

# TRINITY CATHOLIC JUNIOR & SENIOR HIGH SCHOOL



## 2016-2017 STUDENT & PARENT HANDBOOK

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[www.trinity-hutch.com](http://www.trinity-hutch.com)

## TRINITY CATHOLIC JR/SR HIGH SCHOOL STUDENT & PARENT HANDBOOK

### MISSION STATEMENT

The **Mission** of Trinity Junior and Senior Catholic High School unites parish, home and school into a Catholic Learning Community dedicated to academic excellence and spiritual growth.

### VISION STATEMENT

Our **Vision** is to form stewards and leaders who value diversity and service to God and society.

### BELIEF STATEMENTS

- Trinity Catholic School will follow the Church's teachings based on Scripture, Tradition and Sacramental Life.
- Catholic schools share in teaching the mission of the Church.
- Catholic schools are educating the future leaders of our Church and parishes.
- Catholic schools are a gift made available by parishioner sacrifice and financial support from the parish. Students will show appreciation of the gift by becoming active stewards in their parish.
- The Catholic school environment should be a supportive and challenging climate which affirms the dignity of all persons involved in the school community.
- A diverse Catholic school community is a gift to be celebrated.
- All adult members of the school community are called to serve as role models of faith and ambassadors for the school.
- Parents are the primary educators of their children and the school partners with the parents to extend the academic and faith formation of a student.
- A quality faculty is integral to the Catholic school because the principal and teachers are not just sources of knowledge; they are the facilitators of learning who impart Christian values in daily interaction with the students.

## TRINITY IS UNIQUE

How is Trinity unique from any other school? What do students and parents learn that is different from what is experienced at other schools?

Trinity is a mission-driven-school. Everything that you experience at Trinity flows from the mission of being a Catholic learning community.

At Trinity we pray together and worship together. We learn about our Catholic faith and how to live it on a daily basis. Christian values are integrated into each course of study.

At Trinity, students learn what is required to live and work now and in the future. What happens at school prepares them for what they do when they leave Trinity. Each student is treated as a unique human being, with exceptional abilities and gifts given to them from God.

At Trinity we care about each other and support each other. We live our Christian values by giving of our time and talent and by serving others. Parents are the first educators of their children and are expected to be involved in their learning.

The daily actions of each student, parent, and teacher are what makes Trinity a quality school. Their vision and actions are what will make Trinity the highest quality school in the nation.

## HISTORY/OVERVIEW

Hutchinson, Kansas, the county seat for Reno County, has a population of 42,000 people. Hutchinson is located in Central Kansas near the intersections of three major highways: U.S. 50, K-96, and K-61. Interstate-35 is 30 miles to the east and Hutchinson is within 50 miles of Wichita, the largest city in Kansas. Trinity Catholic is located in the Eastern part of the city on the corner of Lorraine and 17<sup>th</sup> Street.

Trinity is a private/parochial junior and senior high school providing Catholic educational opportunities for students residing in Hutchinson and surrounding areas. The majority of students come to Trinity from one general attendance center, Holy Cross Catholic Grade School. Students from surrounding parishes also make up part of the schools student population. Today the school has a total enrollment of 260+ students and is a member of the Catholic Diocese of Wichita which consists of a total of 37 schools. The professional teaching staff consists of 19 faculty members and 13 staff members.

Trinity is accredited by the Kansas State Board of Education and is a member of the National Catholic Educational Association. Hutchinson Catholic Schools exist to fulfill the teaching missions of the area Catholic Parishes and of parents by guiding each student in acquiring knowledge of the Catholic faith,

achieving academic excellence, and practicing Christian service. The three main parishes that service Trinity are: Holy Cross Catholic Church, Our Lady of Guadalupe Catholic Church, and St. Teresa's Catholic Church. The original physical facility for Trinity Catholic Jr/Sr High School was built in 1966 on 18 acres and now consists of 27 classrooms, auditorium (250 capacity), gymnasium (900 capacity), two commons area (120 capacity each), library (55 capacity, kitchen, and administrative offices).

## SCHOOL COUNCIL MEMBERS

Rev. Ned Blick  
Rev. Roger Lumbré  
Rev. Mike Maybrier  
Joe Hammersmith  
Sue Hall  
Dick Dwyer  
Chylene Seintater

Kurt Koenigsman  
Pat Brening  
Mary Fesen  
Brian Dechant  
Miranda Garcia

## BOOSTER CLUB OFFICERS

President: Paul Biel  
Vice-President: Jeff Reimer  
Secretary: Rachel Nelsen  
Treasurer: Kim Schleich

## ADMINISTRATION - FACULTY - STAFF - COACH

**Chaplains – Rev. Ned Blick, Rev. Roger Lumbré, Rev. Mike Maybrier**

**Principal - Joe Hammersmith**

Mary Jo Bergkamp – High School & Junior High Art, Stuco, Key Club

Lori Bird – JH & HS Science, Head JH & HS Scholar's Bowl

Dalton Smith – English, Yearbook, Forensics

Andriana Chastain – Head High School Dance

Jeannie Clarke – Asst. Junior High Cheer

Zachary Day – English, JH Asst. Football

Bernadette Dillon – Asst. High School Cheer

Marcia Dillon - Social Science, Mass Choir

Jan Frieb - P. E. & Health, HS Head VB & Track, Campus Ministry

Kim Griffith – JH & HS English, National Honors Society

Nicole Hlaus – Instrumental & Vocal Music

Gary Hudson – JH Social Studies, PE, Asst. JH Track

Valerie Labenz – Mathematics, Head JH XC

Debbie Ohl – Mathematics, Head JH Track

James Regier – HS Science

Cecillia Cross – Spanish, International Club

Tabetha Schraeder - Mathematics

Ricky Snyder – Counselor, Head HS Girls Basketball, Head JH Football

Greg Strecker - Computers, Business, Head HS Golf, AD

Sister Mary Grace - Religion

Sister Mary Faustina – Religion

Sister Mary Elizabeth – Religion

Kelli Cramer – Librarian, Individualized Learning

Dan Finney – Head Custodian/Maintenance

Russell Ginest - Groundskeeper

Shannan Miller – Development Director, Head HS Cheer

Angie Hammersmith – Head Junior High Cheer

Amy Hedrick – Registrar, Bookkeeper, Human Resource

Priscilla Hoover – Piano Accompanist

Jay Goering – Technology Coordinator

Karin Neal – Theatre, Asst. Forensics

Rosa Palmer – Online Instructor

Monique Ratzlaff – Assistant Cook

Karen Trindal - Head Cook

Lavern Trindal - Custodian

Stephanie Banning – Head Junior High Tennis  
 Jordan Bell – Head HS Football  
 Cami Burkhart– Asst. JH Volleyball  
 Johnathan Burkhart – Asst. HS Football, Asst. HS Girls Basketball  
 Shelly Christopherson – HS Asst. Girls BB  
 Mark Doeden –JH Head Boys Basketball  
 Don Fraizer - Assistant JH & HS Track  
 Kevin Hedrick – Asst. JH Football  
 Brad Hollinger - Asst. HS Football Coach  
 Robert Kelly – Head JH Girls Basketball  
 Mike Klaers – Asst. HS Softball  
 Mike Miller – Asst. HS Football  
 Joe Palacios – Head HS Softball  
 Timmy Perilloux – Asst. HS Boys Basketball  
 Janet Racette - J.H. Volleyball Head Coach  
 Sean Racette – Asst. HS Football  
 Jeff Reimer – Asst. Junior High Boys Basketball  
 Charles Smalling – Asst. HS Volleyball, Asst. HS Basketball  
 Brett Vieyra – Head HS Cross-Country  
 Mike Vieyra – Asst. HS Softball  
 Skip Johnson – Head HS Tennis

**GENERAL INFORMATION**

Students and parents are asked to familiarize themselves with the content of this handbook. Students and parents are asked to sign an agreement acknowledging that both parties have read it.

**Trinity Catholic students are expected to behave in a Christian manner at all times on or off campus. By their enrollment, students and parents agree to abide by the policies of the school and the spirit of its philosophy. Students who fail to meet these expectations will be subject to consequences as outlined in the handbook. This includes suspension and expulsion. In case of serious violations of school policy involving illegal actions, law enforcement officials may be notified. School policies outlined in this handbook are subject at any time to interpretation and/or modification by the school administration for the good of the school community.**

**DIOCESAN SCHOOL NONDISCRIMINATION POLICY**

The Catholic schools of the Diocese of Wichita admit students of any race or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students, and these schools do not discriminate on the basis of race or ethnic origin in administration of educational policies, admission policies, scholarship programs, and athletic and other school-administered programs.

**ADMISSION**

To have students admitted to Trinity Jr./Sr. High School, parents must be registered and active members of a Catholic Parish. Non-Catholics are welcome, however, educational fee arrangements must be made with the

school’s principal. All students must have appropriate attendance, behavior, grades, and positive Christian values and morals before acceptance to Trinity.

**REGISTRATION / ACIVITY FEES / TRANSFERS**

Each year the Trinity School Council and pastors will set the yearly registration fee. The 2016-17 fee is \$425.00 which is non-refundable after September 1<sup>st</sup> of the calendar year. Families that qualify for free/reduced lunches may apply for a \$75.00 discount on enrollment fees. The registration fee is used for textbook rental, locker fee rental, technology, PowerSchool, enrollment fees, etc. All school fees must be paid on a timely and yearly basis. Half of registration fees must be paid in December, all fees in May, on dates set by the school in order for semester finals to be figured in final semester grade. All fees must be paid in full before student may participate in promotion and graduation ceremonies. Pre-registration for a new school term in any of the Hutchinson Catholic Schools will not be accepted until all fees (activity fees, technology fee, lunch fees, etc. have been paid.)

Students who withdraw from Trinity for any reason, other than a bona fide move, and wishing to re-enter, could be subjected to take an entry exam which will determine proper placement of the student. Placement or admittance of the student will be at the discretion of the building principal.

Transfer students from non-accredited schools will initially be placed by the principal after consultation with parents or guardians and guidance counselor. Final placement shall be made by the principal based on the student’s documented past educational experiences and performance on tests administered to determine grade level placement.

**DIOCESAN & TRINITY GRADING SCALE**

<b>A</b>	92 - 100	Superior
<b>B</b>	83 - 91	Good
<b>C</b>	74 - 82	Meets requirements
<b>D</b>	65 - 73	Meets only minimum requirements
<b>F</b>	Below 65	Does not meet requirements, no credit
<b>P</b>		Pass

**TRINITY CLASS TIME SCHEDULE**

<u>REGULAR SCHEDULE</u>		<u>MASS/BLOCK SCHEDULE</u>	
(Mon., Thur., Fri.)		(Tues.,Wed.)	
<b>1<sup>st</sup> Hr</b>	8:00 - 8:49	<b>1<sup>st</sup> Hr</b>	8:00 – 9:27
<b>2<sup>nd</sup> Hr</b>	8:53 - 9:42	<b>Mass/HR</b>	9:31 – 10:21
<b>3<sup>rd</sup> Hr</b>	9:46 - 10:35	<b>3<sup>rd</sup> Hr</b>	10:25 – 12:15
<b>4<sup>th</sup> Hr</b>	10:39 - 11:28	Lunch:	1 <sup>st</sup> 10:58-11:21
<b>5<sup>th</sup> Hr</b>	11:32 - 12:44		2 <sup>nd</sup> 11:25-11:48
Lunch:	1 <sup>st</sup> 11:28-11:51		3 <sup>rd</sup> 11:52-12:15

	2 <sup>nd</sup> 11:54-12:17	5 <sup>th</sup> Hr	12:19 – 1:46
	3 <sup>rd</sup> 12:21-12:44	7 <sup>th</sup> Hr	1:50 – 3:17
6 <sup>th</sup> Hr	12:48 - 1:37		
7 <sup>th</sup> Hr	1:41 - 2:30		
8 <sup>th</sup> Hr	2:34 - 3:23		

count toward GPA & class rank – College Comp classes, College Algebra & Calculus can count as dual credit).

If a class is offered at Trinity in one of the required areas it must be taken at Trinity or be approved by administration.

## MASS SCHEDULE

Student Body Mass: Every Tuesday 9:31–10:21 am  
 Individual Class Mass: Every Wednesday 9:31-10:21 am

\*All students must be out of the building by 3:45 pm unless they are with a teacher/coach.

## GRADUATION REQUIREMENTS

To be eligible to graduate from Trinity High School, students must satisfactorily complete 27 total units of credit. Included in this total are various department requirements which include:

Religion	4 units
English	4 units
Mathematics	3 units
Science	3 units
Social Science	3 units
Fine Arts	1 unit
Foreign Language	1 unit
Physical Education	1 unit
*Computers	½ unit
*Speech	½ unit
Electives	<u>6 units</u>
<b>Total</b>	<b>27 units</b>

- 1 unit = 1 year or 2 semesters.
- All schedule changes must be completed within the first 5 days of the each semester.
- Trinity offers students several opportunities to take classes outside of our standard curriculum. These opportunities include:
  - HCC college classes for Jr. and Sr. students.
  - Technical classes and programs from Hutchinson High.
  - Kansas Careers Junior College on-line classes.
  - Andover e-Academy online classes.
  - All classes taken outside of our standard curriculum must be approved first by school administration.
  - Not all classes taken outside of Trinity will count toward the student's cumulative GPA and class rank. (Andover e-Academy online curriculum will

## ELIGIBILITY REQUIREMENTS

The eligibility rules of the Kansas State High School Activities Association will be strictly complied with and will apply to students participating in all school interscholastic activities. The prerequisites for eligibility in any activity are that a student passed five subjects of unit weight the previous semester and is presently enrolled in five new subjects of unit weight during the current and previous semesters, and that he or she be in good standing in school. It is important that all students realize that deliberate misbehavior, destruction of school property, unexcused absences, and felony charges by law enforcement agencies can cause them to lose their good standing in school and, as a result, their eligibility to participate in interscholastic activities. In addition to the above, all students must abide by the following school eligibility rules in order to participate in any extracurricular activities.

1. No student may participate in an activity unless the student has been in school all day the day of the activity. This does not include Saturday activities. Certain circumstances may be waived with prior approval of the administration
2. Students who receive any failing grade on an ineligibility report during the semester will be ineligible. Ineligibility reports will be run every three weeks. Students receiving a failing grade at the time the report is run will be ineligible to participate in any extra-curricular activity for that entire week. The following steps are required to regain eligibility:
  - Student raises grade to passing.
  - Student gets note signed from the teacher and A.D.
  - Student presents note to the head coach.

## GRADE REPORTING

Grade reports will be distributed following the end of each semester. Pupil progress reports may be sent to the parents of those students who are progressing unsatisfactory in any course throughout the school year. Grades will be posted via PowerSchool for parent and student viewing.

## COLLEGE COURSE WORK

Juniors & seniors have the opportunity to take college classes during the regular school day at Trinity Catholic. College courses that are planned to be offered on the Trinity Catholic campus include: College Algebra, Calculus, Sociology, Speech and English Comp I & II. College Comp classes and College math classes can be counted as dual credit, thus grades count in overall GPA and class rank. All TCHS students need to be enrolled in a minimum of 5 high school classes at Trinity.

## INTERNATIONAL STUDENT GRADUATION REQUIREMENTS

An international student shall be required to have the following before given a Trinity Catholic High School diploma:

1. The student shall have completed the same number and the same kind of course requirements that American students have to complete to graduate from Trinity High School.
2. The student must meet Trinity requirements and administration may waiver classes deemed necessary on a case by case basis.
3. The student shall furnish the school, a certifiable transcript from his or her previous school.
4. International students must be in attendance for a minimum of four semesters before inclusion with regular education students in purposes of post-season honors and graduation.

The student must be considered to be in “good standing” with Trinity High School. Students must meet all of the above requirements before becoming a candidate for graduation.

## HONOR ROLL & VALEDICTORIAN/SALUTATORIAN GRADE POINT AVERAGE REQUIREMENTS

Honor rolls will be compiled at the end of each semester to recognize superior student scholastic achievement. A student must be enrolled in five (5) academic courses in order to attain honor roll recognition.

- A. **High Honors** – a student must earn a minimum grade point average of 3.8 on a 4.0 scale with no F’s.
- B. **Honors** – a student must earn a minimum grade point average of 3.5 on a 4.0 scale with no F’s.

## ACADEMIC HONORS FOR GRADUATES

A senior will be recognized as an Honor Student at graduation for achieving academic excellence during his/her four years at Trinity Catholic.

**Summa Cum Laude – “With Highest Honor”** is bestowed on those graduates who have demonstrated remarkable scholastic ability by attaining a grade point average of 3.9 to 4.0 and is represented with a white cord.

**Magna Cum Laude – “With High Honor”** is bestowed on those graduates who have demonstrated superior scholastic ability by attaining a grade point average of 3.7 to 3.899 and represented with a Columbia blue cord.

**National Honor Society** a silver cord is worn by those graduates who are members of the National Honor Society.

**Valedictorian & Salutatorian** honors will be computed after the completion of the 8th high school semester. Students must meet the Board of Regents Curriculum and Trinity Catholic requirements to be eligible for either Valedictorian, Salutatorian, or recognized as an Honor Student. Students must be in attendance their entire junior and senior year before being eligible for valedictorian and salutatorian honors. The student must also “be a student in

good standing” with the school to be recognized as a Valedictorian, Salutatorian, or an Honor Student

Cumulative G.P.A. will be rounded off to the nearest hundredth.

The school will recognize all ties between Valedictorian & Salutatorian students. However, there will be only one Val & Sal speech at the graduation ceremony. In the case of ties, ACT scores will be used to break the tie. If a tie still remains, names will be drawn from a hat to determine who will speak.

**High School Course Work.** 7<sup>th</sup> or 8<sup>th</sup> grades taking high school courses will not receive H.S. credit and those courses will not count towards their high school G.P.A. College Comp I & II, College Algebra & Calculus are considered Trinity Catholic courses and will receive credit and count toward GPA and rank. These 4 classes have the option of receiving credit from HCC. All seniors must enroll in at least five courses at Trinity unless prior permission by administration. Only juniors and seniors can be teacher aides for credit but not as part of their G.P.A.

## MEDIA RECOGNITION

Trinity would like to recognize students throughout the year for their accomplishments through the media such as radio, newspaper, television, etc. Enrolling in Trinity gives the school permission to release student names/photo to the media for their accomplishments. Should a parent not want their son/daughter’s name released to the media - the parent must submit in writing such a request to the school office.

## NATIONAL HONOR SOCIETY

The Trinity Catholic High School National Honor Society is a chapter member of the National Honor Society of Secondary Schools. The object of this chapter shall be to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in pupils of Trinity Catholic High School. To be eligible for membership, the candidate must have completed at least five high school semesters, the most recent one of which at Trinity, and have an accumulative GPA of at least 3.50 on a 4.00 scale. The candidate must have taken or be currently enrolled in the following courses: 2 mathematics, 2 sciences, 1 foreign language, and 1 social science. The candidates are evaluated by faculty members based on academic excellence, leadership, service, character, difficulty of courses taken, and the ambition of the student to excel.

## HOMEROOM PERIOD

All students will be placed in a teacher-guided homeroom once a week. Homeroom is held on Wednesdays at 9:31. Whether a student attends Mass or Homeroom will depend on the schedule for the week. During that time, students will have time to quietly do homework, read, ask faculty members for

extra help. Students will also have an opportunity to look at their grades and discuss them with their homeroom teacher.

### **HOMEWORK POLICY**

Students are expected to complete all assignments on a regular basis. If a student is absent, upon immediate return to school, it is the student's responsibility to arrange to complete make-up work. Students will only get full credit if assignments are completed and turned in on assigned dates. Late work will be given either a grade deduction, fewer points, drop in percentages or no credit. Late work may not be accepted after a reasonable amount of time. It is the student's responsibility to obtain homework from the teachers if they have prior knowledge of an absence - preferably prior to the planned absence.

### **PROMOTION AND GRADUATION**

Promotion is based on satisfactory achievement and conduct and is made at the discretion of the principal

If a student doesn't pass an eighth-grade class or doesn't meet standard on a state or diocesan assessment, the school shall require successful remediation (documented progress on ILP, a minimum of 30 hours per course of after-school classes, summer school, Saturday school, etc.) before promotion and enrollment at a Catholic high school is permitted. A fee will be charged for summer school classes.

If a high school student doesn't pass required courses or doesn't meet standard on state or diocesan assessment, the school shall require successful remediation (documented progress on ILP, a minimum of 30 hours per course of after-school classes, summer school, Saturday school etc.) before issuing diploma and transcript. A fee will be charged for summer school classes.

### **G.E.D. (Grade Equivalency Diploma) POLICY**

Trinity Catholic High School will not sign off on a student to receive his/her G.E.D. unless the student has turned eighteen years of age or his/her class has graduated. Trinity feels that a high school diploma is the degree in which all students should continue to pursue.

### **TRINITY CODE OF CONDUCT**

1. Christian values of respect for self, others, and property are core to all expected behaviors.
2. Learning should be supported and not interfered with by others.
3. Community should be developed and not torn down.
4. Self-discipline is expected of each member of the community.
5. Cooperation and collaboration among all are essential.
6. Restitution is required when the Code or rules are violated.
7. The Trinity Code of Conduct is expected of Trinity students both on and off campus.

The administration/pastors feel that students not complying with this code may be asked to leave.

### **DRESS CODE**

Trinity Catholic Jr/Sr High School has a dress code for four primary reasons. First, it supports the school mission of forming leaders for the future. Dressing for occasion and success is an essential part of the learning process. Second, Trinity believes that the manner in which individuals present themselves, affects the individual, how others view them, and therefore, how they perform. Third, the focus is on learning, not what the individual is wearing. Thus, lending itself to more equality among the student body. Finally, uniforms require less cost, thought and maintenance than alternate dress.

Students are expected to be well groomed and clean when they attend school and at school activities. Jean days will be allowed periodically on pre-announced days and only appropriate clothing will be allowed. **Mass Day uniform for Girls:** Navy blue pleated skirt, long sleeve white oxford and choice of monogrammed vest, pullover or cardigan sweater. **Mass Day uniform for boys:** Navy blue pants, long sleeved white oxford and school tie. Note: Mass Day uniform can be worn on regular class days as well. **Jean Day:** No holes in jeans. Worn areas are OK. No skin or undergarments may show under jeans. Flip-flops may be worn. No alcohol, tobacco, and other objectionable advertisements. Any added jewelry, alterations to the uniform, etc. that draws attention to the student, will not be allowed and up to the discretion of school personnel. If a student is out of uniform, the parents may be called and asked to bring appropriate clothing or referral can be written. Educators generally agree that there is a positive relationship between appearance, behavior and learning. Your continued support of the Trinity dress code will contribute to positive student development.

### **UNIFORMS FOR GIRLS**

1. **Shirts:** White Parker polo shirt with Trinity Crest. White Parker long-sleeved oxford. No T-shirts with writing may be worn underneath. White, short-sleeved t-shirts only. Shirts must be tucked in at all times.
2. **Skirts:** Navy blue. Parker uniforms only. Must be at least knee length. Waist must be buttoned.
3. **Slacks:** Navy blue Parker uniform slacks only. Dark colored leather belts must be worn.
4. **Outer Garments:** Parker uniform navy blue cardigan, v-neck sweater; or v-neck sweater vest. Gray ½ zip sweater. Parker blue sweatshirt with School crest. Must wear the uniform shirt under the sweatshirt.
5. **Shoes:** Leather or leather-like low top, tan, brown, or black colored dress shoes; no sandals, boots, athletic, cross trainers, canvas shoes or house slippers.

6. **Socks:** Plain white or navy blue socks, socks must be visible.
7. Hats, caps or other head covering may not be worn. No tattoos are to be visible. 2 earrings per ear only. No drastic hair coloring or unnatural adornments allowed.
8. Please put your name on all clothing.

### **UNIFORMS FOR BOYS**

1. **Shirts:** White Parker polo shirt with Trinity Crest. Parker long-sleeved oxford. No T-shirts with writing may be worn underneath. White short-sleeved t-shirts only. Shirts must be tucked in at all times.
2. **Slacks:** Navy blue Parker uniform slacks only. Slits cut at the bottom of slacks are not allowed. Dark colored leather belts must be worn.
3. **Outer Garments:** Parker uniform navy blue cardigan v-neck sweater; Gray ½ zip sweaters or Parker blue sweatshirt with School crest. Must wear the uniform shirt under the sweatshirt.
4. **Shoes:** Leather or leather-like low top, tan, brown or black dress shoes; no sandals, boots, athletic, cross trainers, canvas shoes.
5. **Socks:** Socks must cover ankles.
6. No earrings or visible tattoos at school or while participating in athletic events.
7. Hats, caps or other head coverings may not be worn at school.
8. Clean-shaven and well groomed hair. Hair must be cut off above the ears & collar. No drastic hair coloring or tinting is allowed with discretion of administration.
9. Please put your name on all clothing.

### **STUDENT ATTENDANCE POLICY**

Punctual attendance is an act of responsible stewardship by parents and students for their parish's gift of Catholic education. Regular school attendance is vital to the student's success in the classroom as well as to their future in tomorrow's world. There is a high correlation between appropriate school attendance and future personal reliability. Poor attendance habits are of interest to future employers, the military, and colleges and vocational schools and this information is often requested. Regular and punctual attendance also promotes and enhances the learning process in the classroom. Allowing students to establish poor attendance habits is a disservice to the student, parents, and to society. Parents are reminded that the compulsory education law of Kansas requires students between the ages of 7 and 18 to be in school. Being absent for such reasons as vacation, sporting events, school activities where the student is not a participant, shopping, babysitting or travel is not acceptable, and parents should not ask for their children to be excused for such reasons.

Students at Trinity Catholic will be allowed a total of ten (10) absences per semester. School-related absences will not count toward the allotted ten (10)

absences. Parents should contact the school prior to an absence whenever possible. The school retains the right to determine which absences will be excused. The school will determine the reason for any absence on the day of the absence and keep a record of attendance until the close of the school year. When an absence is determined to be unexcused, less than full credit or no credit shall be awarded for make-up work and detention will be served. When a student has missed more than ten sessions of any period in a semester, the school will withhold credit. After (10) absences the student could not only run the risk of losing credit, but could be considered not in good standing with the school and face possible expulsion. There are students whose chronic health condition or other education needs makes regular attendance difficult. The school has the right to adjust the attendance requirement for these students. **Juniors and Seniors are allotted 3 college visits per year that will not count toward the (10) absences per semester. Students must visit with the TCHS counselor prior to college visit.**

Trinity High School has developed the following attendance guidelines in an attempt to help the student to become successful.

1. Parents/guardians are responsible for notifying the school office by phone call by the end of the day the student is absent or when a student is to be absent from school.
2. If no parent/guardian is available to make the call the student must bring a note to the office the day he or she returns. The note shall contain a parent signature, date of absence, and reason.
3. If a student knows of an absence in advance, the office should be notified prior to the absence. Make-up work will be due the first day of attendance following an absence. Otherwise, the student and teacher will work out an acceptable time table for make-up work.
4. If a student arrives late to school, he/she must check in at the front office. Also, if a student leaves school early, he/she must check out at the front office.
5. The District's Attorney's office shall be notified when a student under the age of sixteen accumulates unexcused absences for a significant part of a school day on three consecutive days or a total of five such unexcused absences in any semester. Notification shall be made by the administration.

### **LEAVING THE SCHOOL BUILDING**

Ordinarily, students will not be permitted to leave the school building from the time the students arrive at school until school is dismissed, except for school-sponsored activities. If it becomes absolutely necessary to leave the building during school hours, a permit must first be secured from the office and parental permission must be obtained. Students must check out through the front office before leaving the building.

### **TARDY POLICY**

Punctual attendance to all classes is vital to the academic success of all students. Students that are tardy are disruptive to the teacher, classmates and

overall learning environment of the school. **All tardies are considered unexcused.** A student is tardy when he/she arrives in the classroom after the bell, but within the first 10 minutes. A tardy to class in excess of 10 minutes will be considered an unexcused absence. Tardies are placed in 2 categories; Tardy to school (1<sup>st</sup> hour) and tardy to class (2<sup>nd</sup> through 8<sup>th</sup> hour). The following penalties will accompany the identified number of tardies in each class per semester.

**Tardy to School**

1 <sup>st</sup> – 5 <sup>th</sup>	Warning
6 <sup>th</sup> – 7 <sup>th</sup>	1 hour detention
8 <sup>th</sup> – 10 <sup>th</sup>	2 hour detention. Contact with parent/guardian on the 10 <sup>th</sup> tardy.
11 <sup>th</sup> – 12 <sup>th</sup>	Out-of-school suspension. Teacher discretion to count homework for full, partial or any credit.
13 <sup>th</sup> +	Student will be considered “not in good standing” with Trinity Catholic. This is in addition to out-of-school suspension consequences. A student who exceeds 13 tardies could face possible expulsion.

**Tardy to Class**

1 <sup>st</sup> – 3 <sup>rd</sup>	Warning
4 <sup>th</sup> – 5 <sup>th</sup>	1 hour detention
6 <sup>th</sup> – 8 <sup>th</sup>	2 hour detention
9 <sup>th</sup> – 10 <sup>th</sup>	Out-of-school suspension. Teacher discretion to count homework for full, partial or any credit.
11 <sup>th</sup> +	Student will be considered “not in good standing” with Trinity Catholic. This is in an addition to out-of-school suspension consequences. A student who exceeds 11 tardies could face possible expulsion.

**LIBRARY / LEARNING RESOURCE CENTER**

The library is for study, computer work and recreational reading. During the morning and afternoon sessions, a library atmosphere must be observed. The library is maintained for your use and development. If you check out a book, please return it promptly as others may want to read it. No encyclopedias may be removed from the library. The library will be open during normal school hours. The cost of replacing lost books will be the responsibility of the student. The library is also a computer lab/classroom with Internet capabilities. Students can use the computer and Internet with teacher/administration approval only. Improper use of the computer or Internet may result in loss of computer/Internet privileges or possible suspension.

**COMPUTER & INTERNET USAGE**

Every student is responsible for his or her behavior on school and Internet computer networks. Use of the Internet on school computers must be in accord with the teachings of the Catholic Church and the Philosophy of Trinity Catholic Jr./Sr. High School and the Catholic Diocese of Wichita.

The school does not guarantee the protection of privacy. Students and staff members using the Internet or school computer and network facilities should know that confidentiality is sometimes compromised. Trinity reserves the right (and the responsibility) to monitor computer use. Individual computers/devices will not be allowed in the building unless approved by the principal.

The following actions are **not** acceptable Internet or computer behavior:

- Violation of copyright law;
- Damaging computer or the network, including loading viruses;
- Using another student's or a teacher's password;
- Trespassing in another student's or a teacher's file;
- Accessing web sites that are inappropriate and/or are not part of an assigned lesson;
- Using obscene or offensive language;
- Sending or displaying obscene or offensive messages or pictures;
- Insulting or harassing another person;
- Any actions deemed inappropriate by staff or administration.

**LOCKERS**

All students will be issued a hall locker in which they may keep their personal property such as books, notebooks, coats, etc. All students are requested to mark all personal property so it can be identified and should keep it in a locked locker when not in use. No bags or other articles are to be left in the hallways. The school cannot take responsibility for valuables left in halls, restrooms, rooms, or unlocked lockers.

Lockers are jointly accessible to the student and school officials and may be subject to search at the discretion of school officials. Inappropriate materials, posters, and pictures should not be attached to the inside of student lockers. Students are not to share lockers, and are to use only the locker assigned to them.

All physical education students and athletes will be given a lock and locker to store their belongings before, after and during classes or athletic practices and contests. These locks, if lost, will need to reimburse to the school.

**LUNCH PROGRAM**

At the beginning of the 2007 school year, Trinity implemented a Federally Mandated Wellness Policy. We were required to follow new guidelines for our lunch program. There will be a closed lunch period and all students will eat at school in the lunch room. Students are not allowed to leave for lunch unless they are accompanied and signed out by a parent or grandparent. The students may bring their own “Sack Lunch” if desired, but there will be NO FAST FOOD brought on the campus during the school day, either by students or parents during the lunch period. All students must leave the table clean and their trash must be picked up. According to the federal law, all vending machines will be turned off during school hours. It is the responsibility of the parent to make sure student lunch balance is paid. This can be done either by



checking PowerSchool or phone call to the school. Students will not be allowed a negative lunch balance. All school lunches must be paid in advance. A student with a negative lunch balance will not be able to charge for a school meal and or ala cart items.

### **TELEPHONE REGULATIONS**

The telephones in the office are for business use only. Students will use the telephone in both commons areas for personal calls. This phone will be available for use before and after school and during the noon hour. Emergency phone use will need to be cleared by the administration. Telephones in classrooms are not to be used by students without teacher /administration permission. **If parents must get in contact with their son/daughter during school hours, they are to call the front office.** The office will then contact the student.

### **VISITORS POLICY**

From time to time, various people wish to visit the school. These people are welcome subject to the following regulations:

1. Parents of Trinity students or other adult patrons of the community are welcome to visit school at any time provided they first stop in the office.
2. All visitors are asked to give 24 hours notice.
3. If the visitor is a prospective student, he/she should check through the develop/counselors office for all pertinent TCHS information.
4. Visitors may not visit school more than one day per semester and not during the last week of each semester.
5. Visitors must be of 6th grade age or older.
6. Visitors must observe the same rules and regulations as Trinity students.

### **AUTOMOBILES**

When you do drive, please consider the safety of other drivers and pedestrians as well as those who ride with you. All joy riding around the school building is prohibited. Driving on school property is a privilege and may be restricted if rules of good judgment and common sense are not followed. Students are restricted to the west and north of the gym parking lots and must park properly in the designated areas. Front row curb parking in the west parking lot is reserved for senior parking during school hours. A \$20 fine or loss of driving privileges will be assessed for illegal parking or other moving violations.

### **CARE OF SCHOOL PROPERTY**

Vandalism to school property will not be tolerated. Everyone should assist in keeping halls, rooms, and buildings in a neat and attractive condition. Students are asked to use the walks and to refrain from walking on the areas which have been planted in grass. Any intentional damage to school or private property will result in restitution and possible expulsion. Accidental damage will result in restitution.

### **HALL PASSES - LEAVING CLASSROOMS**

Students should have a hall pass in order to be in the hall. Students in the halls should be kept to a minimum. No students should be allowed from the classroom during the first 30 minutes of each hour except in emergencies. This practice will allow all teachers an uninterrupted time for appropriate classroom activities. Students will normally not be excused from any classroom and all supplies that will be needed should be taken to the classroom with the student. Students checking out of a classroom to go to another room for an extended period of time must have a request slip from the teacher to which he/she is going before obtaining a transfer pass.

### **STUDENT BEHAVIOR / HALL CONDUCT**

It is the feeling of the Trinity Advisory Board, the administration, and the faculty that the school is here to serve those students who show by their conduct and study habits that they want a Catholic education. We further feel that we cannot and will not tolerate the student who seems intent on violating as many rules and regulations as possible, and who by his/her actions disrupts the rights of other students. Actions of this nature may result in suspension or expulsion from school. Respect toward all teachers and employees, as well as obedience, is expected from every student enrolled at Trinity Catholic.

Students are to pass quietly through the halls. Proper conduct in the halls is expected of every student. Running, pushing, and shoving are prohibited. Hazing or forcing underclassmen to act against their will is a serious offense and this manner of conduct will not be tolerated. There shall be no public display of affection while at school or during school functions. There are to be no liquids of any kind allowed in the classrooms, hallways, gym, or library. Exception – teachers may allow students to bring water bottles to classroom. No gum will be allowed in the building.

#### **Bullying/Harassing Behavior**

Such behaviors of bullying/harassing behaviors can include, but not limited to teasing, poking, biting, and hitting, or extorting money, food, favors, or other possessions from another person, whether it is persistent behavior or a single egregious act. Further, such behaviors can range from mild to severe and include physical, verbal, written, social media or graphic aggression as well as social isolation and alienation. The conduct targeted under this policy need not occur in the school environment, on its premises, or at a school-sponsored event to come within the jurisdiction of the Diocese. Students who are

determined to have engaged in the various forms of conduct referenced here will be subject to progressive discipline, from mandatory counseling and suspension from participation in school related activities and privileges, to disciplinary sanctions, up to and including expulsion.

### DETENTIONS

Detentions will be held after school one day a week from 3:30 p.m. to 5:30 p.m. Failure to attend a detention will result in double time or up to expulsion.

### ELECTRONIC DEVICES

Cell phones, I-pods, tablets, etc..., may be brought to school but must be turned off and kept in lockers during the school day. Electronic devices distract from the learning environment and are items that are frequently misplaced, stolen or may cause a class disruption. **Electronic devices will be taken and kept for no less than one week.**

### SKIPPING CLASS

1. Less than one full class period = administration discretion.
2. One full class period = two hour detention.
3. More than one class period = up to four hours of detention.
4. Absences are counted in school attendance policy.

### FIGHTING

- |                    |   |
|--------------------|---|
| <b>1st Offense</b> | (Punches thrown) Student removed from school and three (3) days of out-of-school suspension and probation.    |
| <b>2nd Offense</b> | Student removed from school and five (5) days of out-of-school suspension, probation, and possibly expulsion. |
| <b>Scuffling</b>   | Administration discretion   |

### REFERRAL OFFENSES & PENALTIES

Classroom teachers and administrators have the prerogative of assigning detention time as they see fit and which is appropriate and which will act as a deterrent to minor incidents that disrupt or distract from the educational atmosphere of the school. Electronic referral notices will accompany most types of more serious disciplinary infractions.

### ACCUMULATED REFERRALS

When disciplinary referrals accumulate, the student is in jeopardy of being dropped from school for the remainder of the semester with loss of credit. When it becomes apparent that a major disciplinary problem exists, a student, parent, teacher, administrative conference will be held and a behavioral contract will be written.

### SUSPENSION POLICY

The Trinity School Advisory Board has authorized the administration to suspend or expel from school any student guilty of the following:

1. Willful violation of any published regulation for student conduct adopted or approved by the School Council,
2. conduct which substantially disrupts, impedes, or interferes with the operation of any school,
3. conduct which endangers the safety of others or substantially impinges upon or invades the rights of others, at school, on school property, or at a school supervised activity,
4. conduct, which if the pupil is an adult, constitutes the commission of a felony or, if the pupil is a juvenile, would constitute the commission of a felony if committed by an adult,
5. conduct at school, on school property, or at a school supervised activity which, if the pupil is an adult, constitutes the commission of a misdemeanor if committed by an adult; or
6. disobedience of any order of a teacher, peace officer, school security officer, or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any school or substantial and material impingement upon or invasion of the rights of others.

A written notice of any short-term suspension and the reason therefore shall be given to the student involved and to his parents or guardians.

### SUSPENSION/EXPULSION OFFENSES

Acts of unacceptable behavior may result in suspension or expulsion upon the first offense, depending upon the severity of the infraction, or which may result in suspension for repeated infractions, include but are not limited to the following:

1. Possession, consumption or sale of alcoholic beverages, narcotics, marijuana, addictive drugs, or drug paraphernalia.
2. Possession, threat or use of lethal weapons.
3. Vandalism or destruction of school property.
4. Theft of property and/or extortion of any type or amount.
5. Failure to comply with reasonable request from the administration, teaching staff, and other school employees.
6. Fighting, intimidation, or threatening by word or deed.
7. Possession and/or ignition of any form of fireworks.
8. Excessive tardiness or absence.
9. Open defiance of authority. Use of profanity or vulgarities.
10. Repeated violation of school regulations.

### PROBATION DEFINITION

A probationary period of five school days will be assigned for each day of out of school suspension. During the probation, one additional disciplinary referral

may result in long-term suspension from school. Immediate dismissal from participation in any extra-curricular activities will be in effect during the time the student is suspended. A probationary period will be in effect upon the return to school for any student suspended from school for more than 1 day.

#### **Probation for Second Suspension**

A student suspended for the second time in a school year will be placed on probation for the remainder of the school year. Immediate dismissal from any extra-curricular activities will be considered upon the second suspension. A third suspension will result in that the student be suspended long term or expelled.

#### **“NOT IN GOOD STANDING” DEFINITION**

Students considered “not in good standing” with Trinity Catholic Jr/Sr High School, will lose all privileges of attending or participating in any activity related to Trinity Catholic Jr/Sr High school.

#### **SUSPENSION PROCEDURES FOR ALCOHOL & DRUG USE ON SCHOOL GROUNDS OR AT SCHOOL ACTIVITIES**

The use or possession of any stimulant, depressant, or hallucinogen (drugs, alcohol, or cereal malt beverages) or paraphernalia to use such drugs while attending school, while representing the school, or attending a school function, on or off the school premises, may be reported to the appropriate law enforcement officials and will result in the following suspension consequences:

##### **First Offense:**

1. Expulsion, or a short-term suspension of five days.
2. Suspension from all student activities for the remainder of the season or a period of not less than 1 month.
3. If the student returns to school, he/she is placed on probation for the remainder of the year.

##### **Second Offense:**

A punishment up to and including expulsion from school for the remainder of the school year. Suspension of all school activities and offices for the remainder of the school year.

The goal or purpose of this effort is to identify potential substance abuse by the student and to provide information, guidance, and support to the student and parents in a difficult situation. Selling or distributing drugs will result in expulsion from school and referral to legal authorities.

#### **USE OF ALCOHOL OR DRUGS AWAY FROM SCHOOL & NOT AT A SCHOOL ACTIVITY**

A Trinity Catholic student carries with him/her many responsibilities both in and out of school. This is mainly due to the high visibility of being a Trinity Catholic student. If a Trinity Catholic Jr/Sr High School Student, while away from school and not at a school activity, admits to or is seen by a teacher, coach, adult, any school official, charged by police with possession or consumption of alcohol/illegal drugs, or tested positive on a drug/alcohol test will receive the following consequences:

##### **First Offense:**

1. Two day in-school suspension.
2. Suspension from all student activities for the remainder of the season or a period of not less than 1 month.

##### **Second Offense:**

1. Expulsion, or short-term suspension of five days.
2. Suspension from all student activities and offices for the remainder of the school year.
3. Student is placed on probation for the remainder of the year.

##### **Third Offense:**

Expulsion from school for the remainder of the school year.

Note: When rumor of alcohol consumption or drug use has surfaced, a possible letter to the parent could be sent home.

**Students** and **parents** must be aware that it is illegal for **all** Trinity Catholic students to consume alcohol or illegal drugs. Any consumption of illegal alcohol/drugs in concurrent years may result in continuous consequences. Random drug testing has been approved by the pastors and the Trinity Catholic Advisory Board to occur periodically throughout the year. Positive test results from any student will result in consequences as per policy and payment of the testing by student.

#### **USE OF TOBACCO PRODUCTS**

The possession or use of tobacco products at school, on school grounds or in attendance at a school sponsored activity will be handled in the following manner:

##### **First Offense:**

1. Two day in-school-suspension.
2. Suspension from all student activities for the remainder of the season or a period of not less than 1 month.

##### **Second Offense:**

1. Expulsion, or short-term suspension of five days.
2. Student becomes “not in good standing” with the school

3. Student is placed on probation for the remainder of the year.

### COMMUNITY SERVICE HOURS

Every Trinity student must complete a minimum of 20 community service hours per year. The religion teachers will monitor the student's progress and it will be part of the student's religion grade. The community service hours need to be completed in the following areas:

5 hours	Church Service
5 hours	School Service
5 hours	Community Service
<u>5 hours</u>	Home Service
20 hours	

### CAMPUS MINISTRY

Campus Ministry is a high school student organization which fosters and promotes the well-being of Trinity Catholic High School as a community of faith. The organization will recognize and draw on the unique gifts of each individual and will be a vehicle for constructing a foundation for peer ministry

### COMMUNICATION

Communication is an important component between parents, students, teachers, sponsors and coaches. The best form of communication is a personal conference. In today's busy world that is not possible all the time. When not possible, the staff then should take advantage of using the tools the school/staff member has to offer such as email, text and school Webpages.

When social media is used for sending ministry or activity related information, correspondence with minors or students (including texting, IM/chat or messaging), should always include the minor's or student's parent or guardian. The correspondence with parents does not need to be via the same technology (i.e. if a minor receives a reminder via Twitter, parents can receive it in a printed form or by an email list). Parents/guardians must be informed in writing of the ways in which we will communicate with their children. In the written communication, parents must have the ability to opt out of receiving such communication. When communicating with youth via electronic communication, the primary purpose shall be for providing information related to a ministry or event and not for socialization or other personal interaction. Counseling of youth through such communication methods is prohibited.

Acceptable hours for communication with youth via electronic communications are between 8:00 am and 9:00 pm. Communication outside of the acceptable hours may be used only in emergency situations or to communicate time sensitive information related to the ministry or activity related event.

### EXTRA-CURRICULAR CLUBS AND ACTIVITIES

Students at Trinity Catholic High School have a variety of organizations and clubs in which they may participate. The primary purpose of the activity program is to develop leadership qualities and social maturity. All students are encouraged to participate in at least one of the sponsored activities. The various student organizations and their sponsors will meet according to a schedule. Special meetings for special committees will be scheduled by the head sponsor through the principal at least one day in advance of the desired meeting date. Students can be involved in as many activities as they would like, however, they can be an officer in no more than two activities at a time per year. The following is a list of the organizations and clubs at Trinity:

#### High School Activities

##### Co-Curricular Activities

Art	Nat'l Honor Society
Campus Ministry	Scholars Bowl
Class Officers	Student Council
Forensics	Vocal Music
Instrumental Band	Yearbook
Key Club	Debate
Handmaids of Mary	International Club
Celtic Singers	Mass Choir

##### Extra-Curricular Activities

Boys & Girls Tennis	Boys & Girls Cross-Country
Boys Football	Girls Volleyball
Cheerleading	Dance Team
Boys & Girls Basketball	Girls Softball
Boys Golf	Boys & Girls Track & Field

#### Junior High School Activities

##### Co-Curricular Activities

Art	Scholars Bowl
Class Officers	Vocal Music
	Instrumental Band

##### Extra-Curricular Activities

Boys & Girls Cross-Country	Girls Volleyball
Boys Football	Boys & Girls Basketball
Boys & Girls Track & Field	Boys & Girls Tennis
Cheerleading	

### LETTER AWARDS

School letters and emblems will be presented to students who achieve a specified standard in athletics and other competitive activities. Awards for

athletic/academic activities, outstanding achievement in citizenship, scholarships, music, dramatics, and awards to outstanding all-around students are presented each year. If a student participates and finishes an activity in good standing his or her eighth grade year, the student will receive a chanille numeral indicating their year of graduation. High School students will be presented a chanille "T" after the first lettering guidelines have been met in a specific activity. Emblems will be awarded thereafter. Chanille patches will be provided by the school for specific team honors. Other patches for special honors such as; all-league, all-state, etc., will be purchased by the individual student through the sponsor or coach of that activity. Regulations for lettering can be obtained from the activity sponsor or coach.

### PROM

Each year, the junior class will host the annual Junior/Senior Prom. This is an evening dedicated for the students at a location designated by the junior class. It is a formal event in which all juniors and seniors are invited and are allowed to invite outside guests. By school policy and with consensus of the school council, Trinity or non-Trinity High School Freshman cannot attend, nor a person 21 years of age or older. There are faculty and parent chaperones throughout the evening as well as at the after-prom which is conducted by the senior parents.

### COUNSELING

Counseling services are available to all students who wish assistance with vocational, educational, or personal problems. These services normally include testing, individual counseling, and information relating to occupational or educational needs. Appointments should be made whenever possible. No student should be in the guidance office when scheduled for a class unless he/she has a pass from the counselor or teacher of the class being missed.

### STUDENT HEALTH

A cumulative health record for each student is kept on file. Hearing and vision testing will be administered every other year by the Hutchinson District. Catholic schools do not insure students for injuries or accidents that may occur at school, on school premises, or at school-related events. As a condition of enrollment each year, every student must verify proper immunization and have a current Kansas Certificate of Immunization signed by a medical or osteopathic doctor (or their representative), A Health Department official or a diocesan nurse using official records supplied by the parent. K.S.A. 72-5208 through 72-5211.

### STUDENT PREGNANCY

Acts of premarital sex or abortion are serious sins and therefore occasions of grave scandal. When sexual misconduct results in pregnancy, the school's

response must first of all reaffirm our respect for the sanctity of all human life. While the charity of Christ moves us to forgive and help a young man and a young woman when a pregnancy results, in no way should our commitment to respond to the priority of life be interpreted as ignoring, treating lightly, or condoning sexual misconduct.

Any student pregnancy requires a careful analysis of a student's status and presents the possibility of unique circumstances which require specific interpretations and application. The administrators of the local schools have the responsibility for making such interpretation and decision as each circumstance warrants.

### CRISIS MANAGEMENT PLAN

The Administration of Trinity Catholic Jr/Sr High School and pastors acknowledge the necessity to prepare a Crisis Management Plan in the event that a crisis should occur. Our children have a basic need for security and safety. Any event which threatens that feeling or safety and security shall be considered a crisis. There are unlimited possibilities for Crisis situations that could impact the Hutchinson Catholic Schools. A crisis plan has been developed and will be discussed in length with each faculty and staff member each year. The student body and parents will be informed and instructed through either meetings, newsletters, the media etc. when necessary. All students and parents can rest assure that all necessary precautions have and will be taken to administer the maximum care and protection for each student.

### FIRE DRILLS

There will be at least one drill each month. When the alarm sounds, the instructor will take charge and everyone must participate, passing quickly and orderly until clearing the building by 50 feet.

Front Door	Auditorium, Commons, Offices, Chapel
N. E. Door	S-5, S-6, S-7, S-8, Lab B
S. E. Door	Computer Rm, Lab A,S-1,S-2,S-3,S-4
West Door	Stage, Band, Boys Locker Room
North Gym Door	Girls Locker Room, Weight Room
North Commons Door	Art Room, Kitchen
New Addition NE Door	N-1, N-2, N-3, N-4, N-5, N-6

### TORNADO DRILLS

The purpose of a tornado drill is to help insure the safety of students and staff in the event of severe weather. When the drill begins, do exactly as you are instructed. All students will proceed to the nearest North exit and proceed to the Safe House located north of the gym. All 7<sup>th</sup> through 9<sup>th</sup> grade students enter through the West door, all 10<sup>th</sup> through 12<sup>th</sup> grade students enter through the East door.

### **BOOSTER CLUB/PTA**

The purpose of the Trinity Catholic Booster Club/PTA is to support the total educational mission of the school. They do this in the form of volunteerism and fundraising. The booster club holds monthly meetings generally on the first Wednesday of the month. All parents are invited and encouraged to attend.

### **ANONYMOUS FORMS OF COMMUNICATION**

The sad reality is that every so often, school administration or staff will receive letters or emails that are not signed. The Diocese of Wichita has guidelines on how to handle such forms of communication. Normally, there will be no response to the anonymous message. In the case of the form of communication is given to a staff member, the principal will be notified of such messages and the communication will be given to administration. Administration will decide if circumstances warrant an investigation into the anonymous communication. Anonymous letters/emails could be turned over to the proper authorities.

### **CLASS / CLUB OFFICERS**

#### **STUDENT COUNCIL OFFICERS**

**President: Clair Ryan**  
**Vice-President: Kaleb King**  
**Secretary: Sean Clennan**  
**Treasurer: Jack Neal**

#### **CLASS OFFICERS**

**SENIOR CLASS:** **President: Alex Acosta**  
**Vice-President: Ellie Bredemeier**  
**Sec./Treas.: Megan Fink**  
**Stuco Rep.: Celica Biel, Adam Sattler,**  
**Callie Schleich**

**JUNIOR CLASS:** **President: Martin Vazquez**  
**Vice-President: Guillermo Hernandez**  
**Sec./Treas.:**  
**Stuco Rep.: Colyn Heimerman, Guthrie Turner,**  
**Thomas Maldonado**

**SOPHOMORE CLASS:** **President: Morgan Hammersmith**  
**Vice-President:**  
**Sec./Treas.**  
**Stuco Rep.: Nolan Clarke, Kaleb Hammeke**  
**Olivia Shank**

**FRESHMAN CLASS:** **President: Brittany Schleich**  
**Vice-President:**  
**Sec./Treas:**  
**Stuco Rep: Meg Friday, Taylor Hedrick,**  
**Athan Huelskamp**

**8<sup>th</sup> GRADE CLASS:** **President: Molly Shaw**  
**Vice-President: Isabelle Shank**  
**Sec./Treas.**

**7<sup>th</sup> GRADE CLASS:** (Will be elected in the Fall)

### **CLASS SPONSORS 2016-2017 SCHOOL YEAR**

<b>SENIOR CLASS</b>	M. Dillon, T. Schrader, L. Bird
<b>JUNIOR CLASS</b>	J. Frieb, D. Smith, D. Ohl
<b>SOPHOMORE CLASS</b>	G. Strecker, J. Regier, Sr. M. Faustina
<b>FRESHMAN</b>	M. Bergkamp, Z. Day, Sr. M. Elizabeth,
<b>8<sup>th</sup> GRADE</b>	V. Labenz, G. Hudson, Sr. M. Grace
<b>7<sup>th</sup> GRADE</b>	K. Griffith, C. Cross, Nicole Hlaus

(Person listed first is designated as the head sponsor)

### **HUTCHINSON CATHOLIC SCHOOL & RECTORY ADDRESSES**

<b>Trinity Jr./Sr. High School</b> 1400 E. 17th St. Hutchinson, KS (620) 662-5800 Fax #: (620) 662-1233	<b>Principal Joe Hammersmith</b>
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<b>Holy Cross Grade School</b> 2633 Independence Rd. Hutchinson, KS 67502 (620) 665-6168	<b>Principal Kevin Hedrick</b>
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<b>Holy Cross Rectory</b> 2631 Independence Rd. Hutchinson, KS 67502 (620) 665-5163	<b>Father Roger Lumbre</b>
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**St. Teresa's Rectory**  
211 E. 5th St.  
Hutchinson, KS 67501  
(620) 662-7812

**Father Michael Maybrier**

**Our Lady of Guadalupe**  
612 So. Maple  
South Hutchinson, KS 67505  
(620) 662-6443

**Father Ned Blick**

**Sacred Heart**  
419 Poplar  
Halstead KS 67056  
(620) 835-2173

**Father Edmond Kline**

**St. Joseph**  
318 Rush Ave.  
Andale, KS 67001  
(316) 444-2196

**Father Daryl Befort**

**St. Joseph, Ost**  
13015 E. Maple Grove Rd.  
Mt. Hope, KS 67108  
(316) 444-2210

**Father Aaron Spexarth**

**St. Patrick**  
638 Ave. D West  
Kingman, KS 67068  
(620) 532-5440

**Father Ben Shockey**

**St. Joseph**  
520 E. Northview  
McPherson, KS 67460  
(620) 241-0821

**Father Hien Nguyen**