

# TRINITY SCHOOL HANDBOOK



September 2010 [Rev. 9/10]

For the safety of the students, all visitors, including parents, must report to the school office and receive an identification badge before visiting other parts of the school. All visitors, including parents, must inform an appropriate administrator before entering any classroom unexpectedly.

Trinity School is a co-ed Catholic elementary school for Grades Pre-K-8. Trinity School admits qualified students of any race, religion, sexual orientation, national or ethnic origin or any disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, sexual orientation, national or ethnic origin, or any disability in administration of its hiring, educational, and admissions policies, as well as of its scholarship, loan, athletic and other school-administered programs.

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Trinity School was designated a Blue Ribbon School by the U.S. Department of Education in 1989 and 1999.

Trinity School is accredited by the Middle States Association of Colleges and Schools and the Association of Independent Maryland Schools.

**RECEIPT OF HANDBOOK**

**I have read the Trinity School Handbook.**

**Name(s) of Student(s)**

**Grade(s) of Student(s)**

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\_\_\_\_\_  
**Signature of Parent/Guardian**

\_\_\_\_\_  
**Date**

**Return this receipt to the Main Office.**

## **MISSION OF TRINITY SCHOOL**

Trinity is a Catholic, independent, pre-K, primary and middle school sponsored by the Sisters of Notre Dame de Namur. We are faithful to the charism of the Sisters of Notre Dame de Namur. We educate children for life. The faculty instill in their students a love of learning in a caring, Christian community. Students' God-given gifts are cultivated so they become responsible leaders motivated by a strong faith and animated by a spirit of service.

## **PHILOSOPHY OF TRINITY SCHOOL**

Trinity School is an independent, Catholic Pre-K, Primary and Middle School, a place where children learn to love learning. The primary purpose of Trinity's education is to maintain a program that challenges the students in a Christian environment. The uniqueness of each person is recognized, accepted and respected. The teachers encourage each individual to achieve to his or her fullest capacity in a caring environment through a personalized approach to teaching.

Religious values form the center of the program. Proclaiming the Gospel, creating Christian community, coming together in prayer and service to others are integral to religious instruction. Trinity is committed to nurturing self-respect, self discipline, self-direction and acceptance of moral responsibility for one's actions. Skills in leadership, decision-making, and conflict resolution are taught. Trinity strives to be a community of peacemakers.

Trinity offers a strong academic curriculum with expanding and enriching programs in all disciplines. The primary focus of the program is to teach children to learn how to learn. Instruction centers on skill-building across the various disciplines including: reading and writing skills, computation, problem solving, the scientific method, technology skills, critical thinking, historical and geographical inquiry, study skills and creative expression.

The school strives to maintain a student population that is enriched by economic, cultural, and ethnic diversity. Trinity seeks to prepare students to interact in a diverse society and to assume responsibility for community development through service and out-reach programs. By learning how to sacrifice for others and to share resources with the needy, the children are taught to be responsible citizens in a global society.

Trinity is a family-centered school. Parents and teachers form a partnership, working together to achieve the best for the children. Opportunities for growth and involvement in the school are made available to the entire family throughout the Trinity experience.

Every aspect of the Trinity philosophy nurtures the total child, emotionally, spiritually, physically, and academically. The fostering of a positive self-image encourages every child to accomplish his or her unique God-given mission.

## HISTORY OF TRINITY SCHOOL

The property on which the school stands was given to John Talbot in 1732 as a land grant from Lord Baltimore. For almost one hundred and seventy-five years individual families lived on this property and farmed the land. In 1906 the Mt. Calvary Episcopal School for Boys in Baltimore City bought the property and relocated the school changing its name to the Donaldson School for Boys. As a result of financial losses caused by the Great Depression, the school was forced to close. The Sisters of Notre Dame de Namur purchased one hundred and eighty acres of property and the original buildings in 1934 for forty thousand dollars and authorized the opening of a junior high and high school for girls. In 1941 the Sisters opened the elementary school known as the Julie Billiard Country Day School named after the foundress of the Sisters. These students were housed in St. Margaret's Hall and in the present cafeteria, one of the original cottages of the Donaldson School. In 1958 the name of the school was changed to Trinity Lower School. Four additions were successfully made to the original cottages of the Donaldson School to complete the Primary School building as it stands today. In June, 1972, the girls' high was closed and the high school building was leased to the elementary school. This building was designated as the Middle School. When the high school called Trinity Preparatory School closed, the primary and middle schools became officially known as Trinity School and were subsequently incorporated. Since 1972, the school population increased from 245 to 390.

In the spring of 2001 the Trinity School Board of Trustees purchased the school buildings and forty-eight acre campus from the Sisters of Notre Dame de Namur. An Affiliation Plan is maintained with the Sisters that ensures the long-standing relationship that Trinity has always had with the Sisters of Notre Dame de Namur and the preservation of its mission and philosophy.

A new Middle School equipped with state of the art Media Center and Science Lab was opened in September 2002. During the summer of 2004 the kindergarten, partially housed in a cottage almost one-hundred years old, was razed and a new facility was built. Renovations to the building attached to the kindergarten were also completed. Trinity's Strategic Plan was updated in 2008 and extends to 2012—**a place where children learn to love learning.**

Trinity's first preschool for three and four-year olds will opened in September 2009.

## TRINITY SCHOOL OBJECTIVES

1. Create daily a stimulating and caring environment that is conducive to learning.
2. Provide religious formation through the modeling of Christian living and instruction in values and religious concepts.
3. Develop a quality, comprehensive curriculum that responds to the needs of a changing world.
4. Foster a positive self-image in each student by helping students develop a willingness and capability to recognize, accept, and respect one's gifts and limitations and those of others.
5. Develop skills and opportunities for leadership.
6. Provide and foster opportunities for service within and outside the school community.
7. Strive to create a student population that is enriched by economic, cultural, and ethnic diversity.
8. Facilitate an understanding among the parents of the levels of child development and the respective responsibilities of parents, students, and teachers in the educative process.
9. Initiate and implement programs that foster the growth and development of the entire family.

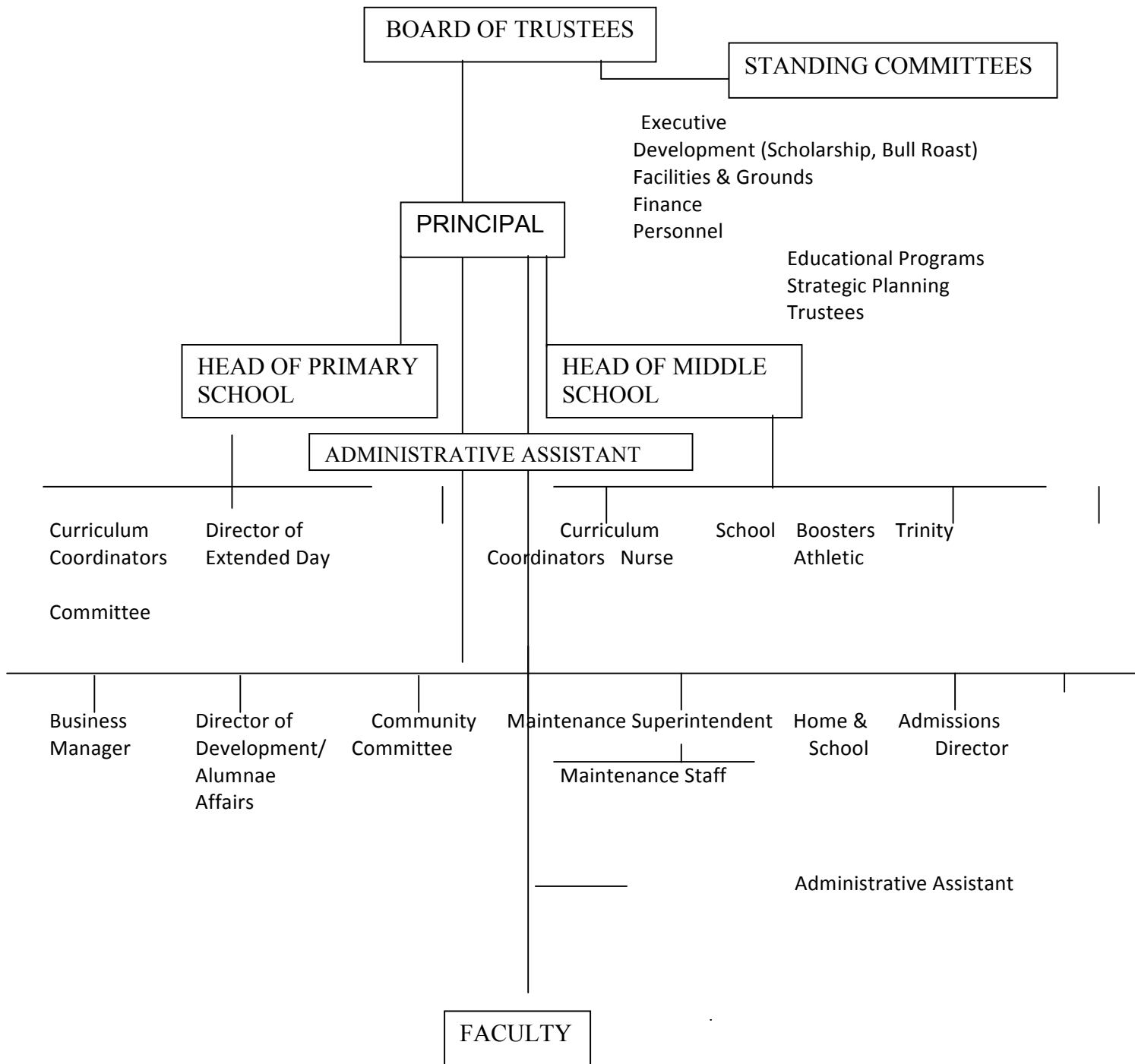
**MISSION STATEMENT**  
**OF**  
**THE SISTERS OF NOTRE DAME DE NAMUR**

Sisters of Notre Dame,  
Women with hearts as wide  
As the world,  
Make known God's goodness  
And love of the poor through  
A Gospel way of life,  
Community and prayer.

Continuing a strong  
Educational tradition,  
We take our stand  
With poor people, especially  
Women and children,  
In the most abandoned places.

Each of us commits  
Her one and only life  
To work with others to create  
Justice and peace for all.

**TRINITY SCHOOL  
ORGANIZATIONAL CHART**



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# **I. ACADEMICS, PROGRAMS, AND POLICIES**

## **A. EDUCATIONAL PROGRAM**

Trinity students can expect to participate in the following courses:

### **1. Kindergarten**

Religion	Mathematics
Language Arts:	Art
- Phonics	Music
- Reading	Science
- Spelling	Social Studies
- Handwriting	Spanish
- Writing	Physical Education
Literature	Introduction to Computers
Library Skills	

### **2. Primary School (Grades 1-4)**

Religion	Mathematics
Language Arts:	Social Studies
- Phonics	Science
- Reading	Music
- Spelling	Art
- Handwriting	Physical Education
- Grammar	Library Skills
- Composition	Introduction to Computers
French (Grades 3, 4)	Spanish (Grades 1, 2)

Note: In grades K, 1, 2, Social Studies and Science alternate.

### **3. Middle School (Grades 5-8)**

Religion	Mathematics
Language Arts:	Social Studies
- Reading/Literature	Science
- Spelling/Vocabulary	Music
- Handwriting	Art
- Grammar	Physical Education
- Composition	Library Skills
French	Life Skills
Spanish	Computer
Algebra-Advanced Placement	
Electives (Grade 8)	
Including Latin	

## **B. CO-CURRICULAR ACTIVITIES**

Art Shows	Band
Talent Show	Math Pi Day Madness
Contests	Assemblies
Service Programs	Student Council
Book It!	Bookademics
Intermural Basketball (Grades 2 - 8)	Spelling Bee (Grades 5, 6)
Cross Country (Grades 6, 7, 8)	Geo Bee (Middle School)
Little Brothers/Sisters Program	Choruses
Creative Writing Magazine	Drama Club (Grades 7, 8)
Science Fair	Vocabulary Bee (Grades 7, 8)
Field Trips	School Newspaper
Student Aides	Recess Monitoring
Liturgical Dancing (Middle School)	Memory Book
After School Sports	Secret Santa
Art Classes – Wednesday Afternoons	History Bee (Middle School)

## **C. CLASS SIZE**

The average student teacher ratio at Trinity School is twenty to one.

## **D. HOMEWORK**

### 1. Purpose of Homework

- To re-enforce skills and material taught (Parents are able to see what skills students are learning.)
- To strengthen study skills
- To develop responsibility

### 2. What the Parent Can Do

- Check required assignments from homework notebook and on the parent portal.
- Establish regular study time (preferably the same time every day) without interference from TV, radio, telephone, music, conversation, computer and instant messaging.
- Homework should be done at a table or desk.
- Help child make a plan. Help child anticipate deadlines. Don't leave assignment until the last minute. Use of a calendar is helpful.
- Assist child in establishing an organized approach to completing homework: clear desk; stack books to use on one side of the desk; check off task as it is completed in

homework assignment book. Begin with the most difficult subject or least appealing subject.

- Assist the child if memory drills or reviews are involved in the homework:
  1. Ask questions in order; out of order.
  2. Do not prompt.
  3. Sometimes ask child to write the answer.
- Don't do homework for the child. Such "HELP" teaches the child to shirk responsibility and be over-dependent on the parent. For the most part, students should be able to complete their assignments without help.
- Some children lengthen the homework period unnecessarily. Assist your child to use time wisely. Using a timer is helpful.
- Communicate with the teacher by note if child is having difficulty with content of homework or with completing homework in a reasonable time period.
- Check the Parent Portal for homework and announcements.

### 3. Time Allotment

Appropriate time allotment to do required homework. (Remember, individual capabilities differ.)

Kindergarten	As directed by the teacher
Grades 1 and 2	30 minutes
Grades 3 and 4	60 minutes
Grades 5 and 6	20 minutes per subject
Grades 7 and 8	20 to 30 minutes per subject

Note: Language Arts contains the following subjects: Grammar, Spelling/Vocabulary Development, Writing, Reading/Literature. It is possible that homework can be assigned to all the components or some of the components of Language Arts on the same night.

### 4. Primary School Students

Teachers will communicate missing homework through a note in the copybook or a special notice. Student completes missing assignment and returns it to the teacher the next day, or the next time the class meets.

Parents sign the teacher's note to verify that homework has been completed. Consistent failure to complete homework will affect effort and achievement grades.

## 5. Middle School Students: Homework Policy

The Trinity faculty established the following homework policy for all students in grades 5-8:

- Students who complete all required homework receive a certificate of recognition at each marking period and their names are published in Newsy Notes.
- When a student does not turn in homework on time, the parents are informed with a homework notice/e-mail.
- The student receives a 0 for the missed assignment.
- The student completes the missed homework and turns it in (along with the signed note) the next scheduled class. Student will receive 50% credit.
- Students who repeatedly miss homework assignments or fail to complete missed assignments, stay on Monday afternoon from 3:15 to 4:00 p.m. or on Wednesday afternoon to complete their work.
- Faculty requests a conference with the parents to address the problem.
- Consistent failure to do homework affects effort and achievement grades.
- Students who need to make up tests and assignments for various reasons do so on a Monday afternoon from 3:15 p.m. to 4:00 p.m. in the Media Center.
- Evaluations are signed by parents and returned to the instructor on time.
- Students who fail to return an evaluation signed, reduce their grade by 2 points.
- Students who do not bring their gym uniform to class, receive 0 points for class participation and preparation.

## 6. Work Habits and Homework

- Homework is important for the reinforcement of skills, for developing good study habits and a sense of responsibility.
- At all levels, students are required to do homework.
- Requirements for homework are determined by the faculty annually and communicated to the parents via letter or meeting.
- Each primary student should have an adequate notebook in which to write down assignments.
- The school provides all students in grades 3-8 a planner to record assignments.

- Written assignments must be neat, legible, and complete. Computer generated work is encouraged.
- Books and notebooks must be free of scribbling inside and out.
- Notebooks, folders, and other supplies must be replaced when worn or depleted.
- Students are required to have a reading book at all times.

7. Trip Policy

***Students should not be taken out of school for extended vacations and other trips.***

Since the school calendar provides generous vacation time and for all the reasons listed below, the Administration and Faculty strongly believe that students should not be taken out of school for extended vacations and other trips while school is in session.

- Teaching time is priceless and cannot be recreated or replaced. Limited assistance from a teacher will not cover all the material presented in class, as well as practice, labs, etc.
- Homework is based on instruction, so make-up homework often presents a problem to the student and to the parents.
- Most children have a very difficult time getting back on track and catching up after being out of school.
- Teachers cannot provide work ahead of time. When children are absent as a result of illness, teachers gladly give of their time to assist children in making up work. However, planning work in advance and monitoring make-up tests is a great infringement upon a teacher's time.

We, therefore, respectfully ask that parents support this policy. Should you choose to take your child out of school for a trip, we ask that you also accept the responsibility for your child's instruction and for any make-up work. Your child will receive all the missed class work and homework when you return from the trip. He/she is expected to complete the work in a period of one week (five school days) upon your return. Also be advised that middle school students will not be able to make up long labs. Moreover, scheduling time to make up tests is difficult. Lunch and recess usually do not provide sufficient time to complete a test at a comfortable pace. Therefore, be prepared to arrange for your child to remain at school on a Monday until 4:00 p.m. to make up any missed tests.

## E. AWARDS (Middle School)

### 1. Reporting Periods

- Perfect Attendance: Perfect Attendance Awards will be presented to students who have not been **absent or late (arriving late or departing early)** at each reporting period.
- Outstanding Effort: Outstanding Effort Awards will be presented to students who have more 1's than 2's.
- Principal's List: Students in every team who show outstanding effort and have received the following evaluation in achievement:
  1. All A's or
  2. Two B's or B+'s and remainder A's OR a combination of no more than two B's, B+'s, 2's.
- If a student receives a check in "Behavior", he/she is ineligible for any awards.

### 2. End of the Year

- Primary School: Classroom Awards (optional)
- Middle School, Grades 5 - 7:
  - Honor Medal - Highest average in each team
  - Outstanding Achievement- 94% and above yearly average
  - Most Improved Award - Significant progress
  - Various Activities Awards
- Middle School, Grade 8:
  - Academic Award – Highest average in Grade 8
  - Outstanding Achievement-94% and above yearly average
  - Presidential Awards
  - Special awards given at graduation

- Trinity Ambassadors Award (Grades K-8)

The Trinity Ambassadors Award is presented to student leaders.

Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and people who exemplify positive attitude about life. Students must exert leadership in relationships with others in both school and community activities.

- Trinity Award (Grades 3 to 8)

The Trinity Award is presented to a student who has shown a true spirit of generosity, friendliness, genuine concern for the feelings of others, truthfulness, and conscientiousness in his/her daily experiences with those he/she has encountered during his/her days at Trinity.

### 3. Service Awards (Middle School)

Service is an important part of Trinity’s education. Service is defined as voluntary contributions to the school or community done without compensation and with positive, courteous, and enthusiastic spirit. Daily chores are not considered service. Students may earn service bars, patches, and stars for specified hours of service rendered to the school and/or community. Service awards are presented in February and June.

#### **GUIDE FOR SERVICE AWARDS**

##### GRADE REQUIREMENTS

5	3 Hours
6	5 Hours
7	7 Hours
8	10 Hours

### 1. Leadership and Character Development

**“I realize more than ever the need there is for strong, generous, courageous souls who fear nothing, except the good God.”**

**St. Julie Billiart**

The leaders of tomorrow are sitting in the Trinity classrooms today. Faculty and Administration believe that every student can be a leader with proper guidance, instruction, and exposure to opportunities for leadership. Along with a faith-based challenging curriculum, Trinity empowers students with a solid foundation and understanding of the tenets of moral leadership. This school-wide program encompasses the Six Pillars of Character: trustworthiness, respect, responsibility, fairness, caring, and citizenship embedded in the curriculum and in special grade-level activities appropriate to the developmental stage of the students. Deserving students are recognized at grade-level assemblies, announcements in the Principal’s Bulletin, and at school-wide morning announcements.

## F. REPORT CARDS

1. Report cards are issued three times a year—November, March and June.
2. Interim Reports (**Middle School only**) are mailed to parents at midpoint between report periods when teacher/s deem/s it necessary to inform parents about the student’s academic progress. Signed interims are returned to the issuing teacher/s within three days.
3. Grades are derived from
  - Class Work
  - Tests
  - Quizzes
  - Homework
4. Grade Requirements
  - Sixty-five percent is passing.
  - Primary School - Proficiency testing in language arts and math will indicate necessity of more time needed at a given level or grade.
  - Middle School - Student must achieve at least a "D" in language arts and math. Otherwise, summer school tutoring is required or more time needed at a given level or grade.
5. Achievement Code

A	94 - 100
B+	88 - 93
B	82 - 87
C+	77 - 81
C	71 - 76
D	65 - 70
NP	Not passing

SPECIALS

E	Exceeds Expectations
G	Meets Expectations
I	Improvement Needed
U	Unsatisfactory
6. Effort Code: (Measures degree of participation, motivation, attitude, cooperation, striving for improvement, completion of work on time)

1	Exceeds Expectations
2	Meets Expectations

- 3 Improvement Needed
- 4 Unsatisfactory

- 7. Behavior: A check mark indicates improvement is needed.  
A student who has been in-house suspended or suspended will receive a check mark in general behavior.

## **G. TESTING**

### 1. Incoming Students

- Kindergarten: Early Identification of School Failure (EISF).
- Grades 1 to 8: Tests in Reading and Math and a Writing Sample

### 2. Enrolled Students

- Kindergarten – The Phonological Awareness Test and The Rapid Automated Naming (RAN) test;
- Kindergarten, 1, 2 – Assessments in Phonics and Math every 10 lessons;
- Kindergarten – 4; Individual Reading Inventories at least once a year
- Spring in Grades 3-7 – Stanford Achievement Test;
- Grades 3 and 4 – Assessments in Math every 10 lessons;
- Other appropriate tests are administered at all levels.

### 3. Signing Tests and other forms

It is a policy at Trinity to have parents sign TESTS and other IMPORTANT papers that are sent home. The purpose of this practice is to keep the parents informed of the performance of their child/children. Such papers should be reviewed before signing them. Please do not initial these papers. Sign your full name and return on time according to the dates specified by the teacher.

Middle School:

To emphasize the student's responsibility to return signed papers, 2 POINTS will be deducted from the grade on the paper for each day the student neglects to return a paper.

## **H. RECORDS POLICY (Family Educational Rights and Privacy Act)**

In compliance with the Buckley Amendment of 1974 (Family Educational Rights and Privacy Act), Trinity School has instituted the following policy regarding an individual's right to privacy:

### 1. Access to Records

- Teachers and other school officials who have legitimate educational interests have access to student education records.

- Parent(s)/legal guardians have access to their child's/ward's education records. Parents/guardians may contact the principal to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed.
- In general, any other person requesting access to a student's education record must have written consent of the student (if 18 or older), parent(s)/legal guardian(s) (if student is less than 18 years old) unless the disclosure is otherwise authorized or required by law.
- Non-custodial parents, in the absence of a court order to the contrary, will be provided access to the educational or/legal agreement records and other school-related information regarding the student. It is the responsibility of the custodial parent to provide the school with an official copy of any court orders or legal agreements regarding access to educational records.

A. Log

- A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or school officials.
- The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.

**I. NON-CUSTODIAL PARENT**

If a non-custodial parent seeks access to his/her child's records, the school must allow access unless a copy of a valid court order or legal agreement prohibiting such access has been presented to the school. The school reserves the right to notify the custodial parent of any request to review records.

**J. CHANGE IN NAME OR FAMILY STATUS**

If there is a change in the family status or the change of a child's name, it is important that the school be informed promptly of the change. In the case of a change of custody, a copy of the portion of the court order that names the custodial parent must be on file with the school. *Trinity School DOES NOT allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented or the school has a court order permitting access.*

**K. CONFERENCES**

In the best interest of the students, the School welcomes and encourages verbal and written communication between parents and teachers. Report card conferences will be scheduled at the first marking period and at appropriate times throughout the year. Whenever a situation occurs that causes concern, the concern should be addressed first at the level at which the situation arose. Therefore, the parents should first contact the

teacher involved and then, if necessary, teacher and parents should contact the principal. However, PARENTS ARE NOT PERMITTED TO INTERRUPT TEACHERS EITHER BEFORE SCHOOL OR DURING CLASS HOURS. YOU ARE ENCOURAGED TO REQUEST AN APPOINTMENT.

1. Parent-teacher conferences may be initiated by either parents or teachers.
2. Appointments should be made preferably one week in advance.
3. To schedule an appointment with an individual teacher, please e-mail or call the teacher and leave a message. Allow the teacher at least 48 hours to respond as teachers' schedules and responsibilities offer limited flexibility to access voice mail or e-mail frequently.
4. If you wish to schedule a team conference or to meet with more than one teacher, please call the main office and give the administrative assistant the names of the faculty members you wish to see. The administration will set up the conference and call you.
5. Appointments are scheduled by the teachers:

7:50 a.m. – 8: 20 a.m.

6. Teachers are unable to hold a conference when they are responsible for the students in the classroom, hallways, or on the playground or when they are preparing for class.

**L. EMERGENCY CARDS**

Emergency card information for each student is to be kept current. IT IS IMPERATIVE THAT TRINITY SCHOOL HOLDS AN EMERGENCY CARD FOR EACH CHILD AND THAT THE SCHOOL IS INFORMED IMMEDIATELY OF ANY CHANGE IN ADDRESS OR TELEPHONE NUMBER. The information will be kept in the strictest confidence. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

For each student, Trinity School keeps an emergency card in the main office and one in the Health Room.

**M. WIRELESS COMMUNICATION AND TELEPHONE NUMBERS**

Students are not allowed to carry cell phones, pagers, and beepers to school. There is no need to have a cell phone at school. The administrative assistant accepts urgent types of messages and delivers them to the students. Cell phones that appear during school hours will be taken from the students and to be picked up by a parent.

Students who need to contact their parents, can ONLY use the telephone in the main office after securing permission from a teacher or the administrative assistant. Students are not allowed to use classroom, library, or staff telephones.

You can access members of the faculty and staff via e-mail and voice mail. All classrooms are equipped with telephones, but to avoid interruptions to the flow of instruction, the phone never rings in the classroom. All calls are directed to voice mail.

Though the teachers have voice mail, parents who need to convey URGENT messages to their child/children should call the school main office and leave a message with the administrative assistant.

For security reasons, Trinity's staff is not allowed to release students' telephone numbers and the phone numbers of their parents to anyone.

Please allow faculty reasonable time (48 hours) to respond to your voice message.

**N. ACCEPTABLE USE OF TECHNOLOGY**

(See Attachment I)

**O. USE OF ELEVATOR**

Students are allowed to use the elevator in the Middle School building only if they are injured and cannot handle steps.

**P. MEDIA CENTER**

Hours are daily from 8:30 a.m. to 3:00 p.m.

Middle School students have access to the media center on Monday, Tuesday, Thursday, and Friday, during their scheduled media class and as needed to meet academic requirements.

Book circulation:

Books may be borrowed from the library for two weeks and renewed once for an additional two weeks.

- Grades Kindergarten, 1, and 2 may check out 2 books
- Grades 3 through 8 may check out 3 books

Students are responsible for all library books.

If a book is overdue, no other books may be taken out until the overdue book is returned or the parent(s) notify the Media Specialist they are aware of the missing material(s).

No overdue fines are charged. However, students are responsible for the books they take out of the library. Students pay for any lost or damaged book or magazine. For grades K - 8, all overdue materials must be returned or paid for by the end of the school year. If not, the student will not receive the final report card.

**Q. TRINITY EXTENDED DAY PROGRAM (TED) 410-455-9825**

Trinity Extended Day (TED) is a licensed before and after-school program offering a nurturing and fun-filled environment. The program is open to students in grades K - 7. Eighth-grade students may attend if space is available. The hours of operation are Monday, Tuesday, Thursday, and Friday from 7:00 a.m. to 8:15 a.m. and from 3:15 p.m. to 6:00 p.m. On Wednesday the hours are from 7:00 a.m. - 8:15 a.m. and from 12:15 p.m. to 6:00 p.m.

**Please note: in case of delayed opening or early dismissal due to inclement weather or emergency situations, the TED Program follows Trinity's schedule.**

For more information about TED, please call Mrs. Barbara Law, Director, at 410-455-9825, or e-mail Mrs. Law at [ted@trinityschoolmd.org](mailto:ted@trinityschoolmd.org).

**R. CRISIS INTERVENTION PLAN**

In any type of emergency situation, lives can be saved if people are prepared for the emergency and know what actions to take when it occurs. Trinity School has developed a crisis intervention plan for a wide range of emergency and disaster situations. The plan provides the framework for protecting students, staff, and school facilities and describes the responsibilities of staff members.

**S. TRINITY SCHOOL IS A TOBACCO-FREE ENVIRONMENT**

Trinity School recognizes the serious health problems associated with smoking and the use of smokeless tobacco. Trinity School also recognizes that tobacco smoke poses a health risk to non-smokers. Therefore, use of tobacco in any form is prohibited in school buildings, in school vehicles, and on school grounds at all times. (Legal Reference: COMAR 13A.02.04.01--.07)

**T. USE OF STUDENTS' PHOTO IMAGES AND SCHOOLWORK**

Throughout the school year, Trinity School typically documents school activities in photographs and videotapes. These items along with students' work (art, poetry, writing pieces) will be used for archival purposes and also to promote Trinity School. These items will be used without compensation to the student or the student's family. These items may appear in local newspapers, the local news broadcasts, the Trinity School website ([www.trinityschoolmd.org](http://www.trinityschoolmd.org)), and other outlets. Trinity School shall own exclusively all copyrights and other rights to photography taken by the school photographer on Trinity School property or during Trinity School activities, whether on or off campus. If you do **NOT** wish your child's photo or schoolwork to be used for the above stated purposes, please notify the principal.

## II. EXTRA-CURRICULAR ACTIVITIES

### A. ART LESSONS

Art lessons are available on Wednesday afternoons. Students may register for one or more series. Registration forms are sent home regularly.

### B. SPORTS

#### 1. Basketball:

- Intermural League - Grades 2 - 8 (Boys and Girls)
- Clinic - Grade 1 (Boys and Girls)

2. **Intramurals** are offered to Middle School students on Tuesday afternoons from 3:00 p.m. to 5:00 p.m. Competition involves participation in team sports including soccer, football, lacrosse, baseball, and others.

3. Wednesday Afternoon Sports Program. This Sports program is held on Wednesday afternoons between the hours of 1:00 p.m. and 3:00 p.m. It is offered to Primary and Middle School students on a voluntary basis. Competition usually involves team sports - soccer (fall), basketball (winter), and track (spring), with other activities, such as volleyball and badminton, interspersed between seasons. Both boys and girls participate.

### C. MUSIC

1. Concert Choir: A music elective for grades 5 and 6 that focuses on choral singing. Solo or small group singing is a requirement as is sight reading of music notes. Concert Choir is open to all 5<sup>th</sup> and 6<sup>th</sup> grade students. Tryouts are not necessary, except for small group ensemble.

2. Ensemble: A music elective for 7<sup>th</sup> and 8<sup>th</sup> grades which emphasizes solo, small group and choral singing. Solo or small group singing is a requirement and students are encouraged to develop their adolescent voice to its potential. Tryouts are not required. Ensemble is open to all 7<sup>th</sup> and 8<sup>th</sup> grade students.

3. Handbells: A music group which fosters the love of handbell playing using handtone chimebells. Ability to sight read is a requirement. Students are selected on basis of music discipline, music ability, and ability to work individually. Handbell Choir (Trinity Ringers) consists of 7<sup>th</sup> and 8<sup>th</sup> grade students. Students who are not selected may become alternates.

4. Instrumental lessons are available at Trinity through the instrumental music program as well as participation in BAND.

**D. ADOPT-A-CLASS (Little Brothers and Sisters)**

At Trinity, grades 5 to 8 are assigned a primary class to adopt. The 4th grade adopts the Kindergarten class. The purpose of this program is to develop a close relationship between the older students and the younger students. In the Adopted Classes, an older student is assigned a younger student who becomes their "Little Brother" or "Little Sister". During the year visits are exchanged between Adopted Classes and on special occasions the Big Brothers and Sisters give the Little Brothers and Sisters a small treat and a special gift on Valentine's Day. Grade 4 and the Kindergarten exchange gifts at Easter. A few times during the year the teachers of the younger children make something for their "Big Brothers and Sisters" as a class project.

**E. FIELD TRIPS**

Throughout the year, students take field trips to locations in and around Baltimore and Washington D.C. Field trips are considered an integral part of the school's educational program and a valuable learning experience for students.

In advance of the trip, a permission form is sent home. A student will be permitted to attend the trip ONLY if the permission form is signed by the parent/guardian and returned to the teacher by the specified date. If, for some extraordinary reason, a student is unable to participate, the student is expected to attend school on that day. Work will be supplied by the teacher(s), and the student will be assigned a classroom in which to work under the supervision of a staff member. Students who are kept home from the trip will be marked absent.

Parents and guardians are encouraged to participate as chaperones on field trips as the need arises. However, because of safety and liability factors, pre-school siblings and other school-age siblings may not accompany the chaperone.

**III. HOURS AND SCHEDULING**

**A. Hours**

1. Students report to school no earlier than 8:00 a.m. and no later than 8:20 a.m.  
Homeroom activities begin at 8:25 a.m. Classes start at 8:40 a.m.

Grades Kindergarten - 8:

- Monday, Tuesday, Thursday, Friday  
- 8:20 a.m. - 3:15 p.m.
- Wednesday  
- 8:20 a.m. - 12:30 p.m.

## 2. Lunch

- Times:
  - Grades 1, 2 and 3: 11:30 a.m. - 11:50 a.m.
  - Grades 4, 5 and 6: 11:55 a.m. - 12:15 p.m.
  - KDG: 12:15 p.m. – 12:45 p.m.
  - Grades 7 and 8: 12:20 p.m. - 12:40 p.m.

Parents may drop off forgotten lunches on the table by the cafeteria entrance.

- Lunch Services:
  - a. Beverages: chocolate and white milk and orange juice (100% juice) are available to the students. An annual fee is paid.
  - b. Special Lunches: are available on Mondays, Tuesdays and Thursdays from **THE LUNCH BOX**. A menu is posted on the internet (check The Lunch Box web page: [www.lunchboxprogram.com](http://www.lunchboxprogram.com)) and monthly prepaid orders are placed directly with the caterer on the Internet. Menus are posted in advance on approximately the 15<sup>th</sup> of the month.
  - c. Field Trips: **Do not order a lunch** from Lunch Box if students are on a field trip during the lunch period. The field trip permission slip will specify the lunch arrangements for the field trip.

**Please note: If on a Monday, Tuesday or Thursday, schools open two (2) hours late due to inclement weather, lunch will be served.**

- Snack
  - a) Primary School: Students in grades 1 through 4 may bring a light snack for mid-morning. **NO SWEETS!**
  - b) Middle School: Students in grades 5 through 8 have a third period break when they may have a nutritional snack (**NO SWEETS**) between classes.

## 3. Dismissal

- Full Session:
  - a. Primary School

- 2:55 p.m. - End of Class
- 3:05 p.m. - Announcements
- 3:10 p.m. - Walkers, TED (a TED aide escorts children),  
and Middle School Carpool exit
- 3:15 p.m. - All others exit

b. Middle School

- 3:05 p.m. - Announcements and End of Class
- 3:15 p.m. - Walkers, TED, and Primary Carpool exit, all others exit

▪ Half Sessions and Wednesday

a. Public address announcements occur at 12:20 p.m.

b. Bells:

1. Primary School

- 12:10 p.m. - End of Class
- 12:15 p.m. - Announcements
- 12:20 p.m. - TED, walkers and Middle School carpool  
students exit
- 12:25 p.m. – All others exit

2. Middle School

- 12:00 p.m. - End of Class
- 12:15 p.m. - Announcements
- 12:25 p.m. – TED, walkers and Primary School carpool  
students exit, All others exit

It is important to pick up your child/children promptly. Due to Licensing regulations, only registered students can attend TED. If you are late for pick up for reasons beyond your control, your child/children will be waiting in the Middle School as a safety measure. **This "wait time" should not exceed 15 minutes (3:40 p.m. Monday to Friday and 12:45 p.m. on Wednesdays).** We are confident that we can accommodate your child in an emergency, but these situations are obviously rare in occurrence. Teachers are engaged in meetings and lesson preparations after dismissal and are not able to monitor students.

**B. ATTENDANCE**

1. Children should be left at school no earlier than 8:00 a.m. Supervision begins at 8:00 a.m. A bell will ring at 8:20 a.m. for all students to enter their building and go directly to their classrooms. When weather is inclement or extremely cold, students may enter their buildings as soon as they arrive.
2. At 8:25 a.m. students are seated for homeroom activities.

3. **Students are late if not in homeroom at 8:25 a.m.**

- Middle School students must obtain a late slip from the office to enter class.
  - When Primary School students are late, their homeroom teacher issues the late slip.
  - Tardiness is entered on a student's permanent record.
  - It is the student's responsibility to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to lateness.
  - Excused lateness: Lateness is excused when unexpected events such as car breakdown or delays caused by traffic accidents, health emergencies, emergency Doctor/Dentist appointment, etc. prevent the student's prompt arrival to school in the morning.
4. Announcements, including time, will be made over the public address system at 8:35 a.m. Classes begin at 8:40 a.m.
5. **The school discourages early departures** and requests families to arrange routine medical and dental appointments, etc., either after school hours, on Wednesday afternoon, Saturdays, or during vacation periods. Check the calendar for days when school is not in session. If early dismissal is unavoidable, the student needs to submit a note to the homeroom teacher, signed by the parent or legal guardian, on the day of dismissal. The note should include the reason for the request and the time the student must leave school. If the student does not return to school, he/she is counted absent for the remainder of the day and is responsible for the work missed. Early departures are entered on the student's permanent record. Primary students are picked up in their homeroom. Middle school students are picked up at the main office.

**C. ABSENCE/ABSENTEE PHONE LINE: 443-498-5099**

1. If a student is ill, he or she should be kept out of school.
2. Assignments and tests missed during absences must be made up. This is the student's responsibility.
3. To report your child's absence and to obtain homework and materials, please notify the office **BY CALLING 443-498-5099 (ABSENTEE PHONE LINE). Please leave a detailed message BEFORE 8:30 a.m.** The work and books will be collected during the day. They may be picked up at Room 107, immediate left inside the side entrance to the middle school, after 3:15 p.m. or you may notify a student to bring them home. Please keep in mind that time restraints at the end of the day (class ends at 3:05 p.m.) most of the time prohibit delivery of middle school homework to a primary student. Parents of primary students in grades 1 and 2 are NOT required to request homework for one-day absence.

4. Parents must report a student's absence. Parents will be contacted if a student's absence has not been called in.
5. When a student returns to school, an e-mail or written note is required stating the reason for the absence. Names of students who do not bring notes the day they return to school are sent to the nurse. Parents will be called about the absenteeism.
6. To be excused from gym, a note also must be presented to the homeroom teacher; then it is sent to the gym teacher.
7. If a student arrives to school after 11:05 a.m., the student is marked half day absent.
8. Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.
9. All absences and tardiness become part of a student's permanent record and transcript issued to the next school the student attends.
10. Trinity students must comply with Maryland State Law concerning compulsory attendance. The law requires regular attendance during the entire school year. More than twenty (20) days absence per year is considered excessive. Therefore, no student may miss more than twenty (20) days during the school year. This includes days missed for both excused and unexcused absences. **After the twentieth absence, a student's grades may be affected, or she/he may be requested to withdraw completely.** All cases will be studied individually and hospitalization will be treated with compassion.

*"Research shows that attendance is the single most important factor in school success."*

#### **D. HIGH SCHOOL VISITATION POLICY FOR EIGHTH GRADE STUDENTS**

The Eighth Grade class is allowed a total of four excused absences to visit high schools. Trinity School schedules one high school visit on a Wednesday, early in October. In addition, eighth graders are allowed three visitation/shadow/interview days to the high schools of their choice. Please consider visiting on a Wednesday, Wednesday afternoon, or on days when Trinity is closed to students, such as Parent/Teacher Conference Day.

Parents need to notify the faculty in writing at least three days prior to the shadow/visit day. Students are responsible for all missed work and tests/quizzes. Absences due to shadowing (four in total) are excused and do not affect attendance.

#### **E. PERFECT ATTENDANCE**

Perfect attendance means **no days absent and no days late**. This includes early dismissal and being sent home ill.

## **F. CALENDAR**

A school calendar for the year is given to every family and is also posted on Trinity's website. The calendar includes dates for holidays, school meetings, family functions, report cards, assemblies, school pictures, testing, special student activities, and many other important dates.

## **G. TRINITY EXTENDED DAY PROGRAM (TED)**

This program offers care before and after school hours. For details please check page 15.

## **H. EMERGENCY CLOSINGS**

**Announcements for HOWARD COUNTY schools include TRINITY.**

1. When Howard County has a school holiday, Trinity will be announced separately. When school is to close or is being dismissed early because of inclement weather, please listen to local radio stations, particularly **WBAL (1090 on your AM dial)** and **WTOP (820 on your AM dial, 103.5 on your FM dial)**, or watch **WBAL TV Channel 11** for such announcements. Therefore, it is not necessary to call school for this information.
2. When weather is severe, please stay tuned for approximately forty-five minutes in the event Trinity makes a special announcement.
3. For emergency closings within the school day, please listen to the radio and check your e-mail.
4. Trinity's official radio stations for emergency announcements are **WBAL** and **WTOP**.
5. Trinity's official TV stations for emergency announcements are **WBAL TV11** and **WJZ-TV13**.
6. **ON WEDNESDAYS, WHEN IT IS ANNOUNCED THAT SCHOOL WILL OPEN 2 HOURS LATE, TRINITY WILL NOT HOLD CLASSES.**
7. **GRADES KDG TO 8 DELAYED OPENING:**

1 hour delay = school begins at 9:20 a.m.

2 hours delay = school begins at 10:20 a.m.

#### IV. **DRESS CODE**

Trinity has chosen a uniform for the boys and girls that is to be worn in its entirety, except on special occasions which are announced in advance (see Free Dress Code).

Make-up, nail polish, and excessive jewelry are not part of the school uniform. Girls wear only one pair of earrings to school. Boys do not wear earrings to school. Extreme hairstyles and hair coloring of any type are not permitted for boys and girls. Boys' hair length must be two (2) finger widths above eyebrows and clear shirt collar. Visible tattoos of any type and body piercing are not permitted either.

When a student is not wearing the uniform appropriately, a school representative will notify parents by phone. If necessary, parents will be asked to bring proper attire to school. Only when uniform correction has been made, a student will return to class.

Middle School students who violate the uniform code will be issued points.

The acceptable length of skirts, jumpers, and shorts is 3 inches above the knee.

##### **A. SCHOOL UNIFORMS ARE ORDERED AND PURCHASED FROM:**

Dennis Uniform Manufacturing Company  
1110C North Rolling Road  
Catonsville, MD 21228  
Tel: (410)869-4682 or (800)854-6951  
[www.dennisuniform.com](http://www.dennisuniform.com)

##### 1. **Girls:**

###### **Kindergarten through 6th grade:**

Green plaid jumper  
White blouse (long or short sleeves)  
Green knee highs or tights  
Green cardigan sweater

###### **7th through 8th grades:**

Green plaid skirt  
White oxford blouse (long or short sleeves)  
Green knee highs or tights  
Green collegiate cardigan sweater

##### 2. **Boys:**

###### **Kindergarten through 6th grade:**

Grey trousers  
White shirt (long or short sleeves)  
Green tie  
Green v - neck pullover sweater  
Grey socks - **No sport anklets**

**7th through 8th grades:**

Khaki trousers  
White oxford shirt (long or short sleeves)  
Green and white stripe tie  
Green v - neck pullover sweater  
Socks to match shoes/trousers—**No sport anklets**

**3. Shoes:**

Primary School: suede buck, campside, saddle shoes, shoe with elastic strap or T-strap (no grooved soles)  
COLOR: brown, tan, black, oxblood, navy

Middle School: suede buck, loafer, campside, shoes with elastic or T-strap (no grooved soles)  
COLOR: brown, tan, black, oxblood, navy

**4. Optional:**

**Kindergarten through 4th grade, Boys & Girls:**

Khaki shorts or skorts (girls)  
Green knit shirt with Trinity logo  
White socks - **No sport anklets**

**Grades 5<sup>th</sup> through 8<sup>th</sup>, Boys and Girls:**

Khaki shorts or skorts (girls)  
White knit shirt with Trinity logo  
White socks - **No sport anklets**

To be worn (if you choose to) from opening of school to approximately October 15 and from approximately April 15th to the end of school (Definitive date is announced each year.).

**B. FREE DRESS CODE**

Days out of uniform (Free Dress Days) are periodically scheduled and announced to the students. When students do not wear the uniform, they are expected to wear suitable outfits, NOT play clothes to school.

On special occasions, dress clothes are required. On those days, if a student thinks that a particular article of clothing is not appropriate, then it probably should not be worn to school. Clothes that are inappropriate include:

- sweat pants and sweat shirts on special occasions
- excessively short skirts
- excessively short shorts
- bare midriffs
- very tight or bare apparel
- clothing which is unhemmed, ripped, torn, or has holes.

**THE FACULTY WILL MAINTAIN THE RIGHT TO CORRECT APPEARANCE THAT IS CONSIDERED NOT SUITABLE TO STUDENTS AS WELL AS THE SCHOOL. IF FACULTY DEEMS NECESSARY, THE PARENTS WILL BE CALLED TO BRING APPROPRIATE CLOTHING TO SCHOOL.**

**C. GYM UNIFORM**

Uniforms are ordered and purchased from Trinity School.

1. Girls:
  - KDG – Gr. 4 - Shorts only (worn under Jumper)
  - 5th through 8th - Trinity gym shorts and T-shirt
2. Boys:
  - 5th through 8th - Trinity gym shorts and T-shirt
3. Trinity sweatshirts and pants may be worn in cold weather (after Thanksgiving).
4. On gym days, students in Kindergarten to 4<sup>th</sup> grades wear tennis shoes to school. Students in grades 5 through 8 are to bring their tennis shoes to class.
5. Please put readable names (labels) on all pieces of clothing.

**D. USED UNIFORMS**

See the school calendar for the dates of the used uniform sales held in September, October, January and April.

**E. BOOKBAGS**

Students in Grades K-4 use bookbags without wheels. Students in Grades 5-8 can use wheeled bookbags if they wish. All middle school students are encouraged to store their bookbags in their locker during the day and carry materials to class. Students visit their lockers three times a day.

**V. TRANSPORTATION**

**A. CARPOOL RULES AND PROCEDURES**

1. For the safety of the children:
  - Drive slowly and cautiously through the grounds and through Grovemont.
  - Observe STOP and YIELD signs: in-coming traffic has the right-of-way at the Ilchester Road entrance and at the bridge.
2. Morning Carpool

- Cars entering Ilchester Road will drop off primary students at the first turnabout which is just below the yellow gate; proceed to Ilchester Road OR down the back road bordering the playground to the turnabout for Middle School drop off. Exit by Hatterby Court OR Ilchester Road.
- For Middle School ONLY drop-off, enter by Ilchester Road OR Hatterby Court.
- Please have children gather their backpacks, lunch boxes, gym bags, etc. BEFORE reaching the discharge area so that unloading may be done quickly to prevent traffic back up. In order to save time, avoid having to open trunks for belongings if they will fit in the vehicle.

### 3. Afternoon Pick Up (3:15 p.m.)

- Middle School Students Only: Enter by Hatterby Court OR Ilchester Road to pick up at the middle school. To avoid head on collisions, please do not enter by Ilchester Road after 3:10 p.m. to reach the Middle School.
- Primary and Middle School Students who ride together will be picked up in front of the Primary School. Arrangements are made for some primary students to be picked up with their sibling at the Middle School. In every vehicle used for carpool, please place a sign identifying carpool. EXAMPLE: BURTON CARPOOL. These signs are distributed shortly after the opening of school.
- **Keep conversations with the teachers to a minimum to prevent any back-up.**
- Please respect reserved parking area.

- Inclement Weather

1. Primary students will be picked up at Primary School.\*

2. Middle School riders will be picked up at the Middle School.\*

3. Both Primary and Middle School carpools, must display the sign provided so that the carpool may be identified. Place the sign on the dashboard so that it is visible to the attending teacher.

4. Primary School walkers may be picked up at carpool station 9 located in front of the cafeteria.

\* Students do not walk to another building for carpool when the weather is inclement.

## B. STUDENT PICK-UP POLICY

The safety of the students is the priority at Trinity. Efficient, safe and supervised procedures are in place at dismissal for the well-being of your child/children. It is essential that all students are picked up promptly at the end of the school day. Please make other arrangements early if you know you will not be able to be at school on time to pick up your child.

Parents who are unable to pick up their child/children at the specified dismissal time should

consider enrolling their child/children in TED.

If you are late for pick up for reasons beyond your control, your child/children will be waiting in the Middle School as a safety measure. This "wait time" is not expected to exceed 15 minutes (3:35 p.m. Monday to Friday and 12:45 p.m. on Wednesdays).

We are confident that we can accommodate your child in an emergency, but these situations are obviously rare in occurrence. Teachers are engaged in meetings and lesson preparations after dismissal and are not able to monitor students on a regular basis.

#### **C. BUS**

At present Trinity School provides no bus transportation because of insufficient use.

#### **D. EMERGENCY CLOSINGS**

See section III-G

#### **E. CHANGES IN CHILD'S TRANSPORTATION**

1. Once the school has been informed of a student's mode of transportation, it will not be changed unless the school receives a written note.
2. Except for an emergency, avoid calling the school at 3:00 p.m. for changes in transportation. Sometimes we are unable to get a message to a student at this time because dismissal is already in progress. Please do not call the homeroom teacher to deliver messages to your child. The phone never rings in the classroom. All calls to the classrooms are routed to a voice mail system.
3. Messages - if you call the school main office after 3:30 p.m. and get the recording, please leave a message. Messages are checked periodically until 4:00 p.m.

#### **F. SAFETY**

1. **For the safety of the students, all visitors, including parents, must report to the school office and receive an identification badge before visiting other parts of the school. All visitors, including parents, must inform an administrator before entering any classroom unexpectedly.**
2. Children may never go home with another child OR be picked up by another adult unless authorized in writing by a parent. If there is ever any confusion about this, the child will be kept at school and the parent will be notified.
3. When children from the Primary School are sent to another building for any reason, they travel in pairs.

4. If a child is not picked up on time, the child will be directed to wait in the classroom next to the side door of the Middle School.
5. All Trinity employees wear photo I.D. badges.

## **VI. CODE OF STUDENT CONDUCT**

### **A. PHILOSOPHY**

The Trinity School Code of Conduct is based on the belief that each person is a unique creation of God. At baptism God calls each person by name for a special purpose. Every person has a specific job in life that no other person can do as well. This belief challenges me to be and do my best each day. Therefore, we are expected to accept and respect the uniqueness of others in our thoughts, words, and actions. Because we believe that every person is a temple of the Holy Spirit we will relate to each person in a courteous manner.

The ultimate purpose of the Trinity Code of Student Conduct is:

- Develop a strong character and sense of responsibility based on Christian ideals.
- Establish an atmosphere that will enhance all aspects of growth and learning of the child.
- Provide a supportive climate that will promote the welfare of the individual and school community.

**Refer to Primary School Code of Conduct: Attachment III**

**Refer to Middle School Code of Conduct: Attachment VI**

### **B. HARASSMENT POLICY**

Harassment or abuse of any kind is not acceptable behavior at Trinity School and will result in disciplinary action up to and including suspension/expulsion.

### **C. CLASSROOMS, HALLWAYS, AND SCHOOL GROUNDS**

1. A safe, caring, respectful atmosphere conducive to learning is created and maintained at Trinity. All students are expected to conduct themselves appropriately in all areas of Trinity's campus. Students' behavior may not interfere with the teaching or the learning process. Each teacher develops classroom management procedures for the students that are presented and taught to the children at the beginning of every school year. Each teacher communicates his or her classroom management plan to the parents in September.

2. Primary School Students:

A positive and supportive approach is used to correct and redirect undesirable behavior. If unacceptable behavior does occur, we will work toward helping the student improve his/her behavior. If thereafter a child does not follow expected behavior codes the procedures below will be followed:

- ☞ The student will bring home a behavior slip which will explain the unacceptable behavior. It is expected that this form will be signed by the child's parent/s and brought back to school the following school day.
- ☞ If a student receives three behavior slips in a report card period a conference will be arranged with the parents.
- ☞ In the case of a student receiving five behavior slips during a report period, a conference will be arranged with the Head of Primary School.

**See Attachments IV and V.**

3. Middle School Students:

Students receive points for unacceptable behavior in written form requiring both student and parent signatures. If a student receives 0 points for 5 days, he/she automatically reduces a point. An accumulation of 3 or more points results in an after school detention. **See Point System Attachment VII**

**D. PLAYGROUND**

Playground procedures to ensure safety and a pleasant recess are taught and practiced at school. Please review these procedures with your child.

1. Respect others; follow directions given by staff.
2. Students will not play roughly on the playground.
3. Students will not play near the edge of the road; stop at large trees.
4. If a ball goes across the road, a student asks permission to get the ball; look both ways before crossing.
5. Students are to stop what they are doing when the bell rings and line up quickly.
6. Students do not touch bark, sticks, and other dangerous objects.
7. Trees near the road are designated for creative play (make roads, farms, etc.)
8. Students will play only on playground areas, not near St. Lidwine's or on the sidewalks.
9. Students will show pride in their school by keeping the buildings and ground free of litter.
10. Students will use all playground equipment appropriately. (Rules are taught and demonstrated).
11. Students will take turns on equipment; count to 25.
12. Students will leave knives and other unsafe objects at home along with hard balls, ipods, cell phones, radios, video games, walkman, and all electronic equipment not school related. Such items will be confiscated and returned to the parents.
13. If a student is ever asked to deliver a RED CARD, he/she is to go directly to the nearest office, classroom, cafeteria, health room, and get the attention of an adult.
14. Students will settle differences peacefully and use the STOP/THINK/PLAN Conflict Resolution skills.
15. Students do not take any food to the playground.

16. Students do not step on the playground if a recess supervisor is not present. Members of the faculty, aides, and administrators serve as playground monitors.

17. Students never leave the playground without permission.

#### **E. SUSPENSION AND EXPULSION**

1. In-House Suspension: may take place when a student is disruptive in class. Parents will be notified.
2. Students will be suspended or expelled from Trinity for any of these reasons while at school or while attending a school function:
  - Lack of respect
  - Lack of cooperation
  - Fighting
  - Using vulgar language
  - Displaying or possessing pornography
  - Sexual misconduct
  - Using matches
  - Smoking
  - Drinking
  - Destroying property
  - Stealing
  - Possessing or using drugs
  - Possession of weapons
  - Harassment
  - Truancy

While on suspension, the student is still responsible for missed work. After the specified amount of time for suspension, the student and the parent(s)/guardian(s) will meet with Administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement.

Any illegal activities, including but not limited to the possession, use of, selling, or distribution of alcohol/drugs, may be grounds for expulsion. The school reserves the right to expel any student at any time when his/her conduct warrants it. Any expelled student forfeits all privileges of the Trinity School student. The Administration reserves the right not to re-admit an expelled student at a later date.

#### **F. TRUANCY**

Truancy is defined as a student absenting him/herself from school without parent/legal guardian permission, or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion.

**G. SEARCH AND SEIZURE**

Lockers and desks are properties of the school and can be searched at any time. If the principal or the principal's representative have information that a student is in possession of a drug or controlled substance that constitutes a criminal or civil offense in Maryland, or for any other valid reason, the principal or designee has the right to search the student's personal belongings in the presence of a third party. The principal or representative shall ask the student to consent to the search. Failure to consent shall result in automatic suspension and/or expulsion from the school.

**H. REQUEST TO WITHDRAW A STUDENT FROM TRINITY SCHOOL**

Parents will be requested to withdraw a student from school for any of these reasons:

- Student and/or parent cannot accept the philosophy of the school
- Student and/or parent consistently acts contrary to school philosophy
- School program does not meet the needs of the student

**I. PROPERTY**

Students are held responsible for proper use and care of property, including grounds, buildings, furniture, lockers, books, and other materials. Misused, damaged, or destroyed property will be repaired or replaced by the student.

**J. CONFLICT SITUATIONS**

Conflicts are a normal and healthy part of living and growing. We encourage students to handle conflicts and not to avoid them. The goal is reconciliation. The Administration has implemented conflict resolution techniques to work towards a solution.

Trinity School uses the STP (STOP, THINK, PLAN) program. STP is a program and a process that instructs students to calmly resolve many conflicts. The purpose of the program is to provide strategies that teach children how to slow things down and to think about options. STP provides teachers with techniques to help students use appropriate responses to handle conflict in different situations. A major emphasis is on the work "STOP". All students learn strategies, practice and role play situations, and develop plans to help resolve possible conflict.

**VII. HEALTH**

Two pediatric registered nurses staff the Trinity School health room. The primary goal is the promotion of health and well being of the Trinity School community.

Trinity School adheres to the policies and procedures of the Maryland Department of Health. Before each child enters school, an immunization and health inventory form MUST be on file in the

nurse's office. This will assure that the school is apprised of special medical circumstances such as allergies, diabetes, seizures or other health factors of which the nurse should be aware. Any time a student's health changes an update should be provided to the school nurse.

#### **A. HEALTH ROOM**

- Direct line to the nurse is **410-744-1082**.
- A nurse is available from 8:20 a.m. to 3:15 p.m. daily.
- The Health Room is located above the cafeteria in the Primary School.
- Students must obtain a pass from a teacher in order to go to the Health Room.
- **If your child has any or some of the following conditions, DO NOT SEND to school: fever (temp 100 or higher), reddened eyes with discharge, sore throat with swollen glands or pus in back of throat, vomiting, diarrhea, runny nose with green discharge, or undiagnosed rash.**
- If a child is too sick to remain in school, the parent will be notified immediately. Parents are asked to have sick child picked up within one hour.
- In cases of emergency when a child needs to be taken to the hospital, he/she will be taken to Howard County Hospital unless parents indicate otherwise on the emergency card.
- If an injury to the head or other serious injury occurs, the nurse will call the parent or send home a report.
- **Parents should not send a child who is ill to school in the morning. A child must be fever free for 24 hours (without fever reducing medication) before returning to school, no vomiting or diarrhea for 24 hours and, if prescribed, must be on antibiotics for 24 hours before returning to school.**
- If your child is absent for any health reason or diagnosed with a communicable disease, a written note must be sent to the nurse on child's return to school.
- A doctor's written note is needed for student to be excused from physical education class. If your child returns to school with a cast, splint, crutches, etc., please notify the nurse so she may provide follow up care.
- If your child needs medication in school, please refer to the **Medication section** of this book.
- A public health nurse is assigned to Trinity School by the Department of Health. The public health nurse keeps Trinity informed of services and requirements and visits the school periodically to check health records.

## B. HEALTH FORMS

All students entering Kindergarten or any students new to the school are required to complete the following forms. These forms must be turned in prior to the start of the school year:

- Immunization Record (State form DHMH 896) – signed by physician
- Health Inventory – part I signed by parent; part II signed by physician
- Trinity Health Update

The following two forms should be filled out on an as needed basis:

- Medication Authorization/Order Form – if student will require any medication, including over the counter medication, during school hours. This form needs to be signed by the physician and parent.
- Allergy Action Plan – for life threatening allergies, signed by physician and parent.

**Emergency cards (2) per family will be required on a yearly basis.**

**A Trinity Health Update will also be required for students entering grades 3 and 6.**

## C. MEDICATION

If medication administration is necessary during school hours for your child, please request the Trinity School Medication Packet that includes the necessary forms. Forms will be required at the start of each school year. It is required that the first dose of a medication must be given at home with the exception of an Epipen. Most antibiotics can be given effectively 2 or 3 times a day outside of school hours.

**In order for any medication to be given in school, including over the counter medications, we require the following:**

- School Medication Authorization Physician Order—complete with a Physician and Parent signature. This form should be in before school starts. Parents must supply new form each time there is a change to original order on file.
- Medication must be in original container (including inhalers) or duplicate container with a prescription label on it. Please make sure correct Name, Dose, Frequency, and Date is on the label. Upon request pharmacies will label an extra container.
- If your child has a severe allergy to **peanuts, tree nuts, bee stings or allergens**, a doctor must complete an Allergy Action Plan and a Medication Authorization/Order Form. A parent must sign after a doctor completes the forms. If a student needs to carry an Epipen at all times or if an Epipen needs to be kept in the classroom, the order should state this. Parents should supply Epipens and Benadryl for school. These forms must be turned in at beginning of school year.
- **Over the Counter medications** will be treated like any other medication. A School Medication Authorization/Physician Order **must** be filled out for **any** medication

and signed by the physician and parent. This is a Maryland State School Health Services guideline. Parents will supply the medication. Medication must be in the original package and brought to the nurse in a ziplock bag labeled with the student's name and grade.

- Parent must transport medication to and from school and give to the nurse. (Please do not send medication with student or in backpacks). **Students may not carry medication with them or transport medication to or from school.**
- Only the nurse dispenses medications—including inhalers.

Parent must pick up any unused medication at end of school year. If not picked up, medication will be discarded.

If your child is on any type of daily medication at home, please inform the nurse so that this information can be kept on file in case of an emergency.

Confidentiality of each student will be maintained to the extent possible by school staff. At times, school staff outside the health room may need to be made aware that a student is receiving medication in order to monitor effectiveness, side effects or adverse reactions. Information will be shared on a need to know basis only.

#### **D. ALLERGIES**

##### **GUIDELINES for MANAGING PEANUT and NUT ALLERGIES**

Food allergies can be life threatening. Trinity School will work to minimize risks and provide a safe educational environment for food-allergic students. We will do our best to provide an environment as nut free as possible but **cannot guarantee a totally nut free** environment. In order to accomplish this task we need the cooperation of families, school staff, cafeteria staff and physicians.

We are asking **all parents** that when sending in snacks for the whole class or school activities to avoid products containing any kind of nut. Traces of nut products are contained in a wide variety of foods (some cakes, cookies, crackers, candy, granola, cake or brownie mix, etc). Sometimes it is not obvious that a product contains nuts. Please read all ingredient labels and look for "May contain nut products, traces of nut products or was manufactured in a plant that contains any kind of nut product". This includes looking for **both tree nuts and peanut products**-two different types of ingredients. Manufacturers **change ingredients without warning** or change their packaging so always check labels to be sure.

If sending in homemade foods please clean all baking pans, bowls and utensils before using to remove any traces of nuts or peanuts (including peanut oil) used in your previous baking. Very minute amounts of food protein can be responsible for life threatening reactions.

There will be **NO sharing of food** or eating utensils throughout the school.

### **Family Responsibilities**

- Provide school with information re: student's allergy including specific details about item that causes allergy, type of reaction, medication needed and if child has had an anaphylactic reaction and if they are wearing a medical alert bracelet or necklace.
- Parent to provide properly labeled medication to be given in school—inhaler, Benadryl, Epipen (enough for Health Room and classroom if required) accompanied by a **Medication Authorization/Order Form** with Doctor's order and an **Allergy Action Plan** with photo attached. Medications and Doctor's orders (Allergy Action Plan) MUST be in health room before start of each new school year.
- Replace medication if supply is used or upon expiration.
- Provide physician documentation if child is not to sit at nut free table.
- Educate child in self management (age appropriate) of their allergy including: safe and unsafe foods; how to read labels (age appropriate); symptoms of allergic reactions; how and when to notify adult if they are having an allergy related problem; and NO sharing of food or eating utensils.
- Instruct child not to eat anything with unknown ingredients or if they are not sure to consult an adult.
- Provide emergency contact information.
- Provide snack food for child to keep in classroom for parties, bake sales or holiday events at school, etc.

### **School Responsibilities**

- Review health records submitted by parents and physicians.
- Notify staff with whom student is in contact: teachers, cafeteria staff, after school care, room mothers for treats.
- Train staff members in food allergies, symptom recognition, what to do in an emergency, and how to use Epipen.
- Provide nut free tables in cafeteria-student must have written physician or parent documentation to be excluded from nut free table.
- **Institute a No Sharing of Food or eating utensils throughout school.**
- Be aware of difference between peanut and tree nut allergies.
- Store Epipens in an easily accessible location (health room).

- Send letters home to families in each grade level of student with allergies informing them of need to check treats' ingredients before sending to school.
- Foods used for arts & crafts, science experiments or other purposes will be modified to be nut free.

#### **Cafeteria/Kitchen Staff**

- Clean tables between class groups with disposable cloths.
- Be aware of difference between peanut and tree nut allergies.
- Check labels of foods offered for nut products, peanuts or tree nuts including ice cream, desserts and sauces (like BBQ) to eliminate as much as possible items that contain any kind of peanut or nut traces and mark items appropriately.
- Have nut free area in kitchen.

#### **AVOID THESE FOODS IF YOU HAVE A TREE NUT ALLERGY**

This is **not an all-inclusive** list. PLEASE read labels before eating. Tree nuts are being added to a variety of foods including BBQ sauces, cereals, ice cream and crackers.

- Almonds
- Brazil nuts
- Cashews
- Caponata
- Chestnuts
- Filberts
- Hazelnuts
- Gianduja
- Hickory Nuts
- Macadamia nuts
- Mandelonas
- Marzipan / Almond paste
- Mashuga nuts
- Nougat
- Nutmeal
- Nu Nutsa – artificial nuts peanuts deflavored and reflavored with a nutlike pecan or walnut)
- Nut butters
- Nut oil
- Nut paste
- Pecans
- Pine nuts (pignolia, pinian)
- Pistachios
- Pralines
- Walnuts

- Avoid natural extracts such as pure almond extract and natural wintergreen extract for filbert or hazelnut allergy.
- Tree nuts are being added to an increasing variety of foods such as BBQ sauces, cereals, crackers and ice cream.

**AVOID THESE FOODS IF YOU HAVE A PEANUT ALLERGY**

These **are not all inclusive** lists. Manufacturers change ingredients constantly. All packages need to be checked frequently for peanuts, peanut oil, peanut flour and traces of peanuts.

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Cold pressed, expressed or expelled peanut oil</li> <li>• Ground nuts</li> <li>• Mixed nuts</li> </ul> | <ul style="list-style-type: none"> <li>• Nu-nuts</li> <li>• Peanut</li> <li>• Peanut butter</li> <li>• Peanut flour</li> </ul> |
|---|--|

Foods that MAY indicate the presence of peanut protein include:

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• African, Chinese, Thai and other ethnic dishes</li> <li>• Baked goods</li> <li>• Candy</li> <li>• Cereal</li> <li>• Chili, spaghetti sauce</li> <li>• Chocolate</li> <li>• Crackers</li> <li>• Egg rolls</li> </ul> | <ul style="list-style-type: none"> <li>• Hydrolyzed plant protein</li> <li>• Hydrolyzed vegetable protein</li> <li>• Ice cream, frozen yogurt, tofu</li> <li>• Marzipan</li> <li>• Nougat</li> </ul> |
|--|--|

**This information is intended to educate and is not a replacement for medical evaluation, diagnosis or treatment by a physician.**

**Resources:**

**School Guidelines for Managing Students with Food Allergies The Food Allergy and Anaphylaxis Network [www.foodallergy.org](http://www.foodallergy.org)**

**Peanut Allergies [www.allergicchild.com](http://www.allergicchild.com)**

Anaphylaxis in Schools and other Childcare Settings [www.aaaai.org](http://www.aaaai.org) American Academy of Allergy, Asthma and Immunology

**E. COMMUNICABLE DISEASES**

Parents are required to call the school if their child is diagnosed with a communicable disease. The school then notifies the Health Department. All reports remain confidential. The following diseases/conditions are necessary to report:

- Meningitis
- Hepatitis
- Pediculosis (head lice)
- Impetigo
- Lyme disease
- Chicken Pox
- Measles-regular or German
- Whooping Cough
- Rocky Mountain Spotted Fever
- Adverse reaction to Pertussis Vaccine
- Human Immune Deficiency Virus Infection (AIDS and all other symptomatic infections)
  
- Any student with eye drainage associated with conjunctivitis (pink eye) must be kept home until under treatment from a doctor. Student must have had 24 hours of antibiotic before being readmitted to school.
  
- Students who have chicken pox are excluded until all lesions are scabbed over.
  
- Students with head lice are excluded until treatment is given and free of lice and nits. School personnel will examine student before he/she can return to school.

The school nurse will notify parents if their child/children are exposed to a communicable disease.

**F. EMERGENCY CARDS**

Emergency Cards are a very important part of your child's record. If your child becomes sick or injured while at school we will use the information provided to reach you. Two cards **per family** are requested as one is kept in the nurse's office and one in the main office. Each child should have one parent or emergency contact that is able to pick up your child within 1 hour from the time they are contacted. Please list one phone number (if only voice mail and answering devices are listed) where we can always actually speak to a person so that we can notify you promptly. Give special consideration to the back up persons you list, their availability and distance from school. Please keep all phone numbers current during the year.

**G. IMMUNIZATIONS**

According to Maryland State Law, parents are required to submit evidence of immunization before the child is admitted into kindergarten or before new students enter the school. The immunization record must include all vaccination dates with month, day and year completed, be signed by physician or health department official and be approved by the school. A parent must show a medical contraindication, signed by the doctor, for his/her child to be excluded.

#### **H. SCREENINGS**

- **Hearing and Vision screening** - Each year students in Grades K, 3, 5 and 8 and new students are evaluated in hearing and vision. Parents are notified if follow up is needed.

#### **I. BLOODBORNE PATHOGENS**

A complete Bloodborne Pathogen Standard Exposure Control Plan has been established by Trinity School and is on file in the Health Room.

#### **J. AHERA-ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans and address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. The plan is kept in the principal's office and may be viewed upon request during normal business hours.

#### **K. CHILD ABUSE and NEGLECT REPORTING POLICY and PROCEDURES**

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires all school staff report suspected abuse and neglect to the Department of Social Services, Protective Services Division and/or local police departments.

#### **L. REFERRALS**

If a student is not progressing academically or engages in behaviors that concern the faculty, the school may request, or the parents may initiate, the process to seek professional assistance. Referrals for private tutoring, testing, special programs and counseling may be made by the school. Please call the Administration for additional information.

#### **M. COUNSELING**

The professional services of a school psychologist are available to the Trinity students. The school counselor works very closely with the faculty and administration to address situations and issues facing the student body. The counselor will intervene in the classroom engaging a class of students, small groups or work individually with students.

Students may request an appointment with the counselor by talking with the homeroom teacher. Students may also be referred by the teacher to see the counselor. Should the counselor deem it necessary, parents will be notified and informed of the situation.

## **N. CONFIDENTIALITY**

Teachers and staff will keep confidential information entrusted to them unless one's life, health or safety is at stake. Parents will be promptly notified of faculty's concerns.

## **VIII. ADMISSIONS**

### **A. NON-DISCRIMINATORY**

The philosophy of Trinity School is based on the Christian Social Principles of the Gospel Message to love and to respect the right of all people.

Trinity School does not discriminate on the basis of race, color, and/or national or ethnic origin in the administration of its educational policies, or admissions policies, scholarships, athletics and other school programs.

### **B. APPLICATION PROCESS**

1. Completed application places the child in a pool of candidates waiting to be admitted according to the date the application was received.
2. Applications of siblings and alumni receive priority.
3. Applicants entering Grades 1-8 are invited to visit the school. They tour the campus and receive evaluations in Language Arts, Math, and Composition.
4. After current students re-enroll and openings occur, applicants who match the academic profile of the available openings are invited to enroll.
5. In November, Trinity School registers incoming Kindergarten students who meet the age requirements set by the State of Maryland (five-years old by September 1). The students are invited to visit the school in the spring. At that time, the EISF is administered.

### **C. ENROLLMENT OF CURRENT STUDENT BODY**

Each year the current student body is re-enrolled in early spring. Enrollment contracts are mailed on February 1. The contracts are due to school on March 1.

If parents do not wish to re-enroll a student, notify the school in writing prior to March 1.

Students not invited to return to Trinity School the next school year, and students placed on probation will be informed in writing prior to March 1. This difficult decision is not taken lightly by the Administration; neither is it a surprise to the family of the student. Faculty and Administration diligently keep the family abreast of pending issues and work closely with the student and his/her parents to find solutions.

## **IX. TUITION AND FINANCES**

### **A. TUITION PAYMENT POLICY**

1. A non-refundable annual deposit fee of \$500 per student is due March 1<sup>st</sup> to reserve a place for each student. The deposit fee will be credited to the student's second semester tuition. A late fee of \$100 will be assessed for contracts received after March 1<sup>st</sup>. This \$100 late fee is not credited to the student's tuition balance.
2. The signed enrollment contract is a binding agreement. Parents or legal guardians are required to sign the enrollment contract, agreeing to accept all financial and contractual obligations as set forth in the contract.
3. No deduction, reduction or refund of tuition paid or owed is allowed for absence, withdrawal or dismissal. It is strongly recommended that all students enroll in the Tuition Refund Plan (tuition insurance). The Tuition Refund Plan will reimburse the school for a percentage of the unused tuition (subject to the terms, conditions and limitations of the plan). Please request a copy of the "Tuition Refund Plan" brochure from the business office. To enroll in the insurance plan check YES on the enrollment contract. The fee for the Tuition Refund Plan is listed on the Tuition & Fees Schedule.
4. The school has the right to refer delinquent student accounts to legal counsel for collection. Legal fees associated with the collection of delinquent accounts will be charged to the parents and or guardians, as stated in the contract.
5. Students will not be permitted to attend classes if financial obligations are not met.
6. Students will not receive a report card and a bar will be placed on student records for all delinquent accounts.
7. Transferring students that have not met all financial obligations, tuition and or other account balances as well, will have health records and grade level

information only transferred to the new school. Copies of academic records will be released once all financial obligations are met.

8. Student accounts paid on the semi-annual basis will incur a \$100 per student late fee for delinquent accounts.
9. Student accounts paid on a monthly basis through Tuition Management Systems will incur a \$20 per month late fee for all outstanding balances. Furthermore, student accounts through TMS will be cancelled if payments become more than 60 days delinquent, then the full balance must be paid directly to the school.
10. Parents must enroll students in the monthly payment plan at the time of enrollment. Please see next section on payment options.
11. Trinity School requests all payments be made on a timely basis. The school has financial obligations to meet, such as salaries, benefits and mortgage. We respectfully request that all parents honor our payment option; other payment options are not available.

## **B. TUITION PAYMENT OPTIONS**

Trinity School offers parents three options for tuition and daycare fees. Please understand that other payment options are not available, as the school relies on tuition and fees for the financial obligations the school has incurred.

### **Semi-Annual Payment Plan**

Parents that elect the semi-annual payment plan receive a student statement of account twice a year with payments due:

June 1<sup>st</sup> and February 1<sup>st</sup> of each school year

### **Monthly Payment Plan**

Parents may elect to participate in the monthly payment plan that is available through Tuition Management Systems (TMS). The TMS enrollment fee is \$55 per school year for each family. You may enroll one child or more, including tuition and daycare (TED). The payment options are:

Tuition:            10-month (June 1<sup>st</sup> through March 1<sup>st</sup>)  
                          12-month (April 1<sup>st</sup> through March 1<sup>st</sup>)

TED:                 9-month (September 1<sup>st</sup> through May 1<sup>st</sup>)

How do I enroll?

Complete the tuition and or TED TMS enrollment form and remit the \$55 enrollment fee, made payable to TMS. Send the completed forms and check to the business office.

For late entrance students:

Students accepted to Trinity School on or after June 1<sup>st</sup> may enroll in the 10-month plan only. In addition, all prior months payments must be paid at the time of enrollment in the plan. Please contact the business office for the total amount due.

### **C. TUITION REFUND PLAN**

1. Trinity School cannot refund fees or cancel unpaid tuition obligations in the event of absences, withdrawals or dismissals. It is strongly recommended that all parents participate in this plan.
2. The Tuition Refund Plan will reimburse a percentage of the unused tuition fees to the school (subject to the terms, conditions and limitations and based on the amount insured). Please request a copy of the Tuition Refund Plan coverage pamphlet from the business office for the specific details on coverage and benefits.
3. The cost of the Tuition Refund Plan is approximately 3% of tuition only. To enroll check the box marked "YES" FOR TUITION REFUND PLAN on the enrollment contract. The business office will bill your account on the first semester statement. Please note if you are making payments on a monthly basis you may ADD this amount to the total due.

### **D. FINANCIAL AID**

The financial aid program is designed to ensure that finances do not prevent any student from sharing the educational experience of Trinity School. The process to apply for financial aid includes completing a Parents Financial Statement provided by School and Student Services (SSS). SSS provides an analysis of the family's finances and determines a suggested contribution for educational expenses.

How to apply for financial assistance?

1. Contact Trinity School's Business Office to obtain a financial aid form and questionnaire by mid-December. Also please check the November and December issues of Newsy Notes for application notices.
2. Mail the forms as stated in the packet by the deadlines.
3. The Financial Aid Committee will confidentially review all applications and you will be notified of the decision regarding your application and the amount of the grant prior to the March 1<sup>st</sup> due date for the enrollment contract.

## **X. ORGANIZATIONS, ACTIVITIES AND EVENTS**

**A. CHARITABLE/COMMUNITY OUTREACH:** One of the cornerstones of a Trinity education is outreach to those less fortunate, particularly those in our local community. Here is a list of the organizations and causes Trinity School supports:

1. **"Bags of Plenty" Thanksgiving Food Drive:** During the month of November, we support the Elkridge Pantry or another organization in their effort to help stock the pantries of local

charitable organizations. The children are asked to bring in canned and packaged goods during this month.

2. **“Parents and Children Together” Christmas Toy Drive:** Prior to the Christmas holidays, the children are asked to bring in a new unwrapped toy to donate to PACT, a local organization that works with needy families with special needs children.
3. **Annual “A-Thon”:** Each year, Trinity students support one national organization or charity. They participate in activities to raise funds, such as the St. Jude’s Hospital “Math-a-thon” or the American Heart Association’s “Jump for Heart” Jump rope-a-thon. These typically take place during February or March.
4. **Lenten Mite Boxes:** During Lent, the students are asked to sacrifice by saving and donating money to support Catholic missions around the world.
5. **St. Vincent de Paul Clothing Drive:** We ask that you consider donating any unwanted clothes. A collection bin is located on the parking lot year round.
6. **FISH of Howard County Spring Drive:** This volunteer organization, co-founded by Trinity School and St. Peter’s Episcopal Church in 1973, provides emergency services to the needy. In May of each year, we collect food and supplies to keep them stocked for the summer.
7. **St. Martin’s Home for the Aged:** Each year, fifth and sixth graders may “adopt” a resident of St. Martin’s, a home for the elderly and infirm in Catonsville. We also sponsor a number of Bingo Sundays for the residents of St. Martin’s throughout the year.

#### **B. SCHOOL ORGANIZATIONS:**

1. **The Trinity Board of Trustees:** This is the corporate board whose primary responsibility is to evaluate and approve the philosophy and objectives of the school; ensure that the school accomplishes its objectives; meet its fiduciary responsibilities.
2. **Home and School Association:** Trinity’s Home and School Association has as its mission:
  - To help parents and teachers acquire an appreciation for Trinity’s philosophy
  - To promote cooperation between parents and teachers for the benefit of the children
  - To provide information sessions on curriculum, parenting, and other topics
  - To raise funds for the school

The Home and School Association also holds events and fundraisers:

- The annual Gift Wrap Sale in September
- Fall Festival, the 3<sup>rd</sup> Sunday in October filled with great games and activities for the children, food, raffles, and more
- The Teacher Appreciation Luncheon and other activities to show our appreciation for the efforts of the teachers

- Operation Love, a day set aside in May to honor our grandparents and other older friends and relatives
3. **Scholarship Committee:** This committee raises funds through its monthly pizza lunches and used uniform sales to provide financial aid money to Trinity students.
  4. **Boosters Committee:** This committee raises funds to buy playground and gym equipment. The Boosters Committee sponsors the **Trinity Trot** held in early spring.
  5. **Trinity Athletic Committee:** TAC is responsible for the extra-curricular sports programs at Trinity.
  6. **Community Committee:** This committee manages the outreach programs listed on page 47.
  7. **Bull Roast Committee:** The annual Bull and Oyster Roast, held in March, is a yearlong effort managed by this committee. Proceeds from this event support Trinity's programs and projects.
  8. **Public Relations Committee:** This committee's role is to build upon and maintain Trinity School's image as an exemplary educational institution. It handles press and media coverage and other communications.

### C. TRINITY TRADITIONS/SPECIAL EVENTS AND PROGRAMS

There are many special days and events celebrated at Trinity (some of which are mentioned above), and we invite parents to join us for these events. Some are sponsored for the entire school community, and some are for specific grades. Please check the school calendar in September to note the actual dates of these events.

#### **September/October:**

1. Opening Ceremony
2. Back to School Mass
3. Back to School Night (parents only)
4. St. Francis Day Turtle Day Derby (students can choose to enter turtles in a race; entire school watches the race.)
5. New Parent Coffee
6. Fall Festival
7. Big Brother & Sister Day (students in primary grades meet their "big brothers and sisters" – students from the middle school.)
8. Grandparents' Coffee
9. Halloween Celebrations K-8
10. Dance for Grades 6, 7, 8
11. Food Collection
12. Family Directory and Resource Guide

#### **November/December:**

1. Donuts for Dads

2. Eighth Grade and Parents Attend Toby's Theater
3. Indian Life Day (kindergarten students learn about Native American traditions through fun activities – Bring your video camera!)
4. Christmas Concerts
5. PACT Collection
6. Second Grade – St. Lucia/Juan Diego Prayer Service

**January/February:**

1. Geography Bee Finals (Middle School)
2. Spelling Bee Finals (Grades 5, 6)
3. Pizza Bingo Night
4. Big Brother & Sister Valentine's Day Party
5. Talent Show
6. Mardi Gras
7. Activities to celebrate Catholic Schools Week
8. Grade Level Morning Coffees
9. Middle School Mid-Year Meeting

**March/April:**

1. Kindergarten Spring Play
2. Bull Roast
3. History Bee
4. Spring Concert
5. Drama Club Annual Dinner Theatre
6. Spring Dance
7. Food Collection for FISH of Howard County
8. Trinity Trot
9. Third Grade – St. Joseph Prayer Service for Dads
10. Third Grade – St. Patrick's Day Prayer Service

**May/June:**

1. Muffins for Mom
2. Fourth Grade Mother's Day celebration (an important one to attend if you are the mother of a fourth grader.)
3. Operation Love
4. Kindergarten Graduation
5. Field Day
6. Grade 8 Graduation

**XI. FUND RAISING**

**A. ANNUAL GIVING: FUNCTION AND PHILOSOPHY**

Tuition provides a large percentage of the income that Trinity needs to meet expenses, but not all. Annual Giving income is used by the school both to finance part of the cost of educating your child and to help pay for educational costs not covered by tuition alone. If Trinity charged enough tuition to cover all educational expenses, the costs would exclude many deserving families. Annual Giving helps Trinity to keep your tuition increases to a

minimum, while still offering your child a quality education. Since every family benefits from the Annual Giving Fund, we hope that each family will give according to its means. Total participation is important. When foundations and businesses consider funding a school, they first ask what percentage of parents support annual giving. Trinity hopes the answer is 100%.

## **B. OTHER**

Trinity parents also offer products (e.g., gift wrap), services (e.g., Scholarship lunches and Used Uniform Sales), and sponsor events (e.g., Fall Festival and Bull & Oyster Roast) as a way to provide families with goods and services and to come together as a community. All of these fundraisers are voluntary. Please do not feel obligated to participate in each and every one. Trinity appreciates your support.

## **XII. PARENT COMMUNICATION**

### **A. PARENTS AND THE FACULTY AND ADMINISTRATION (Based on AIMS publication “Parents and Independent Schools”)**

Parents play an essential and positive role in the life of Trinity School. Not only are parents advocates for their children, they also support the faculty and administration through extensive volunteer activities and events.

The relationship between parents and the faculty and administration is formally governed by the school’s written enrollment contract and the handbook, in which procedures are spelled out. When parents choose to enroll their child at Trinity, they agree to subscribe to its mission, follow its rules, and abide by its decisions. However, most teachers and administrators would agree that trust and mutual respect are the most essential underpinnings of effective working relationships with parents.

Parents best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator directly related to the issue. In working with people misunderstandings may arise. Parents with concerns need to explain their concerns to the teacher first. If an agreeable solution is not reached, parents may contact the administration to discuss the situation. After the parent has talked with the teacher and administrator, a conference with parent, teacher, student if necessary, and the administrator may take place. For communication to be effective, all must realize it is for the benefit of the student. In addition, communication must be grounded in mutual trust and respect, be forthright and honest, and be informed by a clear understanding of roles, responsibilities, processes, and appropriate and respectful behavior.

Trinity School encourages parents to work productively with teachers and administrators by staying informed about their child and important events in the life of the school. Thoughtful questions and suggestions are welcomed by the school. It is incumbent upon the school to provide parents with timely and pertinent information.

The partnership between school and home is necessary for an effective discipline and guidance program. It is important not to place the child in opposition to the teacher, which may result in defiance and disrespect. The following guidelines help maintain this partnership.

1. If your child comes home seriously upset about a school situation, you should listen openly to him/her. We caution you not to offer an opinion until you have contacted the teacher involved in a situation. The approach in this situation is one of calm and passive listening. The time taken for this communication will show your interest in the child's point of view. At the same time, the need to view the situation as completely as possible requires that the parent confer with the teacher openly.
2. If you disagree with a teacher's action, please express your disagreement and concern directly to the teacher first by making a phone call and requesting a conference. An administrator will be part of this conference.

#### **B. CONFERENCES**

Please see section III-E for more information.

#### **C. WIRELESS COMMUNICATION AND TELEPHONE NUMBERS**

Please see section III-L for more information.

#### **D. TELEPHONE & E-MAIL COMMUNICATION WITH FACULTY**

1. The faculty does not receive telephone calls during school hours. Parents may leave a voice message in the teacher's voice mailbox and the teacher will return the within 48 hours.
2. The Trinity website has links to all faculty and staff email addresses. The Faculty and staff page is located under the ABOUT TRINITY tab. Teachers' phone numbers (school numbers) and school email addresses are posted in the Trinity Directory and the front pages of the school calendar.
3. **Teachers' personal (home) telephone numbers are not published and therefore teachers should not be called at home.**

#### TRINITY WEBSITE

The Trinity website is [www.trinityschoolmd.org](http://www.trinityschoolmd.org). Helpful information on the website includes links to:

Lunchbox	Volunteer Opportunities
Parent Portal	School Supplies
School Calendar	Weather Policy
Student Handbook	Basketball Registration
Health Forms	Faculty and Staff
Dennis Uniform	In the News
Summer Reading	Virtual Tour of Campus

#### PARENT PORTAL

The Parent Portal is a password protected website used to communicate with parents. New parents are given login information before the first day of school for their children. Information available through the Parent Portal includes:

Weekly Newsy Notes	School Directory
Monthly Fliers	Student Homework
Student Emergency Information	Messages and Reminders

**PLEASE CHECK THE PARENT PORTAL DAILY.**

#### **E. FAMILY DIRECTORY AND RESOURCE GUIDE**

Each year a school directory is compiled with family names, addresses, and telephone numbers. Class lists are also included in the directory along with helpful information about the school, faculty and staff. One copy is sent to each family in late September. Inclusion in the directory is optional.

#### **F. VISITATIONS**

School visits may be arranged by phoning the office at least a day in advance. Some annual visitations are regularly planned. (Refer to the School Calendar)

**For the safety of the students, all visitors, including parents, must report to the school office and receive an identification badge before visiting other parts of the school. All visitors, including parents, must inform appropriate administrator before entering any classroom unexpectedly.**

Parents and friends are invited to assemblies and other functions.

#### **G. BULLETINS**

1. The Principal's Bulletin (**Newsy Notes**) is issued electronically on Wednesdays.
2. Other bulletins, notices, etc. are put together in a packet which is sent electronically as well as hard copy the **FIRST MONDAY OF EVERY MONTH.**

#### **H. DISTRIBUTION AND RETURN**

1. The Principal's Bulletin (Newsy Notes) is e-mailed to the parents on Wednesday afternoon.
2. Field trip announcements and other class notes are e-mailed as well, unless families have indicated otherwise.
3. Most bulletins are distributed ONE PER FAMILY and sent home with the youngest child in the family.
4. When responses are requested, please meet the deadline.

5. Money should be sent in an envelope, clearly marked.
6. Please, send separate checks for separate items (e.g. pictures, gym uniforms, etc.)

#### **I. MAILINGS**

Registration and other important communications are mailed.

#### **J. MEETINGS**

1. Meetings are scheduled to explain your child's program and requirements, testing, report cards.
2. Twice a year, the Home and School Board sponsors general meetings. These are very important for parents to attend. If you are unable to attend, please communicate with the school/teachers.
3. In late January, a 'Back to School' evening meeting is scheduled for parents of students in grades 5-7 in lieu of grade level coffees.

#### **K. COFFEES**

Grade level coffees are scheduled for parents of students in grades K-4, usually mid-year at 8:45 a.m. and held in St. Anne's cafeteria. The Middle School holds an evening meeting mid year. See the School Calendar for the dates. Administrators and Faculty attend.

#### **L. PARENT EMPOWERMENT GROUP**

Parent Empowerment Groups are held at least three times a year at school for parents of children with attention deficit disorder and learning disabilities. These sessions are open to all parents.

### **XIII. VOLUNTEERISM**

Parents are invited and encouraged to volunteer their services to the school. The opportunities for involvement are endless from serving on a board or committee to making posters, baking for a luncheon, or helping in the classroom. The benefits for you are many: becoming acquainted with aspects of the school program and operations as well as experiencing the Trinity Family. The benefits for the school are numerous as well: assisting teachers thereby relieving them for instruction, and by contributing your talents making many fund raisers and other activities happen for the well being of your children. We count on your help in the way you best find fit to your schedule and talents.

### **XIV. RIGHT TO AMEND THE HANDBOOK**

Trinity School reserves the right to amend the Parent/Student Handbook and parent(s)/legal guardian(s) will be notified of any changes made. This Parent/Student Handbook is an informative booklet for parents and students setting forth the rules and policies of the school and is not intended as an expressed or implied contract.

## ATTACHMENT I

### **TRINITY SCHOOL ACCEPTABLE USE POLICY** **FOR COMPUTERS AND TELECOMMUNICATIONS** **COMPUTER AND INTERNET RULES**

The computers, the computer networks, and the Internet are tools that help Trinity students conduct research, complete school work, and broaden their knowledge. All Trinity students use these tools respectfully and responsibly when they obey the following basic rules:

- ❑ Follow the teacher's instructions.
- ❑ Treat all equipment with care.
- ❑ Use the computers only for school related activities.
- ❑ Visit only the sites and files the teacher is asking them to visit.
- ❑ Use their folder only to store work.
- ❑ Use kind and appropriate words in all communications and written work.
- ❑ Protect and respect the rights of others, as well as the well being of the School.
- ❑ Do not visit chat rooms.
- ❑ Do not use email, including hotmail and home email accounts.
- ❑ Do not change the configurations of the computer equipment.
- ❑ Do not install games or other software on school computers without the teacher's permission.
- ❑ Do not copy the software of the school computers without the teacher's permission.
- ❑ Obey copyright laws and software licensing terms.
- ❑ Copying material and/or cutting and pasting another's work without identifying the original source is considered plagiarism, a form of cheating.
- ❑ Students should apply the Language Arts guidelines for citing sources when they use the Internet resources for assignments.

In addition, Trinity students understand that:

- ❑ The use of the computers and the Internet is a privilege not a right.
- ❑ There are consequences for choosing not to follow the computer and Internet rules: losing this privilege for a period of time; paying the school for damages to any part of the computer system; being disciplined by the teacher in charge.
- ❑ Plagiarism is not tolerated.
- ❑ There are some things on the Internet not meant for children. If students find anything on the Internet that makes them uncomfortable, they will share it with the teacher right away.
- ❑ The following activities are a crime under state and federal laws:
  - Damaging the computer hardware and software
  - Entering the computer without permission
  - Destroying or vandalizing computer files
- ❑ Information found on the Internet may not always be correct or accurate.

Trinity School will be responsible for teaching students about these guidelines and for supervising and guiding student access to the Internet. However, parents and guardians are advised that Trinity School does not have total control of the information on the Internet. Trinity School urges parents to establish clear guidelines for Internet use at home consistent with the school's philosophy. For more information about Internet Safety, please review the following resources:

[www.fbi.gov/publications/pguide/pguide.htm](http://www.fbi.gov/publications/pguide/pguide.htm)  
[www.safekids.com/parent\\_guidelines.htm](http://www.safekids.com/parent_guidelines.htm)  
[www.getnetwise.org](http://www.getnetwise.org)

## ATTACHMENT II

### HARASSMENT POLICY

#### I. Policy

It is the policy of the Archdiocese of Baltimore and of Trinity School to prohibit discrimination, including harassment, on the basis of race, color, gender, national origin, religion, age, disability or handicap, or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its education programs and activities.

#### II. Scope

This policy applies to all students in Archdiocesan elementary, middle and secondary schools. The Archdiocese neither condones nor tolerates harassment of students, teachers, or administrators at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this Policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

#### III. Prohibited Conduct

- A. For purposes of this Policy, 'harassment' means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, national origin, religion, age, disability, or handicap, or protected activity, that:
  - (i) Has the purpose or effect of creating an intimidating, hostile or offensive environment;
  - (ii) Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
  - (iii) Otherwise adversely affects an individual's educational opportunities.
- B. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, national origin, religion, age, handicap or disability. "Sexual" harassment included unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

#### IV. Procedure

- A. Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: the student's teacher, the principal of the school, the Superintendent of Catholic Schools.
- B. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.

- C. Any retaliations, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of this Policy and should be reported immediately.
- D. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions. A report of the findings will be forwarded to the Division of Catholic Schools.

**ATTACHMENT III**

**TRINITY PRIMARY SCHOOL CODE OF STUDENT CONDUCT**

At Trinity, I understand that I am expected to cooperate and help create a happy and safe place to learn. I pledge to do my best to get along with others and show respect and consideration for myself, the other students, teachers, administration, and staff. I recognize that the way I act represents my family and my school as well as myself.

- I will treat everyone the way I like to be treated, with dignity, consideration and respect.
- I will respect others’ space and property, keeping my hands, feet, and objects to myself.
- I will communicate in a polite way to everyone, using respectful and appropriate language.
- I will use stop, think, and plan and work out disagreements and problems with others in a peaceful way. If I can’t, I will get an adult involved.
- I will follow the directions given and obey the school and classroom rules.
- I will help to make recess a fun and safe time for everyone by following the rules, sharing, getting along, playing safely, and including everyone.
- I will try my hardest and do my own personal best on all my schoolwork.
- I understand the importance of honesty and promise to be truthful.

I take responsibility for myself and agree to cooperate with this Code of Student Conduct as well as I can. I understand that there are positive consequences for my actions. I also understand that there can be negative consequences for my actions, including being removed from the group.

**Signature of Student** \_\_\_\_\_

**PARENT RESPONSE**

I will support the teachers and administrators in their efforts to educate my child. I will listen openly to my child without making judgments until I have gotten all the facts from the appropriate teacher or administrator. I understand that there may be times when there is disagreement as to events and consequences. In such cases, I reserve the right to appeal to the appropriate administrator. I will strive to empower my child to take responsibility for his or her actions.

**Signature of Parent** \_\_\_\_\_

**ATTACHMENT IV**

Date: \_\_\_\_\_

**I wanted you to know .....**

I was not at my best today and my actions caused a problem. After a reminder and a warning, I continued with behavior that did not follow the Code of Conduct.

- I was dishonest about my behavior.
- I acted in a disrespectful way to another student or adult.
- I did not respect another person's property or space.
- I was talking or calling out in class.
- My behavior disrupted the group in class, or in the hallway.
- I wasn't following directions.
- I didn't get my work done.
- I had a problem lining up.
- I had a problem getting along.
- I had a problem at recess, or in the cafeteria.

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**As a consequence of my actions.....**

- I missed or will miss part of my recess.
- I had to be removed from the group.

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I want to talk to you about this so I won't have this problem again.

Signed: \_\_\_\_\_  
Teacher: \_\_\_\_\_  
Parent: \_\_\_\_\_

**\* Please return to Homeroom teacher.**

**ATTACHMENT V**

Date: \_\_\_\_\_

Sunflowers to \_\_\_\_\_ !

**I wanted you to know .....**

I was really at my best today and my actions deserve recognition. You'll be proud to know that I followed the Code of Conduct, making a positive contribution to our school and learning environment.

**I made others happy by:**

- \_\_\_ solving a problem or helping others to get along.
- \_\_\_ sharing and including others at recess.
- \_\_\_ being kind, considerate, and/or forgiving.
- \_\_\_ helping my teacher or another adult.
- \_\_\_ being respectful of our school property by helping clean up.
- \_\_\_ following direction the first time given.
- \_\_\_ getting my work done on time.
- \_\_\_ doing a great job lining up.
- \_\_\_ being reverent and respectful in chapel.
- \_\_\_ staying in my seat and eating quietly during lunch.
- \_\_\_ trying hard and doing my own personal best on my schoolwork.

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**As a consequence of my actions.....**

- \_\_\_ I was recognized with a round of applause.
- \_\_\_ I am earning free reading, writing, or drawing time.
- \_\_\_ I am earning extra recess time.
- \_\_\_ I am invited to have lunch with my teacher.

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Signed: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent: \_\_\_\_\_

**\* Please return to Homeroom teacher.**

**ATTACHMENT VI**

**TRINITY MIDDLE SCHOOL CODE OF STUDENT CONDUCT**

**PHILOSOPHY**

The Trinity School Code of Conduct is based on the belief that each person is a unique creation of God. At baptism God calls each person by name for a special purpose. Every person has a specific job in life that no other person can do as well. This belief challenges me to be and do my best each day. Therefore, we are expected to accept and respect the uniqueness of others in our thoughts, words, and actions. Because we believe that every person is a temple of the Holy Spirit we will relate to each person in a courteous manner.

**CODE OF STUDENT CONDUCT**

In accordance with the Trinity philosophy, I will strive to practice **courtesy, respect, and responsibility** every day at school, at home, and in the larger community. I promise to do my best to respect God, teachers, staff members, and all Trinity students. I will also show respect to all cafeteria workers, teacher aides, substitute teachers, and parents. I will take responsibility for all my choices, strive to make right choices, and stand up for what is right. I will avoid any behavior that is contrary to Gospel values. I will do my best to respect school property and to comply with all school policies. Above all, I will respect myself.

**Signature of Student** \_\_\_\_\_

**PARENT RESPONSE**

I will support the teachers and administrators in their efforts to educate my child. I will listen openly to my child without making judgments until I have gotten all the facts from the appropriate teacher or administrator. I understand that there may be times when there is disagreement as to events and consequences. In such cases, I reserve the right to appeal to the appropriate administrator. I will strive to empower my child to take responsibility for his or her actions.

**Signature of Parent** \_\_\_\_\_

## ATTACHMENT VII

### TRINITY MIDDLE SCHOOL POINT SYSTEM

Points will be assigned at the discretion of the teacher based on a student's history of behavior for the following infractions:

<u>OFFENSE</u>	<u>POINTS</u>
Improper behavior of any kind	1, 2
Bullying	3, 4, 5
Disrespect by action or word to anyone associated with Trinity School (students, teachers, substitutes, parents, staff, etc.)	3, 4, 5
Profanity/Obscenity	3
Excessive or unnecessary talking	1
Safety violation (any action that could cause harm)	3, 4, 5
Causing physical harm	3 plus
Disruptive behavior	2, 3
Arguing	1, 2
Lying	2
Stealing	6
Cheating	6
Forging or Plagiarizing	6
Defacing school property (can be erased or corrected)	1, 2
Damaging/destruction of school property	6
Abuse of Technology Use Policy	2-6
Not returning homework, point, or detention slips	1
Leaving school property	6
Truancy	6
Unexcused absence from detention	3
Chewing gum	1

Lateness to class	1
Uniform violation	1
Possession of:	
matches, lighters, cigarettes	6
weapons, laser pointers	Expulsion
alcohol or drugs	Expulsion
Sexual misconduct	Suspension/Expulsion

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**POINT ACCUMULATION**

- 3 POINTS      Serve Detention on designated day until 4:15
- 7 POINTS      Conference with principal, student, appropriate teachers, and parents to correct behavior
- 10 POINTS     Report Card check in BEHAVIOR  
Excluded from next class/school event
- 12 POINTS     In-house suspension  
Ineligible for participating in extra-curricular activities for the remainder of reporting period

**14 points in a marking period OR 25 cumulative points results in evaluation of re-enrollment (possible probation).**

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Each Reporting Period starts with 0 points.

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