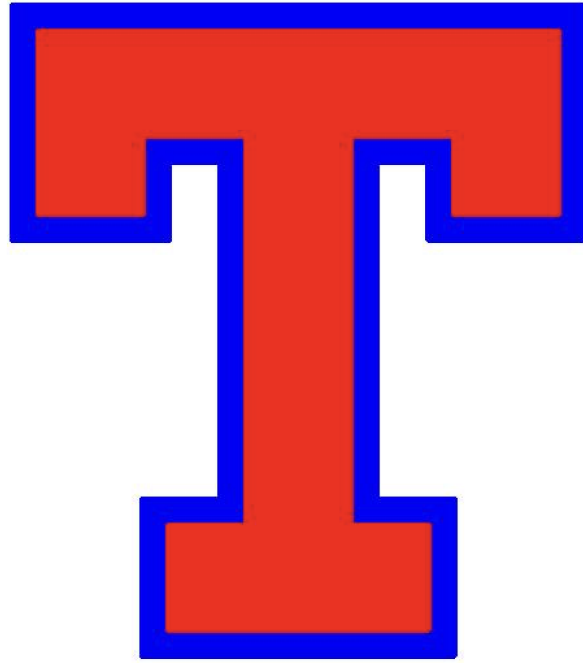




TRINITY HIGH SCHOOL

Parent/Student Handbook
2026/2027

PRIDE. SPIRIT. TRADITION

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,

school counselor, or Head of Academic Affairs. The principal may be consulted after utilizing the avenues referenced above. The president 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)

GRIEVANCE POLICY AND APPEAL TO THE SUPERINTENDENT

A parent aggrieved by a decision of a principal 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 principal.

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 after discussion with the principal, 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. Matters that may be appealed to include, but are not limited to the following:

1. Bullying;

2. Teacher misconduct;

3. Tuition refund when a student leaves the school;

4. The use of child restraint practices as outlined in RSA 126-U; or Any diocesan or school policy or procedure.

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 2026. 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 the top floor of the school building and from much of the second floor.

Trinity High School Faculty and Staff

School Phone Number 668-2910

Main Office, Absence / Tardy

Ext. 117

Administration

Nathan Stanton, M. Ed., **President**
 Michael Gaumont, M Ed, CAGS, **Principal**
 Ryan Kearney MA, **Head of Student Affairs**
 Michael Boutselis, M Ed., **Director of Enrollment & Communications**
 Michael Connell, **Athletic Director**
 Joanna Brown, MBA, **Director of Finance and Operations**
 Cyndi Del Greco, MBA, **Director of Institutional Advancement**

Ext. 195
 Ext. 222
 Ext. 196
 Ext. 116
 Ext. 254
 Ext. 142
 Ext. 148

Administrative Staff

Jennifer McGrath, **Admissions Manager**
 Shannon Woscyna, **Accounting Administrator**

Ext. 114
 Ext. 140

Faculty & Academic Staff

School Counseling Caitlin Bannon (A-L) Cameron Owen (K-Z) Academic Coaches Nicole Breedlove Julie O'Brien	Mathematics Scott Holbrook, Dept. Chair Louis Sievers Cameron Thompson Jacob de Boer	World Languages Miranda Comiskey, Dept. Chair Maria Giberti Ahlem Hassine
Campus Ministry Brandon Sargent Theology Mary Griffin, Dept. Chair Dino Quintero Christopher Holeman Stephen Murphy	Science Emma Barry, Dept. Chair Kenneth Kurkowski Max DesRosiers Aaron Demers Leif Merryfield Douglas Devine	English Kelly Cleghorn, Dept. Chair Annika Anderson Stuart St. Croix Christopher Fletcher
Fine Arts Marti Michael, Dept. Chair Jennifer Vigneau David Gocklin, Choir Director Tim Vigneau, Band Director	Social Studies Andrew Lavoie, Dept. Chair Hope Bordelon David Gocklin Michael Varuolo	Business Taryn Zuccala
Support Staff Zach Gray, IT Director Sy Tebbets, Facilities Manager Stacey Horne, Registrar Lucy Dottino, School Counseling Administrative Assistant Judy Lauze, Advancement Assistant Cherie Pellegrini, Administrative Assistant Michelle DiTomaso, BSN, RN - School Nurse Ext. 342 Ext. 158 Ext. 317 Ext. 351 Ext. 112 Ext. 117 Ext. 322 Faculty and staff email addresses are formatted as first initial followed by last name@thsstj.org. For example, Principal Gaumont can be reached at mgaumont@thsstj.org. If you wish to speak to a faculty member by phone, please contact them by email to set up a time or contact our main office.		

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. 114.

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 develops support plans for students whose skills are identified by the school as requiring further development.

Applicants with current IEPs or 504 plans are assessed on an individual basis.

(1.2) Criteria for Acceptance

Acceptance to Trinity is based upon:

- grades
- standardized testing results
- admission exam results
- teacher or counselor recommendation
- admission interview*
- enrollment availability

* Admission interviews may be required of all 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 families in need.

Students shall not be denied admission to a Catholic school because of a disability unless the disability seriously impairs the student's ability to successfully complete 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 furnish a complete school record for the pupil transferring into a new school system upon request of the parent or guardian. Records are sent directly to the sending school.

(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 (Advancement Office, Booster Clubs, Parents' Association, etc.)

Parents may refuse inclusion in the Trinity Directory by submitting a *written* request to the Head of Academic Affairs 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 7:38 AM and end at 2:18 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 and/or Athletic Fields UNLESS SUPERVISED BY A FACULTY MEMBER OR COACH.** Unless a previous note of permission has been provided to the advisor, coach, or Administration.

The school provides **no** supervision at the conclusion of early release days, and no after-school coverage is available following them.

On regularly scheduled days, the school offers an after school program until 5:00 PM. Students 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 of 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 an 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 the time these forms are returned.

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

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, which are listed under "School Cancellation." On days with delayed openings, all students are to report to school by **9:30 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.

(1.16) Remote Days

If conditions warrant closing the school, students may be expected to “attend” class remotely and/or to complete assignments 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.

(1.17) Physical Examinations

All students entering 9th and 11th grade are required to submit an updated immunization record and a recent physical examination (within one year) from their primary care provider upon enrollment. Recent physical examinations are also required for any transfer student prior to starting school.

(2) 2026/ 2027 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).

Actual Cost Per Student: \$17,618

Charge: (Tuition)

\$15,900: (Grades 9, 10, 11, 12)

Breakdown

Tuition: \$15,900 (Grades 9 to 12)

Additional Fees may include:
Athletics, Chromebook, Graduation, Textbooks and
Uniforms

Payment Options

Option 1

One annual charge (tuition) less discount
(\$200.00) payable before July 1, 2026
\$14,732 (Grades 9 to 12)

No discount after July 1, 2026

Option 2

FACTS monthly payments beginning July 1, 2026

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

Payments must be completed by May 31, 2026

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, 2026. 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 fees for the entire academic year is based on the following policy:

Jul 1 - Aug 31: 20% of tuition & fees are due

Sep 1 - Oct 31: 50% of tuition & fees are due

Nov 1 - Dec 31: 80% of tuition & fees are due

After Jan 1, 100% of tuition & fees are due

If an outstanding balance is unpaid, Trinity may terminate enrollment of the student and/or initiate collection proceedings. If collection proceedings are initiated, I/we understand and agree and I/we will reimburse Trinity for all costs, expenses, interest, and fees incurred in connection with any proceeding to collect an unpaid balance, including but not limited to attorneys' fees, collection agency fees, and court costs.

(2.2) 2026- 2027 Financial Aid

Financial Aid application must be made online by April 15, 2026 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.

Early College (ES):

Students enrolled in this program may earn concurrent high school and college credit with colleges ascribing to the Early College program. Early College 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: refer to course descriptions posted in the Program of Studies under the Academics tab on the website.

(3.3) Graduation Requirements for Trinity Classes 2026-2029

Theology	4
English	4
Mathematics	4
Lab Science	3
Social Studies (US History, Civics, Econ required)	3
World Language	2
Physical Education*	1
Fine Arts (Art or Music)	0.5
Technology	0.5
Electives	3.0
Total	25.0

* Completion of a Civics exam to graduate in NH.

*Physical Education requirements may be fulfilled by participating in **3 seasons** of interscholastic competition.

* Students who achieve 25 credits before completing their senior year will not be allowed to graduate early and are required to pass six credits to participate in commencement exercises.

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

* *Qualify for Top Ten Rank and NH Scholars Program Recognition*

Graduation Requirements (25 Credits) for Trinity Honors Diploma Class of 2030 & Beyond

Class of 2030 - Honors Diploma Pathway:

This Pathway Qualifies for Top Ten Rank Consideration and NH Scholars Program Recognition

Theology	4
English	4
Mathematics*	4
Lab Science	3
Social Studies (US History, Civics, Econ required)	3
World Language	2
Physical Education*	1
Fine Arts (Art or Music)	0.5

Technology	0.5
Electives	3.0

Total	25.0
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* Completion of a Civics exam to graduate in NH.
 * Math students need 3, algebraic concepts and 0.5 Statistics and analysis along with 0.5 Financial Literacy.
 *Physical Education requirements may be fulfilled by participating in **3 seasons** of interscholastic competition.
 * Students who achieve 25 credits before completing their senior year will not be allowed to graduate early and are required to pass six credits to participate in commencement exercises.
 *These students can also participate in Dual Enrollment College classes through our partnership with Manchester Community College, Independent Studies or Extended Learning Opportunities to include internships, students should see their school counselor to discuss college courses and career pathway options.

Graduation Requirements for Trinity Career Pathway Diploma Class of 2030 & Beyond (23 Credits)

Class of 2030 - Career Pathway Diploma:
This Pathway does not Qualify for Top Ten Rank Consideration and NH Scholars Program Recognition

Theology	4
English	4
Mathematics	3.5
Financial Literacy	0.5
Lab Science	2
Social Studies (US History, Civics, world, Econ req.	4
Physical Education*	1
Fine Arts (Art or Music)	0.5
Technology	0.5
Electives	3.0

Total	23.0
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* Completion of a Civics exam to graduate in NH.
 * Math students need 3, algebraic concepts and 0.5 Statistics and analysis along with 0.5 Financial Literacy experience.
 *Physical Education requirements may be fulfilled by participating in **3 seasons** of interscholastic competition.
 * Students who achieve 23 credits before completing their senior year will not be allowed to graduate early and are required to pass six credits to participate in commencement exercises.
 *These students can also participate in Dual Enrollment College classes through our partnership with Manchester Community College, Independent Studies or Extended Learning Opportunities to include internships, students should see their school counselor to discuss college courses and career pathway internship options.

(3.4) Catholic Faith Life Education

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.

(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 teacher.

(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+	99 - 100
A	94 - 98
A-	90 - 93
B+	88 - 89
B	84 - 87
B-	80 - 83
C+	78 - 79
C	74 - 77
C-	70 - 73
D+	68 - 69
D	65 - 67
F (Failure)	64 or lower (no credit)
AF (Attendance Failure)	(no credit)
I (Incomplete)	2 (week make-up period)

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. Medical notes will be required for review of needed accommodations and support plans will be created.

(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 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 when credit is earned, at the end of each semester or year when the course is completed. The GPA is cumulative for purposes of reporting to the student, employers and colleges.

Transfer students will have their GPA reviewed and recalculated on the Trinity High School Scale 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.

Quality Point System

Numeric Scale	Letter Grade	AP	Honors	CP
99-100	A+	5.0	4.5	4.2
94-98	A	4.9	4.4	4.0
90-93	A-	4.7	4.2	3.7
88-89	B+	4.3	3.8	3.3
84-87	B	4.0	3.5	3.0
80-83	B-	3.7	3.2	2.7
78-79	C+	3.3	2.8	2.3
74-77	C	3.0	2.5	2.0
70-73	C-	2.7	2.2	1.7
68-69	D+	2.3	1.8	1.3
65-67	D	2.0	1.5	1.0
<64	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.

President’s List	Grades “A” or above.
High Honors	Grades “B+” or above
Honors	Grades “B-” or above.

(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 email.

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 School Counseling 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” will be considered “at risk” and placed on Academic Warning. It is the parent’s responsibility to contact the teacher(s) to determine the most effective method for improving the student’s work.

Students who attain three-quarter grades of “D” or below, or one “F” 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 School Counselor to develop more effective learning strategies and organizational practices.

At this meeting, the students will be issued an Academic Recovery Contract, which will explain the terms of the probation and must be signed by both the students and their parents/guardians.

Students who fail two or more classes during a quarter will be ineligible to participate in activities and/or athletics for the duration of the next marking period. At the conclusion of the subsequent quarter(s) students must pass 5 classes each quarter to be eligible to participate. This policy supersedes the NHIAA Guidelines. Students who fail a semester course and are in danger of not earning credit may have their eligibility reviewed. Eligibility for practices only or activities can be reviewed mid-quarter based on FACTS grade updates.

NOTE: Failures during the quarter marking period may cause a student to be immediately suspended from activities or athletics during the season. The Head of Academics will inform the Dean of Student Life and the Athletic Director regarding student eligibility for each quarter.

(3.14) Year-End Academic Recovery

For students who attain final course grades of D-, D, or D+ in 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 school.

(3.15) Course Failures

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 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 and/or take credit recovery through VLACS.

The final transcript will reflect the made-up credit. However, the original earned grade will continue to be averaged into the student's GPA. Students who fail two or more credits must meet with the administration to evaluate continued enrollment.

Limit of Absences/Attendance Failure (AF)

When a high school student has been absent from a particular class more than 5 times unexcused days in a marking period, that student shall receive an "AF" or "Attendance Failure" for that marking period.

The "AF" shall be not less than 63 for a student whose grade would have been a "D" or better without excessive absenteeism. Failures due to absenteeism shall be designated on student records. The use of "AF" shall automatically print the comment "due to excessive unexcused absences."

Appeals

Appeals for receipt of an "AF" due to excessive unexcused absences shall be addressed by contacting the Head of Academic Affairs. The appealing party will write a letter outlining the reason for the appeal.

The Head of Academic Affairs will inform the Attendance Committee of the letter. A member of the Attendance Committee will review and respond to the letter. Such cases shall be addressed on a case-by-case basis with the Attendance Committee to determine if any make up work is possible to avoid an "AF" marking for the marking period.

(3.16) The Trinity High School College-Preparatory Curriculum Example

FRESHMAN (Required Courses)	SOPHOMORE (Required Courses)	JUNIOR (Required Courses)	SENIOR (Required Courses)
English - English 9 Math - Pre-Algebra, Algebra I, Honors Geometry, Algebra II/ Trigonometry Science – Biology Theology – Theo 9 World Language - French, Spanish, Latin (Honors Pathway) (do not need for 23 credit career pathway) Social Studies - American Civics and Government	English - American Literature Math - Algebra I, Geometry, Algebra II / Trigonometry, Honors Pre-Calculus Science - Biology, Conceptual Physics, Conceptual Chemistry Theology – Theo 10 World Language - French, Spanish, Latin (Honors Pathway) (do not need for 23 credit career pathway) Social Studies - World History	English - World Literature, AP English Language and Composition Math - Geometry, Algebra II, Algebra II / Trigonometry, Honors Pre-Calculus, AP AB Calculus Social Studies - U.S. History, AP U.S. History Science – Physics, Conceptual Physics, Conceptual Chemistry, Advanced Chemistry, Human Anatomy & Physiology Theology – Theo 11	English - British Literature, AP English Literature Math – AlgebraII, Pre-Calculus, Statistics, Honors Calculus, AP Calculus AB/BC Theology Theo 12
(Elective Courses)	(Elective Courses)	(Elective Courses)	(Elective Courses)
Physical Education English - Creative Writing Fine Arts – 2D/3D Design, Band, Chorus	Physical Education English - Public Speaking, Journalism, Creative Writing Fine Arts - 2D/3D Design, Applied Arts, Drawing & Painting, Advanced Drawing & Painting, Sculpture, Advanced Sculpture, Digital Arts, Advanced Digital Arts, Band, Chorus Computer Application - Introduction to Robotics, Advanced Robotics Social Studies – Economics, World History	Physical Education Business Intro to Business, Intro to Marketing Computer Application - Computer Programming, Advanced Computer Programming, CAD, Advanced CAD, Introduction to Robotics, Advanced Robotics English - Public Speaking, Journalism, Creative Writing Fine Arts – 2D/3D Design, Applied Arts, Drawing & Painting, Advanced Drawing & Painting, Sculpture, Advanced Sculpture, Digital Arts, Advanced Digital Arts, Art Honors, Band, Chorus Math - Statistics Science – Honor Physics, Human Anatomy & Physiology, Robotics Social Studies – Economics, World Geography, Modern World History World Language – French, Spanish, Latin	Business Intro to Business, Intro to Marketing Computer Application - Computer Programming, Advanced Computer Programming, CAD, Advanced CAD, Advanced Robotics English - Public Speaking, Journalism, Creative Writing Fine Arts - 2D/3D Design, Applied Arts, Drawing & Painting, Advanced Drawing & Painting, Sculpture, Advanced Sculpture, Digital Arts, Advanced Digital Arts, Art Honors, Band, Chorus Science – Conceptual Chemistry, Advanced Chemistry, Human Anatomy & Physiology, Conceptual Physics, College Physics, Honors Physics, Advanced Biology Social Studies – Economics, Psychology, AP Psychology, Sociology, World Geography, Modern World History, AP US Gov't/Politics, AP US Gov't Comparative World Language – French, Spanish, Latin

(4) School Counseling & Career/College Planning Department

(4.1) Mission:

Welcome to the School Counseling & Career/College Planning Department of Trinity High School. We are professional counselors as well as educators. Much of our time is spent on individual counseling with students; some of these conversations may be confidential.

The counselor's primary responsibility 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.

The Counseling 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 School Counseling 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 School Counseling Department offers information concerning college planning, volunteer & employment experiences and job shadow opportunities.

The School Counseling 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 School Counseling 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 School Counseling 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 School Counseling 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 School Counseling Office must obtain a pass from the School Counseling Department and have the approval of his or her teachers. The school counselor reserves the right to limit the number of times a student may attend these meetings.

(4.4) College Application Checklist

- Take the 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 School Counseling 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 School Counseling Office.
- Check with colleges as to which financial aid forms they require....FAFSA, CSS/Financial Aid Profile, and/or other institutional forms.
- Ask two teachers for college recommendations. *Use Trinity High School forms which are available in the School Counseling Office. Students are responsible for making their requests via Naviance and completing their waiver form.*
- Bring your application, along with the *College Application Release Form*, to the School Counseling Office. *These materials should be in the School Counseling Office a minimum of 14 school days prior to the application deadline.*
- *All applications will be processed by the Trinity High School School Counseling 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 School Counseling Office and at the end of the Handbook.

(4.5) Naviance (Family Connection)

Family Connection from Naviance is a web-based program that links School Counseling 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 School Counseling, 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 School Counseling 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 School Counseling 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 School Counseling Counselor. Select college major.
- **Summer Enrichment Program** Database-School Counseling 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 School Counseling 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 School Counseling 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 School Counseling Office. The student portion of the application should be brought to the School Counseling 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 School Counseling 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 School Counseling 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 School Counseling 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 faith. 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.

(5.3) Student Identification Cards

Each student is issued an I.D. card at the beginning of the school year. **Students are required to wear their issued school I.D. during school hours.** Should a student lose her or his I.D. card, a \$25.00 replacement fee will be charged to the student.

(5.4) Attendance Policy

Trinity High School takes attendance very seriously and will enforce and comply with New Hampshire law relative to attendance. The educational program offered by Trinity is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress. The Superintendent or designee shall establish procedures in accordance with this policy and applicable law to address excessive absenteeism and truancy in schools.

Parents are responsible to send their children to school pursuant to the parameters established in RSA 193:1. Students are required to be in school every day that school is in session unless their attendance is exempt per New Hampshire law or their absence meets criteria to be considered an excused absence. Unexcused absences are not acceptable. 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.

Homeroom:

Homeroom is considered part of the school day. Missing homeroom will be considered unexcused tardiness. Students will not be able to participate in athletic or extracurricular events on the days they miss homeroom.

Liturgy:

Liturgy is considered part of the school day, and students are required to attend liturgical services. Missing liturgy will be considered unexcused tardiness. Students will not be able to participate in athletic or extracurricular events on the days they miss liturgy.

Excusable Absences:

Students must be in school unless the absence has been permitted or excused for one of the reasons listed below which may require documentation. The Board considers the following to be excused absences: A Note from the doctor’s office court etc., is required.

1. School-sponsored activities with administrative approval;

2. Classes missed due to Individualized Support Plan or Accommodation Plan;
3. Extreme weather conditions as determined by the Administration;
4. Illness of student or illness of an immediate family member;
5. Death in the family;
6. Religious holidays;
7. Required court appearance or subpoena;
8. Scheduled medical/dental appointments if such cannot be scheduled outside of normal school hours with a physician's note;
9. College visitations as approved by Administration;
10. Chronic illness registered with the school health office and verified by a physician's note;
11. Students suspended externally; these students are entitled to make-up work; and
12. The Administration shall determine if an absence is excused for good cause for any other reason not listed above.

Any absence that has not been excused will be considered an unexcused absence. Excessive excused absences shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance. Patterns of non-attendance shall be addressed as outlined below.

In the event of an illness, parents must call the school and inform the main office of the student's illness and absence. For other absences, parents must provide written notice or a written excuse that states one of these reasons for non-attendance. The Head of Academic Affairs may require parents to provide additional documentation in support of their written notice, including but not limited to doctor's notes, court documents, obituaries, or other documents supporting the reason for non-attendance.

Other Excused Absences: Communication between the School and the parent is encouraged. If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reasons for such absence, including why the student will be absent and for how long the student will be absent. The Head of Academic Affairs will determine whether the stated reason for the student's absence constitutes good cause under this policy and will notify the student and parent(s) of their decision as soon as practicable. If the Head of Academic Affairs determines that good cause does not exist, the parents may request a conference with the Head of Academic Affairs to again explain the reasons for non-attendance. The Head of Academic Affairs may then reconsider

their initial decision. The administrations' decision shall be final.

Participation in School-Sponsored Activities.

Attendance at school is required for students to participate in school-sponsored activities. Students shall not attend or take part in school-sponsored activities on the day of an absence or suspension and any absence accumulated by a third unexcused tardy or dismissal from school unless approved by administration. Please refer to the **Life of a Pioneer**.

Unexcused Absences

Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence. Excessive unexcused absences shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.

Absences from school without documentation shall be considered unexcused. Students will receive morning detention for their unexcused absences. More than two unexcused absences will result in a Saturday Detention. If students have continued attendance concerns, the administration may consider suspension. Reviews will be done on a quarterly basis.

Examples of unexcused absences include but are not limited to:

1. absences as a result of incomplete immunization records;
2. family vacations outside of the established school calendar;
3. non-medical appointments unauthorized by the Administration.
4. childcare
5. leaving school grounds without permission during normal school hours; and
6. absences determined by the Head of Academic Affairs to be unexcused in accordance with Excused absences, above.

Ten half-days of unexcused absence during a school year constitutes habitual truancy. A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time. Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

Tardiness

Tardiness is defined as a student not being in the classroom when the class is scheduled to begin.

1. Excessive tardiness shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.

2. Tardiness to class without documentation shall be considered unexcused. Students will receive morning detention for their first three unexcused daily tardies.
3. **Every third unexcused tardy shall constitute a one full-day unexcused absence.**
4. Any unexcused tardy for the quarter beyond the initial three will result in a one day suspension from school and a mandatory in person meeting with the student's parents and administration to review the student's continued enrollment.
5. The administration shall have the discretion to excuse tardiness in extenuating circumstances.

Students are expected to arrive at 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 Head of Academic Affairs.

Dismissals

Dismissal is defined as removal from school prior to the conclusion of the school day.

1. Excessive dismissals shall be addressed on a case-by-case basis to determine if there is a pattern of non-attendance.
2. Dismissal from class without documentation shall be considered unexcused. **Every third unexcused dismissal from class shall constitute a one full-day unexcused absence from that class.**
3. Administration shall have the discretion to excuse dismissals for extenuating circumstances.

Limit of Absences/Attendance Failure (AF)

When a high school student has been absent from a particular class more than 5 times unexcused days in a marking period, that student shall receive an "AF" "Attendance Failure" for that marking period. The "AF" shall be not less than 62.9999 for a student whose grade would have been a "D" or better without excessive absenteeism. Failures due to absenteeism shall be designated on student records. The use of "AF" shall result in the automatic printing of the comment "due to excessive unexcused absences."

Appeals

Appeals for receipt of a "AF" due to excessive unexcused absences shall be addressed by contacting

the Head of Academic Affairs. The appealing party will write a letter outlining the reason for the appeal. The Head of Academic Affairs will then inform the Attendance Committee of the letter. The letter will be reviewed and responded to by a member of the Attendance Committee. Such cases shall be addressed on a case-by-case basis with the Attendance Committee to determine if any make up work is possible to avoid an "AF" marking for the marking period.

Legal References

RSA 193:16 School Attendance

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. 117) or email (attendance@thsstj.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
4. 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.

Requests for Early Dismissal

Appointments should not be made during the school day. They should be made after school, on Saturdays or on holidays. In case of an emergency, a parent/guardian may request early dismissal by phone, email (attendance@thsstj.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.

Absence & Participation in School Activities

Students absent from school for unexcused absences, tardy or dismissal 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. Additionally, students missing liturgical services will not be able to participate in extracurricular activities, including athletics.

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. Any student with an unexcused absence on a Friday will not play in weekend sports.

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 to recognize four years of perfect attendance.

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 student's responsibility to make up all the work they missed.

If a student is absent for a single day, all work is due **within 2 days** of returning to school. For approved excused longer absences, the teacher will decide on the appropriate amount of time for make-up.

Work that was assigned before 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.

(5.5) 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.

(5.6) 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. 142. (See Insurance Coverage).

(5.7) 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.

(5.8) Dress Code

APPEARANCE AND ATTIRE

The purpose of Trinity's dress code is to establish an atmosphere conducive to learning and foster pride in appearance. All students are required to dress appropriately in accordance with the dress code outlined in the Student/Parent Handbook. Dress must be neat, clean, and modest. Students must be in dress code from 7:00 AM through 2:18 PM.

Students serving detention must also follow dress code rules. Dress code requirements apply on field trips and midterm and final exam days. If students are in violation of the dress code, parents/guardians will be called and asked to bring appropriate clothing for the day and students may be subject to disciplinary action. Repeated infractions will result in a mandatory parent meeting and Pioneer Community Service.

Exceptions to Trinity's dress code may be approved by an Administration and will be shared with the school community on specific occasions.

DETAILED DESCRIPTION OF TRINITY'S DRESS CODE (Regular School Day Dress)

- All shirts will require the Trinity "T" on the chest, purchased through Global School Wear.
- All sweaters, sweatshirts, and jackets described below will require the Trinity "T" on the chest, purchased through Global School Wear.
- Pants do not need to be purchased through Global School Wear. Cargo Pants are not allowed.
- **To get to the Trinity Global School Website, click [HERE](#).**

Student ID: Students are required to wear their school-issued ID during school hours. The ID shall be worn on a lanyard around the neck on top of the outermost layer of clothing. *These will be issued after school photos are taken.*

Shirts: Girls and boys must wear collared shirts. All shirts must have the Trinity "T" on the chest, purchased through Global School Wear. They must also be tucked in.

Pants: Docker style (fine twill or chino) or dress slacks must be worn (no jean-type pants, cargo, spandex, or joggers). These should be regular fit and straight leg and must have belt loops. Pants must be khaki or navy.

Sweater: All sweaters, sweatshirts, and jackets described below will require the Trinity "T" on the chest, purchased through Global School Wear. The Trinity sweater is available through the Global School Wear Website. Sweaters MUST be worn over a collared shirt. These are available in heather gray, navy, and red.

Sweatshirt: The Trinity crew neck sweatshirt is available through the Global School Wear Website. It is available in navy, heather gray, royal, and red. Sweatshirts must be worn over a collared shirt. **Hoodies will NOT be allowed.**

Jacket: The Trinity 1/2 zip pullover, available through the Global School Wear Website, is allowed over a collared shirt. These are available in heather gray, navy, and red. **Windbreakers are not allowed.**

Skirts: Girls may choose to wear a skirt purchased through the Global School Wear Website. Skirts can be no shorter than 2 inches above the knee and may not be rolled. Skirts must be tucked into the skirts. **Navy blue** tights must be worn under the skirt. Students wearing skirts inappropriately will no longer be allowed to wear skirts

Belt: Belts must be worn with all pants and/or shorts (when shorts are allowed).

Shorts: SHORTS ARE ONLY ALLOWED BY ADMINISTRATIVE ANNOUNCEMENT. When approved, these must be khaki or navy. These may be no shorter than 2 inches above the knee. They must also be worn with a belt.

Shoes: Acceptable styles for girls and boys are leather boat shoes, loafers, and/or sneakers in good condition. Shoes with laces must be tied. Girls may also wear dress sandals or flats. **Slippers, moccasins, clogs (Crocs), athletic slides, flip flops, and open backed shoes are not allowed.**

Outerwear- No outerwear (coats, hooded sweatshirts or jackets) will be worn in the building during school hours. No hats, hoods, bandanas, or other forms of headwear will be worn. Hooded sweatshirts and coats are not allowed at any time during the school day.

DAILY DRESS CODE CLOTHING SHOULD ALWAYS BE WORN IN THE MANNER OF WHICH THEY WERE DESIGNED FOR WEAR.

1. When layering clothing items, each item must individually meet dress code. Only white T-shirts with no graphics may be worn under dress code shirts.
2. All clothing must be clean, without tears or frays.

ALL-SCHOOL MASS DRESS CODE

The dress code for all-school masses is more formal than the everyday dress code. This is to help students understand and respect the importance of these events to the Trinity Catholic community.

The dress code for all-school Mass will be strictly enforced. Students out of dress code will receive detention and/or Pioneer Service, and their parents/guardians will be called and asked to bring their student-appropriate clothing so they may attend Mass.

If a family has difficulty providing a student with appropriate clothing for All-School Masses, they should contact the Administration in advance for assistance.

Students who violate the dress code will receive detention for a first-time offense. Second and/or subsequent offenses may result in additional consequences, including Pioneer Service. The Head of Student Affairs, in accordance with this policy, reserves the right to determine if clothing or personal grooming practices are hindering effective learning and social environments at school or school-related activities.

(5.9) DRESS UP DAYS

Boys must wear ties with a **white Oxford button up** dress shirt and dress pants. They can wear a Trinity sweater, Trinity crew neck, or a Trinity fleece 1/2 zip pull over their shirt and tie.

Girls must wear **white Oxford button up** dress shirts, dress pants, or skirts. They can wear a Trinity sweater or a Trinity fleece 1/2 zip pull over their shirt.

- **The crew neck sweatshirts with the Trinity T are permitted on dress-up days.**

(5.10) DRESS DOWN DAYS

Students will be allowed to dress down on days designated by the administration. Students may not wear any 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.

1. Boys shall wear modest jeans (no holes, rips, or tears) or khakis, and either a buttoned shirt,

- pullover shirt, or t-shirt. Shirts may be untucked.
2. Girls shall wear modest jeans (no holes, rips, or tears) or khakis, and either a buttoned or pullover shirt, or t-shirt. Shirts should have sleeves and crew necks or collars (no low-cut v-necks or scoop necks). Shirts may be untucked. Girls' shirts should extend over pants when arms are extended overhead. Midsection and bra straps should not show. Skirts must meet the 2-inch rule.
 3. Leather boat shoes, loafers and/or sneakers in good condition may be worn. Shoes with laces must be tied. Girls may also wear dress sandals or flats. **Slippers, moccasins, clogs (Crocs), athletic slides, flip flops, and open backed shoes are not allowed.**
 4. Any clothing that displays a considerable amount of skin is inappropriate.
 5. Hats, caps, or scarves worn as hats are not to be worn indoors.
 6. **Unnatural hair colors are not permitted.**

Students out of dress code will be assigned detention. Repeated infractions may result in a parent/guardian meeting with the administration and may result in further consequences including suspension from school and review of enrollment status.

(5.11) Restricted Areas

Students are not allowed in the school building without faculty/coach supervision. Students should refrain from going into the Saint Joseph's section of the building unless assigned a Fine Arts Class. The gym is off-limits to all students during the school day. Locker rooms are also off-limits during the school day. 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 teacher's express permission and direct supervision.

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

(5.12) Gambling

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

(5.13) Public Displays of Affection

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

(5.14) 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.

(5.15) 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 before school or during their assigned lunch periods and this food should not leave the cafeteria.

(5.16) Classrooms

No food or drink, aside from water, is allowed in the classrooms.

(5.17) 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 safekeeping.

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.

(5.18) 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 first and third floors; the boys' bathrooms are located on the second and fourth floors. Students are expected to use the bathroom facilities in a timely manner and should not linger in the restrooms. One student per stall.

(5.19) 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.

AI Policy for Students

AI Use Policy for Students

Introduction to Artificial Intelligence (AI):

Artificial Intelligence (AI) refers to the simulation of human intelligence in machines that are programmed to think and learn. It can perform tasks that typically require human intelligence, such as understanding language, recognizing patterns, solving problems, and making decisions. In the educational context, AI can support personalized learning, automate administrative tasks, and provide interactive and engaging learning experiences. As AI technologies evolve, it's imperative to establish clear guidelines to leverage these tools effectively and ethically within our schools.

Purpose:

This policy outlines the principles and rules governing the use of Artificial Intelligence (AI) tools by students within the educational environment. The aim is to ensure that students engage with AI technologies responsibly, ethically, and effectively to enhance their learning experiences while safeguarding their privacy and well-being.

Policy Scope:

This policy applies to all AI technologies and platforms accessed or used by students within the school premises, for school-related tasks, or through school-provided devices and networks.

Responsible AI Use:

Educational Purpose:

Students must use AI tools solely for educational purposes as directed by teachers or school authorities. Using AI for non-educational activities or submitting AI work as original student work within the school context is prohibited.

Ethical Conduct:

Students are expected to use AI technologies ethically, respecting copyright laws, privacy norms, and the intellectual property rights of others. AI should not be used to engage in plagiarism, cheating, or any form of dishonesty in academic work. AI work must not be submitted in place of student work.

Privacy and Data Protection:

Students must be cautious when interacting with AI tools that require personal information. Sharing sensitive or personal data without proper authorization or oversight is prohibited. Students should understand the risks and implications of data sharing and seek guidance from teachers when necessary.

Respectful Interaction:

Any form of communication with or through AI tools, including chatbots or virtual assistants, must adhere to the same standards of respect and decency expected in human interactions. Abusive, harmful, or disrespectful conduct through AI platforms is unacceptable.

Safety and Security:

Students must not use AI to access or disseminate harmful or inappropriate content. They should immediately report any security breaches, suspicious activities, or exposure to inappropriate content encountered during AI use to school authorities.

Resource Responsibility:

AI resources, such as software, chatbots, or assistants should be used responsibly and not abused for the ease of use in creating original content. Students should ensure that AI tools are used responsibly, without unnecessary ethical implications.

Monitoring and Compliance:

The school will monitor the use of AI technologies to ensure compliance with this policy. Monitoring will be conducted in an ethical manner, respecting the privacy and rights of students.

Violations of this policy may result in disciplinary action, including but not limited to restriction of access to AI resources, educational interventions, or other disciplinary measures as deemed appropriate by the school administration.

1st Offense: Forfeiture of grade on assignments and a teacher conference.

2nd Offense: Forfeiture of grade on assignments and a parent/teacher conference.

3rd Offense: Forfeiture of grade on assignments and a teacher, administrator, and parent conference.

All additional offenses will be handled by the administration.

Review and Update:

This policy will be reviewed and updated annually to reflect new developments in AI technology, changes in legal and ethical standards, and the evolving needs of the educational environment.

Conclusion:

The responsible use of AI by students in the educational setting is essential for fostering a safe, ethical, and productive learning environment. By adhering to this policy, students will be better equipped to leverage AI technologies for their educational advancement while respecting the norms and values of our school community.

(5.20) 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.

(5.21) Parking/Driving Safety

Students who choose to drive to school are responsible for arriving on time. Students who park off campus are encouraged to park at the Derryfield Park parking lot across from the school on Bridge Street. Students park off campus, park at their own risk. Students should use the crosswalk and wait for the walk sign before crossing.

Students who park on campus should not park in the area in front of and immediately to the west side of the gym as these areas are reserved for teachers and visitors. Students will be assigned a parking spot and must have the school-issued parking pass, visible. Limited student parking (seniors first) is available on school grounds for a fee of \$65.00 for the school year. Students must display an issued parking pass.

FIRE LANES MUST BE KEPT CLEAR AT ALL TIMES

Parking on school grounds is a privilege that 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.

(5.22) 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.

(5.23) 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 is announced.

(5.24) Equipment and Facilities

Students should take pride in and care for 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.

(5.25) 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 administration. 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.

(5.26) 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.

Exit by Stairwell D (Bridge Street side) door:
Rooms: 409, 407, 404, 307, 304, 309, 207, 204, 205, 105, 107, 103

Exit by Stairwell E (Former faculty entrance) door:
Rooms: 403, 401, 402, 303, 301, 302, 305, 203, 201, 202, 261, 101, 102

Stairwell descriptions:

Stairwell A - Located behind the Administrative offices next to the elevator. (New portion of the building)

Stairwell B - Located next to Campus. (New portion of the building)

Stairwell C - Located by HS cafeteria.

Stairwell D - Former main entrance to the school. (Bridge Street side)

Stairwell E - Former faculty entrance. (Mammoth Road side)

Stairwell G - Connects 2nd and 3rd floor of St. Joseph's wing. *Does not lead to the ground floor. (New portion of the building)

(5.27) Fundraising

Proposals for fundraising activities for all athletic teams and booster clubs must be submitted to the Athletic Director and approved by the Director of Institutional Advancement.

Proposals for all fundraising activities for all non-athletic co-curricular organizations must be submitted to the Dean of Community Engagement for approval.

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

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

The President has final discretion on all fundraising activities.

(5.28) 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

5.29 Academic Center

(5.29) 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 not required to attend study during the exam period.

(5.30) 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. Diocesan School Office, the NH DHHS and the CDC.

(6) Technology Policy

As part of Trinity High School's 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

All 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 technology resources, school-issued or personal, is a privilege, not a right, and inappropriate use will result in disciplinary action. **Students may only use their school issued chromebooks.**

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.

6.1 Personal Electronic/Cell Phone Policy

Cell phones

Cell phones may not be visible or used during the school day (7:00AM—2:18PM). Students are prohibited from using cell phones in any other areas of the school building/grounds during the school day. Repeated offenders will face disciplinary action and will no longer be allowed to bring these items to school.

CELL PHONE RELATED DEVICES:

Students are prohibited from having an Apple Watch, iPad, Air-Pods/Earbuds, and other music-listening devices (headphones) in any area of the school building/grounds at any time during the school day.

Any student displaying an Apple Watch, Air-Pods/Earbuds and other music-listening devices (headphones), will have them taken and returned to them at the end of the day. Repeated offenders will face disciplinary action and will no longer be allowed to bring these items to school.

Chromebooks: Each student is provided with a Chromebook, which should be charged each evening. Students are required to use their Trinity-issued Chromebooks during the school day. Other personal devices are not permitted in class. **Students who do not prepare for class and attend with a charged Chromebook will not be able to make up assignments.**

TELEPHONE CALLS AND MESSAGES TO/FROM

HOME: Communication via student cell phone is not permitted during school hours (outside of lunch in the cafeteria). Parents will be encouraged to email students through the Trinity High School student-assigned email account. Parents needing to communicate with their son/daughter during the school day should call the Main Office. Students having a medical emergency

should go to the nearest adult and/or the school nurse. Phone calls to home may be made by going to the Main Office and/or an administrator's office.

Parents should call the school directly at 603-668-2910, ext. 117, should an emergency arise that requires their student to be contacted. This way, school personnel will be informed of the emergency and can assist the student.

6.2 Personal Electronic Transmitting & Recordings

Students found to be transmitting or recording any 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.

(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 classroom 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/Pioneer Service

Pioneer service may be assigned throughout the week, including Saturdays. Detentions may be assigned for infractions deemed by the administration to be of a serious nature or for any chronic infractions.

(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. Students may not use cell phones during detention.

(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 Principal or Principal'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 Principal or Principal'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 Principal or Principal'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 Principal or Principal'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 Principal or Principal'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 Principal or Principal'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 Principal or Principal'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 Principal or Principal'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 Principal or Principal's designee shall provide parents/ guardians with information about bullying.

Staff and Volunteers- The Principal or Principal'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 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 Head of Academic Affairs and the Head of Student Affairs. The selection of two individuals (one male and one female) for this purpose is to allow those making a 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) Self Harm/Safe Return to School

Faculty & Staff should report any concerns regarding depression, self-harm and/or any potential thoughts of other students' self-harm or harm to others to the School Counselors.

Any student who expresses thoughts of self-harm should never be left alone and should be escorted to the school counseling office, and/or counselors or administration need to be advised immediately.

Intervention Components

1. School Counselors meet with students.
2. School Counselors will inform parents/guardians and school administration when a student poses a serious and foreseeable risk of harm to self or others.
3. Parents/guardians are always contacted and notified of anything learned through an investigation of potential suicide; this will guide parents/guardians in efforts to protect their child.
4. **School counselors provide mental health resources to parents/guardians and recommendations for next steps based on perceived student need.**
5. School counselors collaborate with the student to develop a safety plan and explore coping strategies. School counselors discuss with parents/guardians safety proofing of home and all environments that the student frequents to secure and remove all access to firearms and other lethal means of suicide.
6. School counselors engage appropriate emergency response personnel.
7. Students get a Mental Health evaluation.

When a student is actively suicidal and the immediate safety of the student or others is at-risk, school staff should immediately contact appropriate emergency response personnel

- If parent/guardian abuse or neglect is the expressed reason for the student's suicidal ideation, it is best practice for the school counselor to contact child protective services rather than the parents/guardians in an effort to protect the student and ensure the student's safety and well-being.
- Elliot Hospital has a mobile rapid response team

Postvention Components

Following a suicidal crisis and/or a psychiatric hospitalization, school counselors meet with the student's parents/guardians, other relevant staff and, if appropriate, include the student to discuss re-entry and address next steps needed to ensure the student's readiness for return to school and plan for the first day back.

Recommended actions include:

- Letter from Hospital or Mental Health Evaluation.
- Coordinate a signed release to speak with any outside health care providers
- Discuss and document any necessary accommodations (i.e. exempted work, adjusted deadlines, building safety plan)

(7.12) 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

(7.13) Drugs / Alcohol

Trinity High School reserves the right to search any students' lockers, and/or personal belongings should there be suspected drug or alcohol use. 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 may 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, School Counseling 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

(7.14) Medications/Prescription Medications

All prescription medications brought into school must be hand delivered by a parent or guardian and will be recorded by the school nurse, who will establish an appropriate protocol for administering medications during the school day.

The first dose of a new medication must be given at home. No prescription medication will be dispensed unless the medication is delivered to the school in the original non expired pharmacy container, a physician's order stating the name of the prescription, date of the order, route of administration, when to dispense, why it is needed (unless confidential), and signed by the physician.

Students who carry Epi Pens, Inhalers, or Insulin on them while at school or sanctioned school events are required to submit the same medication details as stated above with authorization by their physician.

A new prescription will need to be provided each school year or if there are any changes in the medication dosage or time to be given. All medication sent to the nurses office will need to be picked up by a parent or

guardian at the end of the school year ending or it will be disposed of.

Please use the THS forms in the handbook for Epi Pens or Inhalers as they have all the required information needed by the schools. Please make sure the forms are filled out completely by your child's provider. These forms expire annually and an email reminder from the school nurse will be sent in advance of when they are due to be updated by their provider. Medication forms submitted that are not signed by a parent will be acknowledged as implied consent.

Over-the-counter medications are dispensed by the school nurse and only need parent permission. During the enrollment process there is a check box section giving permission for over-the-counter medication while at school. If the over-the-counter medication is not addressed during enrollment, medication will not be dispensed without parental permission. Once enrollment is complete edits cannot be made and a call for permission will be made prior to dispensing any over-the-counter medication. The generic versions of the following medications offered to students are: Tylenol, Motrin/Advil, Clartin, Zyrtec, TUMS, Benadryl, cough drops, hydrocortisone cream, and triple antibiotic ointment.

Students are not allowed to possess any prescription or over-the-counter medication while at school with the exception of Epi Pens, Inhalers and Insulin provided the appropriate documentation has been provided by a parent or guardian. Students in possession of prescription or over-the-counter medications outside of these parameters will be subject to disciplinary action. Misuse of prescription medication is a serious matter which will incur disciplinary action.

Please be sure to have proper documentation prior to the first day of school or your child may not be permitted to attend school. The documentation requested is required by the New Hampshire Department of Education.

(7.16) Student Arrest

If the administration becomes aware of a student's arrest for any alleged illegal activity, that student may 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.

(7.16) 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.

(7.17) 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 administration.

(7.18) 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.

(7.19) 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.

(7.20) 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.

(7.21) 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

(7.22) 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 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.

Controlled Substances

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

(7.23) 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.

(7.24) 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 missed work. Repeated offenses will also result in a parent conference, disciplinary probation, and possible expulsion from the school.

(7.25) 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 administration in a manner consistent with the 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*.

(7.26) 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.

(7.27) Withdrawal

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

(7.28) Expulsion

Expulsion is determined by the Principal. Prior to expulsion, the student and his or her parents / guardians will be granted a hearing by the Principal. If expulsion is determined, the Principal 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. Expulsion decisions may be appealed to the President.

(7.29) Eighteen-Year-Old Students

All students, regardless of age, must abide by the school's rules and regulations 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

All students involved in co-curricular activities are expected to adhere to the policies outlined in the "Life of a Pioneer" Code of Conduct, which they will be asked to sign at the start of each academic year. The code of conduct may be reviewed on the school website.

(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 understand that participation in co-curricular activities is a privilege, not a right, and is entirely voluntary. Students are encouraged to become involved in the total program of the school by participating in activities, which we believe to be beneficial in contributing to a comprehensive education and well-rounded student experience. Information regarding these activities may be obtained by contacting the Dean of Community Engagement, Club Advisors or Athletic 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. Students involved in co-curricular activities may not be failing more than **two** or more classes in an academic quarter.

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

(8.3) Eligibility

Students must meet Academic standards (cited in this handbook) and must meet behavioral standards in order to remain eligible for participation in sports and other activities. Students seeking leadership roles such as club or class office must be deemed in good academic and behavioral standing. Students whose behavior has resulted in consistent disciplinary action such as detention and suspension may **not** be eligible to serve in leadership roles.

(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 a suspension from play.

(8.5) Absence and Participation in Activities

Please see Section 5

(8.6) Behavioral Expectations

Students are accountable for their behavior while participating in all co-curricular and athletic activities on or off school grounds, 365 days a year.

Students involved in co-curricular activities or athletics are considered both leaders and ambassadors of the school, and are expected to abide by all Trinity policies and expectations. Student behaviors resulting in disciplinary action may result in a student being deemed ineligible to participate in co-curricular activities or being suspended/removed from an activity.

(9) Non-Athletic Activities

(9.1) Non-Athletic Activities

Trinity High School offers the following clubs and activities: Band, Chorus, Campus Ministry, Drama, Chorus, National Art Honor Society, National Honor

Society, Math Team, Student Council, Student Government, Robotics, Yearbook, and Youth in Government. Other clubs are created throughout the school year

(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 of 3.75 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."

*National NHS Handbook

Appeals regarding non-selection must be made in writing to the Principal. Each student's eligibility for membership in the NHS is subject to periodic review. Members who fail to uphold the criteria will be removed from the NHS or lose their ability to receive graduation regalia designating membership.

SCHOLARSHIP - Scholastic ability is based on a Weighted Grade Point Average (GPA) of 3.75. All scholastic records will be reviewed, including the semester prior to induction. Membership is limited to juniors and seniors. Each student's initial assessment includes grades from the freshman and sophomore years.

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

Invitation to the NHS is extended only in the fourth quarter of sophomore or junior years. NHS induction occurs once per year in May.

(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 overall 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 all required medical paperwork including concussion protocol and physical examination, 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

All athletes must be picked up within ten minutes after any practice or home game, and within fifteen minutes after any away game. Any athlete who is not picked up on time will not attend the next game, meet, or tournament.

(10.9) Hazing

Please see Section 7.

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. Parents who do not adhere to the above and who are causing a disturbance may be

asked to leave and may result in being prohibited from future game attendance.

(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 Purchasing

Books may be obtained through online purchasing. Students must purchase books for their scheduled classes. Students who do not purchase books may see their grades impacted. Teachers are not responsible for providing copies of textbook pages to students. Books should be purchased prior to the school start date.

(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 weekly 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. Students missing liturgical services will not be able to participate in extracurricular activities, including athletics.

(11.4) School Store

A variety of THS apparel may be purchased through the school website.

Parent/Student Agreement Form: 2026 -2027

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.

Student Quick Guide – College Planning and Assessments

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

You 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.

Family Connection

Student Quick Guide – College Planning and Assessments

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, first 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.

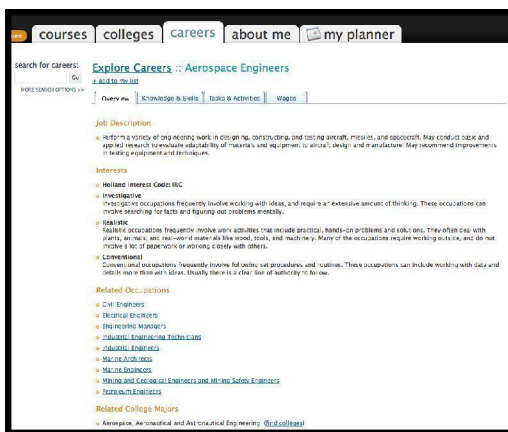
More information about Holland Codes:
http://www.learning4liferesources.com/holland_codes.html

Explore Careers

Career exploration is an important step in preparing for success after high school. The careers you may be interested in 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.