



2020–2021 STUDENT/PARENT HANDBOOK

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For school closings, please check
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Holy Trinity High School - Chicago

Mr. Timothy M. Bopp, President
Dr. Quincy Paden, Ed.D., Principal

BELL SCHEDULE # 1 2020-21

Period	Start Time	End Time	Length
1A	08:00 AM	08:52 AM	52 min - Includes announcements
2B	08:56 AM	09:43 AM	47 min
3C	09:47 AM	10:34 AM	47 min
4D	10:38 AM	11:28 AM	50 min
Freshman Lunch	10:38 AM	11:03 AM	25 min
Sophomore Lunch	11:03 AM	11:28 AM	25 min
5E	11:32 AM	12:22 PM	50 min
Senior Lunch	11:32 AM	11:57 AM	25 min
Junior Lunch	11:57 AM	12:22 PM	25 min
6F	12:26 PM	1:13 PM	47 min
7G	1:17 PM	2:04 PM	47 min
8H	2:08 PM	3:00 PM	52 min - Includes announcements

POLICY CHANGES DUE TO COVID-19

Dear Holy Trinity Parents and Students,

Enclosed, you will find the Student/Parent Handbook for the 2020-2021 school year. In anticipation of an eventual return to normal operations, the policies in the Handbook have largely been left in their traditional form. However, we are noting here the following changes to our policies for this year due to the COVID-19 pandemic. We also refer you to the enclosed school Reopening Guide for additional information about COVID-19 related precautions.

Holy Trinity Community Pledge

We ask that all students attest to their commitment to keeping one another safe by signing the “Holy Trinity Community Pledge”. The pledge statement can be found at the end of this list.

Student Expectations for E-Learning

- To log-in on time and ready to learn for class
- To be visible on camera so that the teacher can ensure the student is fully participating
- To be appropriately dressed for school (uniform not required but proper attire is)
- To use an appropriate virtual background or simple backdrop with no inappropriate displays or distractions to other students.

Athletics

The chart below outlines the new IHSA schedule for the 2020-21 school year:

Sport/ Activity	IDPH Risk	Traditional Season	2020-21 Season	Start Date	End Date
Boys/Girls Cross Coun- try	Lower	Fall	Fall	10-Aug	24-Oct
Boys/Girls Basketball	Medium	Winter	Winter	16-Nov	13-Feb
Boys Soccer	Medium	Fall	Spring	15-Feb	1-May
Girls Volley- ball	Medium	Fall	Spring	15-Feb	1-May
Baseball	Lower	Spring	Summer	3-May	26-Jun
Softball	Lower	Spring	Summer	3-May	26-Jun
Boys/Girls Track & Field	Lower	Spring	Summer	3-May	26-Jun
Girls Soccer	Medium	Spring	Summer	3-May	26-Jun
Boys Volley- ball	Medium	Spring	Summer	3-May	26-Jun

Blue and Gold Fridays/Spirit Wear

On designated weeks, Blue and Gold Fridays will now be celebrated on Thursdays and Fridays so that both students in the Blue Cohort (on Thursdays) and the Gold Cohort (on Fridays) can participate by wearing their approved school spirit clothes.

Field Trips

Class Field Trips will not occur during the first semester.

Christian Service Learning

The Christian Service Learning service hours will not be required for the first semester

Shadow Days

For the first semester of the school year, due to COVID-19 precautions and guidelines from local and state officials, we will be offering virtual tours for students and families as well as sending prospective students “a day-in-the-life” Tiger video series. We hope to be able to offer in-person shadow days starting in the spring.

Holy Trinity Community Pledge

The COVID-19 global pandemic carries considerable risk to our Holy Trinity family, that requires each of us to be aware of and focused on health and safety precautions this academic year. Our goal is to have every HT community member understand how interconnected we are, especially when it comes to COVID-19. Our pledge outlines the commitment we make to each other and to our entire faculty, staff and students.

I agree to:

- Provide Support to One Another: I will support others with patience, understanding and empathy.
- Monitor One’s Own Health: I will practice daily self-care, comply with all school protocols (Blue/Gold cohorts, Temperature checks, Self-Quarantine, Passing Periods, School Entry and Departure, Lockers, etc.) and stay home if I have COVID-19 symptoms or if I am diagnosed with COVID-19.
- Face Covering: I will adhere to the guidelines for wearing a face mask.
- Hand Hygiene: I will practice proper hand-washing and respiratory prevention (i.e. covering coughs and sneezes).
- Social Gatherings: I will avoid crowded gatherings on and off campus, practice physical distancing when meeting, and wear my face mask.
- Physical Distancing: I will take daily precautions to keep space (six feet) between myself and others.
- Leaving and Coming to Holy Trinity: I will mirror the on campus requirements of this pledge while coming to and leaving Holy Trinity (face coverings, physical distancing, etc.).

Holy Trinity family member name

Signature

Date

COHORT SCHEDULE

Week	Monday	Tuesday	Wednesday	Thursday	Friday
Aug. 19-21			Gold	Blue	Gold
Aug. 24-28	Blue	Gold	E-Learning	Blue	Gold
Aug. 31-Sept. 4	Blue	Gold	E-Learning	Blue	Gold
Sept. 7-11	Off	Blue	Gold	Blue	Gold
Sept. 14-18	Blue	Gold	E-Learning	Blue	Gold
Sept. 21-25	Blue	Gold	Blue	Gold	Off
Sept. 28-Oct. 2	Blue	Gold	E-Learning	Blue	Gold
Oct. 5-9	Blue	Gold	E-Learning	Blue	Gold
Oct. 12-16	Blue	Gold	E-Learning	Blue	Gold
Oct. 19-23	Off	Blue	Gold	Blue	Gold
Oct. 26-30	Blue	Gold	E-Learning	Blue	Gold
Nov. 2-6	Blue	Gold	E-Learning	Blue	Gold
Nov. 9-13	Blue	Gold	E-Learning	Blue	Gold
Nov. 16-20	Blue	Gold	E-Learning	Blue	Gold
Nov. 23-27	Blue	Gold	Off	Off	Off
Nov. 30-Dec. 4	Blue	Gold	E-Learning	Blue	Gold
Dec. 7-11	Blue	Gold	E-Learning	Blue	Gold

*** FINALS WEEK ***

Monday, Dec. 14: Blue/Gold/Online Exams
Tuesday, Dec. 15: Blue/Gold/Online Exams
Wednesday, Dec. 16: Blue/Gold/Online Exams
Thursday, Dec. 17: Blue/Gold/Online Exams
Friday, Dec. 18: No Classes. Grades due by Noon

- Students should follow their designated cohort schedule.

ABOUT THE HANDBOOK

President and Principal’s Right to Amend

The President and Principal of Holy Trinity High School, with the advice of the Administrative Team, reserves the right to include, amend or delete policies from the Student/Parent Handbook, also referred to as the Student Agenda, whenever there is the need to clarify policies that have been called into question by those for whom the policies have been formulated. With each inclusion, emendation or deletion, all students, their parents/guardians, the faculty and staff, and the members of the Board of Trustees of Holy Trinity High School will be notified.

Mutual Agreement

The terms and conditions set forth in the Student/Parent Handbook are incorporated as a part of the contractual agreement between Holy Trinity High School and its parents/guardians and students. Students and parents/guardians hereby agree to abide by said provisions herein, as well as those in the educational contract itself. The Student/Parent Handbook is available in electronic format at holytrinity-hs.org/policies.

ABOUT HOLY TRINITY

Founded in 1910 by the Brothers of Holy Cross, Holy Trinity High School is a values-based, independent Catholic school with a diverse and inclusive community. We set rigorous standards in our college preparatory curriculum, and provide academic support and counseling services to ensure every student can succeed. Because education continues beyond the classroom, we encourage students to participate in fine arts, athletics, and student life programs. We are small by design, so every student here is known and valued. Your time at Holy Trinity is an investment that yields a lifetime of academic, spiritual, and personal development.

Our Mission

Holy Trinity High School, a Catholic school in the Holy Cross tradition, challenges and nurtures students academically, spiritually and personally as they prepare to lead lives of leadership and service.

Our Values

God is present and active in our lives, and it is God's work we do, trusting in the Providence of God so that His will be done. Holy Trinity High School educates the hearts and minds of a richly diverse community of students, anchored in the message of the gospel and united by belief in the Holy Cross values of:

- **Discipline:** We are responsible, respectful and diligent in working to achieve our goals.
- **Integrity:** We are honest, taking ownership of our actions and academic work, and following through on our commitments.
- **Excellence:** We exemplify a tireless desire to achieve to the best of our God-given abilities and talents.
- **Family:** We treat each other as brothers and sisters in Christ, communicating openly, and acting with each other in mind.
- **Zeal:** We live passionately, inspired by our faith and willing to lead others in the pursuit of justice.

Profile of Holy Trinity High School Graduate (7/2013)

A Holy Trinity graduate embodies the Holy Cross values of discipline, integrity, excellence, family, and zeal. The graduate has discovered his or her unique place in a global society as a productive, critically thinking and socially responsible citizen. To this end, the graduate possesses oral and written expression and concrete leadership skills gained through many positive challenges and opportunities offered by a Holy Trinity High School education. A readiness to serve and a passion to attain his or her maximum potential is at the heart of every graduate.

A Holy Trinity graduate:

- Commits to a faith journey and understands the importance of service to others in that journey.
- Attains their highest level of post-secondary education to further their academic excellence as lifelong learners.
- Solves problems creatively, working towards productive solutions to global issues.
- Feels connected to the institution, traditions, and culture of Holy Cross and remains an active member of the school community.
- Supports their peers in their academic, personal and spiritual path as a confident leader.
- Improves the world around them by sharing their values and talents with a sense of passion.

Parent Participation

Holy Trinity High School works in a partnership with parents and guardians for the intellectual, social and spiritual development of our students. All parents and guardians are expected to be actively involved in the educational process for the good of their students and for the good of the Holy Trinity community. This is done primarily through regular meetings where topics of concern to parents are shared and where projects are planned for the parents as well as through the parent/teacher conferences where academic progress reports are reviewed.

Our Heritage

The Congregation of Holy Cross came into existence in 1837 when Fr. Basil Moreau united under his direction the Brothers of St. Joseph, founded in 1820 by Fr. James Dujarie, and the auxiliary priests of LeMans, which he himself had founded in 1835. Because the headquarters of the new community was in Sainte-Croix (Holy Cross), a suburb of Le Mans, France, the community was known as the Congregation of Holy Cross. The

first Holy Cross religious came to America in 1841, and the following year they started what has become the University of Notre Dame.

Holy Trinity High School was founded by the Brothers of Holy Cross in 1910 to educate the growing number of children of Polish immigrants who settled on the near-north side of Chicago. Holy Trinity is the second oldest high school ministry of the Congregation of Holy Cross in the U.S. As the neighborhood around the school changed, Holy Trinity made a conscious decision to continue welcoming local youth, many of whom represented new groups of immigrants. In 1984, after a lengthy study and with the cooperation of the Archdiocese of Chicago, Holy Trinity added young women to the student body. Today, in keeping with the spiritual tradition of the Brothers and the educational framework of their founder, Blessed Fr. Basil Moreau, C.S.C., we continue to educate youth from across the city, recognizing the unique spirit of all students and challenging them to realize their potential.

As a member of the Midwest Province of the Brothers of Holy Cross, Holy Trinity is part of a supportive, worldwide community of educational institutions, including 16 high schools and eight colleges, including the University of Notre Dame.

Originally founded as a parish high school affiliated with Holy Trinity Parish, complete responsibility for the direction of the school was assumed by the Brothers of Holy Cross, Midwest Province, in 1960. Today, the responsibility is shared with a Board of Trustees composed of community leaders, graduates and other concerned persons who ensure ongoing development and enhancement of the unique Holy Cross educational traditions.

Accreditation

Holy Trinity High School is accredited by Cognia and the State of Illinois. We are a community dedicated to the commitment of educational excellence.

Holy Trinity High School Alma Mater (School Song)

Composed by Brother Leonard Leary, CSC, September 1952

Hail to the Gold and Blue
Hail our Alma Mater;

Praise her with voices true,
With hearts that never falter.

Hail to Holy Trinity,
Keep her banners waving.

All together in unity,
Everlasting praise we sing.

School Colors

The official colors of Holy Trinity High School are navy blue and athletic gold.

School Seal

The school seal is to be used on all official academic certificates including diplomas and medallions.

At the center of the shield, you'll find the triquetra, one of the most significant of all symbols of Holy Trinity High School. The three equal arcs express the equality of the Three Divine Persons, their union expresses the unity of the Three Persons in one God; their interwoven form denotes their indivisibility and their continuous form, the eternity of the Godhead. The center of the triquetra forms an equilateral triangle, the most ancient of trinity symbols, and each pair of arcs forms a vesica, the symbol of Divine Glory. In the background of the triquetra is the Cross and anchor symbol taken from the seal of the Congregation of Holy Cross, whose members founded and sponsor the high school. The combination of the Cross and anchor and the triquetra is also symbolic of the apostolate of the Brothers: the Christian instruction (the Cross) of the Catholic youth, who are the hope of America (the anchor), through the inspiration of the Holy Trinity High School (the triquetra).

The wings behind the shield are a reference to the Polish eagle, a national symbol for Poland and a reference to our school's heritage, as well as to the Biblical passage found in Isaiah 40:31: "Those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint." (NIV)



The book signifies the service of the faculty and students to God and humanity through Christian education. Inscribed in the book is the motto, Trinitas Unitas. Besides its mystical meaning, three persons in One God, the motto applies also to the spirit of union that is characteristic of Holy Trinity High School: the unity of faculty, parents, students, and alumni to achieve the glory of God, Country, and Alma Mater.

School Logo

Created in 2009, the Holy Trinity High School logo depicts the three rings of the Holy Trinity, which are framed by an abstract image of a Cross inspired by our identity as a Holy Cross school. The warm and welcoming shades of blue and gold are in keeping with our school’s traditional colors. This logo is the Principal identifier of the school in all communications related to official business and in promotional products.



Athletic Logo

The official Holy Trinity Athletics logo includes a Bengal tiger icon combined with the “Holy Trinity Tigers” wordmark. The Tiger icon is the only authorized tiger for use when representing Holy Trinity. No other tiger should be used.



The HT monogram may be used as an icon to represent Holy Trinity athletic programs as well as any co-curricular clubs or activities. The monogram is intended to be used in conjunction with either the athletics logo or school logo (for example, the monogram may appear on a baseball hat if the uniform shirt includes the complete athletics logo). This is the only approved monogram graphic; the HT monogram should not appear by any other graphic representation.

ADMISSIONS

“Education is the art of helping young people to completeness; for the Christian, this means education is helping a young person to be more like Christ, the model of all Christians.” — Bl. Basil Moreau, Christian Education

Admission Requirements (6/2018)

Eighth graders seeking admission must complete a Holy Trinity Application Form (available at the school and at holytrinit-hs.org/visit), take the STS High School Placement Test (HSPT) the first Saturday in December, and submit elementary school academic records, which include report cards and standardized tests for 6th, 7th and 8th grades.

Once a full application file is completed, it will be reviewed by the Director of Enrollment Management and the Admissions Committee to determine a decision. An in-person admission meeting and/or completion of our Summer Bridge Program may be required for admission. Families who are seeking support with tuition should also submit a Financial Assistance Application, with supporting documentation, at the time of the application.

Holy Trinity High School admits students of any race, color, or national ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of sex, race, color, national and ethnic origin in administration of its educational policies, scholarships, athletics, and other school-administered programs. Holy Trinity does not recruit students or attempt to recruit students for athletic purposes in accordance with the Illinois High School Association rules. Contact the Admissions Office at 773-278-4212 x3058 or holytrinity-hs.org/visit.

Summer Bridge Program Fee (6/2018)

A fee applies to all students who are required to take summer enrichment at the time of admission. The summer enrichment fee is non-refundable.

Shadow Days (6/2018)

In order to make an informed decision about where to attend high school, interested 7th- and 8th-grade

students are encouraged to spend a shadow day at Holy Trinity. Each visiting student will accompany a current student as they attend classes, meet teachers and other students, have lunch in the cafeteria and experience a typical day for a Tiger.

Shadow days are scheduled in the school calendar and on our website at holyltrinity-hs.org/calendar and typically run from September to November every Tuesday and Friday. Scheduling shadow days can be done online at holyltrinity-hs.org/visit or by phone at 773-278-4212 x3023. Seventh graders may only shadow in the spring semester.

Holy Trinity students have a dress code and we ask our student visitors to dress accordingly:

- Nice pair of slacks and a solid color shirt with a collar. Jeans or sweats are not permitted.
- Solid color shoes, including athletic shoes, are appropriate.
- Cell phones must remain off during the entire school day.
- Hats or head coverings are not allowed.
- Backpacks and big bags are not allowed.
- Tattoos must be covered.
- Boys may not wear earrings during their visit to the school. Girls may only wear earrings in their ears. No facial or body piercing is permitted.

Transfer Student Admissions (6/2018)

Holy Trinity only accepts transfer students at all grade levels at the beginning of the fall and spring semesters. All applications are reviewed based on the student's academic performance, attendance and behavior at their current school.

The following items are required in order for the student to be considered for transfer:

- Transfer application
- Discipline/attendance form
- Unofficial transcript
- Letter of recommendation from a teacher or academic adviser at a scholarship or youth organization
- Any state test scores from this year
- IEP/504 plan a copy of the report (if applicable)

Students transferring into Holy Trinity High School may expect one (1) credit in physical education to be accepted. All other credits will be evaluated at the time of the transfer and graduation requirements will be determined at that time.

ACADEMICS

Graduation Requirements (6/2018)

In order to graduate, students must accrue **24 total credits**. The graduation requirements are:

Subject	Requirement	Description
Religion	4 credits	Based on 1 credit per year while in attendance at Holy Trinity as specified by the Religion Department.
English	4 credits	Core courses incorporate the study of literature and writing. Electives are not permitted toward English Department requirements. Sophomores and juniors must submit a research paper to pass sophomore and junior English. Seniors must submit a research paper completed at a C- or higher level to pass senior English and be eligible for graduation.
History and Social Studies	3 credits	Courses required are World History, United States History, and Government and Law.
Mathematics	4 credits	Math placement and courses as determined by the department.
Science	3 credits	Biology is required.
Foreign Language	2 credits	Two consecutive credits in the same language.
Visual or Performing Arts	1 credit	Art Foundations is a prerequisite of all other visual arts classes. Exemptions are only made with teacher approval and review of sketchbook/portfolio.
Business and Technology	1 credit	Computer Applications is required unless the student has met the required proficiency.
Physical Education	1.5 credits	Health is required.
Service Learning	15 hours per year	See Christian Service Learning section.
Electives	.5 / 1.5 credits	Through Class of 2022 / Beginning with Class of 2023

Student Course Load Requirements (6/2015)

Students are required to take Mathematics, English and Religion each year. They are also expected to take three years of social studies and science. (See the Curriculum Guide for more information about course selections and academic programs.)

The normal school day consists of eight periods, including seven regular class periods and a lunch/homeroom period. Students are required to take and successfully complete a minimum of six credits each year.

- In order to be considered a sophomore, a student must have a minimum of 5 credits.
- In order to be considered a junior, a student must have a minimum of 12 credits.
- In order to be considered a senior, a student must have a minimum of 18 credits.

Two optional flex periods have been added to the school day: 0 hour and 9th period. These periods will not be required for all students and core courses will not be taught during these times, however, some elective courses, options, and support services may be available in a structured setting at these times. Elective courses would be for credit. Examples include but are not limited to:

- ACT Prep
- Advanced Band
- AP study sessions
- Credit Recovery
- Independent Study
- Intramurals
- RLC Tutoring/Mandatory Academic Support
- Title I Advisory and Tutoring

When selecting courses and planning ahead, it is important to remember that graduation requirements are not the same as college entrance requirements. While Holy Trinity has adjusted graduation requirements to allow students to meet entrance requirements for most colleges and universities, some have different or more rigorous standards. It is important to consider the expectations of the school of your choice, as well as what will make you a more competitive, more desirable candidate, for both college acceptance and scholarships.

Schedule Changes (6/2015)

Students are expected to be enrolled in seven (7) classes each semester. Upon the recommendation of the counselor and/or administration, one of these may be a study hall for students requiring additional support services. Student decisions about classes affect the master schedule, and teachers are hired based on students' course selections. Course selection and placement should be completed before the end of the current school year for courses in the upcoming school year. Students and parents should give careful consideration to class choices and should consult with the counselor whenever needed.

Ordinarily, changes in courses are not made once the students, parent/guardians, and counselors have confirmed course selection in the spring. Course changes are usually made for the following reasons:

- The school has made an error in scheduling;
- Upon recommendation by the teacher, counselor and with the approval of the Principal.

Students who initiate course changes for other reasons may be subject to a \$75.00 charge. If the change is possible, parents/guardians, the teacher, and a counselor/administrator must authorize course changes. Changes must be completed in the first five school days of a semester.

Any process, which is not completed in the first five (5) days of the semester, will result in the student remaining in the class through the semester. There will be NO changes made due to teacher preferences or conflicts, the convenience of meeting time, the course is not what the student expected it to be, or personal opinion as to the difficulty of the course.

Course Withdrawal (7/2014)

A student may not withdraw from required classes. During the course of the semester, if a student requests to withdraw from an elective course, the following procedures must be followed:

- After school help, tutoring or peer support must be in evidence and verified by a teacher.
- A conference between the teacher, the counselor, and the student must take place to discuss the withdrawal. Verification of this conference must be in writing on a form the student obtains from the counselor.
- The student's parents/guardians must sign the form and then it is returned to the counselor.
- The counselor will submit the schedule change form, the conference form and the \$75.00 fee to the Principal for approval.
- The change will be made and the teacher will be notified in writing of the course withdrawal if all of the above is completed.

Homework/Assignments (7/2013)

Classes differ in their requirements, but students should spend time studying and/or doing written homework every day. Parents are expected to ask their student(s) about homework and to provide the time and study environment necessary for the student to be successful. Parents should expect their student(s) to be engaged between one (1) and three (3) hours with homework and reading each evening.

Reading and studying are an expected part of class preparation, not just completion of specific written assignments. Honors, Advanced Placement and Dual-Enrollment students may expect to invest more time depending on their overall course load.

Holy Trinity High School expects students to do their best work on all assignments/homework and to submit assignments or homework on time. It is up to the teacher's discretion to accept any late homework.

Homework should be done the HT Way:

ON TIME

- Assignments are handed in on time.
- Full credit is only available for on-time work. *Late work may be accepted at the discretion of the teacher for reduced credit.*

WELL DONE

Assignments that are well done have the following characteristics:

- Begin with a **proper heading**: Name, Subject, Period or Block, Date, Title of Assignment, anything else specifically requested by the teacher.

- Writing is **legible**.
- Assignment is **complete**: all questions/parts of questions are answered fully.
- Paper is **neat**: not crumpled/creased, no scratch-outs and no ragged edges.
- Answers are in **complete sentences** unless the teacher specifies otherwise.
- Uses correct **spelling, grammar, and punctuation**.
- **Follows the directions** given by the teacher.
- Math assignments **show steps and all work**.

DONE RESPONSIBLY

Assignments are done responsibly have the following characteristics:

- Use your own words & your own thoughts.
- Seek help, including tutoring, when necessary.
- Use Academic Honesty (see below).

Academic Honesty (6/2009)

The administration and faculty of Holy Trinity are dedicated to teaching both the minds and hearts of the students who attend. Faculty members understand the demands of the academic skills that students must master to be successful. They also strive to impress upon our students the need to have integrity in all behaviors exhibited at school and in life. To that end, every faculty member will address the concept of Academic Honesty as it relates to his/her specific discipline and class and to students’ futures.

Academic Honesty is the essence of every student’s success and is defined in many ways. Examples of academic honesty include doing one’s own work, relying on studying and preparing for the work without unauthorized aid or assistance, submitting work that is truly one’s own and not the work of someone else, allowing others to do their own work without assistance from another source, keeping content of tests and homework to oneself, and accepting the results of one’s own work upon completion.

Students are expected to abide by the following in order to not be suspected of violation of the academic honesty code:

- Students must complete any test or quiz without assistance from any other students, written aids, notes, study guides, unacceptable electronic devices, or unauthorized prior knowledge of questions or answers.
- Students must complete written assignments by following written and verbal directions of teachers, especially those directed towards the proper use of resources and how to summarize information and make conclusions.
- Students must submit homework that follows the directions given by the teacher.

The penalty for most violations of the academic honesty code is a zero on the test, quiz or assignment. A written notice of the violation will be submitted to the Dean of Students and notification will be forwarded to the parent/guardian. Further violations subject the student to all of the above and a conference with parent/guardian or an appearance before the Discipline Board.

Alpha Grades (7/2013)

The following alpha grades are used at Holy Trinity. The values listed are used in assigning alpha grades:

A	93–100	Excellent: Exceptional work that far exceeds expectations
B	85–92	Above average: Exceeds expectations
C	77–84	Average: Meets expectations
D	70–76	Below average: Meets minimal expectations
F	69 or below	Failing: Does not satisfy course requirements
I		Incomplete

The grade of “F” (failure) is issued at the conclusion of a semester to a student who has not met the minimum requirements for courses. An “F” in a required course indicates that a student must attend summer school or an approved online course to complete the credit. Ordinarily, a student would not repeat a failed course at Holy Trinity. Summer school grades or grades earned from online credit recovery courses are not included in the computation of the student’s GPA.

The grade of “I” (incomplete) is issued at the conclusion of a semester to a student who has not completed course requirements for reasons beyond his/her control. Those reasons may include, but are not limited to, illness resulting in hospitalization or extended absences or a death in the family that results in extensive absence. An “I” is issued with the approval of the department chairperson and the Principal. An “I” must be completed within ten school days after the conclusion of a semester. A student who receives an incomplete may not participate in clubs or sports activities until the “I” is completed.

Grading Scales (5/2015)

Holy Trinity uses a 4-point, weighted grading scale in calculating cumulative grade point averages, class rank, and honor roll. Unless otherwise indicated, courses use the 1 scale. Weighting is indicated on the tables below.

1 Scale	Honors	AP / Dual Credit
A = 4.00	A = 4.50	A = 5.00
B = 3.00	B = 3.50	B = 4.00
C = 2.00	C = 2.50	C = 3.00
D = 1.00	D = 1.50	D = 2.00
F = 0.00	F = 0.00	F = 0.00

All courses that receive a letter grade are counted for Honor Roll and Grade Point Averages.

Rules for passing subjects: A “D” is the lowest passing grade in a course. A student receives credit on the basis of his/her average grade at the end of each semester. All requirements needed for graduation must be made up in summer school the summer following the failure. Credit recovery grades are not calculated in GPA.

Honors GPA Requirements

- Principal’s list 4.1 and above
- High honors 3.75
- Honors 3.25
- Honorable mention 2.75
- A final grade of “F” or “I” in any course at the conclusion of any semester disqualifies a student from the honor roll for that semester.

Parent/Teacher Conferences (6/2018)

Progress reports are issued at the midpoint of every quarter. A report card is issued at the quarter and distributed to parents or guardians at parent/teacher conferences at the end of the 1st and 3rd quarters. This is an opportunity to meet with teachers and clarify a student’s academic progress in classes. Parents and guardians are strongly encouraged to attend and meet with teachers. Students are encouraged to attend with parents. Parents are also encouraged to regularly check grades and the student progress online in Schoology and/or contact their student’s teachers and counselor directly.

Parents/guardians of students receiving Financial Assistance are obligated to attend all Parent/Teacher conferences, Parent Night and class meetings.

Scholastic Alert (7/2013)

Students must work toward fulfilling their academic potential. Grades are checked several times in the school year, beginning with fall progress reports. If a student is earning below a 77% in any course, he or she is required to take corrective measures including, but not limited to, tutoring from a teacher, assistance in the Resource Learning Center before or after school, or other measures approved by the Principal or counselors.

Academic Probation (5/2010)

Students who have received a final semester grade of “F” in two courses will be placed on academic probation. If a student fails a required course, he/she must make it up during the summer following the failure. Students on Academic Probation, who do not earn credit for failed courses in a timely manner, may be subject to dismissal from Holy Trinity High School. Any student who is 2.5 (two and one half) or more credits behind may be dismissed immediately. The maximum number of credits that a student may complete in summer school is two. The intent of this policy is to have a student complete all courses successfully prior to beginning the next grade level or graduation.

Student Academic Assistance (6/2019)

In fulfilling our commitment to support Holy Trinity students, we offer additional support for students whose grades fall below expectations.

- If a student's class grade falls below a C, the teacher will notify the parents.
- If a student is in danger of failing, the student's counselor will be notified for follow up with the student, if necessary.
- Students with multiple low grades may be required to participate in additional support programs.

Failure to comply with the terms of the support program will initiate parent meetings and follow up through the counselors or dean. Holy Trinity believes in providing the support and assistance to enable all students to be successful and recognizes the need for students to take responsibility for their learning. Additional support services may also be available through Title I and Title III. (See Student Services for further information regarding the RLC.)

Testing Programs (5/2017)

Each student is expected to participate in standardized testing. This helps prepare them for college entrance exams, as well as future career testing. It also provides teachers with valuable information to help monitor student progress and improve instruction. The testing program at Holy Trinity consists of achievement and aptitude tests and a career inventory. The results of these tests are communicated to the students, parents/guardians, and teachers. In addition, students are provided with guidance and preparation in order to register for the appropriate college entrance test. Freshmen, sophomores and juniors will take a pre-ACT or ACT test. Juniors will have the option of taking a PSAT test.

Retreats (6/2013)

Holy Trinity provides annual retreats with the respective teachers and counselors of each class level. Class retreats are mandatory for all students since they promote class unity as well as a solid Catholic education, prayer, and individual spiritual growth. If a student cannot attend a retreat for a reasonable cause, he/she must complete ten hours of community service outside of Holy Trinity High School and outside school hours. Proof of service completion must be provided in writing to the Campus Minister. A Kairos retreat is offered as an additional option for juniors and seniors.

College Visits (7/2016)

Juniors and seniors are encouraged to explore schools of interest to them. Many college campuses welcome students on weekends and during spring and summer breaks. However, it is sometimes necessary to schedule a visit during the school year. Seniors will be allowed three such college visit days, and juniors will be allowed two days. Official college visits may count as a field trip or excused absence for attendance purposes.

In order for a college visit to count as an official excused day, students must bring information about the visit to the attendance office at least three days in advance, and they must bring written evidence from the college or university confirming their visit upon their return. Visits taken through the College Visit Program are a part of this process as well.

Field Trips (6/2012)

Field trips are scheduled to supplement the classroom experience. Attendance is a privilege and is afforded to students who are in good academic and behavioral standing and have the approval of all of their classroom teachers. A parent/guardian must provide permission for the student to participate in any field trip by the completion of the school field trip form that is obtained from the sponsoring staff member. A student will be permitted to participate only if this form is completed and submitted by the designated deadline. In deciding to attend a field trip, the student accepts full responsibility for his/her actions while on the trip or in transit. All school policies are in effect during the stated time of the trip. The student is responsible for all academic work for classes not attended as a result of participation on the field trip.

Final Exams and Preparation (7/2014)

At the conclusion of each semester, comprehensive final exams are administered in each course. Students must utilize daily study time in preparation for these difficult exams. No student extracurricular activities, including athletic practices, will be scheduled during the week of final exams in order for students to have time to prepare. Activities resume following all final exams. Exam dates are marked in the School Calendar. Students are expected to be present and take their exams on the scheduled exam days. Students may be exempt from taking a final exam in any course where work has been at a consistently **superior** level. Determination of exemption status is at the discretion of the teacher.

Diplomas

Students who complete established graduation requirements for their appropriate class are eligible to receive a Holy Trinity High School diploma at graduation. Diplomas for non-graduating seniors will be held at Holy Trinity High School, pending completion of credits, for six months from the date of graduation. If non-graduating seniors require additional time to complete credits, new diplomas will be ordered, at the expense of the graduate, with the new graduation date indicated.

Valedictorian/Salutatorian (6/2018)

These honors are reserved for the highest ranking members of the graduating class who have attended Holy Trinity all four years, taken exams during the normal, semester time frame. These honors are traditionally based on grade point average and school record, with the valedictorian an academic title conferred upon the qualifying student with the highest academic ranking in his/her class and salutatorian conferred upon the qualifying student with second highest academic ranking in his/her class.

Transcripts and Records (6/2018)

Transcripts are records of grades and credits earned by students, including standardized testing scores. Senior students may request two transcripts at no cost. The transcript fee is \$2.00 for current students. Transcripts for withdrawn students or alumni are available at a cost of \$5.00. Proof of identity must be provided. Transcripts for withdrawn students or alumni will be issued when all financial and other obligations to the school have been settled.

Copies of required medical records and transcripts may be obtained from the Main Office. A minimum of 48 hours notice is required for the preparation and release of official transcripts.

Attendance and Discipline Records (7/2013)

Attendance and discipline records must be requested in writing to the Main Office, attention Dean of Students. A minimum of 48 hours notice is required for the preparation and release of attendance and discipline records.

School Withdrawal (7/2013)

A student withdrawing from school should meet with his/her counselor. Parents are responsible for coming to school to meet with the counselor or administration to discuss the withdrawal. If the student withdrawal is imminent, the parent or guardian must sign a withdrawal form to begin the process. This process may not be done over the phone. The Main Office will distribute the withdrawal form to the required personnel for signatures. Fines for early withdrawal may apply, please refer to the financial information for details. No official transcripts will be released until this procedure is completed and the Business Office signs off that all financial obligations are current.

STUDENT SERVICES AND RESOURCES

“Society has a greater need for people of values than it has for scholars. Knowledge itself does not bring about positive values, but positive values do influence knowledge and put it to a good use.” — Bl. Basil Moreau, Christian Education

Counseling Department Services (6/2017)

The counseling department of Holy Trinity High School, in collaboration with faculty, administration, staff, parents, and community members, provides students with information, resources, programs and support to help them achieve academic and personal success. It does so by assisting students to develop their abilities and potential and helping students find appropriate solutions to challenges.

The services and programs of the counseling department include:

- Individual counseling for academic, personal/social and college/career development.
- Group and grade-level counseling with a structured curriculum.
- Course selection and registration.
- Standardized testing, including Pre-ACT, ACT, PSAT and AP exams.
- Group and individual college and career planning.

- College planning and financial aid workshops.
- Access to college planning resources through Naviance.
- College representative and campus visits.

Special testing services and referral to other agencies for additional support services may also be available through the counseling department as needed.

Resource Learning Center (6/2018)

The Resource Learning Center (RLC) is open Monday through Friday, from 7:15 a.m. to 4:30 p.m. At least one tutor is available at all times, with multiple staff members manning the busy after school hours. The RLC, originally dedicated in 1996, honors the memory of Sister Rita Joras, a longtime Holy Trinity teacher and mentor, of whom it was said: “She demanded much; She gave more.”

The two main goals of the RLC are to assist students with the academic challenges presented by the curriculum and to assist teachers in their quest to continually challenge all Holy Trinity students.

All Holy Trinity students are welcome to utilize the RLC at various times throughout the school day. Students may start their day as early as 7:00 a.m., putting the finishing touches on their work before the 7:50 a.m. bell. Later, during a study hall or their mid-day homeroom period, students may visit the RLC for some extra tutoring. After school, tutors circulate the RLC until 4:30 p.m., helping students of all grade levels and all abilities with all subjects.

Because the need for additional support and monitoring of student progress is at times necessary, similar services will be available before and after school in a secondary Academic Support location to prevent congestion in the RLC. Students who exhibit poor performance or struggle with organization and responsibility for their work may be required to report for extra help either to Academic Support or the RLC.

Title I and Title III services are also available through the RLC. ESL students and students whose test scores and/or grades indicate that they need to strengthen basic skills may qualify for these services. They are intended to improve overall skills and performance, and ACT scores.

Teachers may also employ the RLC in a variety of manners, both during their class periods and beyond. Students requiring special assistance or extended time for tests may do so in the RLC.

Ventra Cards (7/2017)

CTA student bus passes sold thru Ventra, which enable all city students to ride at reduced rates between the hours designated by the Transit Authority, are sold in the Business Office. Availability and fare reductions are subject to Ventra’s discretion.

Food Program (6/2012)

Breakfast and lunch are available to students on a daily basis. Holy Trinity participates in the National School Lunch Program (NSLP), Illinois’ free and reduced lunch and breakfast program. Free and reduced-price meals are provided for students from households that meet federal income guidelines. Parents or students may call free through a collect call for information on the lunch program at 773-278-4212 x3045

To receive free or reduced-priced meal services, an application must be completed every year. Families may also pre-pay their share of meal costs through My Mealtime App. Applications for meal plans and the pre-pay system are available at the Business Office or online at holytrinity-hs.org/kitchen.

In accordance with Federal Law and U.S. Department of Agriculture policy, Holy Trinity High School institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free 866-632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at 800-877-8339 or 800-845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Student Agenda (8/2020)

Each Student is provided a Student Agenda, to be used as a planner to write assignments. Students are to use their agenda as instructed by their teachers. If the agenda is lost, a student may purchase a new one from the Business Office. The Holy Trinity Parent/Student Handbook is loaded onto student Chromebooks and is also available on the Holy Trinity website.

Lost and Found

Lost and found is located in the Main Office. Holy Trinity is not responsible for the replacement of lost or stolen items valuable or not. Students must lock their personal belongings in their designated locker at all times and they must not share combinations with other classmates.

SCHOLARSHIPS, FINANCIAL ASSISTANCE, TUITION & FEES

For Moreau, the measure of mission is the formation of new men and women “for better times than ours.” — Bl. Basil Moreau, Christian Education

Academic Achievement Scholarships (8/2020)

Holy Trinity offers challenging opportunities to our students who meet the criteria of any of the following Academic Achievement Scholarships. To apply, incoming students should complete the entrance exam and financial assistance application; returning students should complete the financial assistance application or see the Scholarships & Financial Assistance Officer. International students are not eligible.

Hosinski Scholarship – \$4,250 per year

The Hosinski Scholarship honors the founder of Holy Trinity High School and its first Principal, who served students for 25 years, Brother Peter Hosinski, C.S.C. Incoming freshmen who score above the 80th percentile on our entrance exam and are on the honor roll are eligible for the scholarship. Sophomores and juniors who maintain a 3.6 cumulative GPA may apply. To keep this scholarship, students must maintain at least a 3.5 GPA.

Mary Raitt Opportunity Fund – \$3,600 per year

The purpose of the Mary Raitt Opportunity Fund is to support students who have the most potential to benefit from Holy Trinity's programs and resources. This scholarship is only available to incoming freshmen and the following factors will be considered when determining eligibility:

- Teacher recommendations.
- Participation in after-school or summer enrichment programs or part-time employment.
- Examples of service work or evidence of leadership abilities.
- Longstanding commitment by the family to Catholic or values-based education.
- Commitment to take full advantage of Holy Trinity's opportunities, both curricular and extracurricular.

Students who receive support from the Mary Raitt Opportunity Fund will be expected to remain in good standing with respect to behavior and attendance, and to take full advantage of the resources available to them at Holy Trinity.

Student Financial Assistance (6/2018)

We are committed to keeping the cost of a Catholic education affordable for all Holy Trinity families. As such, we provide financial assistance to families who can show a demonstrated need. Financial assistance must be applied for annually; international students are not eligible.

- Financial assistance award letters for incoming students will be made available after the student takes the entrance exam at Holy Trinity and is formally accepted, but prior to the registration process.
- Applications for returning students will be distributed with registration materials. Directions and deadlines for financial assistance documents will be provided annually.
- Financial assistance is awarded on a first come, first served basis. Late applications may be penalized.
- Students receiving financial assistance must work toward fulfilling their academic potential.
- Award letters may later be revised as a result of final second-semester grades.
- Parents/guardians of students receiving financial assistance are obligated to attend all Parent/Teacher conferences, Parent Night, and class meetings.

Tuition Payment Schedule (8/2020)

Tuition for the 2020-2021 school year is \$9,100 for local students and \$10,100 for international students. There are two (2) options for making payments:

- **Option A:** Full payment by August 15, 2020, with tuition discounts prorated based on total obligation.
- **Option B:** Ten equal monthly payments beginning in August and ending in May. (Payment may be reduced if financial assistance or scholarships are approved and it will be deducted from tuition on a monthly basis). If choosing this option, the fundraising fee amount is split equally between the four payments from September to December and included in the Blackbaud Tuition Management invoice.

Scholarships and financial assistance funds must be used for educational cost only. Most scholarships are subject to enrollment and academic performance. Your student must maintain the GPA required by the grantor and comply with all the scholarship requirements.

Tuition Payment (6/2018)

All families will use Blackbaud Tuition Management for tuition payments and must complete a registration form (one per family).

- Tuition payments must be made directly to Blackbaud Tuition Management.
- Tuition payments are due on the 20th of each month. Late payments will incur a fee of \$40.00 for each occurrence. An NSF check will incur a fee of \$30 for each occurrence.
- For seniors: The tuition payment for May is due by May 15. Seniors will not participate in Robing Ceremony or Graduation if there is an open balance on their account. This includes payment for tuition, discipline fines, library fines, lost/damaged school loan books or cafeteria meal charges.
- Payments may be made by check, money order or credit card directly to Blackbaud Tuition Management. Payments may also be made through automatic withdrawal from a checking or savings account, online, over the phone or via overnight mail through the USPS. A copy of a money order is not sufficient proof of payment.
- Financial assistance from outside sources will be credited to student accounts in ten equal amounts beginning in August of each year.
- Students terminated due to school code violations must satisfy all outstanding financial obligations through the end of the month. Payment of any balance must be made in cash, credit card or money order only.
- Students voluntarily withdrawing or transferring must satisfy all outstanding financial obligations plus an early termination fee of \$300 if the withdrawal occurs before the end of the first semester and \$150.00 if the withdrawal occurs during the second semester. Personal checks will not be accepted; payment must be made in cash, credit card or money order.
- Students with outstanding balances of over ten days will be excluded from class and all school-sponsored events on the 1st business day of each month unless otherwise noted.
- Official transcripts will be withheld for all present and former students with outstanding balances.
- Unpaid fines/fees imposed by school administrators (Dean of Students or Food Program) will be added to student accounts at the end of each month and included in the calculation of outstanding balances.
- Fees for the cost to replace State Loan Books and or HT rental books will be assessed if such items were assigned to the student and are not returned at the time of the withdrawal and or at the end of the semester/year. Damaged HT books may incur a fee for repairs or replacement.
- To contact Blackbaud Tuition Management, visit smarttuition.com or call 888-868-8828.

Tuition Refund Policy (6/2012)

Tuition is calculated based on the number of days enrolled. Tuition is refundable only for those students who pre-paid tuition and have a credit balance after all financial obligations are met at the time of withdrawal and or at the end of the year.

PEAK Parent Commitment (6/2019)

The parents/guardians of a student receiving a PEAK scholarship commit to a financial obligation per year. Part of these funds will be applied to cover the cost of HT fees and the fundraising contribution. The amount is billed through Blackbaud Tuition Management and is due in ten equal payments on the 20th of each month from August to May. Please see your individual PEAK agreement for details. In addition, all PEAK Parents are financially responsible for the purchase of books and uniform clothing as required by the school's dress code.

Alumni & Family Discount (6/2014)

Students who are children or siblings of alumni will be eligible for a \$500 reduction on the student's tuition. Alumni are defined as immediate family graduates: siblings or parents of new enrollees. Alumni will be verified in the Development Office. The maximum discount is \$500.00.

Families with more than one child at Holy Trinity High School are granted an \$800.00 discount for the second child and a \$1,000.00 discount for the third child. Family discounts will be distributed over the ten-month billing period.

Tuition discounts may be used for tuition and fees only. Discounts will not be given in the form of vouchers or credits for books or school uniforms.

Fees & Supplies (6/2019)

Initial registration of a student requires payment of a \$150.00 nonrefundable fee. In the years following the first year of attendance, registration for returning students will be discounted at \$115.00 if paid by April 15. Registration fee after April 15 will be \$165.00. The registration fee is required for each student. The fee is not refundable.

For freshmen, sophomores, and juniors, \$350 in fees will be assessed through the Business Office and billed through Blackbaud Tuition Management. These fees represent the cost for fundraising, courses, technology, and rental books along with the initially required supplies provided to your student on ID Day: student planner (with Student/Parent Handbook), lock, student ID and lanyard. These fees are due in ten monthly installments of \$35 payable along with the tuition payment. Alternatively, the \$350 in fees can be paid in full by August 15.

For seniors, \$450 in fees will be assessed through the Business Office and billed through Blackbaud Tuition Management. In addition to the fees listed above, this covers the graduation fee. These fees are due in ten monthly installments of \$45 payable along with the tuition payment. Alternatively, the \$450 in fees can be paid in full by August 15.

NSF checks for payments made to Holy Trinity will incur a fee of \$25 and will be charged for each occurrence. In addition, we will not accept checks from payers who previously issued an NSF check to Holy Trinity High School. The reimbursement for the NSF check and the fee must be paid by cash, valid credit/debit card or money order made payable to Holy Trinity High School. Any payments made by credit/debit card to Holy Trinity will be assessed a 2.5% convenience fee.

Books Sales (7/2016)

For books not available through HT’s rental program, parents must purchase books online or in bookstores, as long as the editions are the same as those listed in the booklist. Use the ISBN number provided to help verify this. Books may be new, used, or rentals; ebooks are also allowed with the teacher’s approval.

DISCIPLINE & DRESS CODE

“To what end would it serve students to know how to read, write, calculate, and draw, or to possess some notions of history, geography, geometry, physics and chemistry if they are ignorant of their duties to God, to themselves, and to society, or if, while knowing them, they did not conform their conduct to that knowledge?”

— Bl. Basil Moreau, Christian Education

Basic Expectations from Students (6/2019)

All individuals participate in the positive atmosphere of Holy Trinity High School by treating all individuals with respect, by being accountable for his/her actions, and by taking responsibility for the community as a whole. The administration, faculty, staff, Board of Trustees and the Brothers of Holy Cross expect the following from all Holy Trinity students inside or around the school and at any school-sponsored event:

- **Respectful** – HT students behave with respect toward each individual in the community.
- **Responsible** – HT students take responsibility for their education and overall development. HT students are prepared to contribute to classroom activities daily by active participation and the completion of all assignments on time. Students listen attentively to each teacher's instructions and execute the work to the best of the student's ability. Assignments should be recorded in the Student Handbook.
- **Accountable** – HT students hold themselves accountable for their individual efforts and behavior. Good and bad choices are opportunities to learn and grow.
- **Disciplined** – HT students are self-disciplined and practice self-control, achieving acknowledgment from future colleges and employers as mature, ethical individuals capable of great work.
- **Faithful** – HT students are centered by a gospel-enriched worldview. HT students strive to be justice-focused agents of change in society.

Student Identification Cards (6/2012)

Students receive a student identification card **annually at the beginning of the school year** or upon entrance as a transfer student. Student identification cards must be worn in a lanyard around the student's neck at all times. Students must purchase a replacement ID from the Business Office if they arrive at school without it. Fines may apply.

Dress Code (6/2019)

Dress should at all times reflect the values of the HT community as well as pride in your personal appearance. The way you dress is the first impression you make. Students are expected to be neat, clean and well-groomed at all times, and in appropriate dress code every day. The Dean of Students reserves the right to judge the appropriateness of clothing not specifically mentioned in the dress code. School uniforms must be purchased through Zensky's, our approved vendor.

The official Holy Trinity school uniform consists of:

- **Tops** –
 - Students may choose between navy or gray polos or white button-down dress shirts embroidered with the school logo.
 - A navy quarter zip fleece or gray v-neck sweater embroidered with the school logo may be worn over the polo or button-down shirt.
- **Bottoms** –
 - Solid navy uniform pants with welted (sewn-in) pockets.
 - Girls may substitute pants for an approved solid navy uniform skirt or skort. Length must be 2 inches above the knee or longer.
 - In August, September, May, and June, students may wear solid navy uniform shorts. Length must be 2 inches above the knee or longer.
- **Belt** – Students are to wear a solid color belt with no printing or markings on it.
- **Shoes** – Students are to wear solid black, brown, tan or white closed-toed shoes with a back.

The following is not allowed as part of the classroom dress code:

- Denim or denim-like pants, jeans, jeggings, cut-offs, stretch, spandex, or other tight-fitting pants.
- Jackets or head coverings of any kind may not be worn to class or in the cafeteria (this includes hooded sweatshirt, athletic gear, hats, caps, headscarves, etc.).
- Tops or dresses which are tank, spaghetti straps, halters, off-shoulder, strapless, include cutouts, or are otherwise revealing.
- Distressed clothing.
- Tattoos must be covered at all times. Students with tattoos on their forearms must wear a long-sleeved uniform top at all times.
- Crocs, slides, sandals or flip flops.

The official Holy Trinity P.E. uniform consists of:

- **Tops** – Navy t-shirt with the HT athletic logo.
- **Bottoms** – Navy shorts or sweatpants with the HT athletic logo.
- **Shoes** – A plain colored sole is allowable for athletic shoes.
- Vintage (blue and gold mesh) gym uniforms are allowed. Athletic uniforms are not to be used for PE.

Dress Up Days invite students to wear business attire, such as shirts and ties and appropriate skirts, dresses, and slacks. Denim and spandex are not appropriate for these days.

Blue and Gold Fridays/Spirit Wear

On designated Blue and Gold Fridays, students may wear Spirit Wear tops with HT uniform bottoms. Spirit Wear is defined as items bearing Holy Trinity logos and messaging that are not part of the official school uniform. This includes apparel from your team, club, scholarship, etc. as long as it includes Holy Trinity's name or logo. No spirit wear or team apparel may be worn to class any other day. Exceptions may be made by the Administration for a regional or sectional game when team members may dress up. Spirit wear may be purchased through HT's Spirit Store, students groups or athletic teams. Any student group or athletic team interested in creating and/or selling spirit wear must receive prior approval on the design and order from the Director of Marketing & Communications.

Dress Code for Field Trips

Field trips are extensions of the school day outside of our physical space. Students on field trips are expected to be in full dress code and represent HT recognizably and well. A field trip request, submitted at least two weeks in advance, must include a request for dressing up, with a rationale provided. Field trips should not be considered dress down occasions unless the activities necessitate more casual clothing, for example, if students are participating in a community service trip.

Attendance (6/2019)

Students who consistently attend school are able to perform their best. Instructional time is irreplaceable, whether it involves direct instruction, engaging in academic conversation, practicing a skill with the teacher's guidance and support, or working on team projects. While assignments may be 'made up,' the missed class time is permanently lost. Therefore, every student is expected to attend school and classes every day.

- Missing one to four periods equates to a half day absence.
- Missing five to eight periods equates to a full day absence.
- No student may attend or participate in a school event if absent from school on the day of the event. School events include and are not limited to extracurricular activities, clubs/organization events, athletic contests and athletic practices, dances, performances and ceremonies.

Students are expected to be on time for the first period of the school day, as well as every classroom period throughout the school day, including lunch and homeroom, any before school assignment, and period 9 (if assigned). Tardiness and unexcused absences, whether it be for a few minutes, a full period, or a full school day, may be met with consequences deemed appropriate by the Holy Trinity High School administration.

Excused Absences:

If a student is unable to come to school, notify the Attendance Officer before 9:00 a.m on each day the student is absent. Contact the Attendance Officer at 773-278-4212 x 3021 or attendance@holytrinity-hs.org.

- A note or an email from a parent/guardian must be presented to the Attendance Officer within two days of the child being back in school for the absence to be excused. The note or email should supply the school with a phone number to verify the parent's permission for the absence, in case the school needs to determine its legitimacy. Phone calls and emails from the student or a relative other than the parent/guardian will not be accepted.
- Parents who are unable to contact the school in the time period allotted by Holy Trinity in the required manner may put the child in jeopardy of receiving an unexcused absence.
- An absence of three or more consecutive school days requires a note from a doctor.
- After being absent for nine (9) or more school days in a semester, Illinois State Code deems a student "Chronic or Habitually Truant" and disciplinary action, up to and including Discipline Board or expulsion, may be taken. Continued excessive absences will result in failure.

Unexcused Absences:

- Absences for vacations are unexcused. Vacations must be planned around the school calendar.
- Absences for service work are unexcused.
- Work missed as a result of an unexcused absence may not be made up or may be given reduced credit.
- After the second failure to notify the school of an absence during a quarter, the third unexcused absence of the quarter may result in a student being issued a Saturday Detention.

Early Dismissals:

- Students must have their parent/guardian sign them out of school for early dismissal.
- Class time is irreplaceable. Please use the school calendar to schedule outside appointments whenever possible for days when there is no school or afternoons when there is an early dismissal scheduled.
- For an unavoidable early dismissal, a phone call or email from the parent/guardian or note from home is to be presented to the attendance officer before 8:00 a.m. preferably at least one day in advance. Early dismissals should be confirmed before the student is signed out in the main office.
- Early dismissal due to illness or injury requires the parent/guardian or approved emergency contact to pick up the student. A parent/guardian must sign the student out in the Main Office and fill out the Early Dismissal Log, with the child’s name, date and reason for being dismissed early.

Timeliness (6/2019)

Timeliness is a sign of respect. A tardy student portrays a sense of disregard and disrespect for the Holy Trinity community. At no point will tardiness be excused or tolerated. School doors open at 7:00 a.m. and class begins at 8:00 a.m. Students who are not in their classrooms and ready to begin class at 8:00 a.m. are tardy and required to see the Attendance Officer who will issue the student a pass to class. Students have four (4) minutes to arrive to class after the pass is issued. Consequences are as follows:

Tardy To School

- On the 3rd tardy to school within one quarter, the student will receive a detention and every tardy thereafter will also result in at least one detention.
- Upon the 8th tardy to school, a student will receive a Saturday detention. Every tardy thereafter may also result in a Saturday detention.
- At ten tardies, either to school or to class or a combination thereof, a letter will be sent home or a staffing will be coordinated to ensure the student and the parent are aware of the academic consequences of their attendance. These consequences may include a reduction in grades or failure of classes if excessive absences and tardies continue.

Tardy To Class

- On the 3rd tardy to class within one quarter, a student will receive a detention and every tardy thereafter will also result in at least one detention.
- On the 8th tardy to class, and every tardy thereafter, a student will receive a Saturday detention and will continue to receive Saturday Detentions for chronic tardiness. Again a staffing, if deemed necessary, may result to warn the student and parent/guardian of the academic consequences.

E-Learning Days (7/2020)

(Most Wednesdays; See Master Calendar for exact E-Learning days)

In an effort to keep our building clean and provide optimal social distancing, Holy Trinity High School is instituting an E-Learning day every week during the Fall semester. All students will remain at home and receive

virtual instruction and project-based assignments through their Chromebook laptops. This instruction will be delivered by;

- Computer based applications such as Peardeck, Flipgrid, and Loom
- PowerPoint presentations
- Livestream or “real time” instruction within the classroom via webcam
- Zoom and/or Google Meet class meetings with teachers
- Video cast or video conferencing
- Project learning assignments
- Writing assignments
- Assigned readings via Chromebook

Discipline Protocol (6/2019)

Students are expected to behave in a way consistent with the Holy Trinity High School standards, ever mindful of the dignity of each person and the requirement to treat all with respect. Behavior deemed to be destructive or adverse to the learning environment would be handled by the Dean of Students. The following are the procedures used to intervene, discourage and modify destructive behavior for students. A parent/guardian will be contacted either by phone or by mail if the student is consistently failing to uphold our behavior standards.

Infraction Tier 1 – Detention

For the following violations, students will be required to serve one, 45-minute, after-school detention starting at 3:15 p.m. on the next detention day. (These may be working detentions at the discretion of the Dean.)

- 3rd tardy to school and each thereafter until the 8th
- 3rd tardy to a class and each thereafter until the 8th
- Dress code violation
- Failure to display student ID card
- Food or drink outside the cafeteria
- Chewing gum (2nd offense and any thereafter will be assessed a \$10 fine in addition to the detention)
- Disruptive behavior in the hallway
- Public displays of affection
- Foul language or swearing
- Disrupting a class
- Misbehavior during mass and assemblies
- Sleeping in class
- Using headphones when not permitted (see the Technology & Electronics Acceptable Use Policy)

Infraction Tier 2 – Saturday Detention

For the following violations, students will be required to serve a 4 hour Saturday detention as assigned by the Dean of Students.

- Chronic Tier 1 violations
- 8th tardy to school and for any thereafter
- 8th tardy to class and for any thereafter
- Disrespect directed toward a faculty or staff member
- Severe disruption of a class
- Truancy from school (or leaving school grounds without permission during the school day)
- Truancy from assigned class
- 100 percent E-Learning Students not participating in class
- Gambling
- Violation of the Technology & Electronics Acceptable Use Policy
- Flagrant violation of the dress code

Infraction Tier 3 – External Suspension, Discipline Board, Possible Expulsion

Holy Trinity High School has a zero-tolerance policy for any of the following violations. Students will be suspended from school for any of the following violations. The Dean of Students will determine the amount of time. Suspended students may be required to appear before the Discipline Board (see below).

- Provoking or participating in a fight inside the school, in the perimeter of the school and/or in any place where a school activity is taking place
- Verbal or physically threatening behavior
- Gang activity, whether recruiting, advertising or displaying any gang-related materials
- Vandalism inside the school, in the vicinity of the school and or in any outside areas property of the school or at any premises during an outside school activity
- Theft of classmates', faculty, staff and or school property
- Harassment of any kind, including sexual harassment and foul language

- Bullying
- Sexual Misconduct
- Possessing, selling or providing any illegal materials, such as, but not limited to:
 - Alcohol
 - Drugs
 - Unauthorized prescription medication
 - Cigarettes and/or smoking paraphernalia
 - Combustible items; any item used to start a fire
 - Weapons of any kind
- Consistent violation of mobile device or Technology & Electronics Acceptable Use Policy
- Multiple academic dishonesty violations
- Displaying any seriously objectionable behavior off-campus which places the reputation of the school in jeopardy, e.g. being arrested, consuming alcohol, fighting on the street or on a bus, etc., or theft off-campus

The school reserves the right to call the authorities regarding any infraction that is a violation of the law and jeopardizes the safety of the school community.

Searches (6/2019)

All property of the school, including students’ desks and lockers and their contents, may be searched or inspected at any time without notice. Authorized school personnel have an unrestricted right to search these structures as well as any containers, book bags, purses or articles of clothing that are left unattended on school property. A student and his or her belongings may be searched by a school administrator in the presence of an adult witness if the student is reasonably thought to be carrying anything incriminating. If a student refuses to accept a personal search, the school administration reserves the right to take action in the appropriate manner for the safety of the school, including contact with the Chicago Police Department and possible arrest of the student. Whenever possible, a minimum of two (2) faculty/staff members will be present when a search is conducted.

Intervention Meeting (6/2019)

An intervention meeting will be held with the student for chronic offenses of the Discipline Code. The Dean of Students may invite the student and his/her parent/guardian to meet and discuss the discipline record. Continued behavior problems will result in a Discipline Contract and or removal from school.

Discipline Contract (6/2009)

A contract may be utilized as an instrument for addressing inappropriate behavior. A contract is an agreement signed by the student, parent/guardian and the Dean of Students. The contract will state the specific behaviors required of the student and the consequences for violation of the contract. At a minimum, the contract will establish a probationary period for the student to gain a better understanding of proper behavior. This is a period of time when a student’s privileges are limited because the student has broken the confidence of the learning community. Specific details of disciplinary probation, including the specific privileges to be limited and the period of time, will be determined by the Dean of Students and/or the Discipline Board.

Discipline Board Hearings (6/2019)

A Discipline Board hearing is comprised of three teachers and an Administrator. Hearings are conducted by the Dean of Students. The student’s counselor may sit as a non-voting advocate on behalf of the student. This board hears details of serious and severe discipline problems and makes recommendations to the Principal.

The Dean of Students determines whether a serious offense merits a Discipline Board hearing, schedules the hearing and determines if the student should be suspended until the hearing takes place. Hearings take place in the presence of the student, parent/guardian and members of the Discipline Board. At the hearing, the Dean of Students presents all known information and the student presents an explanation of the behavior in question. Anyone present may ask questions in order to ensure the details of the situation are as clear as possible.

Based on the findings of the hearing, the Discipline Board will make a recommendation to the Principal for subsequent action. The Discipline Board hearing procedures and possible outcomes will be reviewed with the student and his/her parent/guardian. Students who are invited back into the community will be required to

After-School Supervision (7/2013)

Students need to be supervised after school, the same as during the school day, because of the many extracurricular, tutoring and mentoring activities that the school provides. Students who remain in the school building after 3:30 p.m. are expected to be in the classroom, RLC, study hall or assigned space with a coach, teacher, staff member or club sponsor. Hallways should be cleared. Athletes waiting for practice must follow the same after-school procedures. Athletes may not be wandering the hallways until practice begins. They may not be in the gym, the locker rooms or the fitness center without adult supervision.

STUDENT LIFE POLICIES

“Knowledge itself does not bring about positive values, but positive values do influence knowledge and put it to a good use.” — Bl. Basil Moreau, Christian Education

AIDS/HIV Positive

As a Catholic educational community, Holy Trinity will admit and/or retain students, faculty or staff with AIDS or who are HIV positive after appropriate medical assurance has been provided indicating that the person does not pose a health threat to either himself/herself or the rest of the school community. Family members will be treated with compassion, understanding and prudence, and, to the extent possible, confidentiality. Students, parents, faculty and staff will be provided factual, comprehensive, educational programs about AIDS and the opportunity to express concerns and/or support of the person(s) with AIDS.

Student Pregnancy (6/2012)

At Holy Trinity, we believe and teach that the proper context for the expression of genital sexuality is within the sacrament of marriage. However, recognizing the gospel values of love, forgiveness, reverence of life and acknowledging our responsibilities to others in time of need, we are committed to the guidance and support of students who may become parents. We hope to assist these young people in accepting their responsibility and in preparing for the future.

When a student learns that he or she is involved in a pregnancy, they are expected to inform their counselor or an administrator immediately. At that time, an appointment will be scheduled with the students, parents/guardians and the Principal. At this meeting, a plan will be established which addresses the physical, medical and educational needs of the student(s), including the possibility of removal from school.

Sexual Harassment (6/2012)

Holy Trinity has a zero-tolerance policy regarding sexual harassment. Sexual harassment—unwelcome sexual behavior that makes a person feel uncomfortable or unsafe—is unacceptable conduct. Any student who engages in sexual harassment will be subject to appropriate discipline, including suspension and/or dismissal. Retaliation in any form against a student who exercises his or her right to make a complaint will itself be cause for appropriate disciplinary action. Any student who intentionally makes a false sexual harassment complaint in an attempt to demean, harass, abuse or embarrass another individual shall be subject to appropriate disciplinary action.

Bullying (6/2018)

Holy Trinity has a zero-tolerance policy on bullying. Bullying and harassment can be defined as meeting the following three criteria:

1. Repeated words or actions.
2. Intended to cause harm, humiliate, or discriminate.
3. Created an imbalance of power. Bullying/harassment can take many forms including verbal, physical and non-verbal threat, intimidation, defamation, social isolation, spreading of rumors and assault.

These can take place in person, in writing, and via computer or any form of social media or telecommunications. These behaviors are not tolerated, whether inside or outside the school or during a school event or activity. Bullying or harassment will result in disciplinary consequences which may include probation, suspension, or expulsion. Bullying and harassment may also result in referral to criminal authorities for prosecution when appropriate. Victims of bullying or harassment, as well as witnesses to it, are encouraged to report such behavior to the nearest adult. School counselors are available to support students' social and emotional well-being whenever needed.

GENERAL INFORMATION

Child Custody (5/2010)

Holy Trinity High School abides by the provisions of the Family Educational Rights and Privacy Act, with regard to parents; rights of access to their child's school records. The school also abides by the provisions of the Illinois law regarding the right of access of the non-custodial parent to his or her child's school records. The release of copies of school records to the non-custodial parent is granted unless there is a court order to the contrary; it is the custodial parent's responsibility to provide the school with an official copy of the court order.

Amber Alerts (6/2017)

Local authorities will be notified immediately if an inquiry is made or a request is received for records or a school transfer concerning any child for whom an amber alert has been issued.

Communication from School (6/2018)

Bi-weekly calendar updates and newsletters are sent via email and are also available on our website, holytrinity-hs.org. Grades are issued quarterly, with progress reports issued midway through each quarter. This enables parents to help monitor grades in a more timely fashion. Current grades are also available online through Schoology. Please be sure to use your parent login and enter your email address and other contact information in order to receive communications from teachers through Schoology. Any changes in address, phone number, or email address should be reported to the Main Office promptly to ensure effective communication between parents and the school.

Medical Physical Examination (6/2012)

By Chicago and Illinois State Ordinance, all students must have a medical physical examination before beginning high school. The record of the examination, as well as updated inoculation information, must be on file in the Main Office. Failure to comply with this requirement will result in exclusion from classes until the proper forms have been submitted.

Vision Examination (7/2013)

Any student enrolling for the first time in a public, private or parochial school is required to have an eye examination. A licensed optometrist or medical doctor, who performs eye examinations, as specified in Illinois Department of Public Health administrative rules, must perform the examination. The Physician shall complete and sign the Eye Examination Report form, as designated and available on the Illinois Department of Public Health and the Illinois State Board of Education websites. Before October 15 of the school year, each child to whom the eye examination requirement applies is required to present proof of an eye examination.

Student Emergency Information (7/2013)

Emergency cards are kept on file in the Main Office. This card is to be used to contact parents/guardians when necessary and is also used to provide information to medical personnel in an emergency. The information on the card alerts the school about specific illnesses, allergies, or other chronic medical conditions. A card must be filled out completely each year. Changes to the information must be brought to the Main Office. Work telephone numbers and email addresses are essential as well as a reliable emergency contact. It is very important that this information be current throughout the school year.

School Emergencies (6/2013)

- Severe weather or other emergencies may cause Holy Trinity to close. Please listen to the following radio stations for instructions: WLS, WGN, WBBM. Watch the local WGN Channel 9; access the Emergency Closing Center website at emergencyclosingcenter.com. Updates on emergencies are also available on our website at holytrinity-hs.org.
- Fire regulations and tornado procedures are posted in the classrooms with faculty and staff trained to lead students to safety.
- Faculty and staff in liaison with proper legally trained authorities will handle bomb threats or other such emergencies.
- Properly-trained persons will handle injuries or accidents concerning individual students with first aid needs. Parents will be notified of the school's student accident insurance coverage.
- A city or national disaster will result in Holy Trinity High School enforcing its disaster plan in conjunction with directives from local emergency agencies.

Release of Information (5/2010)

Academic, disciplinary and financial information is released only to the parent of record at Holy Trinity. Any person who desires information of the above nature, and is not the parent/guardian, must have a release of information, signed by the custodial parent and presented for placement in the student file, in order to obtain said information. Scholarship agencies, tutors, mentors, and relatives are subject to this policy.

Student Insurance

If a student is involved in an incident/accident at school or at a school-related activity, an incident/accident report must be completed and submitted to the Business Office at the time of the accident. Holy Trinity carries a secondary coverage accident policy on each student. The insurance coverage starts where the parent's coverage ends. Parent insurance is the primary coverage. Insurance claim forms are available in the Main Office.

TECHNOLOGY & ELECTRONICS POLICY

“Our zeal is always guided by charity. Everything is done with strength and gentleness.” — Bl. Basil Moreau, Christian Education

Statement of Responsibility (7/2020)

The use of the network, technology and electronics is a privilege. Student users are responsible for what they do on the network and how they access it. Because mass electronic communication is so convenient, it is important for each user to think before communicating, and to show respect for other people and their ideas. Violation of the Technology & Electronics Acceptable Use Policy, abuse of the network or transmission of material in violation of state or federal law is prohibited and will result in disciplinary action as outlined below. Using computers or mobile devices, school-owned or otherwise, whether on or off of campus, such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or school rules.

Use of the network or technology at school must reaffirm the Holy Trinity High School mission, support outstanding education and educate the hearts and minds of students in a caring, challenging and safe learning environment.

Violation of any of the policies and rules set **forth** in the Technology & Electronics Acceptable Use Policy is considered a serious offense. Disciplinary action will be taken for violation of these rules up to and including expulsion from school. Holy Trinity High School reserves the right to extend the expectations, rules, policies and consequences contained in this handbook to the realm of private/public internet **activity** by students. Any student, who denigrates the reputation of the school, makes threats against members of the school community or otherwise jeopardizes the safe operation of the school, **by means of any form of internet communication (e.g. social media content, blog posts, etc.)**, is subject to disciplinary action including the possibility of expulsion.

Acceptable Use of Electronic Networks (7/2020)

All use of electronic networks shall be consistent with the school's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. *The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.*

Acceptable Use

Access to the Schools electronic network must be (a) for the purpose of education or research, and be consistent with the school's educational objectives or (b) for legitimate business use.

Privileges

The use of the school's electronic network is a privilege, not a right, and inappropriate use will result in a **suspension or revocation** of those privileges. The Director of Technology or Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. **Decisions on this matter by the Director of Technology or Principal are final.**

Unacceptable Use

The user is responsible for his or her actions and activities **while using the network**. Some examples of unacceptable uses are:

- a. Illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any state or federal law.
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or not.
- c. Downloading of copyrighted material.**
- d. Pursuing private financial or commercial gain.
- e. Wastefully consuming computer resources, such as **network bandwidth** or file space.
- f. Hacking or gaining unauthorized access to files, resources, **or accounts**.
- g. Invading the privacy **of others**, which includes the unauthorized disclosure, dissemination, or use of information about anyone that is of a personal nature Using another user's account or password. **(including photographic images)**.
- h. Using another user's account or password for **any purposes**.
- i. Posting material authored or created by another without his/her consent.
- j. Posting anonymous messages.
- k. Using the network for commercial or private advertising.
- l. Accessing, submitting, posting, publishing or displaying any defamatory, superfluous inaccurate, abusive, obscene, profane, sexually **explicit**, threatening, racially offensive, harassing or illegal material.
- m. Accessing the network when the privilege of accessing it has been suspended or revoked.

The above list is not exhaustive, and school officials reserve the right to make reasonable determinations regarding what constitutes abuse of the network. Students are urged to always defer to their best judgment and school values when uncertainty regarding proper network use may arise.

Network Etiquette

The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not **behave abusively in communications** with others.
- b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- c. Do not reveal **sensitive, personal, or identifying information about yourself or others, including addresses or telephone numbers**.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt **or degrade** its use by other users.
- f. Students are representatives of our school community and should not engage in any behavior that disparages the reputation of Holy Trinity or its faculty or staff.
- g. Consider all communications and information accessible via **the school's** network to be private property. **Do not treat it in any way that you are expected not treat someone else's belongings.**

No Warranties

The school makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The school specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification

The user agrees to indemnify the school for any losses, costs or damages, including reasonable attorney fees, incurred by the school relating to, or arising out of, any violation of these procedures.

Security

Digital security is a high priority. If the user can identify a security **vulnerability on the network**, or **any security risk which could adversely impact users**, the user must notify the Director of Technology or Principal. Do not demonstrate the problem to other users. **All users are obligated** to keep their account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to gain access to **any computer system or network** as a system administrator will

result in cancellation of user privileges, **as well as disciplinary action**. Any user whose user behavior may **constitute** a security risk may be denied access to the network.

Vandalism

Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, **or of any network**. This includes, but is not limited to, the uploading, transmission or creation of computer **malware**.

Copyright Web Publishing Rules

Copyright law and school policy prohibit the re-publishing of text, graphics, **audio, video or any other media found on the internet** without explicit written permission.

Use of Email

The school's email system and its constituent software, hardware and data files are owned and controlled by Holy Trinity High School. The school provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The school reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages **originating from a school email account carry with them an identification of the school's domain**. This domain is a registered name and identifies the author as being with the school. Great care should be taken, therefore, in the composition of such messages, and how such messages might reflect on the name and reputation of Holy Trinity. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender should be immediately forwarded to the Director of Technology, and then deleted. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted
- e. Use of the school's email system constitutes consent to these regulations.

Internet Safety

Network and Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety cannot be assured to any users engaging in unacceptable uses, as detailed in these procedures, or deviating from network use directions by their instructors and the Director of Technology. Each school computer with Internet access has a filter that blocks entry to visual depictions that are: (a) obscene, (b) pornographic or (c) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee. The system administrator shall monitor student Internet access.

Mobile Device Use Policy (7/2020)

Mobile devices may be used in classrooms under the sanctioned supervision of the teacher. No use of a mobile device is permissible in the hallways or restrooms during the school day. Parents/guardians shall NOT text students **during the school day**. Emergency calls must be directed to the Attendance Office, Main Office or counselors' offices. While teachers may allow the use of electronic devices in different ways, **the following rules are in force**:

- No calls, texts, phone or headphone use in hallways or restrooms between 7:50 a.m. and 3:00 p.m.
- No pictures or videos may be taken without permission of the teacher **and all** subjects of the picture or video.
- No classroom use of headphones or earbuds is allowed without teacher's approval and supervision.
- Use of mobile devices for listening to music is only permitted in common areas before 7:50 a.m. and after 3:00 p.m.
- The volume must be kept at a reasonable level so as to not disturb others and to protect the listener.
- Faculty, staff and administrators reserve the right to determine if devices are a disturbance to others.

Mobile devices used without authorization or that cause a disturbance may be confiscated.

- **First Offense:** The item will be confiscated and taken to the Business Office. Parents must come to the Dean's Office and sign an electronic device agreement before the device may be retrieved.
- **Second Offense:** The device will be confiscated and taken to the Business Office. Parents must meet with the Dean to revisit the electronic device agreement. If the Dean of Students is out of the building by the time the parents come, this step will have to be completed on the following school day when the Dean of Students is available.
- **Third Offense:** The device will be confiscated and taken to the Business Office. Parents must meet with the Dean of Students. Further disciplinary action may be taken.
- Further disciplinary measures, up to and including suspension, may be taken if a student persists in violating the Mobile Device Use Policy.

Holy Trinity accepts no responsibility or liability for the theft, loss, damage or condition of students' electronic devices, including but not limited to laptops, iPads, cell phones, other mobile devices and any other valuables. The school will assume NO responsibility for replacing the loss or theft of electronic devices. Holy Trinity High School reserves the right to modify this policy at any time.

Social Media (7/2020)

At Holy Trinity, we use social networking/media (Facebook, Instagram, blogs, etc.) to connect, share and create educational content, enhance the classroom experience and network. While social networking is valuable, there are risks. Members of the school community shall follow these guidelines:

- **Speak with one voice.** To maintain a unified voice for the school, all Holy Trinity social media channels are opened and managed by the Marketing and Communications office. No channels/accounts specific to a class, club, activity or event shall be launched without prior authorization and oversight by the Director of Marketing and Communications.
- **Use good judgment.** Behave in a way that will make you and others proud and reflect well on the school. Regardless of your privacy settings, assume all information you share on your social network is public information. Correct mistakes and apologize if warranted. If it's a major mistake (i.e., reporting confidential information), let the Director of Marketing & Communications know immediately.
- **Respect private and personal information.** Never share or transmit the private, personal and/or confidential information of students, parents, faculty, staff, or colleagues. As appropriate, give proper credit to sources. Generally, use only first names of students; if the student is being recognized for a particular achievement—for example, setting a school record—use of full names may be appropriate. For alumni and students, include their class year immediately following their name; i.e., John '47.
- **Post images with care.** Respect brand, trademark, copyright information and/or images of the school. Do not post photos of students or minors who are on the "Do Not Photo" list or have not signed a photography/videography consent form. Post media waiver signs at public events if you plan to take and share photos. (See the Director of Marketing and Communications for details.)

1:1 Technology Program Policy (7/2020)

In the fall of 2018, Holy Trinity implemented a student 1:1 Technology Program (also commonly called the "Chromebook Program") for all freshman and sophomore students. In subsequent years, incoming freshman students **have joined in participating in the 1:1 Technology Program, with all students enjoying access to Chromebook devices beginning in 2020.** Integration of the Chromebooks into every classroom offers exciting opportunities in teaching and learning, student engagement, innovative assignments, and assessments. We find that students are more engaged with their learning, are offered new opportunities for learning and collaborating, and experience higher levels of success in school when participating in a 1:1 learning environment. It is essential that our students have access to the resources and tools they need to create, problem-solve and learn in today's world. Holy Trinity teachers leverage technology to increase student communication, collaboration, critical thinking, and creativity.

Holy Trinity High school classrooms received technology infrastructure upgrades in anticipation of the increase in mobile devices. The Acer 738T touchscreen Chromebook will be the mobile device supporting 1:1 learning for all students.

1. Receiving Your Chromebook

- Student Distribution** - Students will be issued their Chromebook at the beginning of the school year. Both students and their parents/guardians must sign the Holy Trinity High School Chromebook Agreement prior to receiving their Chromebook. **No devices will be distributed until this form is**

signed and submitted.

- b. **Transfer/New Student Distribution** - All transfers/new students will be able to pick up their Chromebooks during their first week of school. Both students and their parents/guardians must sign the Holy Trinity High School Chromebook Agreement prior to receiving their Chromebook. **No devices will be distributed until this form is signed and submitted.**
- c. **Withdrawing Students** - Students who transfer out of or withdraw from Holy Trinity High School must turn in their Chromebook in good working condition to the **Director of Technology on or before their last day of attendance.** Failure to turn in the Chromebook will result in the student being charged the full retail price of the Chromebook.
- d. **End of the Year** - At the end of each school year, students will turn in their Chromebooks for maintenance and updating.

2. Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook they have been issued by the school. If a Chromebook is physically damaged or experiencing a **digital, electronic or mechanical problem**, the student should take it to the **Director of Technology** for assistance. Quick Tip: If a Chromebook is not functioning properly, the first step is to plug the device in, wait for 5 minutes, and hold the power button down for 10 seconds, release, and turn it back on. This resolves many problems associated with the device.

- a. **General Precautions & Carrying of Chromebooks** - Chromebooks should never be left unattended. When not in use, Chromebooks need to be locked in your locker. Students should keep their Chromebooks in the case **in which it was issued.** The lid should be closed when not using the device. Book bags or backpacks containing Chromebooks should be handled carefully.
- b. **Screen Care** - The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, **abrasive materials**, cleaning solvents and other liquids. The screens are particularly sensitive to damage from excessive pressure. Students should ensure pens, pencils, flash drives, etc. have been removed before closing the Chromebook lid. The screen should be cleaned using a soft, dry microfiber or anti-static cloth.
- c. **Power Cords and Chargers** - Power cords are to be used at home and should be stored in the case provided with the Chromebook. Chromebooks should be stored where animals and furniture cannot cause damage.
- d. **Asset Tags/Serial Number** - All Chromebooks will be labeled with a School Identity tag. The asset tag should not be modified or tampered with in any way.

Repairing Your Chromebook - Each will receive a new Acer Spin R751 Touchscreen Chromebook with an accidental damage policy (ADP). The ADP covers **damage to the device which does not result from user error or misuse**, as well as manufacturer defect and mechanical failure. It will cover repairs up to the original cost of the device. There is a \$25 fee for insured repairs, payable by the student/parent.

All Chromebooks in need of repair must be reported to the **Director of Technology** so that a help desk ticket can be submitted and a replacement provided as soon as possible. Regular day-to-day use repairs and expenses will be covered by Holy Trinity High School. Student Chromebooks will be eligible for one battery replacement, pending approval of the Director of Technology.

Loss or theft of the Chromebook and/or power cable and charger is the student's responsibility and will result in the student being charged. The accidental damage policy does not cover dishonest, fraudulent, intentional, negligent or criminal acts. Any intentional damage or theft of Chromebooks will be reported to the Discipline Board and a police report may be filed.

Hardware replacement expense estimates (subject to change) are \$115 per LCD screen, \$20 per keyboard, \$10 per power cord, or \$350 for the total replacement of a Chromebook. These amounts may be subject to change based on the availability of parts and market prices.

These amounts may be subject to change based on the availability of parts and market prices.

Holy Trinity High School Chromebooks should never be taken to an outside computer service for any type of repairs or maintenance as this could invalidate the warranty (ADP).

3. Digital Citizenship and Appropriate Use of the Chromebook

Holy Trinity-owned Chromebooks are to be used for educational purposes and students are to adhere to the Technology & Electronics Acceptable Use Policy (above) and all of its corresponding administrative procedures at all times.

4. Google Data Privacy

Holy Trinity uses **the resources available in Google’s G Suite for Education** to support teaching and learning, including email provided by Gmail. Google does not retain ownership of any educational student or teacher data under its Google Apps for Education (GAFE) intellectual property terms and conditions (see section 8 - [google.com/apps/intl/en/terms/education_terms.html](https://www.google.com/apps/intl/en/terms/education_terms.html)). For more information visit [google.com/edu/trust/#does-google-own-school-or-student-data](https://www.google.com/edu/trust/#does-google-own-school-or-student-data).

5. Using Your Chromebook Outside of School

Students are encouraged to use their Chromebooks at home and other locations outside of school. A wireless (WiFi) Internet connection will be required for the majority of Chromebook use. Students are bound by the Holy Trinity High School Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices whenever and wherever they use their Chromebooks.

6. Operating System and Security

- a. Restoring the ChromeOS operating system** - If technical difficulties occur, it is at the discretion of a Holy Trinity technician to reimage the Chromebook, especially if repairs are substantial. Reimaging will restore the Chromebook to its original factory settings; if this happens, any files stored on the hard drive will be erased. For this reason, it is the student’s responsibility to utilize Google Drive or removable storage for backup of important files.
- b. Updates** - The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks. Students may not use or install any operating system on their Chromebook other than the current version of ChromeOS that is supported and managed by Holy Trinity.
- c. Malware Protection** - Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against malware, including data encryption and verified boot. There is no need for additional malware protection.
- d. Malicious Use** - Students are bound by the Holy Trinity High School Acceptable Use Policy, Administrative Procedures, and all other guidelines and appendices attached to this document for all Chromebook use.

7. Content Filter

As mandated by the federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers, the Children’s Internet Protection Act (CIPA) was passed. Our school and library is compliant with CIPA, providing technologies that go above and beyond content filtering to ensure our children are protected. Holy Trinity High School continues to educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. The School utilizes an Internet content filter that is in compliance with the federally mandated Children’s Internet Protection Act (CIPA). All Chromebooks, regardless of physical location (in or out of school), will have **their** Internet activity protected and monitored by the Holy Trinity High School. If, **for instance**, a website is blocked at school, then it will also be blocked when a student is out of school. If an educationally valuable website is blocked, students should contact their teachers to request the site be unblocked.

8. Software

All student work is stored in the cloud. Chromebooks seamlessly integrate with the G Suite for Education’s productivity and collaboration tools. This suite includes **Google Drive, Docs, Sheets, Slides, Forms**, etc. Students are allowed to install **approved educational Chrome browser extensions**. The Acceptable Use Policy **applies to the student’s use of all Chrome extensions installed on the device**. If a student has questions about whether an application is appropriate for school, he/she may ask a teacher or the **Director of Technology**.

9. Chromebook Identification and Monitoring of Chromebooks

The school will maintain a log of all students and assigned Chromebooks. The log includes the Chromebook serial number, asset tag number, student name and the local student unique ID number.

Anyone using a Holy Trinity High School Chromebook, school equipment and/or the school network systems

has no expectation of privacy in such use. The school has the right to, and does, monitor use of these systems. Teachers, school administrators, the technology department staff, and designated Holy Trinity technology vendors may use monitoring software that allows them to view the screens and activity on a student Chromebook. This allows teachers to review student classwork, and school officials to ensure student safety.

10. Expectations for Using Your Chromebook at School

- e. Expectations for Using Your Chromebook at School
- f. Charging Chromebooks - Students are expected to bring a fully charged Chromebook to school every day and bring their Chromebooks to all classes unless specifically advised not to do so by their teacher.
- g. Backgrounds and Themes - Students may set school appropriate backgrounds and themes for their Chromebook. Students choosing inappropriate media will be required to remove it and may be subject to disciplinary actions.
- h. Content Filtering - All Holy Trinity High School Chromebooks will use the same content filter used on all school computers. Chromebooks used at home or on public wireless will use a proxy server and report all internet use to Holy Trinity High School.
- i. Sound - Sound should be muted at all times unless permission is obtained from a teacher. Earbuds may be used at the discretion of the teacher. Students should have their own personal set of earbuds for sanitary reasons.
- j. Camera - Chromebooks have a built-in webcam. This camera may only be used for instructional purposes directed by classroom teachers (i.e.: distance learning, Skype, video response in Schoology, etc.) Students may never record a teacher or another student without express permission from both the teacher and the students involved in the recording.
- k. Printing - Students will be encouraged to digitally publish and share their work with their teachers and peers. **Students are not able to print from their Chromebooks.** If a student needs to print a document, he/she will need to go to a computer lab, log into a computer and initiate the print job from there.
- l. Logging into a Chromebook - Students will log into their Chromebooks using their school-issued Google Apps for Education account. Students should never share their account passwords. Doing so may constitute an academic integrity violation, and accordingly incur disciplinary action.
- m. Managing and Saving Your Digital Work with a Chromebook - The majority of student work will be stored in Google Drive and can be accessed from any computer with an Internet connection and most mobile Internet devices. Some files may be stored on the Chromebook's hard drive. Additionally, some school related work may be saved on other cloud-based applications (i.e.: Microsoft 365, Dropbox, Schoology, etc.) Teachers will advise students on saving work.
- n. Holy Trinity cannot be responsible for the loss of any student work. Students are encouraged to maintain backups of their important work by saving it on a flash drive.

In order to ensure consistent, ongoing technology support for teachers and students in the classroom environment, and the appropriate content filtering when the device is used outside of school, Holy Trinity High School is not able to support technology devices purchased from an outside source. Therefore, all students are required to use the Acer Spin 11 Chromebook provided by Holy Trinity High School. Holy Trinity High School retains ownership rights for the device. The use of personal devices in class is not allowed unless permission from a teacher is obtained.

CHRISTIAN SERVICE LEARNING PROGRAM

“If at times you have a marked preference for certain people, it should be for the poor, the abandoned, the most in need of education, those who have less than everyone else. It is a matter of justice to give more to those who have received less.”
— Bl. Basil Moreau, Christian Education

At Holy Trinity, we are committed to helping our students realize that a Holy Cross education is not simply measured by a grade, but by the quality of one’s character and one’s commitment to justice. We strive to instill in our students a deep concern for the well-being of others and a desire to make God “known, loved and served in the world” as well as in our own, diverse communities.

The Christian Service Learning (CSL) program provides our students the opportunity to do meaningful service work and reflect on that experience in the light of their faith and our Holy Cross values. Through the CSL program, our students are challenged to become agents of change, extending their education beyond the classroom as they develop both “the competence to see and the courage to act.” Through service, reflection, dialogue, and prayer HT students learn the value of servant leadership and develop a strong sense of social responsibility rooted in the values of the Brothers and the Gospel vision of Jesus Christ.

Goals and Outcomes for Holy Trinity Students

- Putting their faith into practice and living out our shared Holy Cross values through service and working for justice.
- Experience the importance of community service, volunteerism and civic engagement for becoming socially-responsible citizens of faith.
- Cultivate a sense of empowerment when confronting the social problems that exist in the world.
- Build awareness of social issues through learning, reflection and dialogue with their peers.
- Attain service hours which will enhance their academic profile in preparation for college.

- Become eligible for awards and scholarships related to service.

Goals and Outcomes for Holy Trinity Community

- Strengthen our Holy Cross Catholic identity.
- Advance our mission to educate hearts and minds, and help our students become socially responsible.
- Create a culture of service where service to others is an expectation of a Holy Trinity education.
- Advance college readiness, and increase access to scholarships and grants that give priority to service hours and experience.
- Build partnerships with other nonprofits and faith-based organizations across Chicago.

Program Requirements

The CSL program will be a pass/fail requirement that each student must complete in order to graduate to their next year in high school. Each academic year, students must meet the following requirements in order to receive a passing grade:

- Complete the minimum number of **15 hours** of community service. 7.5 hours must be completed by the first-semester deadline and the other 7.5 hours must be completed by the second-semester deadline (see Timeline for Completion).
- Upload and keep a record of all service hours and activity.
- Actively participate in all monthly small group discussions.
- Complete reflection assignments as instructed by the Campus Minister and Service Learning Group Leader. The exact nature of these reflections will be provided during the course of each semester.

Timeline for Completion

Assignment	Deadline
A minimum of 7.5 of the required 15 hours	1st School Day in December
Reflection Assignment 1	1st School Day in December
The remaining 7.5 hours of required service (for a total of 15 hours)	1st Friday in May
Reflection Assignment 2	1st Friday in May

Student Accountability

Students who fail to meet any of the aforementioned requirements by the stated deadlines will receive a failing grade and may not be permitted to graduate to the next year in high school until all the necessary requirements and penalties have been made up through additional service hours and written reflections.

Students who fail to meet the deadlines will:

- Attend a meeting with their small group facilitator and Campus Minister to discuss a plan meet requirements.
- Receive a telephone call to the parent or guardian alerting them to the situation.
- Be required to submit a pre-approval form for all service projects the rest of the year to ensure the student is actively working to meet their requirements. This form will be submitted directly to the Campus Minister who will share it with the small group facilitator as needed.

Service Work Defined

- Service work is unpaid, voluntary work done on a student’s own time to benefit the needs of others.
- Service hours should be done in a nonprofit, social service or faith-based organization setting. Any 501(c)(3) organization or any organization with a stated mission to serve the needs of others would qualify. When in doubt, consult the Campus Minister.
- Chores, household work, or jobs which are done for relatives does not qualify as service work.
- Specific service hours may be done in-house at Holy Trinity. In-house service opportunities will be pre-approved in advance by Campus Ministry and communicated to students accordingly. The number of in-house service hours a student can do in a given year will be capped at no more than 5 hours. All other hours must be done outside of Holy Trinity.
- Student organizations, clubs or athletics teams may work together to organize a service project wherein all participating members would receive credit for the project (ie: Student Government members organize the blood drive, Pet Club donates the proceeds of a bake sale to an animal shelter).

- Students may not submit service hours they've completed for any other program, outside organization or scholarship agency they may be involved with during the school year.
- Students who receive a scholarship which requires additional service hours will be permitted to complete up to 7.5 hours over the summer to meet their Holy Trinity requirements for the upcoming school year. Students who may apply hours earned over the summer proactively to their required hours for the upcoming school year. All other hours must be completed during the school year.
- Service hours will not be permitted to be "banked," "rolled over," or applied retroactively to other years. For example, a freshman who completes 20 hours of service during their freshmen year cannot use the 15 hours to meet their freshmen requirements and then apply the additional 5 hours toward the next year's requirements.
- Students will not be excused to do service work during regular school hours.

Small Group

One Thursday every month, students will be required to attend a 30-minute small group class period where they will get the opportunity to share, discuss and reflect on their service experience and relate that experience to their faith. This time will enable students to use their experience as a springboard for deeper dialogue and reflection relating their work to their faith and our Holy Cross values. Students will be permitted to miss one small group per year as a result of an excused absence from school. Additional excused absences, as well as any unexcused absence from the small group, will require one additional hour of community service to be made up by the student before the end of the school year. Students with four or more absences will be handled on a case-by-case basis by Campus Ministry and Administration.

All School Service Day (6/2013)

All students are required to participate in the Holy Trinity High School All School Service Day. Signed permission slip by the parent is required for participation.

CLUBS & ACTIVITIES

"Education comes from two Greek words—that for child and that for leading. It is the art of helping young people to completeness." — Bl. Basil Moreau, Christian Education

There are many ways of becoming involved in co-curricular activities at Holy Trinity High School. Students at every class level are encouraged to join at least one activity in order to help build school community. Enrollment in any activity is subject to the Eligibility Policy (below).

Academic Eligibility Policy (7/2014)

At Holy Trinity, we hold all of our students to a high academic standard. During the school year, weekly grade checks will be performed for any in-season athlete and club member.

- Grades will be collected from teachers on Tuesday afternoons. Any student with a failing grade in any class will be ineligible for one week, Monday through Sunday.
- A student with multiple Ds will receive a warning. If grades have not improved within 3 weeks, he or she will become ineligible.
- Coaches/moderators will be notified when a student-athlete/club member has an F in a class.
- Coaches/moderators will notify the student-athlete/club member of the failing grade and may make a phone call home to contact a parent or guardian.
- A student-athlete/club member who is failing a course will not be allowed to participate in any function (i.e. practice, game, match, production, event, activity, meeting) until they receive a passing grade in that class. It is our expectation that the student-athlete/club member will seek academic support during their time off from their respective sport/club.
- Once a student-athlete/club member has received a passing grade, A-D, they will be notified immediately and can resume normal participation on the following Tuesday.
- Any student-athlete/club member that receives a failing grade for 5 consecutive weeks in the same class will be removed from their team and/or club. Parents/guardians, student-athletes/club members and coaches/moderators will be made aware of this as soon as the information is available.

Consistent with the IHSA Academic Eligibility Policy, any student-athlete/club member that receives a failing grade at the end of the semester will be ruled ineligible for the following semester (i.e., a student fails a class

at the end of semester 1; they cannot participate in a sport/club during semester 2). If a student makes up a failing credit in summer school, they can participate in a sport or club at the beginning of semester 1.

Attendance and timeliness affect a student’s right to participate in Clubs and Athletic activities; please refer to the discipline policies for specifics.

Campus Ministry (6/2007)

Campus ministry (or peer ministry) is open to all students! Through the campus ministry program, students can assist in mass and liturgical services, community service and student ministry projects.

Student Government Association (SGA) (5/2010)

The student council is made up of senators elected from each class. Officers are elected by the student body from a slate of candidates that meets the requirements set out in the constitution. These students are the voice of the student population in the areas of curriculum, discipline, extracurricular, and social events. The council also coordinates many school events throughout the year such as homecoming, spirit week and pep rallies as well as class events such as prom.

Prom (7/2014)

SGA oversees Prom and is responsible for communicating with students and parents all information related to the event. Prom tickets are payable directly to SGA and are non-refundable; prices vary each year. Once a student confirms the intention to attend prom, he or she must pay for the ticket in full. In the event a senior student owes money for prom by the end of April, SGA may forward said balance to the Business Office and the amounts due will be collected through Smart Tuition. Payment must be made in full in order to attend.

Attendance is a privilege afforded to students in good standing. In deciding to attend Prom, the student accepts full responsibility for his or her actions while on the event. All school policies are in effect during the event. The school is not responsible for any events before or after Prom. Prom is a senior event. Guests must be seniors or juniors at their school to participate.

Yearbook (5/2010)

The yearbook staff produces an annual book of persons, events and matters of record for the school year. Yearbooks are issued in the fall. Yearbooks are held for graduated seniors through January 31 of the year following graduation. Graduating seniors are invited to a yearbook signing party at the school, hosted by the Development Office and Young Alumni Committee.

Link Crew

Link Crew is an exclusive leadership and high school orientation/transition program that increases freshman success. Members of the junior and senior class are trained to be Link Crew Leaders, and they act as positive role models, motivators, student mentors and teachers, helping guide the freshmen to discover what it takes to be successful during their high school transition.

Extracurricular Activities

Holy Trinity offers a number of activities and clubs, including several opportunities to showcase performances in our 800-seat auditorium. The following are some of the extracurricular options that we have available to our students:

- | | | |
|-----------------------------|-----------------------------|--|
| • Artistry Guild | • International Club | • Sisterhood of Self-Empowerment (SOS) |
| • Badminton Club | • Kickin’ Tigers Dance Team | • Student Ambassadors |
| • Big Brothers Big Sisters | • League of Legends | • Unity Club |
| • Black Student Union (BSU) | • Link Crew | • Young Alumni Committee |
| • Book Club | • Math Club | • Yearbook |
| • Chess Club | • Newspaper (Gold & Blue) | |
| • Club Raíces | • Peer Ministers | |
| • Debate Club | • Pet Club | |
| • Drama Club | • Poetry Club | |
| • Gospel Choir | • Robotics Team | |

ATHLETICS

Holy Trinity’s athletic program strives to develop confident, enthusiastic, and disciplined athletes who use their full physical potential. An emphasis is placed on teamwork and sportsmanship. Athletic programs play an important role in the total educational experience offered at Holy Trinity. They are one more way in which Holy Trinity helps each student to realize the full range of his or her talents and abilities.

Holy Trinity High School is a member of the Illinois High School Association (IHSA) and a member of the following Conferences: Chicago Prep Conference (CPC) for boys, and Girls Catholic Athletic Conference (GCAC).

All parents of athletes are expected to provide service and support to the athletic programs. Student-athletes must meet Holy Trinity High School Academic Eligibility Policy (see the Clubs & Activities section). For eligibility rules and provisions on athletic competitions please refer to the IHSA guidelines at the end of the handbook.

Sports Teams by Season

Fall:

- Girls’ Crew
- Girls’ Volleyball (JV, V)
- Boys’ Soccer (V)
- Co-Ed Cross Country
- Co-Ed Flag Football

Winter:

- Girls’ Basketball (JV, V)
- Girls’ Crew
- Boys’ Basketball (JV, V)

Spring:

- Girls’ Crew
- Girls’ Soccer (V)
- Girls’ Softball (V)
- Boys’ Baseball (JV, V)
- Boys’ Volleyball (JV, V)
- Co-Ed Track & Field

Athletic Uniforms Fee (7/2013)

Unless authorized by the Athletic Directors, the coach must collect all uniforms at the end of each season. Students must return uniforms in good condition. If a student-athlete does not return a uniform he/she and the parents/guardians will be responsible for the cost of its replacement. Transcripts or diplomas will be held until the uniform is returned or paid for.

Medical Exam (7/2013)

All student-athletes must have a medical exam (annual physical) every 365 days. Failure to comply with this requirement will result in ineligibility and the student will not be able to participate in any practice, competition or athletic event.

Sports Concussion Policy and Protocol for Student-Athletes

This policy and protocol will be followed if a member of the Holy Trinity Athletic Department, including athletic trainers and coaches, suspects that a student-athlete may have sustained a concussion due to their participation in athletics. The health and well-being of the student-athlete will be the primary consideration throughout this process.

1. A student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion will be removed from play at that time and WILL NOT be permitted to return to their respective sport on that same day.
2. If a student-athlete has been removed from play for a possible concussion, the player can only return to play if cleared by a physician or a properly licensed medical professional.
3. Coaches and student-athletes and their parents/guardians will be provided with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.

Athletic Code

The following rules and policies will be enforced. They are established so that Holy Trinity will have successful teams and our athletes will be successful in life. Athletes are high profile in the community and in the classroom. We are trying to win games, but more importantly, we are trying to develop good men and women for our community. In addition to the code below, all athletes must meet the standards of the Academic Eligibility Policy (see the Clubs & Activities section for more).

Controlled Substance/Illegal Drug Policy and Conduct Code

- Athletes shall not possess, smoke, or chew tobacco.
- Athletes shall not possess or drink intoxicating beverages.
- Athletes shall not use or possess illegal drugs or controlled substances.
- Athletes shall not attend functions where alcohol is illegally served or present or transported or where any other illegal drugs or controlled substances are in use.
- Athletes shall not engage in any conduct that could result in criminal punishment or participate in actions that would cause shame and embarrassment to themselves, parents, coaches, Holy Trinity High School and the community.
- Athletes that violate these policies are subject to possible criminal and legal action, disciplinary consequences from Holy Trinity High School, and suspension or removal from the team per the athletic director and Principal.

Dropping a Sport

No student-athlete shall drop a sport in season and join another team in the same season unless the situation meets one or more of the following criteria:

- It occurs before the final cut.
- It occurs because of an injury.
- It is by mutual consent of coaches or sponsors.
- It occurs due to extreme circumstances. “Extreme circumstances” do not include the following: personality clash with the coach, insufficient playing time or cramped social life. The situation must be serious and must have consequences for the persons involved. The coach must also give consent in cases of this type.



Illinois High School Association
(For 2020-21 School Term)

This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

**Key Provisions Regarding IHSA Rules
Eligibility Rules**

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA’s rules have been adopted by the high schools which are members of IHSA as part of the Association’s constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association’s due process procedure. Only the IHSA Executive Director is

authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office.

Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

1. Attendance

- A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
- B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
- C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
- D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is “lapse in school connection” or not.

2. Scholastic Standing

- A. You must pass twenty-five (25) credit hours of high

school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).

- B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:

- A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
- B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
- C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
- D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
- E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through 8th grades; or
- F. You attend the private/parochial high school which one or both of your parents attended; or
- G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

- A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSA Office. *You cannot be eligible when you transfer until this form is fully executed and on file in the school office.*
- B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after the IHSA sport season has begun, you will be ineligible for cross country that entire school term at the new school.
- C. If you transfer attendance from one high school to another high school, you will be ineligible unless:

1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;

- D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSA Office.
- E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
- F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSA Executive Director.
- G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the Principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.
- H. The IHSA Executive Director may grant limited eligibility if you transfer schools prior to the start of your sophomore year and are not otherwise in compliance with the transfer eligibility by-laws.**

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination

You must have placed on file with your Principal/official representative a certificate of physical fitness, signed by a licensed physician, physician's assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician's report must be on file with your high school Principal/official representative.

7. Amateur Status

- A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes.
- B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed \$75 fair market

value. There is no limitation on the value of your school letter.

- C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest.
- D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes

- A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
- B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation.
- C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school.
- D. You may not receive an “athletic scholarship” or any other special benefit from your school because you participate in athletics.
- E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school.
- F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school.

Note: If you are interested in finding out more information about a school, contact the Principal/ official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons

- A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that:
 - 1. During the school year, you may not participate on a non-school team coached by any member of your school’s coaching staff unless it meets specific criteria established by the by-laws.
 - 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team.
- B. Violation of the sport season by-laws will result in penalty to you and/or to your school’s coaching personnel.

10. Playing in Non-School Competition

- A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non-school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport.
- B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.
- C. If you wish to participate in a competition sanctioned by the National Governing Body of a sport, a junior affiliate of the National Governing Body of a sport or an official Illinois affiliate for the sport, your principal/ official representative must request approval through the Schools Center prior to any such participation.
- D. You may try out for a non-school team while you are on your school’s team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school’s team. You cease being a member of your school’s team when the team(s) of which you are a member terminates for the school term.
- E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

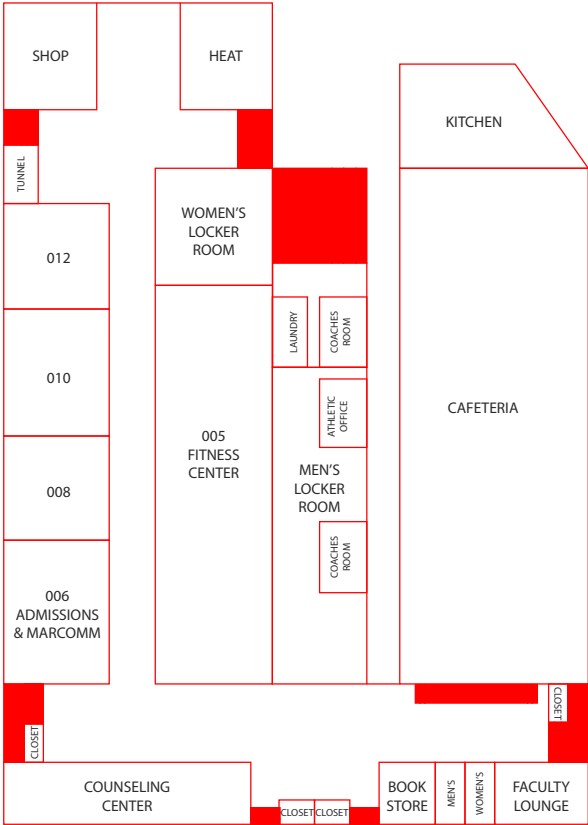
- A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.
- B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests

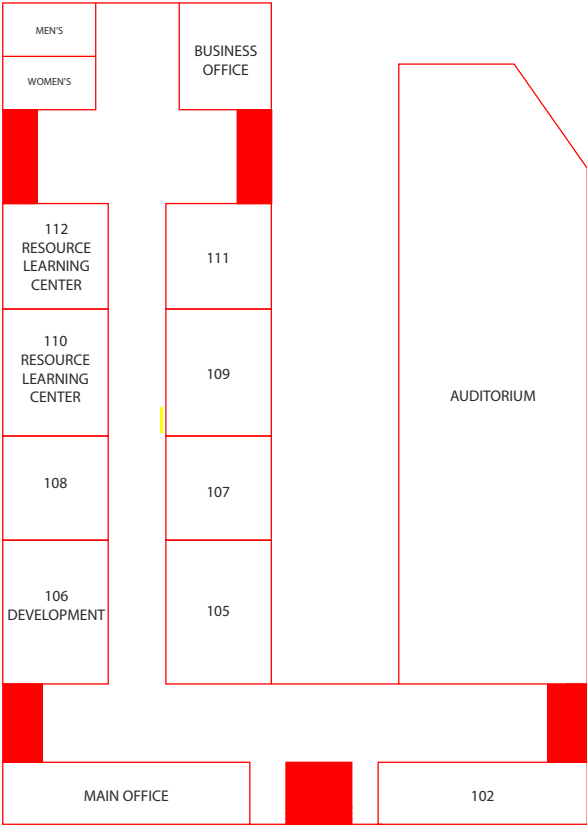
- A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.
- B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team’s next contest. You are also subject to other penalties.

CAMPUS MAP

BASEMENT



FIRST FLOOR



SECOND FLOOR



THIRD FLOOR

