





Trinity Catholic School

1205 S Albert Pike
Fort Smith, AR 72903
479-782-2451
office@thinktrinity.org

STUDENT-PARENT HANDBOOK 2026-2027









Table of Contents

Welcome Letter 1
Mission/Vision Statement 2
Parent/School Partnership 3

Diocese of Little Rock Policy Manual 4
Non-Discrimination Policy 4
Statement of Philosophy 4
Basic Goals & Objectives 4

School Operations 5
- Office Hours/Drop Off Pick Up/School Closings/ Medication/Change of Address & Phone Number

Admission 6
Entrance & Registration 6
Immunizations 6
Transfer Students 6
Attendance Policy 7
- Absences/Truancy

Tardies 8
Guidelines to Follow for Absences/ Tardies 8

Makeup Work Due to Absences	9
Cell Phone/Electronics Policy	10
Custodial & Noncustodial Provisions	10
FERPA	10
Student Records	11
Proof of Enrollment Forms	11
Accreditation	11
Announcements	11
Trinity Homework Policy	12
School Expectations/Discipline	13
Appropriate Behavioral Guidelines	13
Honor Code/Academic Dishonesty	13-14
Discipline Guidelines	14-15
In School Suspension (ISS)	15
Out of School Suspension (OSS)	16
Expulsion	16
Bullying/Cyberbullying Policy	17
Profanity	17
Weapons	17
Sexual Harrassment	17
Tobacco, Alcohol, Vaping, & Drug Policies	18
Behavior Not Covered	18
Complaints	18

Dress Code Policy 18-22

- Uniform Guidelines/Approved Vendors/Uniform Code/Violations

School Fees & Tuition/Learns 22

Academic Program 22-23

Pre-AP Course Expectations 23

RenWeb/FACTS 23

Hallow 23

Withdrawal from Trinity 24

Report Cards & Progress Reporting 24

Grading Scale 24

Promotion Policy 24

Course Failure 24

Student Life-Activities & Athletics 25

Participation/Eligibility 26

Tryout for Spirit Squads 27

Service Hour Requirements 27

Trinity Honor Society 28

School Organizations 29

- School Board/Booster Club

Parent Volunteer Hours 30

Safe Environment Program 30

Facilities 30-31

- Lockers/Search of Properties/ Visitors/Hallways/Library/ Faculty Workroom & Lounge/Activity Center/Locker Rooms

No Delivery Policy 31

Lunch Vendors 32

Technology Policies 32-33

- Computer/Internet Terms of Use
- Internet Terms & Conditions

Social Media Policy 34-35

School Issued Chromebook 36-37

Athletic Dept. Policies & Sportmanship Rules Regarding TCS Activites & Sports 38-41

Conduct Unbecoming of a TCS Athlete 42

Sportsmanship 42

Medication Form 43

Library Selection and Reconsideration Policies 44-45

Chromebook Agreement 46-47

Statement of Responsibility 48

Trinity Catholic School
1205 S Albert Pike
Fort Smith, AR 72903
479-782-2451
office@thinktrinity.org

Dear Parents and Students,

Welcome to Trinity Catholic School!

On behalf of the entire Trinity family, we are delighted to extend a warm and heartfelt welcome to you. We are thrilled that you have chosen our school for your child's educational journey, recognizing the importance of a nurturing environment that fosters both spiritual and academic growth.

At Trinity, we believe in the power of education to shape not only minds but also souls. Our goal is to provide a comprehensive and holistic education that nurtures the whole child, emphasizing the development of strong character, critical thinking skills, and a deep connection to spiritual values. We strive to create an atmosphere where students feel supported, inspired, and empowered to reach their full potential in all aspects of life.

The Student-Parent Handbook reflects the policies for Trinity Middle School for the 2026-2027 school year. These policies and procedures have been established by the Trinity School Board and Administration and follow the guidelines established by the Diocese of Little Rock. While we attempt to be as specific as possible, not every situation is clear cut. We ask that you trust us to make wise decisions for your child and for our school. We take immense pride in our dedicated and highly qualified faculty and know they are committed to creating an inclusive and compassionate community where each student feels valued and respected.

As parents, your involvement is crucial in creating a successful partnership between home and school. We encourage you to actively participate in your child's educational journey, by volunteering, attending parent-teacher conferences, checking RenWeb regularly to view your child's grades and assignments, and making sure your child has good attendance. We believe that by working together, we can provide the best possible support and guidance to our students, ensuring their growth and success.

Blessings,

Deacon Brad Brown
Administrator

Mr. Zach Edwards
Principal

Trinity Mission/ Vision Statement

BE IT KNOWN TO ALL WHO ENTER HERE,
THAT CHRIST IS THE REASON FOR OUR SCHOOL,
HE IS THE UNSEEN BUT EVER PRESENT TEACHER
IN OUR CLASSES, THE MODEL OF OUR FACULTY,
THE INSPIRATION OF OUR STUDENTS

Trinity Catholic School is a Christ-centered educational community built on the promise of meeting the needs of all learners, academically, spiritually, and emotionally. Our focus is to bridge the gap between the needs of our students and the high academic standards we strive to achieve by providing instruction that meets students where they are. We challenge our faculty and staff, like our students, to grow, by providing learning experiences that foster collaboration and individual success. All members of our community are encouraged to live our mission -

Be Something, Do Something, Leave Something,
all for the glory of God.

TRINITY PARENT/SCHOOL PARTNERSHIP

TRINITY'S COMMITMENT TO THE PARTNERSHIP:

- Fulfill our mission
- Seek & value the parent's perspective on the student
- Treat each student with courtesy and respect
- Provide a caring, safe environment
- Communicate openly, politely, and constructively when sharing concerns or exchanging information with parents
- Provide parents with direct, confidential, fact-based responses while clearly articulating the school's philosophy, program, and practices
- Provide appropriate learning opportunities
- Enforce an appropriate dress code
- Respond to parent concerns
- Provide consistent values and discipline

PARENT'S COMMITMENT TO THE PARTNERSHIP:

- Agree with & support Trinity's mission
- Respect the school's responsibility to do what is in the best interest of the entire community, while recognizing the needs of their individual student
- Treat all faculty & staff with courtesy & respect
- Check your child's RenWeb account & read school communications
- Respect & understand the importance of student attendance
- Communicate openly & honestly about your child
- Stay current on all financial obligations
- Send students to school appropriately dressed according to our Trinity dress code
- Support our values & discipline
- Seek information & facts rather than rumors

Trinity believes that a positive and constructive partnership between the School, its students, and their families is essential to fulfillment of our mission. Parents understand that Trinity reserves the right to require the withdrawal of any student whose progress, conduct, or influence are not in keeping with Trinity's standards as outlined in our handbook or which interfere with the accomplishment of the School's mission. Parents understand the decision of Trinity will be final in these matters.

Think Trinity

THIS ONLINE VERSION OF THE STUDENT/PARENT HANDBOOK IS FOR REFERENCE AND UNDERSTANDING OF THE RULES AND REGULATIONS OF TRINITY CATHOLIC SCHOOL. STUDENTS AND PARENTS ARE TO READ THIS HANDBOOK, THEN CLICK HERE FOR THE GOOGLE FORM, ACKNOWLEDGING AGREEMENT TO THE HANDBOOK, BY AUGUST 21, 2026.

STATEMENT OF RESPONSIBILITY 26-27

A PRINTED COPY OF THIS HANDBOOK IS AVAILABLE FOR VIEWING IN THE OFFICE DURING REGULAR BUSINESS HOURS. TRINITY RESERVES THE RIGHT TO AMEND THIS STUDENT-PARENT HANDBOOK, WHICH IS NOT A CONTRACT. NOTICE OF AMENDMENTS WILL BE POSTED ON THE WEBSITE.

DIOCESE OF LITTLE ROCK POLICY MANUAL - CATHOLIC SCHOOLS OF ARKANSAS

THE POLICIES STATED IN THIS MANUAL ARE IN ADDITION TO THE DIOCESEN POLICIES LISTED ON THE DIOCESE OF LITTLE ROCK WEBSITE, WHICH STATES: CATHOLIC SCHOOLS WILL MAINTAIN THE STANDARDS REQUIRED BY THE DIOCESE. EACH SCHOOL WILL ADHERE TO THE POLICIES AND REGULATIONS OUTLINED IN THE DIOCESAN POLICY MANUAL CONCERNING THE OPERATION OF THE SCHOOL. THE DIOCESAN MANUAL OF POLICIES AND REGULATIONS FOR ELEMENTARY AND SECONDARY SCHOOLS WILL GOVERN ALL CATHOLIC SCHOOLS IN THE DIOCESE OF LITTLE ROCK. (DIOCESAN POLICY 5.03 & 5.07) PLEASE CLICK HERE TO VIEW THESE POLICIES:

HTTPS://WWW.DOLR.ORG/SCHOOLS/POLICY-MANUAL

NON-DISCRIMINATION POLICY

The Catholic schools in the Diocese of Little Rock admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The Catholic schools in the Diocese of Little Rock do not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. (Diocesen Policy 4.01)

While the school does not discriminate against students with special needs, a full range of services may not be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic, and physical abilities, and the resources available to the school in meeting the student's needs.

STATEMENT OF PHILOSOPHY

Trinity offers young men and women an education based on the Catechism of the Catholic Church. With parents as partners, our faculty and staff provide an exceptional academic experience focused on spiritual, emotional and social development.
We believe that an exemplary education can only be fostered in a safe environment that affirms individual worth and mutual respect. As students develop a more mature perspective of the world, the Trinity staff models Christian responsibility and encourages students to partner with the community through stewardship and service.

BASIC GOALS & OBJECTIVES

1. To provide a program which will help each student to grow in faith, to come to a better understanding of his/her relationship with God, and to become an active member of the Christian community.
2. To spread the good news of the Christian message.
3. To provide each student with the opportunities to develop his/her educational skills and mental abilities according to his/her God-given talents.
4. To develop in each student a strong character which would exhibit respect and appreciate not only his/her own life, but the lives of others.
5. To establish a community of faith with the students, teachers, administrators, and parents, and to spread this to the surrounding local community.
6. To guide, to reason with, and when necessary, to impose discipline in order to enable the students to achieve self-discipline.
7. To encourage open communication between parents and teachers that will benefit the well being of the child's educational endeavor.

Office Hours:

School office hours are 7:30 a.m. to 4:00 p.m. when school is in session. Summer hours vary and will be posted to our Facebook page. All visitors including parent(s) and/or guardian(s) are to sign in at the school office when entering the building for any purpose and sign out upon departure.

Drop Off/Pick Up:

Parents may drop students at the front of the school beginning at 7:15 a.m. Athletics may begin at an earlier time in the B.C. and Fran Brock Activity Center (gym). No students should be dropped at the gym if they do not have a scheduled practice.

The school day concludes at **3:25 p.m.** Parents will pick their student(s) up by driving into the parking lot. The driveway is **one way**, West to East, with entrance from Albert Pike and exit onto S. 46th Street. **Students who are not staying for after school activities should be picked up by 4:00 p.m. at the latest. Families of students not picked up by 4:00 could be charged a $20 late fee each time their student is late to be picked up.**

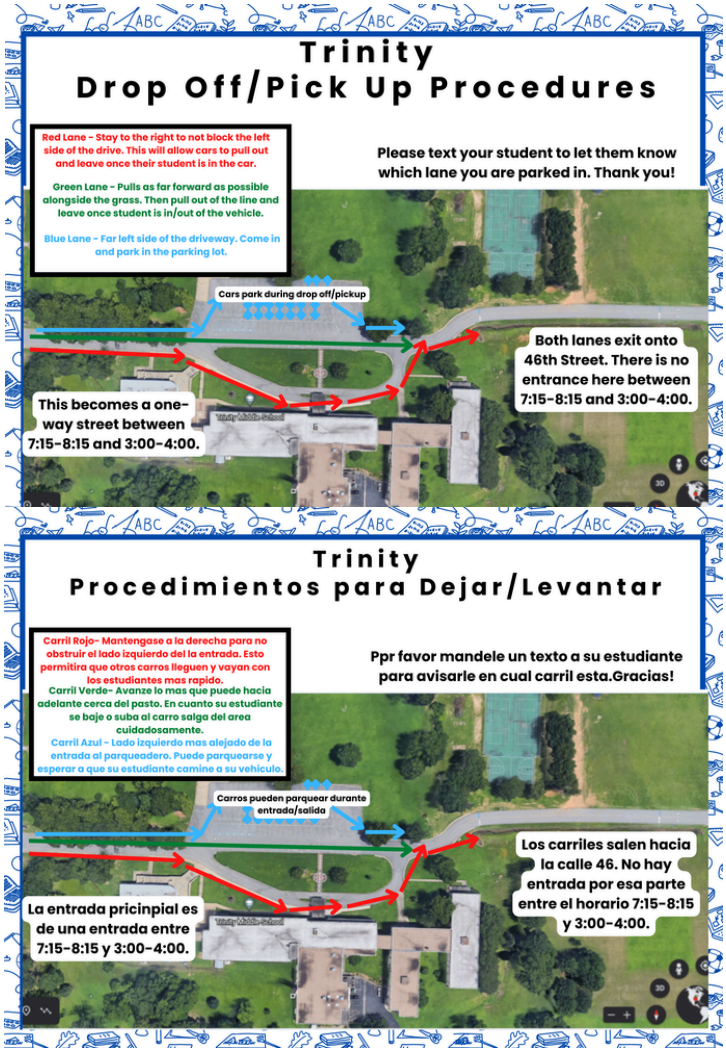
School Closings:

INCLEMENT WEATHER

Trinity usually dismisses school in conjunction with the Fort Smith Public Schools in the event of inclement weather. Parents and students are encouraged to listen to local media for closure information. Trinity will use social media, email and text communication with parents. Use your parental judgment for safety.

OTHER EMERGENCIES

The decision to close school temporarily due to an emergency such as an epidemic or an inability to operate the school effectively rests with the principal. Every effort will be made using email, text and phone to notify parents if any type of emergency situation arises.



Change of Address/Phone Number:

Any change of address or phone number, or other information, kept on file by the school, should be reported to the office as soon as possible so that records may be kept current.

Medication:

MEDICINE OF ANY KIND WILL NOT BE PROVIDED BY THE SCHOOL. NO MEDICATION WILL BE ADMINISTERED TO A STUDENT BY ANY SCHOOL PERSONNEL WITHOUT A WRITTEN DIRECTIVE FROM THE PARENT OR GUARDIAN. (Diocesan Policy 4.34.1)

The written directive signed by the parent/guardian will include the time(s) the medication is to be administered to the student and must be on file in the school office.

If you have not completed a Consent for Administering Prescription and Non-Prescription Medications please complete the release at the back of this handbook if your child needs to take medication during school hours. Any medication brought to school will be stored in a designated place under the control and supervision of office personnel. (Diocesan Policy 4.34.1) Medication sent to Trinity must be labeled with the student's name and be in its original container.

ADMISSION

Trinity will admit students of any race, color, national, or ethnic origin and will afford them all the rights, privileges, programs, and activities generally accorded or made available to its students.

Priority for admission will be given to the parishioners of the Fort Smith, Van Buren, Barling and Jenny Lind parishes. When space is available, non-parishioners may be admitted.

ALL NEW STUDENTS ARE ADMITTED ON A PROVISIONAL BASIS. IF A FAMILY HAS NOT BEEN CONTACTED OTHERWISE BY THE END OF THE FIRST SEMESTER OF THE STUDENT'S ATTENDANCE DURING THE SCHOOL YEAR, THEY MAY ASSUME FULL ADMISSION FOR THEIR STUDENT. Students who transfer into Trinity at other times during the school year will be on probation for the remainder of the semester in which they transfer.

ENTRANCE AND REGISTRATION

Trinity registration is held each spring, with final registration in August. At the time of registration, all students new to Trinity must present the following:

- Documentation of state required immunizations
- Birth certificate
- Baptismal certificate if Catholic or parish form
- Kindergarten-5th grade educational records

TRANSFER STUDENTS

Generally, students are not encouraged to transfer to Trinity after they have attended the first five days of a given semester at another school. However, exceptions can be made on an individual basis at the discretion of the principal after consulting with and receiving the permission of the pastoral administrator. If a waiting list is in place, accepted students may be contacted for admission if room becomes available during the school year.

IMMUNIZATIONS

The Arkansas Department of Health requires the following immunizations for a student to be admitted to school: All students Kindergarten through 12th grade will need the following:

- 5 doses of DTaP
  - minimum of 4 doses if the 4th dose was administered on or after the 4th birthday
- 4 doses of polio with the last dose on or after the 4th birthday
- 2 doses of varicella (chicken pox)
  - may accept written DOCUMENTATION from M.D./DO/ANP/PA only
- 2 doses of MMR (measles, mumps, rubella)
- 3 doses of Hep B (if alternate 2 dose series was given, must be indicated on record)

Additionally: If your child will be entering 7th grade

- 1 dose of Meningococcal vaccine

No child shall be admitted to a public or private school that has not been immunized as evidenced by an immunization record from a licensed physician or a public health department. Every child must have received all of the vaccines, be in-process of receiving needed doses, produce a letter from the Arkansas Department of Health approving serology as proof of immunity, or have applied for an exemption to continue attendance. An exemption to the immunization law may be made only by a certificate issued by the Director of the Arkansas Department of Health. The number of students exempt must be reported on the school's website.

TRINITY ATTENDANCE POLICY

We firmly believe that consistent attendance is a key ingredient in your child's success.
Attending school regularly not only ensures that students receive the full benefits of our curriculum but also allows them to actively participate in the classroom, engage in discussions, collaborate with peers, and form meaningful connections with their teachers.
Each day of school presents valuable opportunities for learning, growth, and personal development. Regular attendance establishes a solid foundation for academic achievement, as it allows students to build upon previously covered concepts, stay up-to-date with assignments and coursework, and develop important study habits and organizational skills.

We understand that there may be occasions when your child needs to miss school due to illness or family circumstances. In such situations, we request that you inform our office as soon as possible to ensure accurate record-keeping and appropriate support. As partners in your child's education, we encourage you to prioritize regular school attendance and work collaboratively with us to provide the best possible foundation for their future success. Your commitment to ensuring your child's presence in school sends a powerful message about the value you place on their education and sets them on a path towards achieving their highest potential.

Absences:

Trinity students are expected to attend all classes for which they have been scheduled as well as other events and activities occurring during the school day (e.g., liturgies, assemblies, etc.). Attendance is taken for each class period. Exceptions to the above-mentioned policy include illness, attendance at a funeral, doctors' appointments, court appearances, and attendance at official school sponsored activities. If any clarification must be made regarding the absence of a student, the principal will make this determination. **All absences are treated the same. No distinction will be made between excused and unexcused absences.**

Excessive Absences:

A student who has accumulated seventeen (17) days of absences during the school year will be required to attend summer school or to repeat the grade. (Diocesan Policy 4.08) After ten (10) days of absence, the parent and student will receive written notification by the principal and will be required to present a physician's note explaining the circumstances for any future absences.

Students may not leave the school premises during the school day without the explicit permission of the principal. Permission may never be presumed.

Truancy:

Students are truant if they:

- Leave the school without checking out through the office.
- Are absent from a class without permission.
- Become ill and go home/stay in the restroom/other location instead of reporting to the office.
- Obtain a hall pass to go to a certain place but do not report there.

In all cases, parents will be notified by the principal and the consequence assigned to the student will be discussed. Students who are truant are subject to a minimum penalty of In-School Suspension and a maximum penalty of expulsion.

TARDIES

FOR A STUDENT TO MAKE SATISFACTORY IMPROVEMENT IN SCHOOL, IT IS NECESSARY THAT HE/SHE BE PRESENT ON A DAILY BASIS WHEN CLASSES BEGIN. TARDINESS INTERFERES WITH PROGRESS IN SCHOOL AND CONSTITUTES A DISTURBANCE FOR ALL MEMBERS OF THE CLASS (Diocesan Policy 4.09).

Frequent or perpetual tardiness to class is unacceptable. During the first few minutes of the day and of each class, the tone and agenda are set for the rest of the period. In being late, students interrupt the instructional flow and deprive the teacher of the class's full attention. This wastes valuable time as it requires the teacher to repeat directives and information when students enter the room late. Adequate time between classes has been scheduled so tardiness should not be a problem for students.

A student is considered tardy if not in the classroom when the bell rings. Please note that many teachers require students to be in their assigned seat WHEN the bell rings to avoid being considered tardy. Students who arrive late to 1st period MUST report to the office before going to class.

Consequences:

Three tardies in a single class period during a semester may result in consequences such as lunch or early morning detention and/or a documented absence.

GUIDELINES TO FOLLOW FOR ABSENCES/TARDIES

1. **When a student is unable to attend school, a parent or guardian must telephone or email the school office (782-2451 or office@thinktrinity.org) before 8:30 a.m. to report the student's absence.**

2. Parents are strongly encouraged not to schedule medical, dental or other appointments during regular school hours. If such an appointment is unavoidable, parents are asked to vary the times appointments are scheduled so students are not consistently missing the same classes.

3. Parents are required to notify the office any time they plan to check their student out of school and must come inside to sign the student out before leaving campus. When returning from an appointment, parents do not need to come back in to sign the student in; however, the student must sign in at the office and present a doctor's note upon return.

4. Students who become ill during the day will report to the office. Parents will be notified.





MAKE-UP WORK DUE TO ABSENCES

Absence for sufficient reason affords the student an opportunity to make up missed work for credit. **It is the student's responsibility to make up all class work, assignments and tests missed due to absence, according to school guidelines.**

In general, the following guidelines will apply for making up work missed due to absence:

- Students who are in the building for any part of the day are required to turn in all assignments due that day to all of their classes. Otherwise, late penalties shall apply. For example, students who arrive late or leave early must turn in all work due that day. The exception to this rule is in case of emergencies.
- **It is the student's responsibility to obtain make-up assignments from teachers. It is recommended that students talk to each teacher regarding their make-up work in order to receive specific instructions and directives. (Study Hall is available 5 days per week.)**
- Long-range assignments/projects made previously by a teacher (i.e., prior to a student's absence) are due on the date assigned. Otherwise, late penalties shall generally apply.
- Previously assigned homework is due the day the student returns. Otherwise, late penalties shall generally apply.
- Students who are absent the day of a test or quiz should expect to take these tests/quizzes on the day they return. These tests will typically be scheduled outside of class time (i.e., during Study Hall). A teacher may elect to administer the test/quiz on a different day. It is the student's responsibility, upon returning to school, to meet with the teacher to schedule a time to take the make-up test/quiz. It is recommended to use Study Hall for these makeup tests/quizzes.
- **A grade of "M" (missing &0 points) will be given for a test or assignment until it is completed and turned in.**
- Parents of students absent from school need to remind students to check RenWeb and Google Classroom for assignments.
- Students will follow the Policy for Late Work as outlined in the Homework Policy unless arrangements have been made with the teacher. (See Page 12)
- Parents of children absent from school for extended periods of time due to major illnesses should contact the School to discuss assignments from teachers. Parents should encourage their children to work on an appropriate amount of schoolwork so that, upon return to school, students' progress will not be jeopardized.
- Students must submit make-up work according to the following guideline unless other arrangements are made with the teacher with the principal's approval:

  ***The time to complete assignments will be equal to the number of days absent. For each day of absence, the student is given one day after returning to complete and turn in assignments, make up tests, etc.**

  ***One-day absence: work is due within one day after returning to school.**

  ***Two-day absence: work is due within two days after returning to school.**
- Apart from emergency situations or other extremely extenuating circumstance, no teacher will be required to give work ahead of time. The teacher is not obligated to give homework or report cards to vacationers before a trip. It is the student's obligation to find out what he/she has missed and to do the work in the time frame specified.
- Students suspended from school/class are required to turn in previously made assignments as well as any/all assignments given during the course of their suspension. While suspended, students are expected to complete class work/tests and turn in work upon returning to school. Failure to do so may result in additional consequences. Students who serve an in-school suspension (ISS) will receive full credit for their work. Students who serve an out-of-school suspension will receive full credit IF THE WORK IS TURNED IN ON THE DAY OF THE STUDENTS RETURN.
- Students suspended from school are also suspended from participation in extracurricular activities including school social activities (e.g., school dances and athletic games, practices, etc.) for the duration of their suspension. This includes in-school suspension (ISS). (See ISS & OSS on Pages 15-16.)

TRINITY CELL PHONE POLICY

- Students may use the office phones with permission from the office staff. Students are strongly discouraged from leaving class to make phone calls.
- Telephone messages to students from parents should be made only for reasons that cannot be postponed. Students are called to the office to pick up messages between classes.
- Cell phones must be silenced and put away in student lockers after the 7:50 morning bell at the beginning of the day, or may be placed in teacher's rooms in the assigned location. Cell phone use and/or possession during regular class time is strictly forbidden unless express permission is given. No student should have his/her phone on his/her person during class time, lunch time, or during Mass. Students who do not abide by this rule may lose their cell phone privileges at school.

TRINITY ELECTRONICS POLICY

- Personal electronic devices such as, but not limited to cell phones, tablets, kindles, etc., have become an everyday part of life. However, the use of such devices is not permitted during the school day unless directed by a teacher. Students ignoring this requirement will be sent to the principal and have their item confiscated by Trinity personnel. Consequences may be assigned at the discretion of the principal. SMART WATCHES are allowed at school unless they are a distraction for a particular student.
- Headphones must be approved for educational purposes.
- All use of devices must comply with school rules and the Trinity Technology Policy.

CUSTODIAL & NON-CUSTODIAL PROVISIONS

- Trinity abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. It is the policy of Trinity and the School Board to afford both custodial and non-custodial parents the same access to their children and the same rights and responsibilities toward their children.
- The non-custodial parent will be given access to any and all information with regard to their students' attendance and participation in all Trinity functions. It is further the policy of the School to allow the non-custodial parent free access to his/her child during the school day and after school hours for school-related activities, lunch, and transportation to and from school.
- If any other arrangement exists, it is the custodial parent's responsibility to provide the school principal with court documentation or some other type of legal agreement signed by both parents. Trinity personnel will be informed of any custody arrangement affecting their student(s) that legally prohibits the sharing of information and/or access to the student.
- All court documents and legal filings that are provided to the school will be maintained in the counselor's office along with the student's permanent records. Parents are strongly encouraged to inform the school of all court-ordered custody arrangements.
- Decisions regarding need for medical, dental, or psychological treatments and appointments will remain with the custodial parent unless the custody decree states differently or the custodial parent gives written permission.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords parents certain rights with respect to the student's educational record.

1. Parents and students (once over the age of 18) have the right of access to the student's official academic records. Each student has an official folder in which is placed academic transcripts and academic testing.
2. Information which is considered to be directory information will be subject to public disclosure in Trinity's Student Directory, as well as for press notification regarding public recognition of honors/awards. Parents have the right to restrict the dissemination of this directory information by indicating so on the Statement of Responsibility form located at the back of this handbook.

STUDENT RECORDS

- The school keeps full and accurate records of each student's attendance and academic progress. These student records are kept permanently at Trinity. When a student transfers to another school during the school year, a transcript of attendance, academic progress, test scores, and health records will be given to the parents to submit to the new school. At the conclusion of the 8th grade, students' records will be sent by Trinity to the students' prospective high schools. **No records will be sent until all charges have been paid.**
- No data shall be released concerning any student without written parental consent. Parents shall have full access to and the right to challenge the accuracy of data on their children's records. No one except school personnel and parents have access to pupil data without either a subpoena or written permission of the student and his/her parent(s) or guardian(s).
- Non-custodial parents who wish to receive copies of progress reports, report cards, and newsletters should notify the school office at the beginning of the school year.

PROOF OF ENROLLMENT FORMS

In order to secure driver's licenses and permits, students are required to provide proof of school enrollment. These state mandated forms are available in the school office. Students should request these forms from the school secretary at least two days in advance.

ACCREDITATION

Trinity is a member of the Arkansas Non-Public School Accreditation Association.

ANNOUNCEMENTS

- The Pledge of Allegiance and prayers are usually at the beginning of 1st period. Announcements will be made during the beginning of study hall. Additional announcements will be made throughout the day as needed.

- Students are expected to be respectful and quiet during the devotional, the Pledge, and the announcements. NO EXCEPTIONS.





TRINITY HOMEWORK POLICY

Homework is an integral part of the Trinity program. Homework builds self-discipline, reinforces study skills, and provides practice and review.

Expectations of Students:

- Be diligent about recording all assignments in a planner/assignment notebook.
- Talk with teachers to clarify understanding of assignments before leaving class.
- Take home necessary materials to complete homework.
- Budget time accordingly for long-term assignments.
- Regularly check grades and assignments on RenWeb.
- Check with teachers for assignments when you return from an absence. It is your responsibility.
- Promptly complete any missed work due to absence.

Expectations of Parents:

- Provide a suitable time and place for student to complete homework.
- Monitor and assist students with assignments, but do not do the work.
- Communicate with teachers first to share concerns about homework. If your issues are not resolved, communicate your concerns to the principal.
- Regularly check RenWeb for assignments, announcements, and grade reports.

Expectations of Faculty:

- Assign quality homework tasks.
- Provide clear expectations of assignments and due dates.
- Provide appropriate and timely feedback.
- Coordinate lesson plans, homework assignments, and long-term projects with school-sponsored events so students are not overburdened.
- Communicate with other faculty to coordinate exams so students can perform successfully.

Policy for Late Work and Zeros:

- If an assignment is one day late, the student may lose up to 20% of points
- Two (2) days late may result in up to a 50% loss of points
- Late work of two (2) days or more may result in the following:
    - Teachers will communicate with parents by telephone or email; administration will be notified.
    - A discipline referral could be made to an administrator.







TRINITY SCHOOL EXPECTATIONS/DISCIPLINE

Students are expected and encouraged to grow in their understanding of moral and honorable behavior while enrolled at Trinity. In order to build a community where trust and respect are the foundation, it is important that students strive for the highest standards of honesty, integrity, and responsibility for their actions as well as in their treatment of others. To achieve an atmosphere where the Catholic faith, academic excellence, service, leadership, and character can be pursued, students and their parents must support the policies and regulations set forth by the Trinity administration and the staff.

Students must avoid conduct outside of school that would bring unfavorable criticism or publicity to the school or that would introduce unhealthy influences into the student body. Trinity enjoys a positive reputation in the community, and any action in which students participate that detracts from that reputation will result in punishment administered by the school. **Once again, student behavior off campus may have serious consequences on campus.** Firm, fair, and fast consequences for negative behavior will be applied. Depending on the frequency and/or seriousness of the offense, suspension or expulsion may follow the infraction of the preceding general rules and particular rules that follow.

APPROPRIATE BEHAVIORAL GUIDELINES

- Trinity, as well as other Catholic schools in the United States, has earned a reputation based on its high academic standards, the emphasis on values and morals, and the sense of discipline and order in the school. In such an atmosphere, teaching and learning must occur so that students prosper spiritually, academically, and emotionally. To ensure these goals, **students are expected to use appropriate behavior not only on school premises, but at any time they are in school uniform or representing the school in any way.** Students must realize that they are always a representative of and identified as TCS students whether they are in uniform or not.
- **Generally, acceptable student behavior can be described as behavior that assures the right of every student to learn, the right of every teacher to teach, and clearly demonstrates respect for the personal, civil, and property rights of others. Students are expected to be courteous, attentive, and respectful. Students unable to abide by established school behavioral guidelines are subject to disciplinary actions.**

HONOR CODE/ACADEMIC DISHONESTY

Basic Christian values call each student to use his/her God-given gifts and talents and to do so honestly. As a learning community, Trinity is committed to the development of personal honor and integrity for all its members. All who attend Trinity have the right to feel confident in the integrity and honesty of their peers. Every student is expected to conduct themselves as persons of honor whose academic accomplishments are a result of his/her own efforts, who accepts responsibility when confronted with an honor violation and who responds maturely to his/her correction or discipline.

If a student is unsure how the Honor Code applies in a particular situation, it is ultimately the student's responsibility to clarify these areas with his/her teacher.

HONOR CODE/ACADEMIC DISHONESTY CONTINUED

- The most serious violations of our standard of academic honesty include theft and/or distribution of an exam; theft of, or tampering with a teacher's grade book or teachers' manuals. Such violations may result in a student's expulsion, suspension, and/or other disciplinary actions.
- Other very serious violations include flagrant plagiarism; duplication of another person's research papers; cheating on a test by copying answers from a source brought into the room; providing test answers to another student prior to or during a test; obtaining test answers from a student who previously completed a test; theft of or tampering with another student's work, including by computer; looking at another student's paper during a test; mis-grading assignments and/or tests.
- Individual teachers will explain to their students how the standard of academic honesty applies to their classes. Clarification of teacher expectations regarding test taking, citing of references, cooperative work by students, etc., will be made at the beginning of each course.
- On all tests, exams, term papers, and other assignments, students must verify that all work attempted was completed by that individual alone. The student's signature on the work becomes the student's verification of honesty and personal honor in completing the work assignment.

CONSEQUENCES

Such violations may result in:

1. A zero for the particular test or assignment,
2. Notification of parents, and the Trinity administration, who will decide on other appropriate disciplinary actions which may include but are not limited to a minimum penalty of detention with a maximum penalty of expulsion.

DISCIPLINE GUIDELINES

Respect is a crucial requirement for growth. The goal of Trinity is to provide a learning environment in which students and staff relate to each other with Christ-like respect and dignity, allowing for spiritual, intellectual, and physical growth, without intimidation or threat. Behavior is the responsibility of the student and the student should be prepared to accept the consequences for actions that do not conform to a Catholic school setting as well as Trinity standards.

GOOD ORDER BY STUDENTS IS EXPECTED IN EVERY SCHOOL. RULES AND EXPECTATIONS, TOGETHER WITH THE CONSEQUENCES FOR INFRACTIONS, ARE TO BE ESTABLISHED BY THE LOCAL ADMINISTRATION AND PUBLISHED IN THE SCHOOL'S MANUAL. THE FOLLOWING REGULATIONS ARE TO BE MET IN THE FORMULATION OF SUCH POLICIES:

- Good classroom discipline is first and foremost the responsibility of the classroom teacher.
- Corporal punishment is contrary to Diocesan policy and is not to be used as a means of student control.
- Emphasis is placed on positive values rather than negative. When violations do occur, each case will be addressed with respect to the personal dignity of the student, the teacher, and all who have been offended by the student's misconduct.

DISCIPLINE GUIDELINES CONTINUED

Means of coping with problem situations are to deny privileges to misbehaving students, talk to the student in private, inform parents or guardians, and/or seek positive help for the student from their counselor.

- Serious or continuous disciplinary problems will be referred to the principal, and parents will be notified of the infractions and of the disciplinary action taken.
- If a student cannot be helped through any of the above means, the principal will follow the procedure for suspension or expulsion.
- Examples of conduct not tolerated:
    a. Any disorderly conduct/destruction of property. Students will pay for damage to school property.
    b. Disrespect or abuse of school staff or students.
    c. Possession of firearms or other weapons (replicas included).
    d. Theft.
    e. Possession of or use of alcohol, tobacco, or drugs.
    f. Involvement in or possession of occult or satanic games, cards, or other paraphernalia. (Diocesan Policy 4.23)
    g. Harassment/Bullying.
    h. Cell phone use except as indicated.

CONSEQUENCES

Sanctions will include a minimum penalty of a reprimand and a maximum penalty of expulsion.
Depending on the severity of the offense, other consequences may include, but are not limited to:

- Loss of club/activity/athletic participation
- Removal from class
- Morning or Lunch Detention
- In-School Suspension (ISS)
- Out-of-School Suspension (OSS)
- Expulsion

IN-SCHOOL SUSPENSION (ISS)

In an attempt to provide an alternative to out-of-school suspension, Trinity will institute the use of an ISS (In-School Suspension) program for students exhibiting persistent and/or serious behavioral infractions. While assigned to ISS, the student will be afforded the opportunity to complete their assignments for a grade and be in attendance at school. Generally after three (3) in school suspensions in one semester, additional behavioral infractions that would warrant ISS will result in an out-of-school suspension.
The following guidelines will be adhered to when a student is assigned ISS:

- Students will attend the ISS program for the entire school day. Early exits are not permitted or the student will be required to repeat the day.
- If the student causes a problem while in ISS, they will be sent back to the principal for additional disciplinary actions.
- Class assignments for students who have been assigned ISS will be sent to the ISS teacher at the beginning of 1st period on the day the student will be in attendance.
- Students should complete all assignments by the end of the school day. Additionally, these assignments must exemplify good quality and effort on the student's part. Failure to comply with these criteria may result in additional ISS time for the student. (See Makeup Work due to Absences on Page 9.)
- Attendance in ISS will result in non-participation of extracurricular activities taking place before, during and after school hours for their assigned day(s).

OUT-OF-SCHOOL SUSPENSION (OSS)

SUSPENSION IS DEFINED AS A TEMPORARY EXCLUSION OF A STUDENT FROM A SCHOOL FOR DISCIPLINARY REASONS. SUSPENSION FROM THE SCHOOL WILL BE THE DECISION OF THE PRINCIPAL IN CONSULTATION WITH THE PASTORAL ADMINISTRATOR. (Diocesan Policy 4.29)

Suspension is generally a penalty which may be used for chronic or very serious infractions of school rules. A student receiving more than one suspension in a given semester will likely be recommended for expulsion. The following guidelines will be used when suspending a student:

- Length of suspension will be determined by the principal and/or pastoral administrator and will reflect the offense committed. (Diocesan Policy 4.29)
- The principal will notify the student and the student's parent(s)/guardian(s) of the reason for the suspension, the time of the suspension and the requirements for reinstatement.
- A student on suspension will not be allowed to participate in or attend any school activity at or away from the school campus.
- A student on suspension will not be allowed on school property unless escorted by a parent to the office on school business. Violation of this regulation may result in the student being prosecuted for trespassing and additional days of suspension.
- The day a student is to return from suspension, they must report to the principal with a parent before school starts in order to be reinstated. The student will be admitted back to school following the end of the suspension after a satisfactory solution to his/her conduct is agreed on by both parents and administrator(s) in the conference.
- Students on suspension will be required to complete all assignments given while they are out of school and have them ready to turn in to each teacher the day they are reinstated. It is the student's responsibility off-campus and outside regular school hours to obtain these assignments from peers and/or Renweb. This work must exemplify good quality and effort or the student's suspension may be lengthened.

EXPULSION

EXPULSION IS DEFINED AS THE PERMANENT DISMISSAL OF A STUDENT FROM SCHOOL. EXPULSION FROM TRINITY WILL BE THE DECISION OF THE PRINCIPAL IN CONSULTATION WITH THE PASTORAL ADMINISTRATOR AND SUPERINTENDENT. (Diocesan Policy 4.30)

- A conference between the principal and the parent(s) and/or guardian(s) must be held to explain the reasons for expulsion. Following the conference, the principal will send a written report containing reasons for the expulsion to the student's parent(s) and/or guardian(s) and to the Diocesan superintendent.
- If the parent(s) and/or guardian(s) believe that there is information of which the superintendent was not aware, they shall contact the superintendent in writing within 10 days of the conference to provide that information, and ask for reconsideration, and the superintendent shall make the final decision regarding the expulsion.

Trinity believes that a positive and cooperative partnership between the school and families is essential to student success. When actions by a parent/guardian or student substantially undermine the school's mission, policies, or educational environment, Trinity reserves the right to require withdrawal of the student. Decisions regarding withdrawal will be made by the principal in consultation with the pastoral administrator.





BULLYING/CYBER-BULLYING POLICY

Trinity is committed to providing a safe learning environment for each of its students. Student achievement is best attained in an atmosphere that is free from the fear of emotional and physical intimidation and threats. Bullying is a significantly destructive behavior that will erode the foundational principles on which a school is built. Given the missions of the Catholic Schools of Arkansas and Trinity, **there will be no tolerance of any behavior that is classified as bullying and steps will be taken to eliminate such behavior.**

Bullying and Cyberbullying is prohibited in person or on social media while in school, on school property, in school vehicles, on school buses, at designated bus stops, at school sponsored activities, or at school sanctioned events. For the purposes of this policy, bullying is defined as behavior that may include, but is not limited to, teasing, taunting, threatening, frightening, and/or hurting other students physically or emotionally, or influencing others to use such practices. Bullying behavior will generally be established when an individual has endured a pattern of offensive behavior or when a single serious act is committed, depending on the surrounding circumstances. ACA 2014 defines Cyberbullying and makes it a Class B misdemeanor.

The staff and administration at Trinity will make every effort to be sensitive to bullying behaviors that may take place in the classroom, hallway, lunchroom, locker room, activity center, etc. School employees and volunteers are required to report any instances of bullying to the principal. Students who believe they have been a victim of bullying or parents who believe their child has been a victim of bullying, must report this to a teacher, the school counselor, and/or the principal. After investigating the complaint, any student found to be in violation of this policy will be subject to disciplinary action that is appropriate to the degree of seriousness of the bullying behavior, the age of the offending student, and the frequency of the behavior.

PROFANITY

The school setting is one in which profanity will not be tolerated. Whether the profanity is written or verbal, all offending students will be assigned consequences by the principal, depending upon the nature and severity of the offense.

SEXUAL HARRASSMENT

Trinity is a place of study and worship, free of harassment which includes sexual harassment and all forms of sexual intimidation and exploitation either in person or on social media. For the purpose of this policy "sexual harassment" is defined as any unwelcome sexual advances, requests for sexual advances, requests for sexual favors, and/or other inappropriate verbal, visual, written, or physical conduct of a sexual nature, whenever such harassment occurs on school property or at a school-sponsored event. Any individual who believes he/she have been a victim or a witness of sexual harassment should report this behavior immediately to a faculty member or the principal. After investigating the complaint, any person found to be in violation of this policy will be subject to disciplinary action. ANY STUDENT SUBJECTED TO OFFENSIVE BEHAVIOR IS ENCOURAGED TO CONTACT A FACULTY MEMBER OR THE PRINCIPAL.

WEAPONS

THE CATHOLIC SCHOOLS OF ARKANSAS HAVE A NO TOLERANCE POLICY INVOLVING POSSESSION OF WEAPONS. PARENTS SHOULD UNDERSTAND THAT THE SCHOOL'S FIRST RESPONSIBILITY IS THE PROTECTION OF ALL OF ITS STUDENTS. THE SCHOOL TAKES THIS RESPONSIBILITY VERY SERIOUSLY. THEREFORE, IF A STUDENT BRINGS A WEAPON TO SCHOOL, OR TO A SCHOOL FUNCTION, OR HAS A WEAPON ON HIS/HER PERSON, THE SCHOOL WILL IMMEDIATELY EXPEL THE STUDENT. PARENTS ARE ADVISED THAT THE SCHOOL WILL CONTACT LOCAL POLICE OR APPROPRIATE AUTHORITIES AND WILL NOTE IN THE STUDENT'S PERMANENT RECORD THAT HE/SHE WAS EXPELLED FOR POSSESSION OF A WEAPON ON SCHOOL PREMISES OR AT A SCHOOL FUNCTION. POSSESSION INCLUDES, BUT IS NOT NECESSARILY LIMITED TO, HAVING A WEAPON IN A LOCKER, BOOKBAG, PURSE, OR VEHICLE. (Diocesan Policy 4.27)

TOBACCO, ALCOHOL, VAPING, AND DRUG POLICIES

THE POSSESSION, USE, OR DISTRIBUTION OF TOBACCO, E-CIGARETTES, VAPING PARAPHERNALIA, ILLEGAL DRUGS OR ALCOHOLIC BEVERAGES IS NOT PERMITTED IN THE SCHOOL, ON THE SCHOOL GROUNDS, OR AT ANY SCHOOL FUNCTION.

1. If any student brings to school or has in his/her possession any drug or alcohol during school hours or at any school function, regardless of time or place, he/she is liable for expulsion.
2. He/she will be suspended immediately and parents will be notified.
3. Return to school will be contingent upon the student being actively involved in professional counseling and/or therapy if chemical dependency is evident.
4. A second offense could result in automatic expulsion.
5. When a student is involved in the distribution of alcohol/drugs to other students, whether for financial gain or not, he/she will automatically be expelled from school. The distribution of drugs in the State of Arkansas is a felony. Secondly, the action is aiding and abetting another youth in an illegal action. Such conduct cannot and will not be tolerated by the Diocese of Little Rock and its school system.
6. A teacher is required by law to report to school authorities any incident of alcohol or drug use. Not to report such an incident is against the law. (Arkansas Code Ann. 6-21-608) (Diocesan Policy 4.28)

*The Pastoral Administrator/Principal reserves the right to require drug testing for students at the expense of the parent.

BEHAVIOR NOT COVERED

Trinity reserves the right to discipline student behavior that occurs on or in reasonable proximity to school property which is not conducive to good order and discipline, even though such behavior is not specified in the preceding written rules. Furthermore, students shall make full restitution of any property stolen/damaged by them and shall be subject to other disciplinary measures.

COMPLAINTS

ANY PERSON FEELING AGGRIEVED CONCERNING ANY MATTER CONNECTED WITH THE SCHOOL WILL CONTACT THE INDIVIDUAL CONCERNED BEFORE DISCUSSING IT WITH OTHER PATRONS.

- **If a person has a complaint about a teacher, the individual must first go to the teacher to seek a solution to the problem.**
- **If the matter cannot be resolved satisfactorily, the person will contact the principal for an appointment.**
- **If the problem is still not resolved, the person will contact the pastoral administrator to discuss the matter.**
- **If no solution is found to the problem, the matter will be referred to the Superintendent.**

DRESS CODE POLICY

A SENSE OF CHRISTIAN MODESTY WILL DICTATE THE TYPE OF CLOTHING WORN BY STUDENTS.

1. Clothing will be appropriate for the academic climate of the school.
2. The administration reserves the right to interpret what is appropriate.
3. School uniforms should affirm our school's mission and objectives.
   (Diocesan Policy 4.33).

DRESS CODE POLICY, CONTINUED

Dress code is required for all students attending Trinity. In addition to being a convenience to both parents and students, uniforms play an important role in maintaining the proper academic atmosphere.

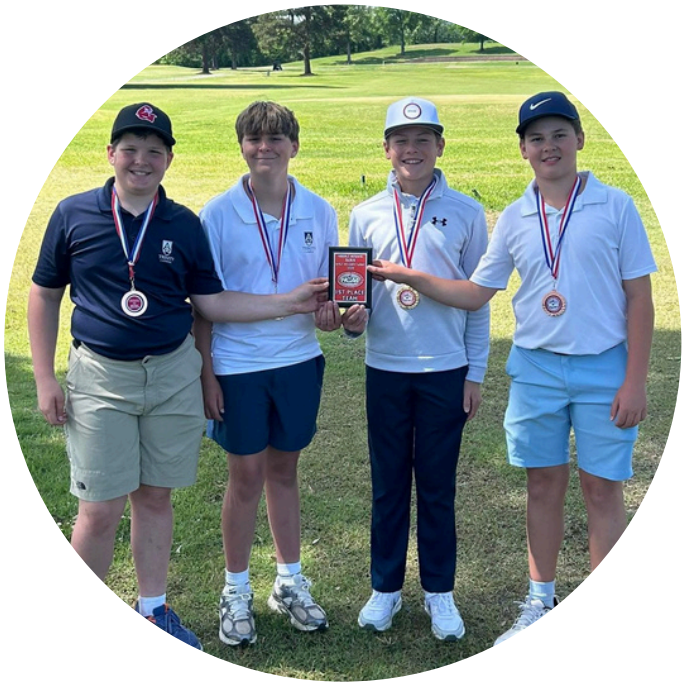
Uniforms are required for all students beginning the first day of school. The dress code is in effect from 7:25 A.M. until 3:25 P.M., including lunchtime and between all classes. Discretion of the Trinity faculty and administration must be accepted as final judgment.

Students should never presume they have permission to wear non-uniform clothing to school.

Students sent to the office for being out of dress code will be expected to correct the problem immediately and will receive consequences. Refer to the "Uniform Violations" section below.

UNIFORM GUIDELINES:

- All clothing must be in good repair: Students wearing clothing which is not hemmed, or is torn, faded, worn, stapled, pinned, or taped will be considered out of uniform. Immediate steps must be taken to correct the problem and the consequences for being out of uniform shall apply.
- No hats, scarves, bandanas, jackets, coats, or non-uniform sweatshirts/sweaters are to be worn in the building during the school day.
- Dress and grooming must be neat and clean.



APPROVED VENDORS

- Especially for You. 5700 Euper Lane, Ft. Smith (452-4777). Uniforms available for fitting and purchase.
- Lands' End. May be purchased through the catalog or through the website
  - Website: www.landsend.com/school
  - Phone: 1-800-469-2222
  - Trinity Preferred School Number: 9000-7639-9
- GetCus2mized - Fritzie Suggs (Spirit Wear)
  - 479-459-1796
  - getcus2mized@yahoo.com
  - www.trinitybuffgear.com





UNIFORM CODE

- **Shorts, Pants, Skorts**
  - Color – True navy and/or khaki with no identifying brand name or logo visible.
  - Style – flat front or pleated, conservative cut, uniform style pants and shorts.
- Khaki is defined as "paper bag" tan – no green, stone, or nearly white permitted.
  - Khaki pants of any brand may be worn as long as they are the correct color and style.
  - No cargo-style pants allowed.
  - Length – Length must be no more than a maximum of 8" above knee when in a kneeling position (fingertip length is a helpful guide).
- Athletic type skirts/skorts, including those from Athleta, are not approved for school wear.
- White, navy, or black tights/leggings may be worn under the uniform skirt during cold weather. Sweatpants may NOT be used for this purpose.
- **Shoes**
  - Closed toe shoes are required. Sandals or backless shoes may not be worn at all. (This includes Crocs & Birkenstock type sandals.) The following shoe types are also not permitted: cowboy or motorcycle boots, flip flops, platform or high-heeled, mule-type, slides, any shoe not deemed appropriate by administration.
  - Shoes are to be comfortable, safe, and in good taste.
- **Socks**
  - Students must wear plain white or black socks with minimal logos or emblems.
  - Socks must be visible when shoes are worn.
- **Shirts**
  - Solid white or true navy polo-style with half or long sleeves are to be worn whether alone or underneath jackets or sweatshirts. White shirts may be purchased at any store that sells plain white polo-style. Navy must be purchased at Especially for You or from Lands' End.
  - All shirts must display the Trinity Logo.
  - No capped and/or cropped sleeves allowed, nor are scalloped or decorated collars (inside or outside).
  - NO LOGO OR EMBLEM of any type, manner, or color other than the Trinity logo.
  - Any undershirt or undergarment worn under the uniform shirt must be plain white or flesh tone.
- All shirts must be completely tucked in with the belt fully visible during school hours.
- **Belts**
  - Students must wear a belt with uniform shorts/pants.
  - Belts must be plain in design and a solid brown, black, or khaki color.
- **Purses**
  - Purses are to be no larger than the size of a standard notebook. All students are required to leave purses in their lockers.
- **Winter Dress**
  - Students are encouraged to dress for the weather.
- **Sweatshirts, Sweaters (Cardigan or V-Neck) and Fleece Jackets/Vests**
  - All sweatshirts, sweaters and fleece items MUST be ordered and purchased through an approved Trinity provider.
- **Outerwear**
  - Non-uniform jackets and coats may be worn to school, but must remain in lockers during school hours.
  - Approved uniform outerwear sold by a TCS approved vendor is the only outerwear that can be worn in the classroom during school hours.





UNIFORM CODE CONTINUED

- **Hair**
  - Hairstyles for girls and boys must be worn in an appropriate manner and may never be extreme.
  - No extreme or unnatural hair colors or hairstyles are allowed.
  - Shaved designs are not allowed.
  - Boys are expected to maintain a clean cut hairstyle.
    - Hair must be neatly trimmed and kept above the collar, eyebrows, and ears.
    - No facial hair or sideburns allowed.
  - Girls' hairstyles must be arranged to be off the face and out of the eyes.
- The final decision for the appropriate hairstyle rests with school administration.

- **Jewelry**
  - Jewelry worn must be in good taste and not disrupt the school environment.
  - Body piercing is not permitted.
  - Excessive jewelry is not permitted.
  - Boys are not permitted to wear earrings at school or any school sponsored activity.

- **Other**
  - Tattoos are not permitted.
  - Writing or drawing on shoes, clothing, or the body is not permitted.
  - For boys who wear undershirts, they must be solid white beneath their uniform shirt.
  - Girls must wear white or flesh colored undergarments beneath their uniform shirts.
- **Tag Day Dress**
  - Generally, a day each month is designated as a "Tag Days," fundraisers for a specific Trinity club/organization on that day.
  - $3.00 donation to the sponsoring group.
  - Students may choose to wear uniforms on tag days instead of free dress if they wish.
- **Tag Day Dress Guidelines**
  - Student dress on tag day or free dress days must be in good taste.
  - Dress not allowed includes, but is not limited to:
    - Spandex type fabrics or extremely form-fitting clothing. Leggings are allowed IF a blouse or shirt of appropriate length is worn over them.
    - Writing on/across any part of pants.
    - Short shorts or skirts – Girls MUST be able to stand with their arms completely at rest and their fingertips must NOT pass their skirt.
    - Severely low cut blouses or shirts.
    - Clothing with tears or holes.
    - T-shirts with alcohol, tobacco, drug, musical group references, vulgar or offensive language, and/or violent graphics.
    - Tank tops.
    - Closed toe shoes must be worn, even on free dress days.
- A safe rule of thumb -- when in doubt, don't wear it!
- **Thursdays are School Spirit Days.** Trinity t-shirts or sweatshirts may be worn with uniform bottoms.
  - *Students who do not comply with the regulations for special dress days will be considered out of uniform and will be assigned consequences. They will be required to call home and have a parent bring a change of clothes to them, and they may forfeit future Tag Day privileges.

UNIFORM VIOLATIONS

Students who do not comply with the uniform policies, guidelines, and code are subject to consequences. A "uniform check" may be done each day during mentor period.

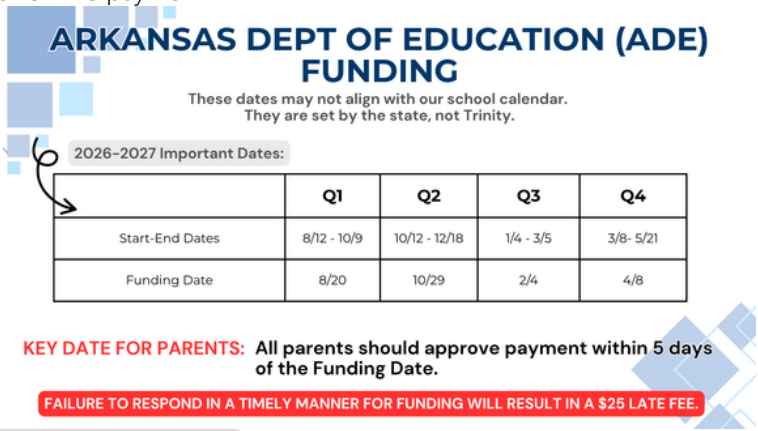
- 1st offense – Warned and documented. All following offenses will be documented and consequences will be determined by the administration.
- All following offenses will be documented and consequences will be determined by administration and may include lunch detention, morning detention, fines, etc.

SCHOOL FEES AND TUITION

- **Fees**
  - Hardback book rentals, consumable book fees, facility fees, etc., are included in monthly tuition amounts, dividing them into ten (10) equal installments. Occasionally, your student may be assessed an additional fee depending on the circumstances and the program(s) in which he or she is enrolled.
  - All parents must complete a payment agreement for monthly payments or pay for a full or half year in advance.
- **Tuition**
  - Active parishioners of Christ the King, Immaculate Conception, Sacred Heart of Mary, St. Boniface, or St. Michael's may pay a parish-approved Catholic rate, and all non-Catholic students will pay the standard rate. Each church reserves the right to determine the status of families as "active" or "inactive" parishioners. Trinity does not make that determination.
  - Financial aid information may be obtained from the FACTS tuition assistance website during open enrollment each spring. All families who wish to apply for assistance MUST complete the application process on the FACTS website each year.
  - Any account over 30 days past due makes students immediately ineligible for participation in any activities/sports.
  - Any account 60 days overdue may be turned over to a collection agency or to small claims court for collection.
  - The Football Ticket Fundraiser is the required fundraiser for all Trinity families. Families must sell 10 tickets or they will be charged for those tickets. Financial aid may NOT be used for this payment.

Attention families on LEARNS:

There will be a $25 late fee if parents fail to verify enrollment by the deadline. This results in funding not being released for your student.



ACADEMIC PROGRAM

- **Instructional Readiness**
  - Students are expected to report to each class on time and with the proper materials (e.g., textbooks, pen, assignments, charged Chromebook) required by each teacher. Being prepared allows students and teachers to make the best use of instructional time.
- **Placement in Classes**
  - Each year, students' placement in classes is carefully considered in order to set the stage for them to be successful. The courses offered vary from year to year and subject to subject. Final placement in courses is made according to academic requirements, student choices, class availability, past school performance (academic and behavioral), achievement on standardized tests and other placement tests, class sizes, and schedule conflicts. All class changes must be made by the administration. Schedule changes may not be considered after five days of a new semester.

ACADEMIC PROGRAM CONTINUED

Trinity Pre-AP Course Expectations

- Pre-Advanced Placement (Pre-AP) courses are advanced, academically rigorous courses designed to consistently challenge students to expand their content knowledge and skills to higher levels. Pre-AP courses prepare students for Advanced Placement (AP) courses, which are college-level-type courses taught in high school.

- **Expectations of Pre-AP Students:**
  - Students will check grades weekly via RenWeb.
  - Students will expect to have substantial amounts of independent work and /or homework, amounting to several hours per week for each Pre-AP course.
  - Students will budget time effectively to meet course requirements while participating in extracurricular activities.
  - Students will be fully prepared for each class period with required assignments and materials.
  - Students will make maximum use of class time by behaving appropriately and minimizing disruptions.
  - Students will consistently produce high quality work.
- **Expectations of Parents of Pre-AP Students:**
  - Parents will carefully consider the student's ability to manage time effectively and formulate a plan for assisting students in balancing the rigorous demands of the course with extracurricular commitments.
  - Parents will encourage time management and organization skills that Pre-AP courses demand.
- **Pre-AP Course Removal:**
  - If a student underperforms in a Pre-AP course, he or she may be removed and placed in a regular course. Once the student is removed, he or she will not be allowed to re-enroll in a Pre-AP Course for the remainder of the school year. The following conditions may constitute removal:
  - Student receives a grade below a C (69.5) at the end of a quarter.
  - Student has three (3) late or missing assignments in a quarter.
  - Student exhibits inappropriate or disruptive behavior (as determined by the teacher) during class and/or fails to be consistently prepared for class with required assignments and materials. If the behavior is not corrected after verbal warnings from the teacher, one written warning will be provided to the parents via email or mail. If the student's behavior is not corrected immediately after the written warning, he or she will be removed from the course.

RENWEB/FACTS

The faculty and staff at Trinity utilize RenWeb, an on-line assignment/information website that is available for all students and parents. This system enables students to access a particular teacher's classroom assignments by date in order to further support them off campus in their homework endeavors. All students and parents are encouraged to access and implement this program as a means of clarification or completion of work so that success can be obtained for each and every student in the educational setting. Specific log-in information and access codes will be distributed when school begins in the fall.

Trinity staff members as well as auxiliary groups often post practice schedules, calendars of events, project timelines, etc. to better ensure success for students and keep lines of communication open between the school and the home.

Trinity also uses Rooms and Facebook to connect with parents.

HALLOW

By signing this handbook, I give permission for my child to have an account created for Hallow, an online Catholic prayer resource. The account is paid for and managed by Trinity Catholic School. I understand that my child's account will be specific to him/her, and I have read and understand Hallow Terms of Service and Privacy Policy, and I agree to them on my child's behalf.

REPORT CARDS AND PROGRESS REPORTING

- Report cards are distributed once every quarter. Mid-term progress reports will be e-mailed home each four and one-half weeks to parents.
- Parents are encouraged to be knowledgeable about their child's academic and behavioral progress. Conferences may be arranged with teacher(s) at the parents' or teachers' request.
- School-wide parent conference times are scheduled at the end of the first and third quarters. Please refer to the school calendar for these specific dates.

GRADING SCALE

The following grading system and values are used in computing grade point averages:

A 90--100 4.0
B 80--89 3.0
C 70--79 2.0
D 60--69 1.0

WITHDRAWAL FROM TRINITY

Students must submit a completed checklist, signed by all teachers/sponsors, stating that all books, equipment, uniforms, etc., have been turned into the appropriate person.

PROMOTION POLICY

A STUDENT IS PROMOTED EACH YEAR ON THE RECOMMENDATION OF THE TEACHER AND THE PRINCIPAL. WHEN MAKING AN EVALUATION OF THE STUDENT'S ACADEMIC PROGRESS, THE TEACHER WILL CONSIDER THE SOCIAL, EMOTIONAL, PHYSICAL, AND MORAL DEVELOPMENT OF THE STUDENT, WHICH AT TIMES WILL BE GIVEN PREFERENCE OVER ACADEMIC PERFORMANCE (Diocesan Policy 4.11.7).

- Promotion will be based on a computed grade point of 0.7 in each subject.
- If a student fails one major core subject, he/she is required to complete summer school classes/tutoring as approved by the principal.
- Two major subject areas constitute a grade failure unless made up in the summer through an approved method with prior approval by the principal.
- Proof of attendance/completion of a summer course with passing marks must be presented to the principal before the student is permitted promotion to the next grade.

COURSE FAILURE

- Students who fail a class in a major core subject area will be notified by letter from the school at the conclusion of the school year.
- A student is considered to have failed a semester if they have a semester average of less than 60%.
- In order to bring the grade to a 60% on the student transcript, the student must complete one of the following courses of study:
  - Attend an approved summer school program. Approval must be granted in advance by the Trinity administration. The student must complete study in the subject area and present verification of successful completion. Trinity may offer a summer course at the expense of the parent.
  - The student can repeat the course under the guidance of a certified teacher, completing and passing all chapter tests in the subject area. Verification of the successful completion must be submitted by the certified teacher to the school.
  - Successfully complete a pre-approved correspondence/online course and submit verification of that successful completion to the school.

**The course of study chosen by the student MUST be approved by the Trinity administration prior to completion of the class. Failure to do so may result in not receiving credit for the course.

**Any student who does not repeat a failed course during the summer months will be required to re-enroll in the course the following year.

STUDENT LIFE-ACTIVITIES & ATHLETICS

- The various interscholastic and extracurricular activities offered by Trinity are considered vital ingredients of the total educational program. These activities enable students to gain valuable experiences that would not be provided in a strictly academic program. Each student is encouraged to participate in several activities each year.
- Participation in school activities is a privilege earned through dedication, hard work, and self-discipline. When Trinity students are participating in school-sponsored activities (e.g., field trips, athletic teams, Quiz Bowl) out in the community they are representing the school. As such, they are expected to act in accordance with Trinity policies and guidelines.

Students involved in Trinity sponsored activities must:

1. Be in compliance with Trinity policies stated in the Student-Parent Handbook, with particular emphasis on guidelines relating to academic performance, behavior, and attendance;
2. If appropriate, meet eligibility requirements established by the Arkansas Activities Association;
3. Meet requirements established by the organization sponsor, and/or its constitution.

Failure to adhere to school expectations (during the school day, at school functions, etc.) and/or coaches' and sponsors' requirements for athletics or activities may result in disciplinary action including, but not limited to, suspension or dismissal.

Academic and School Behavior

The Trinity academic program and behavioral standards are rigorous and require diligence and hard work by the students. Students are expected to demonstrate their personal best in the classroom as well as during each specific activity. Failure to abide by school expectations jeopardizes a student's privilege to be a member of a school athletic team or participate in school-sponsored activities.

School Attendance

In order to participate in an event on a particular day, a student must be in school the entire day on the day of the event. A doctor's note is required to be excused from class that day. Exceptions to this policy can only be made by the principal.

If a student is suspended at school, that student is also suspended from any practices, games, etc. for the FULL DAY on the day(s) suspended (i.e., if a student is suspended for a Tuesday, the suspension includes involvement in any school activities, sports, social, etc. Tuesday evening also).

Personal Appearance and Behavior

Students represent the school and are the primary examples of Trinity that the public sees. Therefore, students' personal appearance and behavior at events reflects upon the school as well as individual students and teams.

- Students are required to abide by dress codes established by their coaches/adult sponsors.
- Students are required to behave during meetings, practices, and competitions, in keeping with the Trinity philosophy, one of respect for others.
- Failure to comply with school or activity guidelines will result in disciplinary action including, but not limited to, being held out of practice or competitions, and suspension or removal from the activity.

GENERAL POLICIES FOR PARTICIPATION/ELIGIBILITY

In addition to meeting Trinity's academic requirements for eligibility/participation, students shall meet the Arkansas Activities Association eligibility guidelines in order to participate in the athletic program, on spirit squads (cheer, dance, and band), and on academic knowledge teams. In all cases, a student with behavioral problems can be recommended for ineligibility from all extracurricular activities by the principal.

Trinity Academic Requirements/Eligibility

- **All incoming 6th graders are eligible to participate in all interscholastic and extracurricular activities for the first quarter. Upon completion of the first quarter, all 6th graders are subject to the same eligibility rules listed below for 7th and 8th grade students.**

At midterm of each quarter, any student with an "F" in any class and/or any student who has below a 2.0 grade point average will be ineligible for the remainder of the quarter. While ineligible, students are required to participate in and complete all classroom assignments in every class. Eligibility will be reviewed at the end of each quarter as well as each midterm period. Please be advised that eligibility status will never be determined on the exact midterm day or final day of any quarter. Rather, it will be determined after the faculty has been required to submit quarter grades to the administration of the school.

Students repeating a school year are ineligible the year of repeating the grade.

- Practices and meetings must be called by the sponsor or coach and supervised by said sponsor or coach. All practices must meet the approval of the Trinity administration.

- **Any students whose tuition account 30 days overdue are immediately ineligible for participation in athletics or any organization governed by the Arkansas Activities Association.**

Athletics and Spirit Squad/Team Specifics

- Interscholastic athletics at Trinity are governed by the rules and regulations of the Arkansas Activities Association.
- All athletic programs and organizations are under the jurisdiction of the principal, with the athletic director serving a major role in the organizing, budgeting, scheduling, ordering, supervision of coaches, and general supervision of all aspects of the athletic program.
- A physical examination is required before practicing and/or applicable tryouts for athletics and Spirit Squads.
- Prior to the start of activities, all participants must be covered by sufficient insurance under a family accident policy or the school accident policy.

Personal Transportation

- Bicycles are permitted as personal transportation and should be parked outside the main doors to the school. Bicycles are not to be used during school hours.
- Students are not permitted to drive on the school campus without express permission from the Principal. Hardship driver's licenses do not automatically permit the students to operate a vehicle on school premises.



Be brave. Be bold. Be a Buffalo.



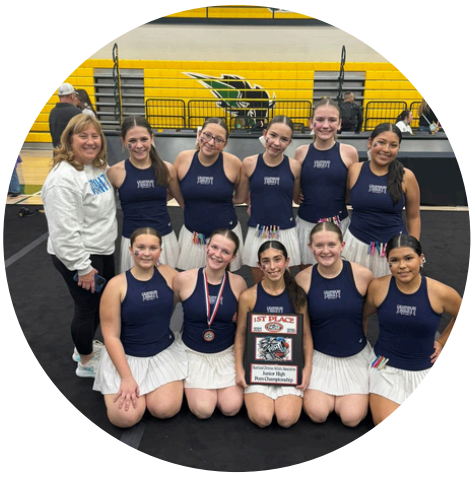
Tryouts for Spirit Squads

- Tryouts for Cheerleaders and Dance Teams are held during the third quarter of the school year; practice and tryout dates will be available on the School Calendar found in the School Office.
- PRIOR TO TRYOUTS, A MANDATORY PARENT MEETING WILL BE HELD TO DISTRIBUTE NECESSARY CONSENT PAPERS AND INFORMATION REGARDING TRYOUT AND PARTICIPATION REQUIREMENTS, DATES AND TIMES.

Participants must

- have a 2.0 grade point average the preceding quarter
- submit all required forms on time (permission, insurance, physical exam)

- Ability/skill judges may be selected by the principal and spirit squad sponsors to evaluate participants on tryout day.
- Current Spirit Squad members must try out again should they wish to participate the following year.
- Spirit Squad candidates must be able to attend required summer camp(s).
- Cost(s) of camp(s) and uniforms are the responsibility of the participants.







STUDENT SERVICE HOUR REQUIREMENTS

Trinity requires students to complete volunteer service hours as part of the curriculum. All of the Religion classes require service hours as does the Honor Society. The main purpose is to encourage students to take their faith outside the classrooms and actually apply what they are learning in school. Christ calls all of us to a life of service, a call reiterated throughout the Scriptures, Church documents and Diocese expectations. This ministry is a contribution of our time and talents in a volunteer capacity to help make our world a better place to live.

Each one of the above named classes or clubs have different expectations regarding volunteer hours. Every teacher or sponsor will provide students hard copies of these at the beginning of school and they are also on Renweb for easy review and printing. There are many summer activities and programs that offer volunteer service opportunities for our students. When school starts, it is a busy time for all concerned so if you can get ahead of the game during the summer the better off everyone will be.

The criteria for volunteer/service hours will be given by each instructor requiring them.

6th Religion: 3 hours each quarter for a total of 12 for the year.

7th Religion: 3 hours each quarter for a total of 12 for the year.

8th Religion: 3 hours each quarter for a total of 12 for the year.

THS: 15 hours for 1st year members

20 hours for 2nd year members

TRINITY HONOR SOCIETY

Membership is open to seventh and eighth grade students who have attended Trinity for one semester and who have a cumulative grade point average of 3.5 or higher. Students who meet the scholastic requirement are then evaluated by the entire faculty on the basis of leadership, service, citizenship and character. Each of these four attributes is assigned a ranking of 4 to 1, 4 being the highest and 1 the lowest. This evaluation is then presented to the five-member Faculty Council which will make the final selections for membership. Once selected, members must maintain these standards.

Membership in the Trinity Honor Society is an honor and a privilege, not a right. Students selected for membership are expected to continue to demonstrate the qualities of scholarship, service, leadership, citizenship, and character. A deficiency in any of these areas is cause for dismissal from the Society.

The following are the criteria for membership set forth in Trinity Honor Society guidelines:

LEADERSHIP:

The student who exercises leadership

- o Is resourceful in proposing new problems, applying principles, and making suggestions
- o Demonstrates initiative in promoting school activities
- o Exercises positive influence on peers in upholding school ideals
- o Contributes ideas that improve the civic life of the school
- o Is able to delegate responsibilities
- o Exemplifies positive attitudes
- o Inspires positive behavior in others
- o Demonstrates academic initiative
- o Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability
- o Is a leader in the classroom, at work, and in other school or community activities
- o Is thoroughly dependable in any responsibility accepted
- o Is willing to uphold scholarship and maintain a loyal school attitude

SERVICE:

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. The student who serves

- o Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- o Works well with others and is willing to take on difficult or inconspicuous responsibilities
- o Cheerfully and enthusiastically renders any requested service to the school
- o Is willing to represent the class or school in inter-class and inter-scholastic competition
- o Does committee and staff work without complaint
- o Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, religious groups, volunteer services for the elderly, poor, or disadvantaged
- o Mentors persons in the community or students at other schools
- o Shows courtesy by assisting visitors, teachers, and students

CITIZENSHIP:

The student who demonstrates citizenship

- o Understands the importance of civic involvement
- o Has a high regard for freedom, justice, and respect of the American form of government (representative democracy)
- o Demonstrates mature participation and responsibility through involvement with such activities as Scouting, community organizations, and school clubs

CHARACTER:

Trinity Honor Society supports the Character Counts Coalition. Through this activity, the society supports and recommends the use of a multi-faceted definition of character known as the "Six Pillars of Character." A person of character demonstrates the following six qualities:

- o Respect
- o Responsibility
- o Trustworthiness
- o Fairness
- o Caring
- o Citizenship

In addition, it can also be said the student of character:

- o Takes criticism willingly and accepts recommendations graciously

CHARACTER CONT:

- o Consistently exemplifies desirable qualities of behavior
  - ▪ Cheerfulness
  - ▪ Friendliness
  - ▪ Poise
  - ▪ Stability
- o Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- o Demonstrates the highest standards of honesty and reliability
- o Regularly shows courtesy, concern, and respect for others
- o Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- o Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- o Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others
- o Actively helps rid the school of bad influences or environment



SCHOOL ORGANIZATIONS

School Board

EACH CATHOLIC SCHOOL IN THE DIOCESE OF LITTLE ROCK WILL HAVE A CONSULTATIVE SCHOOL BOARD IN ACCORDANCE WITH THE POLICIES AND REGULATIONS ADOPTED BY THE DIOCESAN BOARD OF EDUCATION AND APPROVED BY THE BISHOP. UNLIKE A PUBLIC SCHOOL BOARD, THE CATHOLIC SCHOOL BOARD IS NOT AUTONOMOUS. ACCORDING TO THE CODE OF CANON LAW, ALL PARISH BOARDS ARE CONSULTATIVE. ACTIONS OF THE BOARD BECOME EFFECTIVE ONLY UPON THE APPROVAL OF THE PASTOR. PARENTS OF OTHER FAITH TRADITIONS MAY BE BOARD MEMBERS, BUT SINCE THE MAIN PURPOSE OF THE BOARD IS TO ASSIST THE PASTOR AND THE PRINCIPAL IN PROVIDING QUALITY CATHOLIC EDUCATION, THE MAJORITY OF THE BOARD MEMBERS ARE TO BE PRACTICING CATHOLICS. TO BE A SCHOOL BOARD MEMBER IS MORE THAN JUST A COMMITMENT, AND IS DISTINCTLY DIFFERENT FROM A POLITICAL APPOINTMENT. IT IS TO CONTRIBUTE ONE'S TALENTS, WISDOM, EXPERIENCE, FAITH LIFE, AND GOOD WILL TO THE MISSION OF THE SCHOOL. INDIVIDUAL BOARD MEMBERS EXERCISE NO OFFICIAL CONSULTATIVE ROLE OUTSIDE THE BOARD MEETING. INDIVIDUAL COMPLAINTS ARE NOT THE RESPONSIBILITY OF BOARD MEMBERS AND SHOULD NOT BE DISCUSSED AT BOARD MEETINGS. (Diocesan Policy 2.10)

Responsibility/Role of a School Board Member

- The board assists the principal and pastoral administrator in approving policies that are compatible with diocesan policies.
- The board assists in approving the school budget.
- The board contributes to the hiring decision of a new principal. The final decision belongs to the pastoral administrator, in consultation with the superintendent of schools.
- The board represents the parish and school communities when considering the overall well-being of the school in regards to policy formation, budgetary matters, tuition rates, and fundraising needs.
- School board members are mindful that the daily administration of the school is the responsibility of the principal. Therefore, if a complaint is heard by a school board member, he/she must not attempt to solve the problem. Instead, the board member must refer the individual to the appropriate person. (Diocesan Policy 2.10)
- School board members are not to attempt to solve school problems but are to refer the aggrieved person to the above procedure. If a board member is approached, he/she will notify the principal. (Diocesan Policy 2.10)

Trinity Booster Club

The Office of Catholic Schools recommends that each parochial and Diocesan school establish a parent-teacher organization. This organization will function in accordance with the following Diocesan regulations:

1. Membership in the parent-teacher organization will consist of parents/guardians of students, pastors, principal, and faculty.
2. Constitution and Bylaws – each organization will follow the constitution and bylaws based on guidelines furnished by the diocesan school office.
3. Program needs will be determined based on the needs of the school as outlined by the principal, school board, and long-range plans. The principal and/or pastor have final approval of all programs and fundraising (Diocesan Policy 5.15).

The function of the Trinity Parent Group is to give support and encouragement to the students and staff at the school. Parent members volunteer their time in order to perform the support duties, including concession stand duty during football, volleyball, and/or basketball season, hospitality for teachers during conferences, etc.

Parent Volunteer Hours

Trinity requires parents to perform volunteer hours each year. These hours may be completed through fund raising activities, athletic events, concession stand help and many other opportunities.

- Volunteer Requirements:
  - 15 Hours for families with no tuition assistance
  - 25 hours for families with tuition assistance (not including LEARNS)
  - 2 concession stand shifts per year per family
  - Every student must participate in one school-wide fundraiser each year (Football Fundraiser).

Parents may buy out volunteer hours. The "buy out" option is $25 per hour. PARENTS MAY NOT BUY OUT OF THEIR CONCESSION SHIFTS.

Safe Environment Program

All volunteers must be trained in the Safe Environment program of the Diocese of Little Rock. This program is designed to help empower organizations, and the people involved in these organizations to better control risk and improve the lives of those who interact with the Church.

SCHOOL FACILITIES

School facilities are for the use of all students. Students are expected to accept personal and community responsibility for the condition of the building. A clean building contributes to an atmosphere of pride and order. Students are expected to act responsibly and maturely and not to endanger the well being of themselves and others. Disposing of litter and trash in trash cans and wastebaskets around the school is expected.

Lockers

Lockers are a privilege and are provided for students to use for storing books and personal belongings during the school day. Each student is responsible for his/her locker and its condition during the year. Failure to adhere to locker guidelines and expectations will result in loss of locker privileges.

1. Personal items, including backpacks and purses, may be kept in the lockers during class.
2. Food and drinks, other than lunch items for each particular day and closed water bottles, are not to be stored in lockers.
3. No individual may invade the privacy of another person by entering, tampering with, or vandalizing another's locker.
4. Payment for repair of locker damage is the responsibility of the student.
5. Lockers remain the property of Trinity and are subject to inspection by school officials for reasonable cause.
6. ONLY LOCKS OBTAINED FROM THE TRINITY OFFICE ARE PERMITTED ON LOCKERS.
7. Students must use the locker assigned by the school office.
8. ONLY MAGNETS MAY BE USED TO AFFIX PICTURES, NOTES, ETC. TO LOCKERS.
9. Students are expected to keep their lockers clean and neat. Inappropriate items, including pictures and other items not in keeping with the Trinity philosophy, may not be kept in lockers.
10. Students should use common sense regarding the personal items they bring to school. LARGE SUMS OF MONEY AND VALUABLE ARTICLES SHOULD NOT BE BROUGHT TO SCHOOL. The school cannot be responsible for students' belongings.
11. STUDENTS MUST KEEP THEIR LOCKERS LOCKED (BOTH SCHOOL AND GYM LOCKERS) and are encouraged NOT to share combinations.
12. Articles lost or found should be reported to the office. Periodically, students should check the lost and found table for lost items. Several times a year, unclaimed Lost/Found items will be donated to area shelter agencies.

Search of Properties:

Trinity Catholic School strives to foster a safe and secure learning environment. Students and all property on the school's campus, including but not limited to lockers, backpacks, purses, and technology devices, together with their contents, may be searched by authorized school personnel. Such actions may be taken when the principal, assistant principal, or staff has reasonable suspicion that a search will reveal forbidden items or substances in violation of school rules and / or Arkansas state law, or other items that would be harmful to others in the school community. In situations involving drugs, alcohol, or weapons in plain sight, or if exigent circumstances threaten the health and safety of students or faculty, a search may be conducted without the need for prior justification. (Diocesen Policy 4.31)

Visitors

ALL PARENTS AND VISITORS MUST CHECK IN AT THE OFFICE AND OBTAIN A VISITOR'S BADGE BEFORE VISITING A CLASS OR CONTACTING A TEACHER OR STUDENT.

- Students are not allowed to bring/invite visitors to Trinity during the school day, including lunch period.

Hallways

Out of respect for the learning process during class time, students may not be in the hallways unless on official school business.

- Students must have the authorized hall pass if they are out of the classroom during class time.
- Students should take all books, homework, etc. to class, as they are not allowed to retrieve materials from lockers once the class bell has rung.

Library

- Students using the LIBRARY are to maintain quiet so that they, as well as fellow students, may accomplish their work.
- Borrowed books may be kept two (2) weeks. A fine is charged for all overdue books.
- The student who checked out a book is responsible for replacement cost of lost or damaged books.
- Student grades will be withheld until all fines have been paid and all lost or damaged books have been replaced.
- See page 45-46 for the Library Reconsideration Policy and the Instructional Materials Policy. (Diocesen Policy 6.04)

Faculty Workroom and Lounge

These facilities are to be used by faculty/staff only.

Activity Center

The Activity Center is used throughout the school day for classes. Only those students assigned to class in the Activity Center are to be present in the Activity Center and must be accompanied by a teacher or coach.

- Appropriate footwear must be worn when using the Activity Center.
- In order to preserve the finish on the floor, students should walk around the perimeter rather than across the playing area.
- Students in P.E. classes must wear P.E. clothes and approved athletic shoes.
- Use of the gym or McAuley Center must be scheduled through the office. There are fees for use of Trinity facilities.

Locker Rooms

The locker rooms are provided for use by the students in the physical education classes and athletics. The coaches and group sponsors will discuss specific rules concerning the locker rooms and gym. Student safety is a major concern. Students are to conduct themselves responsibly and maturely while in the locker room. Failure to behave appropriately in the locker room may result in a student's loss of locker room privileges and/or other disciplinary action.

No Delivery Policy

It is the policy of Trinity not to accept any deliveries for students during the school day. This includes flowers, balloons, food, etc.

LUNCH

- Students may bring their lunch or purchase lunch from vendors.
- Students must remain in the lunchroom until dismissed by the lunch supervisor on duty.
- No books, study materials, backpacks, or purses are to be brought to the lunchroom.
- Students are expected to clean up after themselves, disposing of trash in the trash cans and cleaning spills up immediately.

EATING AND DRINKING ARE PERMITTED IN THE LUNCHROOM ONLY.

- Water bottle filling stations are provided on all floors.
- Water bottles may be used by students in the classroom.
- No sale of food items will be allowed in the classrooms during school hours. Food sales will occur during lunch only and food purchased should be consumed in the lunchroom.

TCS Vendors

- Monday Geno's Pizza
- Tuesday McDonald's
- Wednesday Chick-Fil-A
- Thursday Raising Canes
- Friday La Huerta

*Students can bring lunch from home anytime or they may purchase a Brown Bag from Trinity.

Brown Bags, including a PB&J sandwich, a drink, and two snack items are also available for purchase each day for $3. Trinity also provides an opportunity for parents to fill out an application for their student(s) to receive the sack lunch option for a free or reduced price. Applications are available in the school office and decisions are made following the federal free/reduced lunch guidelines for Arkansas. Lunches are ordered by students, parents, and staff using the Lunch App.

If students forget their lunches, TCS will offer them a sack lunch (brown bag) that day. Parents should not bring lunches to the school for students unless it is the regular birthday lunch day, the first Tuesday of each month.

TECHNOLOGY POLICIES

Computer/Internet Terms of Use

Internet access is available to students and teachers at Trinity. We are pleased to provide this access and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence by facilitating resource sharing, innovation, and communication. Chromebooks are provided to each student for educational purposes. Students must abide by school rules regarding the use of these Chromebooks, or consequences will be applied.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Teachers will supervise student access in the classroom; however, on a global network it is impossible to control all materials and an industrious user may discover controversial and/or offensive information. Trinity firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the philosophy of Trinity.
The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical and legal utilization of the network resources. If a TCS user violates any of these provisions, disciplinary consequences will result which are deemed appropriate by the school principal. Your signature regarding the Internet Use Agreement is legally binding and indicates that the signing parties have read the terms and conditions carefully and understand their significance.

Internet Terms and Conditions

1. Acceptable Use -The use of your account must be in support of education and research and consistent with the educational objectives of Trinity. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities is generally not acceptable. Use for product advertisement or political lobbying is also prohibited.
2. Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and the principal will deem what is inappropriate use and their decision is final.
3. Students will receive E-mail addresses through Trinity. Students should not access personal social media, including but not limited to Twitter, Instagram, Pinterest, SnapChat, Facebook, etc., accounts from the Trinity network. Students may not sign up for free email accounts through the Trinity network.
4. Students may not use personal instant messages through the Trinity network.
5. Network Etiquette – You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
    - Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
    - Illegal activities are strictly forbidden.
    - Do not reveal the personal address or phone number of students, teachers, administrators, or yourself.
    - Do not use the network in such a way that you would disrupt the use of the network by other users.
    - All communications and information accessible via the network should be assumed to be private property, unless expressly identified as available for reuse. All work obtained via the internet must be properly cited.
    - Online gaming is strictly prohibited.
    - Be polite. Do not get abusive in any postings on the Internet.
6. Trinity makes no warranties of any kind, whether expressed or implied, for the service it is providing. Trinity will not be responsible for any damages you suffer.
    - These include loss of data resulting from delays, non-deliveries, misdeliveries, or service interruptions caused by its own negligence or your errors or omissions.
    - Use of any information obtained via the Internet is at your own risk. TCS specifically denies all responsibility for the accuracy or quality of information obtained through its services.
7. Security - Security on any computer system is a high priority, especially when the system involves many users. Keep your password secret. Do not share your password with anyone.
    - If you feel you can identify a security problem on the Internet, you must notify the system administrator or your teacher.
    - Do not demonstrate the problem to other users.
    - Do not use another individual's account. Attempts to logon to the Internet as a system administrator will result in disciplinary consequences.
    - Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet and the computer labs.
8. Vandalism - Vandalism will result in disciplinary consequences. Vandalism is any malicious attempt to harm or destroy hardware or the data of another user, Internet, or any of the above listed agencies or other networks. This includes, but is not limited to, the uploading or creation of computer viruses.
9. The principal and pastoral administrator reserve the right to assign consequences to any student whose on-line behavior is contrary to the mission of the school. This includes but is not limited to internet use before, during, and after school hours, and may involve detention, suspension, or expulsion.
10. Wireless Network. Wireless internet access at TCS is permitted only through the school network. Do not bring personal hotspot or wifi routers to school, as they will interfere with the school wireless network and degrade network performance for everyone.

TRINITY SOCIAL MEDIA POLICY

Expanding Our World and Protecting Our Values

As an organization with a commitment to quality of education and the safety of our students, as well as the preservation of our outstanding reputation as a school, the standards for appropriate online communication at Trinity are necessarily high. While we respect the right of students, employees, alumni, and other members of our community to utilize the variety of social media options available, we must insist that the following standards be met by our students and faculty at all times, as well as by alumni and all other users who participate in TCS-sponsored sites.

Trinity Social Media Comments and Participation Policy

Comments to Trinity-sponsored sites, such as its Website via blogs, online forms, etc., or social media sites, are welcome and encouraged, and we look forward to hearing from you. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Blogs often foster debate of an issue; users are to engage in such exchanges with mutual respect for others' opinions.

For the privacy of users and their families, please assume that all postings to Trinity-sponsored sites will be publicly available on the Internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet.

By posting a comment or other material to Trinity-sponsored sites as outlined above, users give Trinity the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, creating other works from, and publishing your submission. TCS reserves the right to review all comments before they are posted, and to edit them to preserve readability for other users.

Trinity further reserves the right to reject or remove comments for any reason, including but not limited to our belief that the comments violate this Comment Policy, to determine in its sole discretion which submissions meet its qualifications for posting, and to remove comments for any reason, including but not limited to our belief that the comments violate this Policy. Any submissions that fail to follow this Policy in any way or are otherwise irrelevant will be removed.

We also reserve the right to amend this Policy from time to time in our judgment to address issues that may arise and changes in our operations or the law.

In posting material on Trinity-sponsored sites, you agree not to:

- Post material that Trinity determines is threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity.
- Post phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse.
- Post material that infringes on the rights of Trinity or any individual or entity, including privacy, intellectual property or publication rights.

- Post material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by Trinity, except in designated areas specifically marked for this purpose.
- Post chain letters, post the same comment multiple times, or otherwise distribute "spam" via the TCS-sponsored site.
- Allow any other individual or entity to use your identification for posting or viewing comments.
- Post comments under multiple names or using another person's name.

TCS reserves the right to do any or all of the following:

- Ban future posts from people who repeatedly violate this Policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate this Policy.

User agrees to indemnify and hold harmless Trinity, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material user has posted on TCS-sponsored sites.

By posting a comment or material of any kind on a TCS-sponsored site, the user hereby agrees to the Policy set forth above.

Creating and Maintaining Official Trinity Social Networking Sites

All "official" Trinity social networking sites must be approved by the principal and system administrator, and should adhere to the following standards:

- Logos and graphics used on the site must be consistent with the branding standards and usage guidelines of the School;
- Sites that accept comments or postings by anyone other than the site administrator must be diligently monitored to ensure that information displayed fits within TCS guidelines and is appropriate to the subject matter of the page;
- Students should not be expected to utilize the site as the only source of important information since student access to social networking sites is restricted on the TCS network.

Unauthorized pages that have not been approved by the principal and system administrator will be treated as personal pages, and are therefore limited to the standards provided above.

Student Use of Social Media

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the TCS community and beyond.

Students who participate in online interactions must remember that their posts reflect on the entire Trinity Catholic School community and, as such, are subject to the same behavioral standards set forth in the Student Code of Conduct.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

- To protect the privacy of TCS students and faculty, students may not, under any circumstances, create digital video recordings of TCS community members either on campus or at off-campus TCS events for online publication or distribution.
- Students may not use social media sites to publish disparaging or harassing remarks about TCS community members, athletic or academic contest rivals, etc.

- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon the school.
- **Failure to abide by this policy, as with other policies at TCS, may result in disciplinary action as determined by school administration.**

SCHOOL ISSUED CHROMEBOOK

Every student will be issued a Chromebook computer to use for school-related educational purposes. Students are to keep the exact Chromebook that was issued to them by serial number. The same Chromebook, by serial number, will be re-issued to the student each year they attend Trinity. At the end of the school year, return to Trinity the exact Chromebook, along with the charger, that was issued by serial number.

Students are to bring their Chromebooks to school fully-charged every day. It is a good practice to charge the Chromebook overnight.

Digital Privacy

Be aware that usage on every Trinity Chromebook and desktop computer is tracked and visible to school administration at all times. Usage for purposes other than Trinity education will be grounds for disciplinary action as determined by the Principal or Assistant Principal.

Chromebook Loss or Damage

Students are responsible for the cost of Chromebooks and chargers that are lost, damaged, or stolen. If a Chromebook is damaged or lost, report it immediately to the Trinity school office. If a Chromebook is stolen while away from school (not on school business), report it immediately to the local police, then contact the Trinity school office. Each student is responsible for repair and replacement costs of the Chromebook and power-supply issued. Repairs must be coordinated by the Trinity school office. Any loss or damages will be billed to the family account.

General Rules

Students may not:

- Leave their device in any unsupervised area, including a car.
- Keep or store food or drink next to a device when in use or in a backpack.
- Carry the device while the screen is open.
- Reconfigure or change the hardware of the device in any way.
- Share passwords or user names with other students.

Screen Care

Chromebook screens are delicate and can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.

- Do not lean or place anything on top of the device when it is closed.
- Do not place anything in the carrying case that could put pressure on the screen.
- Do not poke the display.
- Do not place anything on the keyboard before closing the lid. (e.g. pencils, etc.)
- Clean the display with a soft, dry cloth or anti-static cloth.
- Do not pick up the Chromebook by the screen. Only pick up the device by the base.

Chromebook Policies & FAQ

Are students required to buy a case for the Chromebook? What is the version of Chromebook?
Cases are required and will be issued by the school. Any other cases must be approved by Mr. Edwards or Mrs. Rinke.

Are students allowed to download apps for Pandora, etc. so they can listen to music while they work at home?
Students are to use their Chromebooks for educational purposes only. Apps to be downloaded will be according to the direction of the teacher(s).

Are students required to get a teacher's approval before adding all apps? What about educational apps such as Dictionary?
Teachers' approval should be given before any apps are added. The Chromebooks are set up so that students can only install apps from the Education Store.

Are students allowed to add the Chromebook to their personal insurance plans to insure against loss or theft?
The replacement fee for a Chromebook is about $275, so unless it's free for them to do so, it might not be a very fiscally responsible thing to do. However, students and their parents WILL be responsible for replacing and/or repairing Chromebooks that are damaged due to neglect or abuse. The school reserves the right to determine the cost of repair or replacement and to enforce the charges.

Are students allowed to send email messages to other students asking about homework assignments, what they missed in class, etc.?
Personal email accounts are prohibited during school hours, however Trinity email is allowed and even encouraged by some faculty who will want to utilize email and other tools for collaborative projects, so they shouldn't have anything keeping them from doing that. If they are just passing notes, then it will be treated as if they are passing notes.

How much does it cost the student to replace or repair the Chromebook?
As mentioned above, any damaged or lost equipment (Chromebooks and other school-owned devices) will be repaired or replaced at the students'/parents' expense, up to $275 per device. This includes the Chromebook charger, which may be replaced for $45.

Should students bring their Chromebooks to every class, every day, or only when a teacher requests it? For example, if they take it to Math class and are not using it, will they be in trouble for having the device with them? And should they leave their Chromebooks unattended in class when they go to lunch?
They should take them to class unless directed not to do so. Students are also responsible for keeping the device charged, easily accomplished by charging overnight. They should NOT take them to lunch. Students should leave their devices in the classroom for lunch (or Mass or assembly, etc.) and the teachers will make sure the classroom doors are locked during such times. Chromebooks should not be left unattended elsewhere.

Are the students allowed to use the Chromebooks for anything personal?
The Chromebooks are intended for schoolwork.

Are the students allowed to write on the Chromebook, or use stickers or labels on the Chromebook?
No. The Chromebooks are property of Trinity Catholic School. The only labels or stickers that should be on the Chromebook are placed by the school.

Trinity Catholic School Athletic Department
Policies & Sportsmanship Rules

Dear Parents and Students,

At Trinity Catholic School we pursue excellence in all things. The day-to-day life of a middle school student is challenging in and of itself. When young people take on the extra responsibility of activities, it takes a greater commitment on their part to be successful. The athletic program at Trinity Catholic School seeks to provide an experience of Christian competition that will enable students to develop their athletic skills as they also learn the values of Christian sportsmanship.

The coaches' and the school's role is to provide activities that are "the other half of education and the extension of the classroom." Values such as confidence, citizenship, sportsmanship, work ethic, social skills and responsibility are among many we feel should be a part of the educational process.

As a school, Trinity and parents must work together to provide positive experiences for members of our athletic teams.

During the school year, if you have any questions or comments, please feel free to call us at 479-782-2451.

God Bless,

TCS Coaches











Mission

Trinity Catholic school's Interscholastic Athletic program creates spiritually, emotionally, and physically disciplined scholar athletes who exhibit pride, passion, and a sense of tradition. Our athletic program promotes fair competition through athletes who demonstrate commitment, teamwork, and integrity.

Motto

We can do all things through Christ who strengthens us. (Philippians 4:13)

Vision

TCS's vision is to enrich the lives of all student-athletes through the values of teamwork and competition. Our student-athletes will learn and appreciate the intricacies of their sport, while always representing our families, school, and teams with the highest levels of character, class, and excellence.

A Trinity Scholar-Athlete believes in:

- The Christian message, the value of academics, and the principles of fair play.
- Respect for teammates, opponents, coaches, officials, and themselves.
- Maintaining an environment that values cultural diversity and gender equity among its student-athletes and coaches.
- Commitment, dedication, and hard work as the keys to success.
- Being a role model and leader by living substance free, supporting all athletic programs, and representing the school community with integrity.

A Trinity Catholic School Coach will strive to:

- Create a positive and memorable experience that will be cherished by the student-athlete for the rest of his/her life.
- Teach the unquestionable truth the whole is always greater than the sum of its parts.
- Teach the specific and unique skills of our sport to the very best of our abilities by using all means, methods, and resources available to us.
- Teach the skills of competition and always put the team in the best situation to succeed.

Athlete's Code

The Administration and Coaching Staff of Trinity Catholic school believe that being an athlete is a privilege and a gift from God. Along with being a great honor, that privilege carries with it many responsibilities. The following criteria are expected of our athletes:

- Our athletes will be intense competitors on the field or court. Outside of the competitive arena, they are to conduct themselves as ladies and gentlemen at all times, and always show respect for their teachers and for other students.
- Our athletes are to display positive leadership at all times in our school and communities.
- Our athletes are to always strive for the highest in moral and spiritual values.
- When we travel to compete against opponents, our athletes will remember who they are, as well as who they are representing, and will conduct themselves accordingly.
- Our athletes have the opportunity to receive a first-class education at Trinity Catholic school, which is the number one reason for being here. Pride in the classroom will bring pride on the playing field or court.

Special Notes

Participation in the athletic program is not a right, but a privilege. Therefore, it is imperative that all students taking part in the athletic programs understand the Athletic Code and conform to the rules therein, and that the coaches of the sport and activity, along with the Principal shall have every right to remove these privileges.

Trinity Catholic School Student Handbook

The TCS Athletic Handbook is meant to complement any guideline set forth in the TCS Student Handbook and further detail situations pertaining to athletics. If and when there is an inconsistency between the two documents, generally the TCS Student Handbook would take priority. Otherwise, the principal reserves the right to make a ruling on a case by case basis.

Medical Eligibility

Before being able to compete in an interscholastic contest or practice, potential student-athletes must also have an up to date physical.

Academic Eligibility

REFER TO THE TCS STUDENT HANDBOOK.

Policy for 8th Graders Leaving Campus to Attend High School Practices

8th grade students may be permitted to leave campus during 8th period to attend athletic practices or activities at their prospective high schools beginning in the spring semester. The following conditions apply:

- Students must be officially checked out through the school office before leaving campus.
- Students may not leave campus prior to the beginning of 8th period. Any student who leaves before 8th period begins will be marked absent for the previous period.
- Early release for high school practices is subject to scheduling availability and may depend on the school's ability to arrange the student's academic schedule accordingly.
- This privilege may be revoked at any time due to academic, behavioral, or attendance concerns.

Tryouts

Tryouts are held for the following sports:

- Volleyball
- Basketball
- Cheer/Dance (Cheer and dance team tryouts have separate guidelines as outlined in their constitutions.

8th grade teams: Students in grades 7 and 8 are eligible to try out.
7th grade teams: Students in 7th grade are eligible to try out.
6th grade teams: Students in the 6th grade only. All 6th graders automatically make football, basketball, volleyball, and track teams.

In Season - Reasonable Time Commitment

Eighth grade teams plan on a 5-6 day practice per week commitment depending upon the sport. Eighth graders should expect to play and practice on non-religious vacation days and all school vacations. Any athlete not capable of this commitment should seriously consider his or her involvement in 8th grade athletics. Depending on the sport there will be Saturday games and practices, and there may be Sunday afternoon practices as well. Make up games could be played over school vacations.

Playing Time/Meetings

Playing time for other TCS students WILL NOT be discussed at any time. If you need to speak with a coach about YOUR CHILD please call them and set up a specific time for a meeting. No meetings will take place immediately after a practice or during a game. Once a meeting time has been established, your student will be expected to attend the meeting as well.
In general, guidelines for playing time will be as follows:

- Eighth grade playing time is not guaranteed for any player on the team. Sixth grade players will play in every game even at the expense of winning.

Team Travel

Means of travel to and from away games will ultimately be decided by the head coach of each sport. For example, the head football or basketball coach may rule that all players are required to ride the bus to and from each away game. If the coach allows any exceptions, the procedure detailed below MUST take place PRIOR to the student leaving for the designated athletic event.

After riding to an athletic event on the bus, players may go home with their parent(s)/guardian(s) as long as the following takes place:

1. The parent signs out the student on the form provided by the coach.
2. Players are not allowed to ride home with any other parent/guardian other than their own without special permission.

Exceptions to this policy can only be made by the principal or the principal's designee.

Upon returning to Trinity Catholic school, players should be picked up in a timely manner. Coaches will remain with students until all are picked up, so please be respectful of their family time. For teams who will be changing at the opposing team's facilities, the spirit of the school dress code should be followed.

Equipment

All teams, regardless of level, have a responsibility to have their game dress speak volumes of their class and excellence. All game shirts will be tucked in. No player should make modifications to his or her uniform. They are to wear what is provided to them and treat their uniforms with respect.

Athletes will be assigned and will return uniforms to their head coach at the beginning and end of their seasons. At the conclusion of the season, no athlete should turn in uniforms to anyone other than the head coach. Athletes are entirely responsible for their uniforms during the course of the season. If uniforms are lost, the athlete and family are responsible for the cost of the uniform.

Facilities

- At no time should any student athlete be in ANY SECTION of the Activity Center, including locker rooms, without the supervision of a member of the coaching staff.
- Athletes who wear cleats or spikes must remove these items before entering the building.
- Athletes are responsible for keeping the facilities in order and they should report any damages or problems to the coaching staff.
- All showers must be turned off after showering. The last person in the shower area is expected to check all showers.
- No horseplay will be allowed in showers or dressing areas.
- Team members are the only people allowed in the locker room area.
- All athletes are issued lockers for use during their particular season. Lockers must be secured with a lock issued by the athletic department. Lost locks will be replaced at a cost of $10 charged to the athlete.
- Any items left in the gym will be either thrown away or donated to a charitable organization.

Final Thoughts

- **Attendance**: A student may not participate in athletics on a given day if they are unexcused absent during the school day or if they are assigned a suspension the day of the athletic event.
- **Removal from school/suspended**: Any time an athlete is removed from school and/or suspended they are ineligible for the length of the suspension.
- **Officials**: Athletes are only allowed to address officials when prefacing their statements with Sir or Ma'am. NEVER are athletes permitted to question or otherwise disrespect officials. Coaches can calmly and respectfully ask for rules clarifications and interpretations.
- **Complaints/Concerns:** If a parent chooses to question or is concerned about an athletic decision, they need to contact the head coach of that particular sport in order to discuss and resolve the situation. When contacting a coach, please attempt to call during school hours and your call will be returned as soon as possible. Any concern/complaint that cannot be resolved with the head coach needs to be directed next to the principal. If the principal cannot bring resolution to the issue at hand then the pastoral administrator will be contacted.

Conduct Unbecoming of a TCS Athlete

Principal and Head Coaches reserve the right to discipline, suspend, or expel an athlete as it relates to the athletic program if the spirit of the TCS Athletic Handbook is not upheld. When the offense is serious (violence, threats, substance related, racism, bullying, theft, disrespect for property or humanity, etc.), the discipline may carry over to the academic environment and/or legal authorities as well.

SPORTSMANSHIP

Trinity defines sportsmanship as "those qualities of behavior which are characterized by generosity and genuine concern for others. Good sportsmanship is abiding by the rules of a contest and accepting victory or defeat graciously. It should be evident in all school functions and should demonstrate the ability to accept defeat without complaint, to enjoy victory without bragging, and to treat opponents with fairness and courtesy."

This policy must be adhered to by each individual attending TCS athletic events. These standards are characterized by a sense of doing what is right and exhibiting respect for others even during events filled with fierce competitiveness and often controversy. Trinity Catholic school parents, students, staff and spectators are required to abide by these standards as a means of exuding common decency as well as Christian values at all interscholastic events. Each parent and their student must be familiar with and document their intention to abide by these sportsmanship rules.

Trinity Catholic School
1205 S Albert Pike
Fort Smith, AR 72903
479-782-2451
office@thinktrinity.org

Trinity Catholic School
Parent Permission for Administering Medication

I give Trinity Catholic School permission to administer the following medication to my child:

Name: _____ Grade: _____

Name of Medication	Dosage	Time to Administer	Physician

I am to notify the office immediately of any change in the above medication(s).

Parent Signature: _____ Date: _____

THIS FORM IS TO BE COMPLETED FOR BOTH PRESCRIPTION AND OVER-THE-COUNTER MEDICATION.

Trinity Media Center Selection Policy

Trinity Media Center Mission Statement

Our mission is to foster a love for learning and reading among our students, providing them with access to a diverse collection of resources that enrich their educational journey. The library serves as a hub for knowledge, creativity, and critical thinking, encouraging students to become independent and lifelong learners. We are dedicated to supporting the school's academic curriculum by collaborating with teachers to integrate information literacy and research skills into the learning process. By offering a well-curated collection of books, digital resources, and multimedia materials, we aim to cater to the individual interests and learning styles of our students.

American Library Association (ALA) Selection Policies for Non-Public Institutions

Libraries operated by private entities, including privately funded schools, universities, and colleges, are considered private actors and are not subject to the First Amendment. Libraries operated by private institutions must therefore rely on library ethical principles to create selection policies that establish sound standards for collection development and support the freedom to read. Because the Library Bill of Rights "affirms that all libraries are forums for information and ideas," libraries that are not publicly supported are encouraged to observe its guidelines as they develop their selection policies.

Library Reconsideration Policy

Occasionally objections to the library's instructional materials will be made, in spite of the quality of the selection process. If a complaint is made the following procedures should be followed:

1) The complainant should contact the assistant principal and state his/ her complaint.

2) The assistant principal will review the complaint and respond to the complainant within 7 work days.

3) If the complainant is not satisfied with the assistant principal's response, the AP will request the complainant to submit a formal "Request for Reconsideration of Material."

4) Upon receipt of the completed form, the principal and assistant principal will request a review of the challenged material by an ad hoc materials review committee within fifteen (15) working days, and will notify the Diocese superintendent that such review is being done. The review committee will be appointed by the principal, and shall include library media specialists, teachers, one or more parents, and one or more students.

5) The challenged material will remain on the shelves during the reconsideration process.

6) The review committee shall take the following steps:

- Examine the challenged resource.
- Determine professional acceptance by reading critical reviews of the resource.
- Weigh values and faults and form opinions based on the material as a whole rather than on passages or sections taken out of context.
- Discuss the challenged resource in the context of the educational program.
- Discuss the challenged item with the complainant when appropriate.
- Prepare a written report.
- The principal will inform the complainant and notify the superintendent about the review committee's recommendation.
- A written appeal may be made to the superintendent concerning the review committee's recommendation.
- The library will retain or withdraw challenged materials based on the written report.

Trinity Media Center Request for Reconsideration of Material

Author: _____ Title: _____

Request initiated by: _____ Telephone: _____

Email Address: _____

Complainant represents:

Himself / Herself _____

Son/Daughter _____

(Name of Organization)_____

(Identify other Group) _____

1) Did you read or view the entire book or material? _____Yes _____No

2) What do you understand to be the general purpose for using this work?

a. Provide support for the unit in the curriculum?

_____ Yes _____ No

b. Provide a learning experience for the reader in one kind of literature?

_____ Yes _____ No

c. Other _____

_____

3) What do you think is the general purpose of the author in this book or material?

_____

4) In what ways do you think a work of this nature is not suitable for the use that the teacher or librarian intended?

_____

5) What would you like your library / school to do about this work?

_____Do not assign / lend it to my child

_____Return it to the staff selection committee/depart. for reevaluation.

_____Other-Please explain

_____

6) In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

_____

Signature _____

Date _____

(This "Request for Reconsideration of Material" form is adapted from the Yellow Pages for School Library Media Specialists, pp. 3.9-3.10.)

Trinity Catholic School Chromebook Agreement

To borrow and use a laptop computer provided on loan from Trinity Catholic School (TCS), I agree to abide by the following usage guidelines:

- I understand that I am authorized to use the Chromebook only within the current academic term, unless otherwise agreed upon with the school administration.
- I will return this laptop to Mrs. Christly or the office by the appointed return date.
- If I need an extension of this deadline, I will provide an explanation of the need and a proposed new return deadline to dchristly@thinktrinity.org or brinke@thinktrinity.org.
- I will contact Mrs. Christly or Mrs. Rinke for any support needed for this Chromebook.
- I am responsible for any cost of repair and/or replacement of the Chromebook and/or charger which result from theft, loss, misuse, or neglect by myself or any other persons.
- I will report malfunctions and/or damages when they occur.
- I understand that my maximum liability for repair or replacement is the current market value of a new replacement laptop computer with similar configuration.

DEVICE OWNERSHIP

All technology devices issued to students are owned by and are the property of the School. Technology devices are issued for educational use only, and use of a technology device for any purpose other than educational use may result in consequences, up to and including loss of device privileges.

GENERAL RULES

1) Students may not:
- Leave their technology device in any unsupervised area, including a car.
- Keep or store food or drink next to a technology device when in use or in a backpack.
- Carry the technology device while the screen is open.
- Place any writing, stickers, or labels on the technology device that are not provided or directed by the School.
- Reconfigure or change the hardware of the technology device in any way.

2) Screen Care:

Chromebook screens are delicate and can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure.
- Do not lean or place anything on the top of the technology device when it is closed.
- Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the display.
- Do not place anything on the keyboard before closing the lid (e.g. pencils, etc.).
- Clean the display with a soft, dry cloth or anti-static cloth.
- Do not pick up the Chromebook by the screen. ONLY pick up the Chromebook by the base.

TECHNOLOGY DEVICE SECURITY

1) Password Protection:

Students must password-protect their assigned technology device. Students are expected to promptly provide the passwords to the system administrator upon request. Students are not to loan a technology device to other students or borrow a technology device from another student, or share passwords or user names with others.

2) Storage:

Technology devices must be stored in a secure area. Students may not store a technology device in a car at any time for any reason.

Students should be sure nothing is placed on top of a technology device when it is being stored.

3) Lost, Stolen, or Damaged Device:

If a student loses an assigned Chromebook, or the Chromebook is stolen, the Chromebook will be placed in theft recovery mode and will be unusable until it is brought to Mrs. Christly or Mr. Edwards to reset. If the Chromebook is damaged, the student must immediately notify a staff member or the principal.

If a lost or stolen Chromebook is not recovered or if a Chromebook is otherwise damaged, the student and the student's parent(s) or guardian(s) are financially responsible for the technology device.

TECHNOLOGY DEVICE SETTINGS

Games:

Technology devices are provided for instructional use only. Unless permission is granted by the school or particular teachers, students may not:

- Play internet games on the Chromebook.
- Download, save, or install any games or non-school-related applications or programs on the Chromebook.

By digitally signing the statement of responsibility, I certify that I have read, understood, and hereby accept all of the terms and conditions set forth in this borrowing agreement.

Trinity Catholic School
1205 S Albert Pike
Fort Smith, AR 72903
479-782-2451
office@thinktrinity.org

STATEMENT OF RESPONSIBILITY

PLEASE COMPLETE THE GOOGLE FORM ACKNOWLEDGING AGREEMENT BY August 21, 2026.

https://forms.gle/xkAhvhEekHbmh7ks5

This sheet acknowledges receipt, understanding, and agreement regarding the TCS Student Handbook. These policies will be enforced on campus during regular school hours as well as at school-sponsored activities or any other event where a student is representing TCS. Parents and students should read them carefully. The statement below, when signed and dated by parent/guardian, provides documentation that parents and students have reviewed these policies and that they agree to follow the expectations and provisions contained within. This documentation will become part of the student's file.

*In the event that a student or parent is uncertain of a policy or procedure named in this handbook, they will contact the principal for clarification. This policy manual is posted on our school website and is available 24/7. Students or parents may view a hard copy of this manual in the school office during regular business hours.