.

Parish/Entity Information

Name _____ City/Town _____

Entity Telephone Number _____

Driver Information

Name: _____

Address: _____
Street, City/Town, State, Zip

Home telephone number: _____

Driver's License number: _____

I am A VOLUNTEER AN EMPLOYEE

Vehicle

Vehicle to be used by volunteer in the course of ministry.

Year _____ Make _____ Model _____

Do you own this vehicle? Yes ____ No ____

Automobile Insurance Company _____

Policy number _____

Policy expiration date _____

Limits of liability (bodily injury) _____
(Minimum \$100,000/\$300,000 BI and \$25,000 Property Damage)

**** If the volunteer driver's personal vehicle is a van with seating capacity of 10 or more people including the driver, then the owner driver must show proof of additional liability insurance (umbrella policy) of at least \$1,000,000.**

List and describe any serious accidents or moving violations in the past five (5) years. If none, so state.

I agree that I will not allow smoking when children are present in my vehicle. Further, I agree that all occupants will use their seat belts, and children will be transported only in appropriate and approved child seats.

Volunteer Driver signature _____ Date _____

This form will be retained at the diocesan entity.

Roman Catholic Diocese of Manchester

Permission Form

Please return Form by: _____.

I _____ hereby give "My Child" _____
(Parent/Guardian Name) **(Child Name)**

permission to participate in the "Activity" described below.

Sponsor Organization	
Activity Description	
Date(s) and Times*	
Transportation	<input type="checkbox"/> Bus <input type="checkbox"/> Personal Auto (Employee/Volunteer Driver)
Special Instructions, if any	
Cost	\$ _____, make check payable to
Chaperones Needed	Yes No Chaperone Cost: \$

* If the Activity cannot be held on the Date or Times listed above, I intend for this Permission Form to apply and be effective for any rescheduled Date(s) and Times for the Activity.

I certify that My Child is physically fit and capable of taking part in the Activity.

I give permission for My Child to receive any emergency medical treatment deemed necessary until the Emergency Contact(s) can be notified, and I agree I will assume full responsibility for the payment of such treatment.

Emergency Contact: _____ Phone: _____

Alternate Contact: _____ Phone: _____

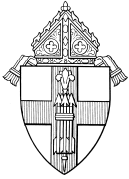
On the lines below, I have listed any medical condition, physical disability, and medical, food, insect, and other allergy that may be relevant to rendering medical care. Any medication taken during the Activity must be provided in its original container.

I understand that photographs and videos of My Child may be taken, and I authorize them to be used for publicity.

I understand that staff will use their best efforts to supervise the Activity; however, I agree and acknowledge that the Roman Catholic Bishop of Manchester, a Corporation Sole d/b/a as the Sponsor Organization and its respective directors, officers, trustees, employees, and volunteers shall not be responsible for bodily injury or loss of or damage to personal property that may result from the Activity.

Parent/Guardian Signature: _____ Date: _____

<p>For Chaperones:</p> <p>I voluntarily agree to assist with the Activity. I give permission to receive any emergency medical treatment deemed necessary until the Emergency Contact(s) can be notified, and I agree I will assume full responsibility for the payment of such treatment.</p> <p>Chaperone Signature: _____ Date: _____</p> <p>Email: _____ Phone: _____</p>
--



**DIOCESE OF MANCHESTER
REQUEST FOR APPROVAL
TO USE AND POSSESS EPINEPHRINE AUTO-INJECTOR**

PLEASE PRINT LEGIBLY

PUPIL NAME _____

DATE _____

PUPIL DOB _____

GRADE _____

FOR COMPLETION BY THE PHYSICIAN

A.	PUPIL'S NAME		
B.	LICENSED SUBSCRIBER NAME, ADDRESS, TELEPHONE NUMBER, AND EMERGENCY NUMBER		
C.	NAME, ROUTE, AND DOSAGE OF MEDICATION	D.	FREQUENCY AND TIMING OF MEDICATION ADMINISTRATION
E.	DATE OF THE ORDER		
F.	DIAGNOSIS AND ANY OTHER MEDICAL CONDITION(S) REQUIRING MEDICATION, IF NOT A VIOLATION OF CONFIDENTIALITY OR IF NOT CONTRARY TO THE REQUEST OF THE PARENT OR GUARDIAN TO KEEP CONFIDENT.		
G.	SPECIFIC RECOMMENDATIONS FOR ADMINISTRATION		
H.	SIDE EFFECTS, CONTRAINDICATIONS, OR ADVERSE REACTIONS		
I.	REQUIRED MEDICATION		
J.	ANY SEVERE ADVERSE REACTION THAT MIGHT OCCUR TO ANOTHER PUPIL, TO WHOM THE EPINEPHRINE AUTO-INJECTOR IS NOT PRESCRIBED, SHOULD SUCH A PUPIL RECEIVE A DOSE OF THE MEDICATION.		

This pupil has the knowledge and skills to safely possess and use an epinephrine auto-injector in a school or camp setting.

PHYSICIAN SIGNATURE

DATE

FOR COMPLETION BY PARENT/GUARDIAN

My child/ward has been diagnosed with severe, potentially life-threatening allergies. S/He has the knowledge and skills to safely possess and use an epinephrine auto-injector. The treating physician attests to this knowledge and skill. I request that my child/ward be allowed to possess and use an epinephrine auto-injector at school/camp or at any school/camp-sponsored activity, event or program.

My child/ward is aware that s/he must report to the nurse, or if one is not available, to the school principal or camp administrator immediately after using an epinephrine auto-injector.

PARENT/GUARDIAN NAME (PRINT) _____

PARENT/GUARDIAN SIGNATURE _____

STUDENT SIGNATURE _____

DATE _____

FOR SCHOOL/CAMP USE ONLY ----- RECORD OF AUTO-INJECTIONS

DATE	TIME	REASON	PERSON REPORTED TO	TIME REPORTED

Trinity High School Emergency Information Form

2022 - 2023

(Page 1 of 2)

Student's Name: _____ Current Grade: _____
Last First MI

Address: _____
Street Apt City State/Zip

Birth Date: _____ Home Phone Number: _____
mo/day/yr

Father /Guardian Name: _____ Father's Cell Phone or Pager #: _____

Father's Secure Email Address: _____

Father's Home Address _____

Father's Employer: _____ (_____)
Daytime Phone #

Mother/Guardian Name: _____ Mother's Cell Phone or Pager #: _____

Mother's Home Address: _____

Mother's Secure Email Address: _____

Mother's Employer: _____ (_____)
Daytime Phone #

Student resides with: _____

Other children attending THS: _____ Grade: _____
_____ Grade: _____
_____ Grade: _____

Does this student suffer from any serious medical condition or allergy? ____ Yes ____ No

If so, what is the condition? _____

Does this student suffer from Asthma? ____ Yes ____ No

If so, do they use or carry an inhaler or any other medication? ____ Yes ____ No

ALL STUDENTS CARRYING INHALER, MUST COMPLETE FORM

Does this student require any medications throughout the day? ____ Yes ____ No

If so, please list the medication and dosage _____

Physician: _____ Phone #: _____

Manchester Hospital Preference: ____ Catholic Medical Center ____ Elliot

Please be sure to complete page 2 of this form.

Trinity High School Emergency Information Form

2022 - 2023

(Page 2 of 2)

Other contact persons authorized to care for my child if I cannot be reached:

Name	Phone	Relationship
------	-------	--------------

Name	Phone	Relationship
------	-------	--------------

In case of emergency illness or accident, the school is authorized to have my child transported by ambulance to the nearest emergency room if deemed necessary. Health information on my child may be shared with all responding emergency personnel and ER team.

Signature of Parent or Guardian

Date

Accident Claim Form

Mail to
 NAHGA Claim Services
 PO Box 189
 Bridgton, ME 04009
 E-mail: claims@nahga.com
 Fax: (207) 647-4569
 Questions? Contact (800) 952-4320



In NY, network access provided by MagnaCare. Outside the MagnaCare network, access will be provided by FirstHealth.

Caution Any person who, knowingly and with intent to defraud, or helps commit a fraud against, any insurance company or other person: (1) files an application for insurance or statement of claim containing any materially false information; or (2) conceals for the purpose of misleading, information concerning any material fact thereto, commits or may be committing a fraudulent insurance act, which is a crime and subjects such person to criminal and/or civil penalties. **Residents of the following states, please see last page: CA, CO, DC, FL, NY, TN, TX and VA.**

- Instructions**
- **Part I** - Must be completed by Policyholder.
 - **Part II** - Must be completed by Claimant or by the Parent or Guardian, if the Claimant is a minor.
 - All fields must be completed.
 - Send copies of itemized bills showing provider's name, address, Tax ID number, diagnosis and procedure codes.
 - Attach Explanation of Benefits, additional bills with record of payment or denial from primary insurance carrier. This does not apply if the accident policy provides primary coverage.
 - All benefits will be payable to the physicians and providers, unless accompanied by paid receipts.
 - If employed, but have no other insurance, forward employer(s) letter on employer(s) letterhead to that effect.
 - For additional instructions about how to file a claim please visit www.ajfusa.com/claims
- Claimants eligible for Medicaid benefits must first file for benefits under this policy before submitting expenses to Medicaid.

Part I – Policyholder Report

Name of Policyholder		Policy number	
Policyholder address		City	State Zip code
Policyholder contact	Email	Fax	Phone
Last name of Claimant	First name of Claimant	Social Security number	
Date of birth	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	Grade (if applicable)	Check one (if applicable) <input type="checkbox"/> Day School <input type="checkbox"/> Boarding School
Nature of injury (Describe, fully indicate what part of body was injured – e.g. broken arm, sprained ankle) Must be a bodily injury due to accident			
Describe how the accident occurred, provide all details. Attach a separate sheet, if necessary (include name of Sport/Activity).			
Did accident occur:			
During a Policyholder supervised/authorized activity?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
During a Policyholder sponsored activity?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
During scheduled Policyholder hours?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
While traveling to or from a Policyholder sponsored and supervised activity?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Off Policyholder premises, at home, during the weekend, holiday or summer vacation?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Date of accident	Time of accident <input type="checkbox"/> AM <input type="checkbox"/> PM	Place of accident	First treatment date
Name and title of person supervising activity?		Was he or she a witness? <input type="checkbox"/> Yes <input type="checkbox"/> No	
List other Policyholder insurance. Attach separate sheet, if necessary.		Policy number(s)	
Signature of authorized Policyholder representative X		Title	Date

Part II – To be completed by Claimant or Parent / Guardian, if Claimant is a minor

Name of Claimant or Father/Guardian	Social Security number	E-mail address
Name of Mother or Guardian	Social Security number	E-mail address
Street address of Parents or Claimant/Guardian	City	State Zip code
Telephone number	Father or Guardian's insurance company	Mother or Guardian's insurance company
Name and address of Claimant or Father/Guardian's employer, if a minor.	City	State Zip code
Name and address of Claimant or Mother/Guardian's employer, if a minor.	City	State Zip code
List all other insurance policies under which Claimant is insured	Policy number	
Is the Claimant enrolled in, a member of, or a participant of any of the following as an individual, employee or dependent? If so, please provide a copy of insurance card (front and back).		
Preferred Provider Organization (PPO) or similar prepaid health plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, name of PPO or organization		
Health Maintenance Organization (HMO) or similar prepaid health plan?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If Yes, name of HMO or organization		
If Claimant has health care coverage as a dependent from a previous marriage as mandated in a divorce decree, please provide the following:		
Name of Policyholder	Name of insurance company	Policy number

Affidavit

I verify that the statement on other insurance is accurate and complete. I understand that the intentional furnishing of incorrect information via the U.S. Mail may be fraudulent and violate federal laws as well as state laws. I agree that if it is determined at a later date that there are other insurance benefits collectible on this claim I will reimburse the Company to the extent for which the Company would not have been liable.

Authorization to Release Information

I authorize any Health Care Provider, Doctor, Medical Professional, Medical Facility, Insurance Company, Person or Organization to release any information regarding medical, dental, mental, alcohol or drug abuse history, treatment or benefits payable, including disability or employment related information concerning the patient, to any QBE company, its employees, and authorized agents for the purpose of validation and determining benefits payable. I further authorize any QBE company to furnish the Policyholder or its agents, any and all information with respect to my insurance claim for the purpose of assisting with claims adjudication. This data may be extracted for audit or statistical purposes. I understand that I have the right to revoke this authorization in writing at any time and that such a revocation is not effective to the extent that such authorization has already been relied upon.

Payment Authorization

I authorize all current and future medical benefits, for services rendered and billed as a result of this claim, to be made payable to the physicians and providers indicated on the invoices, unless paid receipts accompany this form.

Signature (Parent or guardian, if the claimant is a minor)

Date

X

California and Texas residents	Any person who knowingly presents a false or fraudulent claim for the payment of a loss is guilty of a crime and may be subject to fines and confinement in state prison.
Colorado residents	It is unlawful to knowingly provide false, incomplete or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.
District of Columbia residents	WARNING: It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.
Florida residents	Any person who knowingly and with intent to injure, defraud or deceive any insurer files a statement of claim or an application containing any false, incomplete or misleading information is guilty of a felony of the third degree.
New York residents	Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and shall also be subject to a civil penalty not to exceed \$5,000 and the stated value of the claim for each such violation.
Tennessee residents	It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines and denial of insurance benefits.
Virginia residents	Any person who, with the intent to defraud or knowing that he is facilitating a fraud against an insurer, submits application or files a claim containing a false or deceptive statement may have violated state law.

Parent/Student Agreement Form: 2022 - 2023

This form is to be signed and returned to the homeroom on the first day of classes.

We, the undersigned, parents/guardians and student, have read the school policies contained in the Parent/Student Handbook and agree to comply with these policies and regulations.

_____ (Mother/Guardian's Signature) Date: _____

_____ (Father/Guardian's Signature) Date: _____

_____ (Student's Signature) Date: _____

_____ (Print Student's Name) Grade: _____

When students register at Trinity High School, they and their parents accept the Catholic philosophy of education, regulations, and policies of Trinity High School. They assume the responsibilities and enjoy the privileges of being students at Trinity High School. Students also understand and agree that the school has the right to exclude them from the student body at any time if their conduct, decorum, attitude, attendance record, or scholastic standing is considered by the school to be undesirable.

The administration reserves the right to revise or edit this handbook at any time. The principal makes the final judgment in all matters and reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Scholarship Release Form

Student: _____ YOG: _____

Name of Scholarship: _____

Address: _____

City, State, Zip: _____

SCHOLARSHIP DEADLINE: _____

(Note: Applications are due in to the Academic & College Planning Office at least one week prior to the deadline.)

Please check materials to be sent:

A. Transcript (with testing and School Profile) _____

B. Recommendations (please print names)

1. Counselor/Administrator _____

2. Teachers _____

3. Other _____

THERE ARE NO PROCESSING FEES FOR MATERIALS INCLUDED WITH SCHOLARSHIP APPLICATIONS.

*****Parent Signature: _____

FOR OFFICE USE ONLY

Date Submitted to Academic & College Planning Office: _____

Received By: _____

Date Application Packet Mailed _____

College Application Release Form

Student: _____ YOG: _____

Name of School/College/Program: _____

Address: _____

City, State, Zip: _____

APPLICAION DEADLINE: _____

(Note: Applications are due in to the Academic & College Planning Office at least fourteen school days prior to the deadline.)

Please check materials to be sent:

A. Transcript (with testing and School Profile) _____

B. Recommendations (please print names)

1. Counselor/Administrator _____

2. Teachers _____

3. Other _____

Parent Signature: _____

FOR OFFICE USE ONLY

Completed applications must include the following: (please check)

- _____ Student Signature
- _____ Parent Signature (if required)
- _____ Check made payable to college or university
- _____ Notary Seal (NH State Institution)
- _____ Student Essay (if required)
- _____ \$5.00 Processing Fee (includes transcript, recommendations school profile, mid-year and final grade reports, all regular postage)

Overview

You can use Family Connection to prepare for success after high school. Use this quick guide to get started with the Success Planning tools in Family Connection.

To access the Success Planning tools in Family Connection, log in and click the **My Planner** tab.

Define your Goals

The **My Planner** tab provides several tools relating to accomplishing your goals.

To create a goal in Family Connection:

1. Click the **My Planner** tab in Family Connection.
2. Click the **Goals** tab.
3. Select a goal type from the **Add a New Goal** drop-down menu.
4. Enter your goal in the **My Goal Is** field. This is required.
5. Complete the other fields.
6. Click the **Add Goal** button.

Accomplish your Goals

Once you have established your goals, you can define your next steps for meeting your goal.

To add a to-do for your goal:

1. Click the **My Planner** tab in Family Connection.
2. Click the **Goals** tab.
3. Click a goal.
4. Click the **Define Your Next Step** button.
5. Enter the to-do in the **Next Step** field.
6. Enter a due date for the to-do by clicking the calendar and clicking a date. The field will be populated automatically.
7. Click the **Add** button.
8. You can comment on your to-do items by clicking **Add Comment** and entering your comment in the provided text box. Click the **Add Comment** button to submit your comment to your counselor.

Track Tasks

Your school counselor may provide you with tasks to complete.

To view your tasks:

1. Click the **My Planner** tab in Family Connection.
2. Click the **Tasks Assigned to Me** tab.
3. Your list of tasks appears.
4. Required tasks are indicated with a star icon and tasks required for graduation are indicated with a graduate icon.
5. Click a task to see detailed information.
6. If you have completed the task, click **Mark Complete** and click the **Yes** button on the window asking if you are sure you want to mark the task as complete.
7. If you have a question about a task that has been assigned to you, click **Raise Hand** and enter your question in the provided text box. Click the **Submit Question** button to submit your question to your counselor.

Overview

You can use Family Connection to prepare for success after high school. Use this quick guide to get started with the College Planning tools in Family Connection.

To access the College Planning tools in Family Connection, log in and click the **Colleges** tab.

College Search

You can start your college search by using the College Search or SuperMatch™ college search tools.

To search for colleges using **College Search**:

1. Click the **Colleges** tab in Family Connection.
2. Click **College Search** in the **College Research** section.
3. Complete the search by making selections in each section (type, location, students, admission, athletics, majors, costs, special programs). Each selection filters the results of your search.
4. Click the **Next** button at the end of each section to move through the search tool.

To view results:

1. At any time you can view the results by clicking the **Show Matches** button at the bottom of the page.
2. A list of colleges that match your selections will appear.
3. Click the **college name** link to view the college profile where a lot of valuable information can be found.

To **save** searches:

1. You can save the search by clicking **Save Search** next to the number of matches.

To search for colleges using **SuperMatch™**:

1. Click the **Colleges** tab in Family Connection.
2. Click **SuperMatch College Search** in the **College Research** section.
3. Use the **Find & Pin School By Name** or **Find Your Best Fit** filters to search for your best college matches, pin your favorites, and compare schools side by side.

College Application Materials

Your can request college application material using Family Connection, including transcripts and teacher recommendations.

To request a transcript for a college:

1. Click the **Colleges** tab in Family Connection.
2. Click the **Colleges I'm Applying To** link.
3. Complete the Common App Account Matching process.
4. Click the **Request Transcripts** link.
5. Select your decision type from the **Type** drop-down menu.
6. Click the **Lookup** link next to the **College** field.
7. Search for the college.
8. Click the college name.
9. Repeat steps 6-9 for as many colleges as needed.
10. Click the **Request Transcripts** button.
11. A confirmation page appears and the college is added to your **Colleges I'm Applying to List**.

Note: Transcript requests for the NCAA must be made through the NCAA Eligibility Center.

Scholarships and Financial Aid

Finding information about scholarships and financial aid can be an important part of the college application process.

The **Scholarships and Money** section provides tools to help in your search.

To find scholarships with requirements that may be a match for you:

1. Click the **Colleges** tab in Family Connection.
2. Click the **Scholarship Match** link in the **Scholarships & Money** section.
3. A list of scholarships appears. Scholarships with matching criteria are listed first. You can click the scholarship name for detailed information.

You can also use the Sallie Mae national scholarship search tool to find scholarships.

Overview

You can use Family Connection to prepare for success after high school. Use this quick guide to get started with the Career Planning tools in Family Connection.

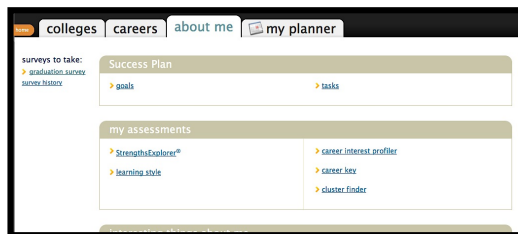
To access the Career Planning tools in Family Connection, log in and click the **Careers** tab.

Explore Interests

There are two assessments available in Family Connection that measure your career interests and talents.

To start an assessment:

1. Click the **About Me** tab in Family Connection.
2. Click the assessment link in the **My Assessments** section.



StrengthsExplorer® - This assessment identifies your three strongest talents and provides an explanation of each theme, Learn how to capitalize on your success and discover what you need to do next to continue building on your strengths.

Career Cluster Finder – This assessment helps you learn which career cluster may be a good match for you based on activities that interest you, personal qualities that you have and subjects you enjoy studying in school. To begin the assessment, click the **Let's Begin** button.

Career Interest Profiler – This assessment helps you discover the types of work activities and careers that match your interests. This assessment generates your Holland Code. To begin this assessment, click the **Start Profiler** button.

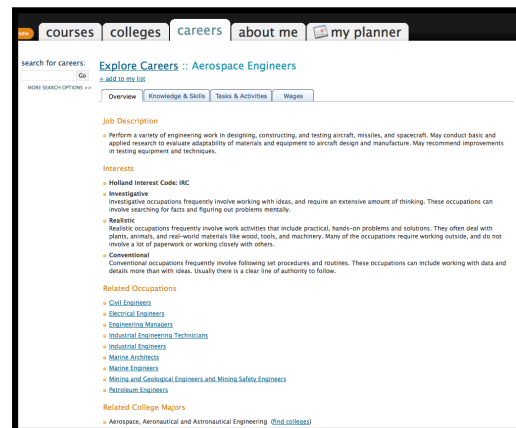
More information about Holland Codes:
http://www.learning4liferesources.com/holland_codes.html

Explore Careers

Career exploration is an important step in preparing for success after high school. The careers you may be interested could require different types of education or training after high school.

To explore careers in Family Connection:

1. Click the **Careers** tab in Family Connection.
2. Click **Explore Careers & Clusters** in the **Explore Careers** section.
3. Use the Career Finder section to look for careers. You can search by keyword, browse by alphabet, category or Holland Code.
4. To search by keyword, enter a word like nurse or engineer.
5. A list of related careers appears.
6. Click a career name for more information like a job description and national wage data.



Watch Roadtrip Nation Videos

The Roadtrip Nation Interview Archive in Family Connection contains more than 3,500 video interviews of leaders who have turned their interests into their life's work.

To explore the Roadtrip Nation Interview Archive:

1. Click the **Careers** tab in Family Connection.
2. Click **Explore More** to begin searching the archive.

Find your road with the What's Your Road? feature, explore the playlists, or search the interview archive by interests, themes, or leaders.