

## Trinity Catholic Elementary School Parent-Student Hand Book



### TRINITY CATHOLIC ELEMENTARY SCHOOL

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**1440 Grandview Avenue  
COLUMBUS, OHIO 43212  
(614) 488-7650**

Dear Parents/Guardians and Students:

Welcome to the 2021-2022 school year!

The Parent-Student Handbook is designed to clearly set out all of the rules, regulations, and policies of our school. The Parent-Student Handbook is the contract between the school and its students and families. By attending our school and signing the Handbook Agreement form, you are explicitly agreeing to follow the rules and regulations that are contained within.

Beyond the Handbook, Trinity Catholic Elementary School has been, and will continue to be, a living, vibrant place where students, through the guidance of the adults in their lives, and through the grace and spirit of Jesus Christ, achieve those goals of happiness, health and growth. I am blessed to be your principal and am here to serve you and your children in any way that I can. Towards that end, let us pray for each other daily!

Yours in Christ,

Angie Eisenacher

Principal

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***Upon granting us your permission, we will share email and phone information with parents so that you can be in touch with each other. This will be done through FACTS.***

***A Student Directory book will be distributed to each family in October. Directory information includes the name of student(s), grade(s), address, parents name(s), parent(s) email and phone number(s). A form will be sent home at the beginning of the year so that parents can declare what information they would like included in the Directory. There is a Personally Identifiable Information Release Form that a parent must sign if a student's identifiable information is to be released to anyone outside of the school. This information may include pictures with or without names, addresses, social security number, ID numbers, personal characteristics and educational records. The form is available by request to the school office.***

## Welcome to Trinity Catholic School

The families, students, staff, pastors, and parishes of Trinity wish to welcome you to our school. We hope you enjoy your educational and community experiences with us. We invite you to feel at home and encourage you to participate in the many programs and activities at Trinity School.

This handbook provides a summary and general guideline for the day-to-day operation of the school as well as information regarding other school affiliated groups and services. Please take the time to read it carefully. Do ask questions on issues which are not clear and feel free to suggest ways for improvements. We are all dedicated to providing an excellent Catholic education for our children and rely on our parish and school families' cooperative goodwill to strive toward that goal.

## Trinity Catholic Faculty and Staff

<b>Principal</b>	Angie Eisenacher	<a href="mailto:aeisenacher1@cducation.org">aeisenacher1@cducation.org</a>
<b>School Secretary</b>	Lillian Purkey	<a href="mailto:lpurkey@cducation.org">lpurkey@cducation.org</a>
<b>Pre-School</b>	Andrea Boyd	<a href="mailto:aboyd@cducation.org">aboyd@cducation.org</a>
	Shelley Dulin	<a href="mailto:sdulin@cducation.org">sdulin@cducation.org</a>
<b>Kindergarten</b>	Monica Murnane	<a href="mailto:mmurnane@cducation.org">mmurnane@cducation.org</a>
<b>First Grade</b>	Grace Turcu	<a href="mailto:gturcu@cducation.org">gturcu@cducation.org</a>
<b>Second Grade</b>	Patricia Olvera	<a href="mailto:polvera@cducation.org">polvera@cducation.org</a>
<b>Third Grade</b>	Susan Williams	<a href="mailto:swilliam@cducation.org">swilliam@cducation.org</a>
<b>Fourth Grade</b>	Karla McKenna	<a href="mailto:kmckenna1@cducation.org">kmckenna1@cducation.org</a>
<b>Fifth Grade</b>	Shannon McCarthy	<a href="mailto:smccarthy@cducation.org">smccarthy@cducation.org</a>

### Middle School Team (Grades 6-8)

#### Grade Six Homeroom and Math/Science

Joe Wilson      [jwilson3@cducation.org](mailto:jwilson3@cducation.org)

#### Seventh Grade Homeroom and Language Arts

Sara Miller      [smiller1@cducation.org](mailto:smiller1@cducation.org)

#### Eighth Grade Homeroom and Theology/Social Studies

Elaine Schuttinger      [eschutti@cducation.org](mailto:eschutti@cducation.org)

<b>Physical Education</b>	Keith Murnane	<a href="mailto:kmurnane@cducation.org">kmurnane@cducation.org</a>
<b>Music Education</b>	Stephanie Doyle	<a href="mailto:sdoyle@cducation.org">sdoyle@cducation.org</a>
<b>Art Education</b>	Kaci Reichard	<a href="mailto:kreichart@cducation.or">kreichart@cducation.or</a>
<b>Technology</b>	Pat Whyte	<a href="mailto:pwhyte@cducation.org">pwhyte@cducation.org</a>
<b>Band Teacher</b>	Craig Lewis	<a href="mailto:clewis@cducation.org">clewis@cducation.org</a>
<b>Tutors</b>	Diane Bowling	<a href="mailto:dbowling841@gmail.com">dbowling841@gmail.com</a>
<b>Psychologist</b>	Lindsay Liskowiak	<a href="mailto:lliskowiak@columbusk12.oh.us">lliskowiak@columbusk12.oh.us</a>
<b>Speech</b>	Sandra Winchester	<a href="mailto:sandwinch4@aol.com">sandwinch4@aol.com</a>
<b>School Nurse</b>	Deb Strouse	<a href="mailto:dstrouse739@columbus.k12.oh.us">dstrouse739@columbus.k12.oh.us</a>
<b>Cafeteria</b>	Stephanie Suerdick	<a href="mailto:ssuerdieck@cducation.org">ssuerdieck@cducation.org</a>
<b>TCCP (After Care)</b>	Alyssa Mackiw. Andy Tuttle, Aide	<a href="mailto:akoler@cducation.org">akoler@cducation.org</a>

## **Mission and Belief Statements**

### **Mission Statement:**

Trinity Catholic Elementary School promotes and strengthens the Catholic faith within a challenging and supportive educational environment.

### **Belief Statements:**

We believe that students at Trinity Catholic Elementary School:

- Demonstrate Christian values based on Catholic Teaching.
- Share the responsibility for growing spiritually and academically with the support of their families, parishes and the community.
- Learn better in a safe environment.
- Process information in different ways through different learning strategies.
- Develop into life-long learners and responsible citizens in the Kingdom of God.
- Experience a challenging curriculum which allows for both struggles and achievements.



- Embrace the reading of literature, an appreciation for, and the application of, the arts, and physical exercise to enhance both their learning and their lives.

## **Day to Day Procedures**

### **Absence Procedures**

Should your child not be in school on any given day, please call the school office before 8:30 AM (814-488-7650). Calls made before 7:30 AM will be transferred to voice mail. The school secretary will call the home or workplace of anyone who has not called the school office by 8:30 A.M. This is in compliance with the Child Safety Act. In addition to a phone call, the child is to bring a written excuse upon his or her return to school. This note is to explain any and all days absent, and a parent or guardian must sign it. These notes are kept on file in the office for the school year.

Please do not request that your child remain inside during the recess period, as fresh air and exercise benefit the educational process. While we will be returning to many of the “Pre-Covid” policies, we ask that you continue to conduct daily health checks of your child BEFORE sending your child to school. If your child is displaying any of the symptoms of COVID **we kindly ask that you keep your child home!** If your child has a fever, is vomiting or has diarrhea, you are required to keep your child home until he/she is at least 24 hours free of those symptoms WITHOUT medication before they can return to school.

Since attendance in school is vital to student success, excessive absences (28 days per year) may result in a student being retained in the present grade for another year. More than seven absences in any one grading period may be grounds for serious action.

### **Trinity Childcare Program (TCCP)**

The Trinity Childcare Program, known as TCCP, serves families in our school community by providing care for children enrolled in grades K-8. Our program follows the school calendar and does not operate on early dismissal days, when school is not in session, or when closed for inclement weather. The hours of operation are Monday through Friday 2:35-6:00 P.M. Snacks, homework/reading time, playtime, and structured activities occur daily. Rates are :

\$12per child, per day

\$17 for two children, per day

\$23 for three or more children per day

You may order your days and pay through FACTS. Please anticipate days needed and pay ahead weekly or monthly.

## **Arrival and Departure**

It is important for our students to arrive to school promptly so they may fully enjoy the day's activities. The start of the day often affects the child's whole experience for the day. **The school day begins promptly at 8:00 AM.**

**Please make every effort to have your child at school by 8 am in order that he or she may participate in our Morning Prayer and announcements. It is very important for the unity and life of the school that we start the day all together!!**

Being picked up on time after school is equally important. **The school day ends at 2:35 PM.** Young children need the security of knowing that they will be picked up when the other children are going home. For safety reasons, students must be supervised between the time their class is dismissed and the time they are actually picked up. Children may not play on the basketball courts, the field, or the playground after school, unless a parent is supervising them. If a child is not picked up on time, he/she must come to the office. The child may be picked up in the office or at TCCP.

We understand that sometimes extraordinary circumstances occur that delay a parent's arrival. Please call the office if this is the case. Otherwise, please be prompt for pickup.

Parents dropping off students in the morning are requested to use the east entrance off of Thornwood Place or Morning Ave. and exit south onto Hollywood, dropping your student off between the basketball hoops to the left of the cones. In inclement weather, the cones may be curved towards the building so that parents may drop off their students close to door #2 to go up to the cafeteria.. If you are parking for any reason, please use the first three rows of spots closest to the church or the lot south of the church. For safety purposes, please have your students exit the car on the passenger side. You may pass other cars with extreme caution on the left.

The doors will be locked in the mornings until 7:30am. At 7:30, students will be gather either out on the blacktop or proceed inside to the cafeteria in inclement weather. No ball playing or running is permitted in the mornings or after school in the parking lot. Students are not permitted on the playground or field before school.

At 7:50 teachers will come out to the parking lot (or cafeteria) to meet their classes. Students will be instructed to line up at this time. Promptly at 8:00, we will begin the day with community prayer, the Pledge of Allegiance, birthdays and morning announcements. Parents are welcome to participate with us. Teachers will then take their classes into school to begin their day.

For after school pick-up, parents are requested to follow the same procedure as in the morning—entering from Thornwood Pl. or Morning Ave. and exiting onto Hollywood. Your child will enter your car on the passenger side. Once all cars are loaded, the vehicle lines will be dismissed.

**Please do not enter the driveway between the church and playground in the morning or after school as that lane is reserved for buses.**

## **Birthday Parties**

The homeroom teacher determines what types of celebrations will be held in the classroom. Parents are encouraged to communicate and collaborate with the teacher regarding the provision of treats, possible allergies, and recognition in honor of their child's birthday.

## **Bicycles**

Bicycles may be ridden to school. They must be locked and placed in the designated area. Bicycles may not be ridden during recess or on the playground at any time. The school assumes no responsibility in case of theft or damage.

## **Calamity Days**

Canceling schools due to inclement weather is never an easy decision to make. Parents should have a plan in place for their children whenever it becomes necessary to cancel school. Because Catholic schools rely on public school transportation to get children to and from school, the public school districts play an essential part in the decision making process. For schools, the *Office of Catholic Schools* has made the following decisions:

When the road conditions are dangerous for travel, all elementary and high schools shall be cancelled.

When the weather temperature is dangerous for students to be outside waiting for buses, the elementary schools will be cancelled.

If the Columbus Public School District cancels school due to transportation issues unrelated to weather, both Catholic elementary and high schools will be in session **without** Columbus Public School transportation.

Announcements concerning any unusual school closings, such as excessive snow or ice, furnace trouble, etc. will be made over the public radio and television stations. If Columbus Public Schools close, Diocesan schools usually close. Our school will be listed under *Franklin County – Columbus Catholic Schools*. Most Diocesan schools are not listed separately. Emergency closings of school during the day will be made by the superintendent if it affects the entire district and by the principal if it only affects our building. Should an early dismissal be necessary, parents will be contacted by the school. Emergency Notification Forms will be filled out at the beginning of the school year. Parents should plan for such emergencies by instructing their children where to go if no one should be home.

## Child Custody

The custodial parent is required to provide the principal or the person in charge of admission with a certified copy of any child custody order or decree pertaining to the child.

## Daily Schedule for Trinity Catholic Elementary School

8:00---Starting Bell

8:05---Tardy Bell

11:15-11:45---Lunch for grades K-3/Recess for grades 4-8

11:45-12:15---Lunch for Grades 4-8/Recess for grades K-3

2:30---Dismissal (Bus Riders)

2:35---Dismissal (Walkers, Car Riders, and After School)

## Emergency Information

An Emergency Card (one per student) and Emergency Authorization Form (one per student) will be sent home either on the first day of school. Please report any health issues and any medications your child is taking at this time. Emergency forms must be on file in the school office and need to be returned ASAP.

Please notify the secretary of any changes as they occur. It is necessary to keep accurate emergency cards. *Please send a written update of the following:*

- New address
- New telephone number (home and/or work)
- New E-mail address
- Change in emergency school closing plan if necessary
- New emergency contacts
- Effective date of change
- Signed and dated by parent or guardian
- Change of Parish

You may also update your information on FACTS at any time.

## Field Trips

A field trip is defined as a school-sponsored activity which occurs off campus supervised by school personnel and/or adult volunteers. Each student participating in a field trip must have a Permission Slip signed by his/her parent or guardian. **The permission slip must be returned to the teacher on or before the deadline date stated by the**

**teacher on the permission slip.** Students failing to return these slips by the deadline may not be permitted to take part in the trip.

Persons volunteering to drive for a field trip must furnish the school with a copy of the following information:

- A valid Ohio, Kentucky, or West Virginia driver's license.
- A valid Ohio, Kentucky, or West Virginia registration for the vehicle.
- Proof of insurance for the vehicle for at least \$100,000 per person/\$300,000 per occurrence.

It is also required that the driver:

- Has not been involved in any car related accidents or citations for reckless driving in the past three (3) years.
- Has been finger printed by both FBI and BCI.
- Must have attended the Protecting God's Children Workshop.
- Be accompanied by another adult who meets the same requirements.

Drivers for a Field Trip are responsible for overseeing that each student being transported is wearing a seat belt. They must follow the preferred route only to and from the designated field trip (no "fast food" or other side trips). The drivers are responsible for the emergency medical form (provided by the homeroom teacher) corresponding to each student assigned to his/her vehicle.

### **Items Forgotten At Home**

Parents are asked not to interrupt regular classroom activities. Lunches, physical education equipment, books, or other items left at home must be dropped at the school office. Please have the name of the student and grade marked on the article you are dropping off in the office.

### **Locker Policy**

Students in grades 4 - 8 are assigned a locker. Each student must accept the responsibility that goes with this privilege. The responsibility entails care and maintenance. The locker is to be free of writing both outside and inside. **NO TAPE OF ANY KIND SHOULD BE USED ON THE LOCKERS—MAGNETS ONLY!**

Any pictures used on the inside of the locker must be in keeping with the values taught at Trinity Catholic School.

Upon authorization of the principal, lockers may be searched. Authorization is given only when there is good reason to believe that the locker contains stolen property or items detrimental to the health and welfare of the students.

## **Lost Items**

The Lost and Found is located in a labeled bin next to the office.

## **Lunch**

Our school lunch program provides a nutritious meal following guidelines established by the government. A Health and Wellness Policy with regard to student nutrition and physical activity is available in the school office. A hot lunch, including milk, is offered for \$2.50. Extra entree can be purchased for \$1.00. Milk or juice box is \$0.40. Parents have the option to both pre-order and pre-pay for lunch on-line through FACTs. Lunch can also be paid by sending in cash or check. It is highly recommended that parents keep money in the cafeteria account for their child to buy extras. Parents will be notified by email when the account is drawn down or if charges exceed twenty dollars.

## **Lunchtime/Recess**

Parents are asked to use extra caution in the parking lot especially during recess-- between 11:00 and 12:15 pm daily—as well as on gym days—Mondays and Wednesdays. If you need to come to school during these times, please park in the areas closest to the church.

## **Medication at School**

A student receiving prescribed medication during school hours must have a signed medical authorization from the parent or guardian, and a properly completed physician's statement on file. The authorization must include the following:

- Written permission from the parent.
- A physician's verification of the necessity for the medication; name of the medication; dosage; times or intervals at which it is to be taken and duration.
- Medication must be in original containers and have an affixed label with student's name.
- A statement releasing and holding school personnel harmless from any liability for damages or injuries resulting directly or indirectly from the presence of the medication in the school or its use by the students.

Effective November 4, 1999, Ohio House Bill 121 permits students to carry and use asthma inhalers with the written approval of their parents and health care provider. Employees of the schools of the Diocese and public school employees (e.g. school nurse) are permitted to administer prescribed medications to a student when conditions exist, which, in the judgment of the employee, merit giving assistance to the student.

At the discretion of the principal, the school may require that medication be kept in the office at all times. Accurate records of the medication given must be kept in the students' health files. The possession or use of any non-prescription, over-the-counter medications during school hours is acceptable if the school office has the parent's written permission to administer the medication. A copy of the permission form may be

attained from the school office. The school will not administer aspirin to students because of its connection with Reye Syndrome.

Students who require the use of an Epi-Pen must have the required paper work in the school office. Please call the school for the necessary forms. Senate Bill 164, effective March 22, 2007, has changed the regulations with regards to the use of Epi-Pens. The school nurse can provide further information about the use of the Epi-Pen.

### **Parent Inquiry Procedures/ Discussing Concerns**

Any parent who has concerns related to their child's performance, behavior, or safety needs is to adhere to the following procedure in this order:

1. Discussion with the teacher (s) involved
2. Discussion with the school principal
3. Discussion with the pastor of the school

**\*\*Please do not bypass steps in this process! This often creates confusion and inaccurate information often gets passed along. Thank you in advance for your cooperation!**

### **Personal Belongings/Cellular Phones**

Students are discouraged from bringing cell phones, game systems, I-pods, etc. to school. Students may NOT use these personal devices during school hours (7:30 am – 2:35 pm). Teachers may confiscate them for the day if this rule is violated and enforce disciplinary action. The school is not responsible for lost, stolen, or broken items.

Expensive items should not be brought to school. If lost, broken, or stolen, the school will not be responsible for replacing them or for payment.

### **Phone Calls**

Important messages by phone will be delivered to the student. To insure that messages from parents to students are communicated in a timely manner, calls should be received by 2:00 PM.

### **Releasing Students from School**

The principal may grant early dismissal for necessary dental and medical appointments. Parents are discouraged from making appointments during the school day. Please try to schedule these appointments so that your child will not miss important work.

A note for an early dismissal is required. Students will not be dismissed from the school building until an adult comes to the school office to meet the student. Students will stay in their classroom until a parent/guardian arrives at the office and signs out the student.

In case of an emergency, the principal may send a student home. The child's parents will be notified and will be responsible for getting the child home.

Prolonged absences hinders a child's learning because it interrupts classroom work. Therefore, absences should be kept to a minimum. The Diocesan Policy on Attendance states that a child may be retained in his or her present grade if the student has missed more than twenty-eight (28) class days in a school year.

### **FACTS Student Information System**

The primary form of communication between home and school is FACTS. Every parent will be given a login to access this important program. Please contact the school if you ever lose or forget your login information.

Through FACTS, you may email the teachers, check announcements and the school calendar, check grades, check the school lunch menu, order and pay for lunch and TCCP, and volunteer.

Report cards, behavior reports, and progress reports are accessed through FACTS as well.

### **Student Illness**

Children may not attend school if they have a fever, a contagious skin rash, vomiting, evidence of lice, or any other symptoms of illness including those found on the "Daily Health Assessment Check In" (see the COVID appendix).

If a child becomes ill, the staff will:

- a) Make the child as comfortable as possible.
- b) Isolate the child from the group if necessary.
- c) Contact the parent to have the child picked up.

Parents are required to make immediate arrangements to pick up a sick child when requested to do so by the staff.

### **Tardiness Policy**

School begins at 8:00 AM. After 8:05 AM, a student is considered tardy. This includes tardiness for doctor's appointments.

A student who is tardy must report to the office before going to class. A written note, signed and dated by the parent stating the reason for the tardiness, may be requested. This tardiness will be noted on the student's attendance record. A parent/student conference with the principal may be necessary for excessive tardiness.

### **Toys**

Toys are not permitted in the classroom and may be held by the teacher until the end of the day. The exception would be designated days or specific teacher requests.



## **Vacations during the School Year**

Children who are taken out of school to accompany parents on vacations are not excused from school. This situation is referred to as an unexcused absence. An unexcused absence is defined as any situation that can be avoided, such as family vacations, business trips, etc. There is not a school policy that requires that assignments be given to students before they leave on the trip. If an assignment or assessment is missed while the student is gone, the student must make arrangements with the teacher to make up that assignment or assessment. Assignments may be found on FACTS.

## **Visitors**

Parents and/or visitors to our school must report to the office through door #1 and sign in. Non-parent visitors will be escorted by a staff member or student while in the building.

## **Dress Code**

The purpose of the Trinity Catholic dress code is for the students to come to school free of distraction and ready to focus on putting their minds to work in the classroom. Students can express pride in their school and themselves when they have a neat and clean appearance. Parents should help in seeing that their children come to school dressed in accordance with the policies. Dress code violations will be addressed according to classroom discipline policies.

Expressed nuances of school dress code, when questioned, will be decided by the principal.

### **Kindergarten Dress Code:**

Students are required to wear the physical education uniform as their daily uniform.

Students must wear the gray short sleeve Trinity Catholic t-shirt with the option of wearing a plain white, gray, or navy long-sleeved t-shirt underneath. No thumb-hole shirts. Students also have the option of wearing the long sleeve Trinity Catholic t-shirt with the logo. The gray Trinity Catholic sweatshirt may be worn over top of the Trinity Catholic t-shirt. Shirts must come past the waist.

Students must wear navy blue mesh, drawstring shorts or solid navy blue sweatpants with or without the Trinity logo. Students may also wear solid navy blue leggings or yoga style pants, but the leggings must come down to their ankle and over their matching socks. Shorts and pants may not have pockets, buttons, or zippers. Shorts must be knee length and are permitted from the first day of school through October 31<sup>st</sup> and again from April 1<sup>st</sup> through the end of the school year or at the discretion of the principal.

Students are required to wear tennis shoes. Please avoid styles that may cause a distraction during the school day. All shoes must have backs for safety. Shoes that are easy for the child to manage, such as velcro straps, are highly encouraged. No sequins, lights, studs, characters, glitter or other embellishments are permitted.

Students must wear solid white, black or navy blue socks. No lace, logos, or patterns. All socks must be pulled up to their maximum length and be visible above the shoe.

Hair must be clean and well-groomed. Students are expected to avoid extreme hairstyles or large hair accessories. Hair may not be sprayed, glittered, colored, or artificial. All hair accessories should either be solid in color or the school uniform plaid. For boys, hair must be above the collar and not past the middle of the ear. Bangs must be above the eyebrows. As a matter of courtesy, all hats should be removed while in the building.

Girls may wear one earring per ear. Earrings may be either post style or earlobe hugging hoops. Boys may not wear earrings. All students are permitted to wear a watch but may wear no other bracelets. Apple watches, or watches with the capability to text and email, may NOT be worn. All students are permitted to wear a cross or religious medal on a chain, but these necklaces cannot be choker style. No make-up or glitter may be worn at school. Artificial nails are not permitted. Both clear nail polish and lip balm are permissible.

## **Dress Code Grades 1-8**

### **Jumpers/Skirts**

**Grades 1-5:** The blue, green and white jumper is available at Educational Apparel. The jumper must be no more than one inch above the knee.

**Grades 6-8:** The blue, green and white plaid skirt is available at Educational Apparel. The skirt must be hemmed to no more than one inch above the knee and may not be rolled at the waist. Girls may wear pants under their uniform to and from school in the colder months, but they must be removed at the start of the school day.

### **Pants**

Girls and Boys: Students must wear navy blue uniform pants (sold expressly as uniform pants.) Students may not wear jeans or faded pants. No extra zippers, pockets, or corduroy pants are permitted. All pants must be worn at the waist. A plain navy blue, black, or brown belt must be worn with the pants and **be secured at the waist**. No baggy or rolled up pants.

### **Shorts**

Girls and Boys: From the first day of school in August until October 31st and from April 1st until the last day of school, students may wear knee length, blue, uniform shorts. A plain navy blue, black, or dark brown belt must be worn with the shorts and **be secured at the waist**.

### **Shirts**

Girls and Boys: Plain white or light blue knit, or oxford cloth, shirts with long or short sleeves (sold expressly as a uniform shirt) must be worn. All shirts and blouses must be worn tucked in at all times. Only the top button may be unbuttoned. Plain white t-shirts

may be worn under the uniform shirt. The t-shirt must be short sleeved if the uniform shirt is short sleeved.

### **Sweater/ Sweatshirts**

Solid navy cardigans, the Trinity Catholic pullover sweater, or Trinity Catholic sweater vest are permitted. All students may wear the Trinity Catholic logo sweatshirt or the gray gym sweatshirt over their school shirt. These are available at Educational Apparel. All other sweatshirts and hoodies including spirit wear and Trinity team apparel may not be worn in the building during class time unless otherwise designated.

### **Shoes**

Shoes must be tied or strapped, non-skid, non-marking, rubber or hard soled dress shoes or athletic shoes. No boots, open-toed shoes, moccasins, sandals, or clogs are permitted. All shoes must have “backs” for safety. No sequins, lights, characters, studs, glitter, or other embellishments. On Physical Education days, athletic shoes must be worn. Boots may be worn to and from school in cold weather months, but must be removed at the start of the school day.

### **Socks**

Students must wear solid, plain white, black, or navy blue socks that are long enough to cover the ankle. All socks must be pulled up to their maximum length and be visible above the shoe. Girls may wear solid white or navy blue knee socks or tights. Students may also wear solid navy blue leggings or yoga style pants during the cold weather months, but the leggings must come down to the ankles, over the socks, and must be the same color as the leggings.

### **Hair**

Hair must be clean and well-groomed. Students are expected to avoid extreme hairstyles or large hair accessories. Hair may not be sprayed, glittered, colored, or artificial. As a matter of courtesy, all hats should be removed while in the building.

**Girls:** Hair accessories may be worn, but avoid any accessories that cause distraction and draw attention. All hair accessories should be solid in color or school uniform plaid.

**Boys:** Hair must be above the collar and not past the middle of the ear. Bangs must be above the eyebrows. When applicable, boys must be clean shaven.

### **Jewelry/ Make up/ Nail Polish**

Girls may wear one earring per ear. Earrings may be either post style or earlobe hugging hoops. Boys may not wear earrings. All students are permitted to wear a watch, but may wear no other bracelets. Apple watches, or watches with the capability to text and email, may NOT be worn. All students are permitted to wear a cross or religious medal on a chain, but these necklaces cannot be choker style. No make-up or glitter may be worn at school. Artificial nails are not permitted. Both clear nail polish and lip balm are permissible.

### **Trinity Catholic Spirit Wear:**

Trinity Catholic athletic apparel or Spirit Wear may be worn to and from school but not as part of the regular uniform during the school day unless designated as an official “Spirit Day” by the principal. Uniform extras sold by Educational Apparel can be worn as part of the uniform..

### **Physical Education Uniform**

Students must wear the gray Trinity Catholic t-shirt with the school logo. Students must wear navy blue mesh, drawstring, elastic shorts or navy blue elastic gym shorts with the Trinity Catholic logo. During the winter uniform months, students must wear navy blue sweatpants with the Trinity Catholic logo. These are available at Educational Apparel. If the student is unable to wear the required gym shorts or pants due to sizing, students may wear solid navy blue sweatpants or mesh gym shorts without a logo.

### **Dress Down Days**

On dress down days, students must wear appropriate casual clothing without holes or rips. No offensive wording is permitted. Students may not wear crop tops, mini-skirts, off shoulder shirts, spaghetti straps, or tank tops. All shirts must be long enough in length that they could be tucked in. Low rise or sagging pants are not permitted. Make up may not be worn. Open toed shoes, open backed shoes, or sandals are not permitted. No boots on gym days. Jewelry is not permitted. Socks must be worn and visible above the ankle.

### **Scouting**

The Scout uniform may be properly worn on the meeting date or the day before/after meetings are held on the weekend.

## **Academics**

### **Assignment Notebooks**

Students in Grades 3 - 8 will have an assignment notebook in which to record and organize homework and special assignments. Homework is also posted on FACTS. Assignment notebooks and web access to specific assignments and deadlines will aide parents in teaching and supporting their student’s growth in responsibility. Additionally these tools will enhance the communication process and provide an overview of classroom work. The assignment book will be available for purchase on the first days of school.

### **Enrichment Programs**

Accelerated Reader®  
Google Classroom  
IXL (Math, ELA, Science, Social Studies)  
Lexia  
Computer Science “Discoveries” (Grades 6-8)  
Spelling Bee

Invention League  
Super STEM Day  
Spanish (Grades 4-8)  
Latin (offered in Grades 6-8)  
Stratford Ecological Center Environmental Day Camp (Grades 4-5)  
Stream Quality Monitoring (Grade 5)  
Junior Achievement Biztown (Grades 5-6)  
SEED (Students Experiencing Ecosystem Dynamics) (Grade 5)  
Instrumental Music (Grades 5-8)  
Algebra, Geometry, Mandarin Chinese, and Spanish-via videoconference with Bishop  
Ready HS (Grades 7 & 8)  
Girls on the Run Club (Grades 3-8)  
Scouting  
Flag Crew/Safety Patrol  
Operation Street Smart (Grades 5 and 7)  
Middle School Musical (Grades 7-8)  
Battle of the Books (Grades 7-8)  
Power of the Pen (Grades 7-8)  
Mixed Grade Saint Named Family Groups  
F.A.N. Club (Fitness and Nutrition Club) (TCCP)  
Children's Choir (Grades 2-8)  
Diocesan Athletic Programs

## **Standards-Based Grading**

Our focus should be placed on both the student's moral and intellectual excellence. There are several advantages of standards-based education:

- It ensures consistent expectations across grade levels.
- It helps teachers and students focus on the standards in their learning activities.
- Assessments are aligned to standards and provide evidence of what a student knows and/or can do.
- It provides feedback as to a student's proficiency level allowing the teacher to better individualize instruction.
- It provides parents with valuable information on how their child is progressing on the critical concepts and skills of the grade level as well as individual standards.

By fully implementing a standards based reporting system, accurate information about student performance can be communicated by teachers to parents. Children and their learning are too complex to be reduced to a simple letter grade. This reporting system will be a fuller indication of academic progress than other currently used grading systems. The progress codes indicate a child's progress toward achieving specific grade level standards as identified by the Ohio Department of Education in conjunction with the Diocesan Courses of Study.

Instruction is focused on standards within our courses of study including appropriate and meaningful activities that engage the student in the learning process. Students focus on true mastery of a topic or skill and teachers focus on teaching standards that every student must learn. Each lesson taught is connected to a standard, and learning targets along the way mark

progress toward meeting the standard. Learning goals are clear and opportunities to meet them are varied.

## **Standards Based Assessment**

Students know in advance what they will need to learn, and they will have more than one opportunity to show they have met the standard. Teachers will use both informal (formative) and formal (summative) assessment to measure progress. Formative is assessment *for learning* and is characterized by direct and constructive feedback. Summative is assessment *of learning* and is designed to provide information or evidence about achievement of standards.

Assessments can include portfolios, projects, quizzes, tests and daily assignments. Students will have multiple assessment opportunities –and different assessment options – to demonstrate their understanding of the standards. All assessment items are aligned to standards and determination of mastery is defined and communicated to the student prior to the student taking the assessment.

The primary purpose for report cards and progress reports is to give parents, teachers and students a clear picture of a child’s academic progress and growth in relationship to the Diocesan courses of study. The grades are determined by analyzing the “evidence” of learning and each student’s work is measured against the standard, not other students’ performance. Grades reflect that a student is exceeding, meeting, or working toward mastery of the standards. The grades are given for each standard, not an average of grades for a content area. So a “good grade” means the student put in the work and knows the material. *Standards-Based education focuses on what a student knows, not how long it took to get there.* The teacher gives students the practice they need and more than one opportunity to demonstrate success—if they need it. In assessing the whole child, two separate categories will be reported:

- Academic achievement which is an accurate evaluation of what a student knows and is able to demonstrate.
- Nonacademic indicators which describe the actions and behaviors that support achievement.

## Diocese of Columbus Progress Codes

Symbol	Progress Code Description
<b>E (+)</b>	<p><b>Exceeds the Essential Standard</b></p> <p><i>The student exceeds the essential standard by consistently demonstrating an advanced level of understanding and/or the ability to apply knowledge at a higher level.</i></p> <p>The student <b>independently</b> synthesizes information and makes connections between concepts to apply the knowledge in <b>new and unique ways</b> or to apply the concepts to solve real world problems. An “E” can be earned at any time throughout the school year.</p> <p>Teachers must give opportunities to <b>all</b> students to demonstrate this level of performance. Students should be strongly encouraged to try to complete “exceeds” questions. One suggestion is to embed the questions, not separate them out and label them “Extra Credit” or “Bonus”.</p> <p>In addition, some foundational skills may not have an “Exceeds.” For example, once a student knows all the letters of the alphabet, there are no ways to demonstrate “exceeding” this standard.</p>
<b>M (✓)</b>	<p><b>Met the Essential Standard</b></p> <p><i>The student has consistently mastered the essential standard taught and assessed.</i></p> <p>A student earning an “M” demonstrates a <b>consistent</b> understanding of grade level expectations and concepts <b>when assessed</b>.</p> <p>A student earning an “M” demonstrates content knowledge and skills by consistently demonstrating achievement of all the <b>indicators</b> that are linked to the essential standard.</p> <p>An “M” can be earned at any time throughout the school year and indicates strong, excellent work at the grade level. <b>The “M” is the goal for the grade level and should be celebrated.</b></p>
<b>W</b>	<p><b>Working Toward Meeting the Essential Standard</b></p> <p><i>The student is working toward mastery of the essential standard or is inconsistent in his/her demonstration of mastery when assessed.</i></p> <p>A student earning a “W” has not yet met the essential standard but is progressing toward achieving the grade-level concepts and/or skills OR has been inconsistent in his/her demonstration of achievement of the indicator standards. <b>The “W” is an indication of a student learning the grade-level concepts and skills.</b></p>

<b>N</b>	<p><b>Not Meeting the Essential Standard</b></p> <p><i>Student has not demonstrated mastery of the essential standard. This is usually given to students who are at the beginning stages in learning a new concept or are working below grade-level.</i></p> <p>A student earning an “N” demonstrates a very limited amount of knowledge or skill as it relates to the essential standard. In most cases, the student is still learning previous grade-level concepts and skills. The difference between a “W” and an “N” is in the grade level of the concept or skill that the student is working on. If a student is working on the grade-level essential standard but hasn’t met it yet, he/she would receive a “W”. However, if the student is working on previous grade-level standards, he/she would receive an “N”.</p>
<b>INS</b>	<p><b>Insufficient Evidence</b></p> <p><i>There was insufficient evidence provided for demonstration of mastery when assessed, usually because of lack of attendance or effort.</i></p> <p>There should be corresponding documented on other parts of the report card. Students will be given the opportunity to provide sufficient evidence by the end of the next grading period.</p>
*	<p><b>Modification</b></p> <p><i>Only for those students whose curriculum content area and standards have been modified based on Services Plan/IEP Goals. This does not apply to students who only have accommodations.</i></p>

Students will have their progress posted through the online gradebook on FACTS so that parents may check their child’s progress.

### **Conduct and Effort Reporting**

Grades should be as pure a measure of achievement as possible. When we include behaviors such as turning in work late or not at all or the amount of participation or effort, we are not accurately communicating achievement. We believe that work habits and behaviors that support learning should be reflected separately on the report card; they are still a very important part of communicating to parents about their child’s progress. While these are process factors, rather than results, they contribute to achievement and are valued both in school and in the wider world. Reporting on such habits communicates information to parents about whether their child is working hard, or hardly working. By including habits as a *separate* reporting category, teachers can more honestly communicate about such matters as behavior, participation and completing assignments *without* distorting a student’s actual academic grades.



There will be a Conduct and Effort Reporting System in conjunction with the academic report card. Teachers in grades K-5 and in grades 6-8 will govern the reporting of conduct and effort behaviors. Your classroom teacher will communicate to you throughout the quarter on your child's progress in these areas. The quarterly report is meant to be an overall picture of your child's entire quarter and will be sent home with the quarterly report card.

## **Recognition of Student Achievement (Grades 6-8): Held at the end of each semester.**

### **Summa cum Laude Honors:**

Students in grades 6-8 will be eligible for Summa Cum Laude Honors if:

- 1) Student receives an "Exceeds the Essential Standards" (E) in at least one standard of two different subjects. If a student receives two E's in Math, but none in any other subjects then he or she is not eligible and
- 2) Student receives "Meets the Essential Standards" (M) in all standards in all subjects and
- 3) Student meets the standards of the Work Habits and Learning Behaviors reporting system. No life skills were received during the quarter.

### **High Honors:**

Students in grades 6-8 will be eligible for High Honors if:

- 1) Student receives "Meets" or "Exceeds the Essential Standards" in all subjects in all standards but does not receive "Exceeds the Essential Standards" in two subject areas and
- 2) Student meets the standards of the Work Habits and Learning Behaviors reporting system. No life skills were received during the quarter.

### **Honor Roll:**

Students in grades 6-8 will be eligible for Honor Roll if:

- 1) Student is not eligible for Summa Cum Laude or High Honors and
- 2) Student receives no more than two "Working Toward Meeting the Essential Standard" (W) under any standards and
- 3) Student receives no "Not Meeting the Essential Standard" (N) under any standards and
- 4) Student meets the standards of the Work Habits and Learning Behaviors reporting system. No life skills were received during the quarter.

**Effort Roll:**

Students in grades 6-8 may be eligible for Effort Roll in quarters 2, 3 & 4 if:

- 1) Student does not meet any of the above criteria, but he or she shows “Working Toward” under at least two standards in any subject and
- 2) Student meets the standards of the Work Habits and Learning Behaviors reporting system. No life skills were received during the quarter.

**Subject Mastery Awards:**

Students in grades 6-8 will be eligible for Subject Mastery Awards for meeting all standards in any given subject area.

**Homework**

Homework is often necessary when a lesson begun at school needs to be completed at home and for practice of the learning standards. The amount of homework given will depend upon the student’s ability and grade level.

Homework is the responsibility of the parent as well as the student. Although parents are not expected to do the work for the child, their cooperation is needed to see that the student has enough time and a suitable environment in which to complete assignments. The teacher should be notified if (1) the student seldom or never seems to do or have homework or assignments, or (2) if the student appears to be spending too much time with assignments. Parental interest, encouragement, and cooperation are vitally important to the student and to the school staff. Homework is posted on FACTS, where it is accessible for quick checks.

**Make-Up Assignments**

When a student is out of school because of extended illness (3 or more days), he or she should consult FACTS for missing assignments. We can have books and materials sent to the office for pick-up if requested within 48 hours.

\*\*For children that are in quarantine due to having been diagnosed with Covid or an exposure to Covid, assignments and materials needed should be made in writing via an email to the teacher by the student or parent. Any needed books and materials will then be made available for pickup within 2 school days of the request.

**Student-Led Parent Conferences**

All parents are required to meet with their student and the homeroom teacher during fall conferences. At other times, conferences can be requested by parents/teachers with advance notification.

Parents are welcome and highly encouraged to discuss their child’s progress with the classroom teacher at any time during the school year by email, phone, or in person. If

you would like to meet in person, please schedule a time with the teacher so he/she has time to prepare.

### **Services Available To Students**

Using auxiliary funds, we have tutors available for both remedial and enrichment studies in reading and math. Testing can be requested by Columbus Public Schools by putting that request in writing to the school principal. The services of a speech therapist are available if needed. Our school psychologist is available on Mondays for counseling as well as testing. Our nurse is available every other Friday.

### **Music Program**

Trinity students have the opportunity to grow in their understanding and appreciation of music. All students participate in music class.

**Instrumental Music:** This is separate from the music class. The Bishop Ready Band Teacher provides instructions to individual students. There is an additional cost for this program. Children in grades 5-8 are eligible to participate.

### **Physical Education Program**

The primary purpose of Physical Education is to promote physical fitness and to have students develop habits that will be beneficial throughout their lives.

A certified physical education instructor teaches physical education classes. Students are required to wear their gym uniforms on the assigned gym days (Monday and Wednesday for the 2021-2022 school year).

If a parent feels that there is an important reason (such as physical injury or illness) for the student to be excused from physical education class, a written note from the parent or doctor is required.

### **Religious Instruction**

All students will receive religious instruction according to directives from the Diocesan Religious Education office. Classes will attend Mass on a regular basis, with the responsibility for planning the Mass rotating from class to class. The Sacrament of Reconciliation is offered to students during Advent and Lent.

Trinity has an annual Living Rosary and May Crowning ceremony. Boys and girls are encouraged to assist with liturgical celebrations through the altar server program and children's choir. Sacramental programs are parish-based, as directed by the Diocesan Religious Education office and coordinated through the Parish Religious Education office.

### **Media Center**

The media center is available to all classes for access to books and technology and as a work space for research and reading.

## **Columbus Diocese/Trinity School Technology Acceptable Use Policies**

Catholic schools within the Diocese of Columbus have implemented voice, data, and video electronic communication systems that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information.

These network resources provide students and staff access to electronic resources and are to be used for educational purposes. Communication over the diocesan network is not to be considered private. Network supervision and maintenance may require review and inspection of network activity.

## **Parent/Student signature of the Technology Acceptable Use Policy Form**

The Diocese of Columbus Technology Acceptable Use Policy form will be given to the parents of every student and a signed copy for each student will be retained at school for each school year.

Parents and students who sign the Technology AUP form understand that:

- They grant permission for their child to access the Diocesan Department of Education computer system and technology resources.
- They understand that their child will be held liable for violations of the agreement outlined below.
- They understand that the diocesan computer systems and technology resources are intended for educational purposes.
- They understand that it is difficult for my child's school to restrict access to all controversial materials and that they will not hold the Diocese responsible for materials acquired on the network.

## **Terms and Conditions for Internet Access and Use**

The use of the Internet must be in support of education or research and adhere to the educational goals and objectives of the Diocese of Columbus Department of Education. While some material accessible via the Internet may contain information that is inappropriate or inaccurate, the Department believes that the benefits to students exceed the disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network resources.

## **Acceptable Use of the Internet:**

Students are responsible for appropriate behavior when using the Internet just as they are in a classroom or hallway. Students are expected to abide by the generally accepted rules of network etiquette.

- Do not view, send or access abusive, obscene or harassing materials. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.
- Do not access or participate in chat rooms, or multi-user environments including but not limited to IM, MUDs or MOOs; download or play games; subscribe to or access list-servs; download music files or check, send or receive e-mail unless prior permission is granted by a teacher.
- Do not give out any personal information including names, addresses, phone numbers or credit card information pertaining to themselves or any other person without appropriate staff approval.
- Do not engage in any commercial, for-profit activities.
- Do not violate copyright laws. Materials accessed through the Internet must be properly cited when referenced in a student research assignment.
- Do not download or install any commercial software, shareware, or freeware onto network drives or disks. Do not copy other people's work or intrude into other people's files.
- Do not waste school resources by printing excessively or consuming limited hard drive space or network space.
- Do not use the Internet in any way which disrupts the service or its operation for others.

### **Consequences for Inappropriate Use of the Internet:**

Since Internet access is a privilege and not a right, users have the responsibility to use the Internet in an appropriate manner. Consequences of misuse or abuse of the Internet, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of privilege of Internet access for not less than 45 school days.
- Notification of parents and administrators by phone or personal conference
- Referral to proper authorities for disciplinary and/or legal action.

**Bark:**

This is a monitoring system that our school will be utilizing for all students enrolled at Trinity. This program looks for and then alerts the principal of any potential issues such as, bullying, adult predators, suicidal references, depression and sexual content among other topics. This program flags and alerts parents and administration and only sends an alert when one of these instances is noticed.

**Terms and conditions for technology, network and equipment access and use:**

Schools within the Diocese of Columbus provide a variety of technology resources that will allow unprecedented educational opportunities for students and staff to communicate, learn, and publish information. These resources include computers, software, scanners, printers, digital cameras, video cameras and much more. Students will be required to act appropriately when utilizing technology equipment and work areas.

**Acceptable Use of Networks and Technology Equipment:**

Students are responsible for appropriate behavior when using Diocesan or school technology resources. Students are expected to abide by the following rules:

- Do not intentionally damage computers, computer systems or computer networks. Students should take special care with the physical facilities, hardware, software, and furnishings. Students may not remove/move, unplug, alter or add equipment or software to the network without the approval of the network administrator.
- Do not create or willfully disseminate computer viruses. Students should be sensitive to the ease of spreading viruses and should take steps to ensure that disks and files are virus free.
- Do not attempt to gain unauthorized or illegal access to Diocesan technology resources or any other technology resources.
- Do not attempt to gain access to the Diocesan or any other computer system or go beyond your authorized access by entering another person's password or accessing another person's files.
- Do not download, install or run any software without the express permission of your teacher or the network administrator.
- Personal technology equipment brought to school is subject to the procedures outlined in the Student Acceptable Use Policy.
- Do not alter the computers or change the settings or system configurations in any way.
- Do not alter damage or vandalize Diocese technology equipment or software in any way.

- Do not use Diocese resources to create, manage or access personal web pages or personal servers without the express permission of your teacher or network manager.

## **Consequences for Inappropriate Use of Networks or Technology Equipment:**

Users have the responsibility to use technology resources in an appropriate manner. Consequences of misuse or abuse of these resources, depending upon the severity of the situation may include one or more of the following:

- A warning followed by re-clarification of the acceptable use guidelines.
- Loss of access to Diocese technology resources.
- Notification of parents and administrators by phone or personal conference.
- Referral to proper authorities for disciplinary and/or legal action.
- Students who have lost technology privileges may not use personal equipment in lieu of Diocese or school equipment.

## **Conclusion:**

School personnel will exercise reasonable oversight to ensure that the communication and technology resources of the school and diocese are used in the appropriate manner. The Diocese makes no guarantee that the functions or the services provided by or through the Diocesan system will be error-free or without defect. The Diocese will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The Diocese is not responsible for the accuracy or quality of the information attained through or stored on the system. The diocese will not be responsible for financial obligations arising from unauthorized use of the system.

## **Code of Conduct**

### **Discipline Policy**

This policy is meant to encourage responsible student behavior. We want to establish classrooms (communities) where students have an opportunity to learn, contribute to the community in a positive way, and also to partake in the built-in incentives and surprises. We want the emphasis to be on “catching” the students making good choices. When they are making good choices, they are contributing to the community. When they make poor choices that hinder their opportunity to learn or restrict the opportunity of others, they must accept the consequences of their actions.

Parents will be informed of the specific policy used per class at the beginning of each school year.

## **Conduct and Effort Reporting System**

Teachers in grades K-5 and in grades 6-8 will govern the reporting of work habits and learning behaviors. Your classroom teacher will communicate to you throughout the quarter on your child's progress in these areas. The quarterly report is meant to be an overall picture of your child's entire quarter and will be sent home with the report card.

### **Classroom**

Student will:

- Arrive to school/class on time.
- Listen attentively.
- Follow oral and written directions.
- Use time productively.
- Work independently.
- Work cooperatively in groups.
- Complete class and homework assignments.
- Be organized and prepared for class.
- Work neatly.
- Apply Christian values to behavior.
- Show respect and courtesy for adults.
- Show respect and courtesy for other students.
- Cooperate with others at work and play.
- Work without disturbing others.
- Show growth in responsibility.
- Show self-control.
- Show respect for personal and school property.
- Show care in personal appearance.



## **Restroom**

- Use the restroom without playing or eating.
- Use soap dispensers and towel rolls properly.
- Keep the restroom clean by disposing of paper towels properly.
- Wash your hands when leaving.
- Keep the walls, floors and ceilings clean.

## **Hallway and Stairway**

- Walk quietly.
- Walk without disturbing other classrooms.
- Walk on the right hand side of the hallway and stairway.
- Respect work hanging on walls and bulletin boards.
- Avoid the fire extinguishers and fire alarms except in emergencies.
- Walk without touching or pushing in the stairway.

## **Church**

- Enter church in a prayerful manner.
- Participate in Mass by being attentive, singing, sitting, kneeling, and standing at the appropriate times.
- Exit church in a respectful manner.

## **Field Trips**

- Follow the directions of the person providing transportation for the trip.
- Wear your safety belt or sit in your child restraint seat in the car. On a bus follow all the rules of the bus driver.
- Act appropriately and follow directions at your destination.

## **Student Playground Regulations**

- Bicycles may not be ridden on the playground during recess, lunch periods, or at dismissal time. Bicycles must be walked on and off the playground before and after school.
- Snowballs or water balloons may not be thrown at any time on school property.
- Games that may endanger the health and well-being of any student will not be played (no tackle football, etc).
- No student may have food or beverages during recess on the playground.
- No student may leave the playground during recess or lunch period without, permission of the principal or supervising teacher.

- We will try to have students outside whenever possible for recess unless weather conditions are extreme. Please have your students prepared to dress appropriately for outside recess.

At any time, students whose behavior is serious enough to be brought to the school principal may receive one of the following:

- School
- In School Suspension
- Out of School Suspension
- Expulsion

Behaviors that merit one of these more severe consequences include but are not limited to:

- Fighting
- Use of inappropriate language, gestures or depictions
- Disrespect of adults or fellow students
- Bullying
- Sexual Harassment
- Stealing
- Destruction or defacement of school property
- Destruction of property not belonging to student
- Use of tobacco, alcohol or illegal or non-prescribed drugs or medications
- Possession of a weapon

**Such behaviors will automatically prevent a student from achieving Honor Roll for the quarter.**

### **Bus Transportation Behavior**

It is a privilege to ride the school bus. This service is provided to the students through Columbus, Hilliard and Southwestern Public School Districts.

Students are expected to act as young ladies and gentlemen while riding the bus. Each district provides a written explanation of the regulations for its riders.

If a student is found to be in violation of these regulations, it is the responsibility of the bus driver to put in writing the conduct that was found to be unacceptable. A copy of the Bus Conduct Form is mailed to the parents of the students.

After a second infraction, the student will be suspended from riding the bus for a period of three (3) days.

After a third infraction occurs in a school year, the student will again be suspended for a period of ten (10) days.

If a difficulty occurs after the second suspension, the privilege of riding the school bus could be withdrawn for the remainder of the year.

Students may NOT ride on a bus that they are not currently assigned to ride—no exceptions.

All students riding the bus are required to wear a face mask.

### **Suspension Procedures**

If the parent(s)/guardian(s) has not been reached on the day the misconduct occurred, then prior to the start of the next school day, the principal or administrator in charge shall notify the student's parent(s) or guardian(s) of the suspension. If there is a delay in notification, the student may be placed in an in-school suspension. In the case of an in-school suspension, the student will do class work isolated from the other students and under adult supervision. No later than the next school day the principal or administrator in charge shall notify the student's parent(s)/guardian(s) of the suspension, both verbally and in writing. The notification must state the reason(s) for the suspension and request that the student and the parent(s)/guardian(s) meet with the principal to review the matter.

Within three school days of the suspension, the principal or administrator in charge shall meet with the student and parent(s)/guardian(s). The student and parent(s)/guardian(s) shall be given an opportunity to express their views.

By the school day following the meeting, the principal or administrator in charge shall advise the student and the parent(s)/guardian(s) of the decision, either to readmit the student to school, extend the period of suspension, or expel the student.

If the decision is to extend the period of suspension, the length of this period shall be indicated. The suspension period may not exceed 10 school days per incident. If the student has served an in-school suspension, the in-school suspension counts toward the total suspension time.

### **Expulsion**

If the student is expelled, the principal or administrator in charge shall notify the parent(s)/guardian(s) and the Superintendent of Schools, in writing, clearly stating the reasons for the expulsion. Parent(s)/guardian(s) and students (18 years old or older) have three possible choices:

- Appeal to the local school advisory board (SAB) if the SAB has an appeals procedure;

- Appeal to the Diocesan Grievance Committee (the Diocesan Grievance Committee is comprised of an independent group of parents appointed by the superintendent or the superintendent's designee), or
- Waive the right to appeal.

### **School Advisory Board Committee Procedures**

If the parent(s)/guardian(s) request a hearing before the local school advisory board and the SAB has an appeals procedure, this hearing shall take place within three school days of the request. Statements supporting the charges against the student shall be submitted as well as statements by the student and others on the student's behalf. The parent(s)/guardian(s) shall be given an opportunity to express their views. The SAB or its designees may, by a majority vote of its membership, affirm, reverse, or modify the decision to expel.

By the school day following the hearing, the SAB or its designee shall notify the parent(s)/guardian(s) and the superintendent of its decision, in writing, clearly stating the reasons for the decision reached. If the decision is to uphold the expulsion, this notification shall also inform the parent(s)/guardian(s) and student of the right to appeal the expulsion to the Diocesan Grievance Committee.

### **Diocesan Grievance Committee Procedures**

Review of an expulsion shall be made only when requested by the student's parent(s)/guardian(s) or when requested by either the pastor or superintendent acting at the student's request. This request must be within two calendar weeks of the expulsion date.

If a hearing is requested, it shall take place within three school days of the request. The student, the principal, and the parent(s)/guardian(s) shall have an opportunity to express their views. If a hearing was held at the local level, only documented information presented at the local level may be presented at the Diocesan level. By the school day following the hearing, the Grievance Committee or its designee shall notify the parent(s)/guardian(s) and student of its decision, in writing. The decision of the Grievance Committee shall be final and binding.

### **Procedures Following Expulsion**

When a student is expelled, public school authorities shall be notified and the regular transfer procedure used for records.

Readmission to a school within the diocese (i.e. the same school or another school), shall be at the discretion of the receiving pastor/principal (elementary) or principal (secondary).

### **Student Abuse and Neglect**

By law it is the responsibility of each professional staff member to report immediately to the appropriate community agency any suspected case of child abuse and/or neglect

(Ohio Revised Code 2151.421). The professional staff member shall also notify the building principal about the referral.

## **Bullying**

The Diocese of Columbus schools and their staffs shall not tolerate any bullying on school grounds or at any school activity on or off campus whether these actions are committed in person, written or electronically transmitted.

Bullying is a pattern of abuse over time and involves a student being “picked on.” Bullying includes physical intimidation or assault; extortion; oral or written threats; electronically transmitted acts; teasing; putdowns; name-calling; threatening looks, gestures, or actions; cruel rumors; false accusations; and social isolation.

The diocese expects staff members who observe or become aware of an act of bullying to take immediate, appropriate steps to intervene. If a staff member believes that his/her intervention has not resolved the matter, or if the bullying persists, he/she shall report to the school principal for further investigation.

The diocese expects students and parents who become aware of an act of bullying on school grounds or at any school activity on or off campus to report it to the school principal for further investigation. The principal will contact parents of the aggressor and the victim. This investigation may include interviews with students, parents, teachers, school staff, and reviewing records.

Consequences for students who bully others may include but are not limited to counseling, parent conference, detention, suspension, and/or expulsion depending on the results of the investigation. No retaliation shall be taken against a person who reports bullying.

## **Harassment**

The Catholic schools of the Diocese of Columbus shall maintain a working and academic environment, in all programs and activities, free of all forms of harassment and intimidation. No student, teacher, other staff member or volunteer (male or female) should be subject to harassment in any form, and specifically not to unsolicited and/or unwelcome sexual overtures or conduct, whether verbal, physical, or electronically transmitted.

Harassment can take many forms. Harassment can occur at any school activity, and/or can take place in classrooms, halls, cafeterias, or even at programs sponsored by the school at other locations. It does not include compliments of a socially acceptable nature. Harassment is verbal, physical, or electronic conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, religion, gender, sex, national origin, age or disability or other protected characteristics.

Conduct which constitutes sexual harassment is prohibited. Sexually harassing conduct includes, but is not limited to, the following:

- a) offensive sexual flirtations, advances, propositions;
- b) continued or repeated verbal abuse of a sexual or gender-based nature;
- c) explicit or degrading sexual or gender-based comments about another individual or his/her appearance;
- d) the display or circulation of sexually explicit or suggestive writing pictures or objects;
- e) any offensive or physical conduct which shows hostility or aversion toward an
- f) individual because of gender or sex;
- g) graffiti of a sexual nature;
- h) fondling oneself sexually or talking about one's sexual activity in front of others;
- i) spreading rumors about or categorizing others as to sexual activity. Sexual harassment is not limited to conduct that is sexual in nature - it also includes harassment that is based on gender. Gender-based harassment, which is also prohibited, is conduct that would not occur except for the sex of the person involved. An example would be referring to a woman by or as a female body part, or a demeaning sex-based term, or treating people differently because of their gender. The same prohibitions apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. In short, working relationships between employees and peer relationships among students must be based on mutual respect.

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's "cooperation" or submission to unwelcome sexual activity will have any effect on the individual's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs or activities, or any other condition of employment or academic achievement. Not all physical conduct is necessarily considered sexual in nature. (For example, a coach hugging a student after an accomplishment, a teacher consoling a child with an injury, or physical conduct during athletic events would not be considered sexual conduct.) However, peer-based sexual harassment (e.g., student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.

Any person who believes he/she is the subject of harassment or intimidation must contact either the principal, assistant principal, or pastor at the elementary level; or the

principal, assistant principal or superintendent at the secondary level. A complaint must be filed in writing. In the case of harassment involving a student or students, the parent(s)/guardian(s) of the respective students shall be duly notified. In the event that an individual alleges harassment by a principal, assistant principal or a pastor, the individual shall file the complaint with the superintendent. All complaints will be promptly investigated, and the person initiating the complaint will be advised of the outcome of the investigation. A student who believes he or she has been sexually harassed (or a parent who believes that his/her child has been harassed) must contact one of the appropriate persons as listed above.

Where it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff or student engaging in harassment. The response shall take into account the individuals and circumstances. Such action may include, depending on the circumstances, disciplinary measures up to and including termination of employment.

No retaliation against anyone who reports harassment shall be tolerated. The Diocese prohibits such retaliation and will take appropriate responsive action if retaliation occurs

## **Lockdown Procedures**

There are federal and state regulations for crisis management within the school building. A crisis plan has been established by each individual school in accordance with the state and federal guidelines.

## **Policies**

### **Banned Substance Policy**

Trinity School realizes many temptations are present for our students in today's society. Banned substances are a cause for serious concern. Banned substances include drugs, alcohol, tobacco, and all other illegal and dangerous substances and paraphernalia.

Trinity School looks upon each student as a unique individual of importance in his or her own right. It also urges each child to be self-disciplined. Trinity School provides a substance abuse strand in the health course of study for Kindergarten through 8th grade. Opportunities to augment the health curriculum regarding drugs, alcohol, tobacco and other illegal substances are sought, planned and implemented by the teachers teaching the subject.

Banned substances are not to be used, possessed, or sold on the property of Trinity Catholic School or St. Christopher Parish.

Anyone who is using, selling or has in their possession any of the above mentioned substances shall be brought to the attention of the building principal or the principal's designated representative. The principal or designated representative shall notify the student's parents or guardian and other authorities if these banned substances are brought to school.

## **AIDS Policy**

The Diocese of Columbus recognizes that AIDS (Acquired Immune Deficiency Syndrome) is a life-threatening disease and a major health issue. The epidemic proportions of this disease prompt the Diocesan school system to adopt a policy, which seeks protection of the rights and welfare of all students and staff.

Students who are diagnosed as having AIDS shall be permitted to attend school in a normal classroom setting, if their health status allows participation in regular school activities. Likewise, staff members diagnosed as having AIDS shall be permitted to remain in their jobs and to perform their usual responsibilities unless their health status requires restriction or exclusion. The school's administration may require that a student or staff member afflicted with AIDS obtain a medical evaluation as a condition of continuing attendance or employment at the school.

## **Admission Policy**

Following the Diocesan Guidelines for Admission to Catholic Schools, priority for admission is given to children of active parishioners of St. Christopher, Our Lady of Victory, St. Margaret and St. Francis if they register within the timeframe specified each year. If classroom space permits, children from outside parishes and non-Catholic families will be permitted. Trinity School is open to the children of parents or guardians who seek the religious oriented education that a Catholic School can provide. Trinity School admits students of any race, color, gender or ethnicity. All Trinity students must attend Catholic religion classes and religious services.

A fee of \$150 per family is required each year, which is designated for technology and capital repair, is non-refundable. It is not applied to tuition.

## **Immunizations Required For Admittance**

Complete immunization against diphtheria, mumps, tetanus, whooping cough, polio, measles, German measles (rubella), and hepatitis B is required for entrance to school within 30 days of enrollment.

Students entering grade 7<sup>th</sup> grade must have two doses of measles, mumps, and rubella vaccines administered. (Generally, all three vaccines are given in one shot called an MMR). You must send the shot record to the school nurse.

Tuberculosis (PPD) skin test:

New students enrolling in school from foreign countries, including students from foreign countries who have been living in the United States and United States citizens who have lived in a foreign country for over three months, **must show evidence of a tuberculosis skin test (given in the United States in the last 12 months) prior to school enrollment.** If the tuberculosis test is positive, then a negative chest x-ray, obtained in the United States and read specifically for TB within the past twelve months, is required.

State law gives parents up to 14 days after entry into school to provide a student's immunization records.



## **Class Size Policy**

Trinity School class sizes will be limited to a maximum of 35 students per classroom in grades 1- 8, and 25 students in kindergarten.

## **Graduation**

The stated policy of the Diocesan Office is: "Graduation exercises for the eighth grade will be simple, appropriate and inexpensive." An elaborate ceremony is not necessary because leaving the eighth grade no longer represents the end of the formal education process.

The graduation procedure at Trinity School consists of an evening Graduation Mass and diploma presentation followed by a reception in the cafeteria for students, families and guests sponsored by the seventh grade students and their families.

Students are eligible to attend a Catholic High School based upon the location of their residence. All eighth grade boys are eligible to attend St. Charles.

## **Promotions and Retention**

According to the Diocese of Columbus Department of Education handbook:

"Promotions in the elementary schools shall be based on consideration of the welfare of the pupils. Every pupil shall be placed where he/she can work to his/her best advantage."

Sometimes it is necessary for a student to repeat the work at a given grade level in order to understand and succeed in important skills. If retention is being considered, parents will be notified in writing by the end of the second quarter. If promotion is in question after the second quarter, the principal and teacher will deal it with immediately. A conference to discuss the situation shall be scheduled.

The principal has direct charge of the promotions. In making these decisions, the principal shall take into consideration the evaluation and recommendations of the teacher(s) of the pupils under consideration.

## **Student Transfer**

Families whose child will be transferring from Trinity to another school must notify the school in writing at least one week prior to the student leaving.

## **Student Records**

All students have a permanent record. The files are maintained in a locked cabinet in the office. School personnel, teachers, and parents may have access to the records. All records must stay within the school office at all times. Student records cannot be shared without the permission and signature of the parents.

## **Tuition Policy**

Trinity School uses the FACTS tuition payment plan. All school families may either pay tuition in full by June 30 or pay in installments. FACTS forms are available at school. Tuition forms for next year will be sent to all parents in the 4<sup>th</sup> quarter of the school year. If a family leaves during the school year, due to moving, or because the needs of the child cannot be met, tuition will be refunded according to the months left in the school year. All families are asked to pay a technology/capital repair fee each school year. This fee is separate from tuition and non-refundable.

## **Volunteer Policy**

Parental involvement is vital to the successful functioning of Trinity Catholic School. Many opportunities are provided for participation. There are many once-a-year activities which need help and those will be announced through FACTS or email. There are also many opportunities for parents or other family members to become involved in the school on a more frequent basis. A few of these include: cafeteria workers, playground supervisors, library aides, classroom aides, classroom liaisons, and tutors to name just a few. Your help and involvement is required in at least two areas throughout the school year. (as outlined in the service commitment agreement). Failure to volunteer in at least two projects/activities/fundraisers may result in a \$250 charge.

ALL VOLUNTEERS must be fingerprinted and a copy of the fingerprint report must be on file at school. These fingerprints are good for 5 years and then must be renewed. All volunteers must attend a four hour session of *Protecting God's Children*. This includes anyone going on a field trip, volunteering in school, tutoring, or coaching. All parents must complete a volunteer application form yearly.

## **Parent Organizations**

### **Advisory Board**

The School Advisory Board shall function as an advisory board whose purpose shall be to develop and define policies, which govern the operation of the school. Its primary concern is the intellectual and spiritual development of the students.

The School Advisory Board consists of the pastor, the school principal, a faculty representative, as well as elected and appointed members. Open meetings are conducted the second Monday of each month at 7:00 P.M. (August through June—check the school calendar).

### **Athletic Association**

The Trinity sports program follows the guidelines of the Diocesan Athletic Programs and Directors. Sports fees and various fund-raisers fund the sports program. Trinity School and the principal have no authority or jurisdiction over the sports program, and no tuition

monies are used towards sports. However, Trinity School and the principal support in spirit the philosophy of athletics.

Trinity sports programs are open to all of the students and children of St. Christopher, St. Margaret, Our Lady of Victory, and St. Francis parishes and Trinity Catholic School. Many sports programs are offered to both boys and girls on a variety of levels. We encourage parents/students to look into the opportunities. These programs start at grade 4; however, we are part of a fall soccer league for grades 1 - 8.

At least one parent of every athlete is required to attend "Parent Like a Champion".

### **Boys**

- **Football**
- **Fall Soccer**
- **Basketball**
- **Baseball**
- **Track**

### **Girls**

- **Volleyball**
- **Fall Soccer**
- **Basketball**
- **Softball**
- **Track**

### **Athletic Association Discipline Support Policy**

Students suspended from school are not allowed to participate in Diocesan Recreation Association sporting events during the time of suspension.

While we have no procedure in place for linking overall school conduct and academic achievement, parents and coaches are encouraged to work as partners with the school in helping to curb inappropriate behavior or poor academic performance. This may include playing time consequences.

Ohio High School Athletic Transfer Policy Bylaw 4 Section 4- Scholarship:

A student in the first grading period after advancement from the eighth grade must have passed 75% of those subjects carried the preceding period in which the student was enrolled.

### **Home & School Association**

Home & School is a parent organization which works to enhance our children's learning experiences by supporting the teachers, administrators and staff, providing expanded, hands-on learning experiences, and creating community-building activities for families.

The Home & School meetings are held the third Tuesday of each month from October through May (check the school calendar). Starting time is 7:00 P.M. All are welcome and encouraged to attend.

**Parent Handbook Acknowledgment**

I, \_\_\_\_\_ (parent/guardian) have read and agree to abide by the policies and procedures laid out in this handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

Child's Name:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Grade:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_