



ACCREDITED BY THE NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES

# **PARENT-STUDENT HANDBOOK 2018-2019**

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[www.trinitycatholicacademy.org](http://www.trinitycatholicacademy.org)

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Dear Parents and Students,

*“Education is the most powerful weapon which you  
can use to change the world.”*

*---Nelson Mandela*

We are happy that you have chosen to send your child to Trinity Catholic Academy and for the commitment you have made to Catholic education. Your child’s enrollment at TCA marks the beginning of a scholastic career dedicated to *Traditional values, Catholic formation, and Academic excellence.*”

Following is our Parent and Student Handbook. It contains our policies for the 2018-2019 school year. As you read it, you will note that any new or changed content has been printed in **rust color**; other items have been highlighted so that they stand out and there is no confusion as to what our rules and regulations are. Please read the handbook ***carefully and thoroughly***; then print out and sign the agreement attached at the end. *By signing the Handbook Agreement Form you agree to abide by the policies set forth in the handbook for 2018-2019 school year.*

We look forward to entering into a ***contractual agreement in partnership with you*** to promote growth in your children in the realms of morality, spirituality, and compassion. Our partnership will ensure that the good work started by Christ Jesus will continue both at school and at home.

Sincerely,

*Mrs. Josie Citta*  
Principal

## **MISSION STATEMENTS**

### ***Mission Statement Diocese of Worcester***

As individuals, families and parishes, our mission as the Diocese of Worcester is to respond joyfully to Christ's call to become more fully the People of God.

Though imperfect, we are a blessed people striving to participate in Christ's mission of reaching out to all. Therefore, we accept the Gospel challenge, which calls us to bring another to a deeper knowledge and love of God.

Since God calls us to live in community in the Holy Spirit, we commit ourselves in this time and place to becoming a prayerful and faith-filled Church that truly reflects the glory of God.

### ***Mission Statement of Trinity Catholic Academy***

Trinity Catholic Academy, a Pre-K to Grade 8 school, promotes academic excellence, athletics, and the arts with respect, compassion and service among our diverse family, inspired by the communion of the Father, Son, and the Holy Trinity.

Reviewed June, 2016

## **PHILOSOPHY**

Trinity Catholic Academy endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Worcester.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

Every human being has a right to pursue knowledge corresponding with his/her dignity and God-given ability, regardless of background, gender, or religious affiliation. In the early years, education is of the utmost importance because through education and guidance the children of today become the productive citizens of tomorrow.

## HISTORY

### A Brief History

In 1889, the first Catholic religious sisters arrived in Southbridge at the request of the pastor of St. Mary's Parish to open a school for the growing Catholic community of Southbridge. In less than 40 years, the original handful of Catholic settlers had grown into two parishes and continued to grow. A century later, on the threshold of a new millennium, Trinity Catholic Academy is the continuing presence of this first Catholic School. The only surviving Catholic institution of learning in southwestern Worcester County, it offers classes from pre-school through grade eight.

From its inception and continuing until 1990, St. Mary's Elementary School has had a place in the educational communities of Southbridge, Sturbridge and Charlton. For most of its existence, the school was housed in the former St. Peter's Building, the first Catholic Church in Southbridge. This building was lost in December of 1999 to a devastating fire but the spirit and the heart of the school lives on in St. Mary's parish, now Saint John Paul II Parish.

St. Mary's elementary school faced many challenges during the 1980's including declining enrollment in both the elementary school and the high school. A name change occurred in 1989 and St. Mary's elementary school and Marianhill High School became Trinity Catholic Academy. This new school housed students in grades pre-k through 12. Again, declining enrollment forced a hard look at what was offered in Southbridge. The high school section of Trinity Catholic Academy closed after graduation in 1990. Trinity Catholic Academy, a pre-K through grade 8 school, emerged. The transition was not smooth but TCA continues to offer academic excellence spirited by the Gospel to the 160 + students presently enrolled.

The school now has an Endowment Fund, which gives it the financial stability it lacked in its most recent past. The 125 families, who comprise the heart of Trinity Catholic Academy, continue to hold fast to the long held tradition of Catholic Education in southwestern Worcester County.

On July 1, 2011 St. Mary's Parish, along with Notre Dame of the Sacred Heart and St. Hedwig's Parish were blended into a new parish. Trinity Catholic Academy is now proud to be a part of the new Saint John Paul II parish.

## Absence

**When a student is absent from school, a parent must call the office by 9:00 AM each day of the absence.** If the office does not receive a call, a parent will be contacted. This policy is for the protection of the students.

Students must be fever free for 24 hours without medication before returning to school. Students who are sent home during the school day with a fever of 99.1 degrees or higher will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community. Likewise, if a child is vomiting before coming to school, (s)he should not be brought to school. If a child is sent home because of vomiting, parents should use prudent discretion in sending the child to school the next day.

A written statement giving reasons for the absence or tardiness **must** be brought to the student's teacher upon the student's return. These notes/letters will be retained in the homeroom for one year. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three days to complete the missed work. Extenuating circumstances will be left at the discretion of the teacher.

When a student is absent for **two or more days due to illness**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date.

If a child is sick for more than 4 days in a row, a note from the child's doctor stating the reason for absence, date of the doctor's visit and the date the child can return to school must be provided upon return to school.

**Excessive absences (30 days) could be criteria for retention.**

### **Absence During the School Day**

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. For students who are away from school for an appointment for 3¼ hours or more, the time out of school will be counted as a half-day absence. (This does not apply to students who are dismissed to receive service in the public school.)

### **Academic Information**

#### ***Curriculum***

The Massachusetts State Frameworks fused with the Common Core State Standards are followed for the teaching of all secular subject areas. Trinity Catholic Academy offers students opportunities for growth in the following major subjects:

#### ***Religion***

Catholic doctrine and tradition, Bible study, Social Justice and other topics.

Liturgical services are held each month for the entire school community. Students attend morning parish Mass on a rotating basis.

#### ***Computer Literacy***

Word Processing, Power Point, Spread Sheets, and Integration with Curricular Subjects.

### ***Fine Arts***

Music, Visual Arts, Art, Chorus, Drama and Instrumentals

### ***Handwriting***

Students in Grades K-2 learn proper letter formation and pencil grip using the Zaner-Bloser handwriting method. Students in Grades 3 through 8 are expected to submit all handwritten work in cursive.

### ***Language Arts***

Reading, English, Spelling, Vocabulary, Composition, Library Skills, and Appreciation of Literature.

### ***Mathematics***

Basic mathematical skills in Grades K-5

In order to allow teachers to meet students' individual needs in mathematics instruction, students may be placed into math groups.

### **Grade 6**

Grade 6 students will prepare for Pre-Algebra by becoming proficient in number sense, operations with decimals and fractions, interpreting data, customary and metric measurement, perimeter, and area. They will work with expressions and equations and will be introduced to integers, ratios and percent.

### **Grade 7**

Grade 7 students will take Pre-Algebra Part I. Students will use their knowledge of decimals, fractions, and integers to solve for the variable in one-step and two-step equations and inequalities. They will study ratio, direct and inverse proportion, and percents and their applications.

### **Grade 8**

Grade 8 students will take Pre-Algebra Part II. Students will study data analysis and two and three-dimensional geometry. They will be introduced to probability, relations and functions and polynomials.

### ***Physical Education***

The importance of physical fitness programs for each grade, with a focus on the understanding of life-long physical fitness.

### ***Science***

General Sciences and Laboratory Experiences.

### ***Social Studies***

Geography, Economics, United States History, World History, and Current Events.

### ***Spanish***

Vocabulary, common expressions, grammar, conversation, and culture.

## **Academic Probation**

Participation in any extracurricular activity is a privilege at Trinity Catholic Academy, not an assumption. Students taking part in any extracurricular activity must maintain a minimum grade in the C range in all academic areas AND must not earn N or U in either Conduct or Effort in **any** subject. This rule applies at the time of any and all progress reports and report cards. (There will be 2 progress reports issued per trimester.)

Should a student be placed on academic probation, (s)he will have a 2-week period to show improvement beginning the school day after a progress report or report card is issued. "Improvement" will be determined case by case. At the end of each week of probation, teachers will issue academic probation tracking forms that must be signed by a parent. If improvement is shown at the end of the 2-week period, a student may return to extracurricular activity. Students may not attend practices while on academic probation. Students are not allowed to be on academic probation more than 2 times in a school year.

## **Admission Information**

### ***Nondiscriminatory Policy***

Trinity Catholic Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Trinity Catholic Academy:

1. Siblings of current students
2. Members of Saint John Paul II Parish
3. Children of Alumni
4. Members of other parishes
5. Non-Catholic students

**Important Admissions Disclaimer:** All financial aid decisions are determined by Facts Tuition Management and the Diocese of Worcester. The principal and the pastor may add tuition assistance when available.

Children entering Kindergarten must be five (5) years of age by August 31<sup>st</sup>.

Children entering 4-year-old PreK must be four (4) years of age by August 31<sup>st</sup>.

Requirements include:

- Health Records
- Immunization Records
- Birth Certificate (city or town)
- Baptismal Certificate (Catholic applicants only)

Families applying for admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Trinity Catholic Academy will meet the educational needs of the students. An interview with the family is part of the admission process.

All new students will be given a trial period on an individual basis in which to prove himself/herself both socially and academically. If during this trial period there are any problems, parents may be asked to withdraw their child from Trinity Catholic Academy.

## Financial Obligations

### TUITION SCHEDULE SCHOOL YEAR – 2018-2019

#### KINDERGARTEN - GRADE EIGHT

Tuition per child.....\$4300.00

#### PRE-KINDERGARTEN

Tuition per child	Full Day for 5 Days	\$4500.00
Tuition per child	Full Day for 3 Days	\$3000.00

FINANCIAL AID ASSISTANCE FORMS are available ON-LINE at <https://online.factsmgt.com/aid>. *The deadline for applying for financial aid is announced in early February.* \*The application to FACTS® Grant and Aid Assessment is published on our website: [trinitycatholicacademy.org](http://trinitycatholicacademy.org)

**Tuition is collected through the FACTS Management Company, not the school. FACTS offers the following tuition payment options:**

- Pay in full by June 15, 2018 or
- Pay ½ annual tuition by June 15, 2018 and the remainder by December 15, 2018 or
- Pay ¼ annual tuition by 15<sup>th</sup> of June, September, December and March or
- Pay 10 payments from June to March due on the 15<sup>th</sup> of each month.

#### **Enrollment/Re-Enrollment**

- The \$200.00 new student registration fee for students in Grades Kindergarten-8 must be submitted with the application. The new student registration fee for Pre-K is \$175. All fees are NON-REFUNDABLE.
- All students are charged \$100.00 each to re-register yearly.
- Graduation Fee (Grade 8)...\$75.00 (covers cost of retreat, graduation gowns, etc.)

#### **Withdrawal Policy**

- Families must notify the school in writing when a student is withdrawn from the school.
- Registered students who withdraw between July 1, 2018 and August 29, 2018 will be charged one month of the total school year's tuition (based on ten months). For example: if the total tuition for the school year is \$4300, the charge will be \$430.
- Registered students who withdraw after August 29, 2018 will be charged one quarter of the total school year's tuition for any portion of a quarter registered. Payment quarters end on the last day of October, January, March, and the last day of school. Any part of a quarter that a student is in attendance will be counted as a full quarter of attendance when determining the amount of tuition to be charged.
- *The school will not forward records for students who withdraw with an outstanding balance.*



## **Agenda Books**

- For grades 3-8, the cost of the student's agenda book will be deducted from the parent's FACTS account.

## **PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL.**

### **After School Program**

The After-School Program provides professional care, supervision, and recreation activities. It is open from 2:45 p.m. until 5:30 p.m. and serves families whose children are enrolled in TCA in grades pre-school through 8. The monthly charges are added to your FACTS tuition statement. Notices about the After-School Program are generally sent out the first week of school. The program begins the Tuesday after Labor Day. Parents will be advised of the last day for ASP. Students not picked up by 3:05 PM will be sent to the After School Program and be charged accordingly.

***Asbestos: In compliance with AHERA regulations, we are required to inform all Parents, Teachers and Students of Trinity Catholic Academy of the Asbestos Inspection Report and Management Plan. This report/plan is on file in the principal's office and is available for review by any parent, teacher, etc. during normal business hours of the school. Please make your request for reviewing this file to the Principal.***

### **Animals:**

It is the policy of Trinity Catholic Academy to protect children and adults who may have allergies to animals. Therefore, other than during the Blessing of the Animals in October, pets of any kind are not to be brought into the school building, even if caged or on a leash.

### **Awards**

#### ***Trinity Spirit Award***

Grade 8 award:

\*Student(s) who exemplifies the spirit of the mission of Trinity Catholic Academy.

Criteria:

- +Spirit of reverence
- +Academic effort
- +Appropriate conduct
- +Academic achievement
- +Respect for others
- +Integrity
- +Evidence of service (willingness to help)
- +Exhibits leadership
- +Goes above and beyond the norm

#### ***Valedictory Award***

Grade 8: for the student(s) with the highest cumulative average

### ***Bishop Reilly Book Award***

Grades 7: one student

Criteria: Outstanding Christian service given in honor of Bishop Reilly is awarded to a seventh grade student who exemplifies the spirit of Bishop Reilly's motto "*in kindness and in truth*".

### ***Presidential Award for Academic Excellence***

Graduating 8<sup>th</sup> Grade Students: for as many students who fit the criteria

Criteria:

- +Maintain a 90% average
- +Achieve a percentile score of at least 85 in math or reading on the Terra Nova Tests
- +Maintain both of the above for three consecutive years

### ***Presidential Award for Academic Achievement***

Graduating 8<sup>th</sup> Grade Students: for as many students who fit the criteria

Criteria:

- +Show outstanding growth, improvement, commitment or intellectual development in the academic subjects

### ***Award for Excellence in Music***

Grade 8:

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement
- +True love for Music performance and learning
- +Active participation in Musical Programs
- +Goes above and beyond what is expected in the curriculum

### ***Award for Excellence in Drama***

Grade 8:

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement
- +True love for drama and dance performance and learning
- +Active participation in Musical and play Programs
- +Goes above and beyond what is expected in the curriculum

### ***Award for Excellence in Science***

Grade 8:

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement
- +Exhibits interest in applied Science
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***Award for Excellence in Social Studies***

Grade 8:

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement
- +Exhibits interest in Social Studies
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***Award for Excellence in Math***

Grade 8:

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement
- +Exhibits interest in Math
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***Award for Excellence in Language Arts***

Grade 8:

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement
- +Exhibits interest in Language Arts
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***Award for Excellence in Physical Education***

Grade 8:

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement
- +Exhibits interest in applied Physical Education
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***Award for Excellence in Art***

Grade 8:

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement
- +Exhibits interest in Art
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***Award for Excellence in Computer***

Grade 8:

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement
- +Exhibits interest in Computer
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***Award for Excellence in Spanish***

Grade 8:

Criteria:

- +Displays effort and cooperation in class
- +Academic Achievement
- +Exhibits interest in Spanish
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum

### ***Award for Citizenship (K-8) and Most Improved (K-3)***

Criteria:

- +Appropriate conduct
- +Academic achievement
- +Respect for others

### ***Spirit of Volunteerism Award—one student, one adult***

This award is given in memory of Mrs. Suzanne Casey who served as Trinity Catholic Academy's volunteer nurse for many years. Each year a student (any grade) and an adult are recognized for their outstanding volunteer service to the TCA community.

### **Birthdays**

Students may bring a treat to share with their classmates to celebrate birthdays. Because there may be food allergies in your child's class, you must provide the classroom teacher with 3 days' notice if you are bringing in birthday treats so that parents of children with allergies can provide an alternative snack for their child. Supply all necessary items: plates, napkins, utensils, etc. Snacks must be ready to be served in individual portions. Teachers are not expected to provide these items or to cut cakes, etc. Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students. Unless an invitation for a party is being distributed to every boy and/or every girl in the entire grade, invitations will not be passed out in school. Students in Grades Pre-K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday (if their birthday falls during the summer months).

## **Buckley Amendment**

Trinity Catholic Academy adheres to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents/guardians to share any official custodial information decided through the court. Official custodial agreements will be kept in the student's file in the main office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

## **Bullying and Cyberbullying**

As a Catholic School, Trinity Catholic Academy believes and teaches that each of us is called to love our neighbor and to treat them with respect. Trinity Catholic Academy is committed to providing a physically safe and emotionally secure learning environment that is free from bullying, harassment, and intimidation in any form, including cyber bullying. Bullying, harassment and intimidation of any member of the school community is prohibited. All reports of bullying, harassment, and intimidation will be treated seriously. The principal's review and investigation of a credible allegation will be done in a prompt, confidential, and thorough manner.

In accordance with M.G.L. c. 71 & 370 Trinity Catholic Academy's Bully Prevention Plan will include on-going professional development of all staff. Notice to parents/guardians will be consistent with state regulations at 603CMR 49.00.

## **Bus Transportation**

All students riding school buses are held to Southbridge school department rules. In the town of Southbridge, eligibility is based on the distance from the students' home to the school. (**K - No mileage requirement, Grades 1-5, 1.25 miles and 6-8 1.5 miles.**) Students who are not residents of Southbridge or are not eligible to ride the bus are not permitted to do so. The following rules have been established in order to insure the safety of all students who ride the buses:

1. Orderly behavior is required in bus lines. There will be no cell phone use while waiting for the bus.
2. Remain seated, facing front, when the bus is in motion.
3. Talk quietly and make no unnecessary noise.
4. Do not talk to the driver unless it is necessary.
5. Keep hands and arms inside the bus.
6. Do not litter the inside of the bus or throw anything out the window.

Inappropriate behavior will result in suspension from bus transportation. Parents/guardians will be notified of any misbehavior.

## **Cancellation of School**

In the event of inclement weather, Trinity Catholic Academy will initiate the Blackboard Connect telephone calls. Calls will go out by 6:30 a.m. for all families. In addition, WSRS (FM 96.1) and TV channels 4, 5, and 7 will have a No School Announcement. **If the Southbridge Public Schools are closed or opening is delayed, Trinity follows the same schedule. Please remember that Trinity Catholic Academy's name is not announced.** Delayed openings of one hour means all students will report for 9:15. A two hour delay means students report at 10:15

In case of **early dismissal**, you will be contacted through Blackboard Connect. **Please do not call the school as it ties up our telephone lines and delays our call to Blackboard Connect. No student is in danger of being left alone in any emergency!**

Students traveling from surrounding towns will conform to the no school announcements in Southbridge, and not to the town in which they reside. Parents are to make individual decisions as to the feasibility of getting students to school safely or to pick them up early in case of storms.

### **Cell Phones/Electronic Devices**

*All personal electronic devices must be **powered off** upon arrival to the TCA campus and may not be powered on until leaving the TCA campus. **This means that there will be no use of electronic devices before school starts, before being picked up by the bus, or before being picked up by a parent or guardian at dismissal or from the after-school program, or during practices of any kind.** All electronic devices must be parked for the day in a designated place in the classroom upon arrival to homeroom. In the event that a student is permitted to use a personal electronic device for educational purposes, it will be **entirely at the discretion of the teacher.***

Students in grades 4-8 are permitted to bring a cell phone to school, and **MUST** abide by the rules described above. The cell phone may be picked up by the student at dismissal. **Cell phones are not allowed in grades K-3. Cell phones or electronic devices taken away from students because of improper or unsanctioned use will be returned to the parent(s)/guardian(s) upon meeting with the principal. In such a case, our disciplinary and conduct codes will be invoked.** No electronic devices (excluding those for medical reasons) may be kept in lockers, backpacks, or on one's person; they **must** be parked with the teacher. The school assumes no responsibility for damage or loss of any of these devices; nor for inappropriate content or material that might be viewed or shared by students, or inappropriate messages sent or received by students during school hours or during extracurricular events as a result of access to the internet by way of data service to their cell phones or electronic devices or by way of the TCA network. **Internet safety is discussed in school and during bullying training provided by the District Attorney's office. Parents are urged to discuss the proper use of electronic devices and internet safety with their children.**

### **Child Abuse Laws**

Trinity Catholic Academy abides by the Child Abuse laws of the State of Massachusetts. This law mandates that all cases of **suspected** abuse and/or neglect be reported to the Department of Children and Families.

### **Conduct**

We are first and foremost a Catholic school and everyone associated with Trinity Catholic Academy will respect the dignity of all members of this school community. *Trinity Catholic Academy has adopted the "Discipline with Purpose" program which teaches 15 important self-discipline skills: listening, following instructions, asking questions, sharing, social skills, cooperation, reasons for rules, completing a task, leadership, communication, organization, resolving problems, initiating solutions, fact vs. feeling, and service to others. The program will be used in every classroom and school-wide. Its major tenets that permeate all aspects of school*

life at TCA are: 1) *Respect self, others, and things*; 2) *Contribute to the learning environment*; and 3) *Follow classroom and school procedures*.

**Cheating:** Any student caught cheating in any capacity is subject to detention, suspension, or expulsion. The student will not receive any credit for any school work that comes about as a result of cheating.

**Distractions:** Any items that detract from learning are not allowed in school at any time. Items may be confiscated by teachers or administration; returning the items is at the discretion of the teacher and the administration.

**Drugs, Alcohol, Tobacco:** Illegal drugs, alcohol, and tobacco are not allowed on school grounds at any time. The items will be confiscated and the student will be subject to suspension or expulsion and legal authorities will be notified.

**Fighting, Harassment, Bullying:** Any student who engages in any form of fighting, harassing or bullying is subject to detention, suspension, or expulsion.

**Gum:** Gum is never allowed on school grounds.

**Respectful Behavior:** Students are expected to show respect to all adults, and to other students as well as exhibit respect for all school and Parish property. Consistent disrespectful behavior of any kind may result in detention or suspension.

**Weapons:** Weapons, or any object deemed to be a weapon, is not allowed on school grounds at any time. The items will be confiscated and the student will be subject to suspension or expulsion and legal authorities will be notified.

## **Conferences**

Conferences will be held during the first Trimester of the school year. There will be a half-day for all students. Students in grades 6-8 will lead their own conferences with parents and teachers regarding their performance. Topics other than academic performance should be discussed during a separate appointment. Conferences are to be limited to 15 minutes. Additional conferences may also be scheduled with teachers at any time during the year. Parents are asked to call the school to set up a conference to address their concerns. First Trimester conference date and time will be announced. *Conferences are for parents only.*

## **Crisis Plan**

Trinity Catholic Academy has implemented a “crisis plan” in case of a lockdown/evacuation emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to a secure designated location:

1. St. Mary Church
2. Notre Dame Church
3. An alternative site may be chosen if the situation warrants.

## **Custodial Rights**

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in the student's file in the office of the main office. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. It is a great benefit to the child to have both parents involved in his/her education.

## **Discipline (See also "Conduct")**

### ***Detention***

Detention may be issued for a breach of classroom and/or school rules, 3 or more missing homework assignments, or any other Conduct violations as put forth in our handbook or that do not meet the expectations of the *Discipline with Purpose* program. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal. **Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.**

*The student is given a 2-*

*hour notice of detention and expected to serve the next day. Another detention will be issued if a child "skips" detention and those detentions will be served the very next two days.*

### ***Suspension***

Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension, whether in-house or out-of-school, but no credit will be received. The student will not be allowed to participate in any extra-curricular or after school activities, including sports practices/games.

### ***Expulsion***

Students who pose a threat to themselves or to others may be expelled from Trinity Catholic Academy. Students who have been expelled will not be allowed to return to the school as they demonstrate the unwillingness to uphold the behavior policies and mission of the school.

*Students whose parents have violated the Parents as Partners agreement in this handbook may also be excluded from Trinity Catholic Academy.*

## **Drop off and Pick Up**

There are two areas for morning drop-off. Pine Street is used to drop off students to the parking lot and in inclement weather at the front door. There is a teacher on duty to welcome your child. In the afternoon, cars **must** queue up **on Hamilton St. to turn right onto Marcy St. and make a right hand turn into the parking lot from Marcy St. Please do not approach the parking lot from the other direction. It causes traffic back-ups on Marcy St.** You will be directed by teachers to your spot.

All students will be dismissed through the Pre-school door. **The front steps on Pine St. are not an alternate pick up site.**

Parents must remain in their cars and proceed through the regular pick up process.

Parents are asked to pay close attention during the pick up process. It is recommended that cell phones not be used at this time. Please follow the traffic directions given by the teachers on duty.



It is the responsibility of the parent to contact car pool members and after school care agencies when a child is absent, leaves school early, or needs other arrangements to be made.

Homeroom teachers should be advised in writing if a child is to go home in a different car pool or by a different means on a given day.

*The drop-off and pick-up procedures run smoothly when all cooperate and follow the rules.*

## **Drugs and Alcohol**

See p. 15.

## **Electronic Devices**

See p. 14.

## **Eligibility to Participate in Extracurricular Activities**

In order for a student to participate in ANY extracurricular activity, the student **MUST be enrolled in and attend** Trinity Catholic Academy and meet any and all requirements as set forth by the extracurricular organization. If a student is withdrawn from Trinity Catholic Academy, he/she is no longer eligible to participate in any of the school's extracurricular activities. If a student ceases to meet the requirements as set forth by the extracurricular organization, he/she may be placed on academic probation. (See p. 7 for the full policy on Academic Probation.)

## **Family Directory**

A Family Directory information sheet is provided at the end of this handbook. We encourage parents to fill it in and send it to school with their children. All information will be compiled into a Family Directory book to be distributed to families that request one.

The Directory should be used to acquaint parents with the names of their children(s) classmates and parents. **These directories must not be used or sold for other purposes.**

## **Family Vacations**

Keeping in mind that children miss out on the teaching, classroom discussions, and the reinforcement of materials taught, vacations should be planned to coincide with the school calendar. Parents and students, who vacation when school is in session, should note that such absences are **NOT EXCUSED**. While teachers are not required to provide work before a vacation, teachers may at their discretion provide some work. Missed assignments must be requested from the teacher and be made up within the same number of days absent. Extenuating circumstances will be left at the discretion of the teacher. **Long term assignments such as book reports or projects would need to be handed in before vacation to receive full value grade.** The responsibility of missed work rests upon the child and his/her parents and not the teacher.

## **Field Trips**

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.

6. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. **Verbal permission will not be accepted.** Permission slips are due to your child's teacher by the due date specified on the permission slip. Telephone calls, emails, and other written notes will not be accepted in lieu of the proper field trip permission slip. ***An official field trip permission slip that is faxed to the school is acceptable.***
9. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
10. It is Massachusetts State Law that students who are participating in the field trip must ride the bus ***to and from*** the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
11. All monies collected for the field trip are **non-refundable**.
12. Individuals who are not "official" chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the "official" chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other "official" adults on the trip.
13. Individuals who chaperone a field trip may not bring pre-school or school-age siblings or other individuals of any age on the field trip.
14. All chaperones other than parents must be 21 years of age or older and be CORId by the Diocese of Worcester.
15. **Chaperones are free to take photographs of children on a field trip. However, only photos of your own child may be posted to any and all forms of social media, including email.**

### **Fire Drills**

State Law requires that fire drills be held regularly. During the fire drills, students should follow these regulations:

1. Rise in silence when the alarm sounds;
2. Close windows and doors; lights are left on throughout the building;
3. Walk to the assigned place briskly, in single file at all times, and in silence;
4. Stand in two rows, facing away from the building;
5. Return to building when signal is given.

### **Grading Scale/Progress Reports/Report Cards**

**A+ = 97 – 100**

**B+ = 87 – 89**

**C+ = 77-79**

**D = 65 - 69**

**A = 94 – 96**

**B = 84 – 86**

**C = 74 – 76**

**F = Below 65**

**A- = 90 – 93**

**B- = 80 – 83**

**C- = 70 - 73**

Beginning in the 2016-2017 school year, Trinity Catholic Academy will follow the Trimester model for distribution of progress reports and report cards. All students, grades PreK through

8<sup>th</sup>, will receive progress reports *six times per year*, and report cards three times per year. Dates for their distribution will be noted on monthly calendars found on our website.

Honor Roll qualifications for Grades 4-8 are as follows:

- No grade lower than a B- to achieve Honors
- No grade lower than an A- to achieve High Honors
- **No N's** in Art, Music, Computer Science, Physical Education, Spanish, **Conduct, or Effort.**

Grades are based on:

- classroom work -- written or oral
- homework
- quizzes
- projects
- tests

If a student's performance and/or behavior become a concern, the teacher will contact parents in a timely fashion. If parents have any questions or concerns, they are urged to contact the teacher in a timely fashion. ***The teacher will always be the first point of contact with regard to academic, social, and behavioral concerns.***

If there is a concern about a student being retained for the following school year, teachers will contact parents as soon as possible.

### **Home-School Communication**

All notices will be posted in a timely fashion on our website:

[www.trinitycatholicacademy.org](http://www.trinitycatholicacademy.org) Please check the website and Facebook page frequently ([www.facebook.com/TrinityBobcats](https://www.facebook.com/TrinityBobcats)). Official school-wide emergency communications are sent using Blackboard Connect® phone system and e-mails.

### **Homework**

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Friday. Homework is an extension of the learning that takes place in school. There are several reasons for homework:

- Provides extra practice of learned skills
- Provides further learning in areas covered in the classroom
- Provides an opportunity for students to learn good work habits
- Provides opportunity for growth in responsibility
- Provides alternate ways to develop critical thinking skills and creativity

Parents can help their children by arranging a quiet, comfortable place for the students to work and by assuring that all assignments are completed. Kindergarten students should have no more than 15 minutes of homework nightly. 15 minutes should be added to grade 1 requiring no more than

15-30 minutes of homework. Homework will increase by 15 minutes per grade so that students in the eighth grade should have no more than 2-21/2 hours of homework.

Homework should be done **neatly** and handed in **on time!**

**Long-term projects must be handed in on or before the due date. If the student is absent every effort to get the project to school on time must be made. Late projects will be subject to one full lower grade per day late.**

**We are trying to teach children in Grades 3-8 that homework is their responsibility and the use of an assignment journal will help to teach them to be self sufficient.**

### **Homework Assignment Journals**

Students in Grades 3-8 will be given homework assignment journals at the beginning of the school year. **The appropriate fee for the homework assignment journals will be deducted from the parent's FACTS account in September.** Students are expected to write their assignments down and parents should check these each night. Teachers occasionally write messages for the parent concerning homework or behavior. Parents are also encouraged to communicate via the journal. Through this process, home and school can work more closely together.

### **Immunizations**

It is the strong recommendation of Trinity Catholic Academy that students be immunized. We refer you to the website of The Center for Disease Control (CDC) for a full explanation: <https://www.cdc.gov> If you choose not to have your child(ren) immunized, it is required by law that: 1) your child's physician provide a signed document each year indicating that your child is healthy enough to attend school; 2) your child must have a physical each year; 3) if there is an outbreak of a disease for which your child is not immunized, your child will need to remain at home until all danger of the outbreak has passed; 4) a new religious exemption form must be submitted to the school every school year.

### **Insurance**

The school insurance policy covers out of pocket costs when a child is hurt at school or while playing a school sponsored sport. (Parents' health insurance will be used first; the school insurance would cover deductibles or expenses not covered by personal health insurance.)

### **Library/Media Center**

The school has a well-equipped library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.
3. All electronic equipment in the media center must be handled carefully in order to keep all equipment in good condition.
4. **Students are not allowed food or drink in the media center.**

## **Lice—“No Nit” Policy**

Trinity Catholic Academy has adopted a “No Nit” policy with regard to headlice. If lice are discovered on a child’s head, the parent/guardian will be contacted to pick the child up from school. The child’s head **MUST** be treated, and the head must be free of all nits (egg sacs) before the child can be readmitted to school. Upon returning to school, the parent must accompany the child to the office or nurse’s office and have the child’s head inspected before the child may remain at school. Parents will be given information from the Center for Disease Control as to how to best bring the infestation under control not only on the child’s head but also in the home, car, and any other upholstered area. The school reserves the right to refuse entry to the school if the child’s head is still affected.

## **Lockers**

Each student is assigned a locker or cubby in which to store textbooks and school supplies. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student’s locker door. Students may not attach anything to the outside of their lockers. Teachers may label the lockers with the student’s name.

## **Lost and Left**

Any items left in the school building or on the school grounds should be given to the school office to be placed in the Lost and Left basket/box. **Items placed in the Lost and Left remain there for 30 days. After 30 days, items will be discarded.**

Students who lose a library book, textbook, or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

## **Lunch**

Parents must send their children to school with a lunch, complete with utensils, if needed, and napkins. Please, no breakable containers.

## **Medical/Health Policy**

Trinity Catholic Academy recognizes that all children’s health is important. This school encourages children with health issues to achieve their potential in all aspects of school life. As much as possible the school does not use harmful chemicals.

When a child enters Trinity Catholic Academy, parents are required to submit their child’s medical record. From this information the school maintains a record of health concerns. A school nurse notifies faculty and staff of medical concerns and updates training in the Emergency Action Plan for students with a medical concern. Many members of the faculty are trained in CPR.

If a child must take any medication in school which is prescribed by a doctor, that medication must be sent to the School in the container received from the pharmacy and must have on its label the following information:

- b. Child’s name
- c. Name of doctor prescribing the child’s medication
- d. Frequency
- e. Dose
- f. Date

**If there are changes in medication or dosages parents need to inform the school.**

***The school is not allowed to dispense over the counter medications.***

***Cough drops of any kind are not allowed.***

### **Office Records**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **Out of Uniform Guidelines**

#### **Students may wear:**

- jeans
- sneakers or other closed-toe shoes
- shorts no shorter than three inches above the knee
- skirts no shorter than three inches above the knee
- leggings covered with a loose top no shorter than three inches above the knee
- sweatshirts
- jogging suits
- dresses
- pants
- clear nail polish
- **must wear socks**

#### **Students may not wear:**

- flip-flop sandals of any kind
- open back shoes
- crocs
- tank tops
- T-shirts with inappropriate writing
- shorts with writing across the hindquarters
- tennis shoes that convert to roller skates
- bike shorts
- pajama pants
- make-up
- low cut blouses/tops
- clothing that is extremely tight
- hats
- jewelry—see uniform guidelines

**Good Rule: If you think you shouldn't wear it, you shouldn't.**

**ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PRINCIPAL. INFRACTIONS TO THE GUIDELINES**

**ABOVE WILL HAVE THE SAME CONSEQUENCES AS THOSE FOR VIOLATIONS OF THE UNIFORM CODE.**

**Parents As Partners**

As partners in the educational process at Trinity Catholic Academy, we ask parents:

- To set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time;
  - Has nutritional bag lunch every day;
- To actively participate in school activities such as Parent-Teacher Conferences;
- To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
- To notify the school with a written note when the student has been absent or tardy;
- To notify the school office of any changes of address or important phone numbers;
- To meet all financial obligations to the school;
- To inform the school of any special situations regarding the student's well-being, safety, and health;
- To complete and return to school any requested information promptly;
- To read school notes and website and to show interest in the student's total education;
- To support the religious and educational goals of the school;
- To attend Mass and teach the Catholic faith by word and example;
- To support and cooperate with the discipline policy of the school;
- To treat teachers with respect and courtesy in discussing student problems.
- To refrain from defaming school personnel, other parents, or students in any form, whether by word, through social media, email, or in actions.

**Parent's Role in Education**

We, at Trinity Catholic Academy, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your

choice of Trinity Catholic Academy involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

**Good example is the strongest teacher.** Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Trinity Catholic Academy, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, tests, quizzes, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

### **Parents as Volunteers**

All individuals who volunteer in the school must complete a Diocesan mandated CORI background check. **CORI classes will be offered at the beginning of the school year.**

All volunteers are expected to dress appropriately. Clothing should be modest and neat. Skirts and shorts should be within 3 inches of knee. Volunteers are asked to sign in at the office when working in the building. You will be required to wear a yellow lanyard while you are in the building so that students can identify you as a "safe adult".

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **siblings are not allowed to accompany parent volunteers to school for committee meetings, field trips, to serve lunches, to assist with class parties, or to decorate bulletin boards.**

### **Volunteers will be needed for:**

- Cookout after Opening Mass**
- Magazine Drive**
- Fall Appeal Weekend to speak at all masses**
- Haunted House**
- Santa's Workshop**
- Catholic Schools Week-Open House**



**Silent Auction  
Golf Tournament  
Field Day  
Other Activities**

**Volunteering helps you to enjoy your children in another way. Don't let someone else enjoy your children.**

### **Parent Teacher Organization (PTO)**

Trinity Catholic Academy's Parent Teacher Organization works to support and enhance the educational ministry of the school. **It is a vital part of the TCA experience.** Parent education and building community are goals of this organization.

### **Photos and Videos**

Trinity Catholic Academy has the right to use photos and videos of its students in school related publications, including but not limited to, the school's website, newspapers, brochures, school newsletter, Facebook page, marketing and outreach materials, etc. unless otherwise notified in writing.

**\*\*\*Signing of the handbook agreement will serve as acknowledgement of and agreement with our photo and video policy.** If parents do not wish to have their child's photos used, the school must be notified in writing.

### **Promotion Policy and Retention Policy**

Advancement to the next grade in Trinity Catholic Academy is based on a student's academic performance, teacher recommendations, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all **core** subject areas and consistent attendance. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student for the next grade.

If a student is in danger of failing a subject or a grade level, parents will be notified as soon as possible.

### **Release of Records**

The school maintains records of all students. The only records kept in a student file are: academic transcripts, standardized testing, custodial information, and family information/emergency sheet. Information included in these records may not be released without written parental/guardian consent. After the reception of the parents' signed release form, a transcript of the student's records will be forwarded directly to another school when a student transfers. All fees must be paid before records are forwarded.

### **Report Cards/Progress Reports**

**See Grading Scale/Progress Reports/Report Cards p. 18.**

## **Restraining Orders**

**\*\*\*** The office should be notified immediately of a restraining order or the school will not be liable. To refuse a parent the right to speak to his/her child requires us to have a copy of the restraining order from the court. We would ask that a picture of the person named in the restraint be made available to the office to be kept on file.

## **Sacrament Programs**

All sacrament programs are provided by your home parish. Trinity Catholic Academy acts as a support to those programs. Please contact your own parish to begin the process.

## **School Hours**

Hours for full day Pre-K are 8:15 AM to 2:30 PM. Hours for Kindergarten through Grade 8 are 8:15 AM to 2:45 PM. Students not at prayer at 8:15 AM are considered tardy. When morning recess is outside, the teacher stationed on Pine St. will direct tardy students to the main office for a late pass.

At Trinity Catholic Academy, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their own each morning.

The school doors are opened for students at 7:45 AM. Students arriving at that time will sit in the foyer until the teacher on duty at 8:00 AM brings them to the cafeteria or outside.

Prayer and afternoon announcements begin at 2:40 PM each day with dismissal immediately following. Please check the monthly school calendar on the TCA website for school notices and for early dismissal dates.

Trinity Catholic Academy offers an After School Program. Students who are enrolled in the program must be picked up by 5:30 PM.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Repeated failure to pick up your child from the After School Program on time will result in your child not being allowed to attend the After School program.

Students not picked up 3:05 PM will be sent immediately to the After School Program. Parents are charged the daily per child rate for using this program.

## **School Office Hours**

The school office is open on all school days from **8:00 AM – 3:30 PM**. The school office will be open from **9:00 to 1:00** during the summer. We will also close for vacations in July/August.

## **School Property**

Anyone who carelessly destroys or damages any furniture, equipment, buildings, or school or personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks assigned to the student must have a proper book cover. **BOOK SOCKS WILL NOT BE ALLOWED AS COVERS; THEY BREAK THE BINDING OF THE BOOK.** No writing in textbooks is permitted. The student will pay a fine or replace any damaged or lost texts before any final reports, transcripts, or diplomas are presented.

## School Safety

Trinity Catholic Academy attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, expulsion and/or legal ramifications.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face detention, suspension, and/or expulsion.

Visitors and/or volunteers in the building are required to sign in at the office and wear a visitor pass that identifies them as safe adults. **FOR REASONS OF SCHOOL SECURITY, DOORS MUST NOT BE HELD OPEN FOR OTHER PEOPLE WISHING TO ENTER THE BUILDING; THEY MUST BE BUZZED IN.**

## Search

The school reserves the right to search anything brought on school property. This includes cell phones and other electronic devices.

## Service Projects

The purpose of the stewardship program for students in Kindergarten through Grade 8 is to provide students with the opportunity to make a difference in our Church and surrounding communities through various service and support programs. Each grade will participate in a pre-planned on-going service project.

## Smoking

Smoking of any kind is not allowed on school property. Cigars, pipes, tobacco of any type, marijuana, e-cigarettes, or vapers are not permitted.

## Sports

TCA offers Fall Soccer, Farm Team Basketball, **Junior Bobcats basketball team**, Spring Running Club, Varsity and Junior Varsity Basketball for both girls and boys, and Varsity and Junior Varsity Cheerleading.

**See Academic Probation, p.7.**

## Standardized Testing

MAP Growth Standardized Testing will be administered in Grades 3-7 in September and May, with a possible testing mid-year. Parents should make note and be sure students are present and well rested during testing. We kindly ask that you make every effort not to schedule trips, vacations, or doctor/dentist/orthodontist appointments during the days that the tests are administered. The Fall testing window is September 24 to October 12, 2018 and the Spring testing window is May 6-24, 2019. We also ask that parents make every effort to bring their children to school on time during the testing period. **There will not be make up date for students who miss testing because they are tardy to school.**

## Student Records

Trinity Catholic Academy adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. **Records of students transferring to other**

***schools will only be sent through the US Mail.*** No records will be given to parents or to other parties to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Trinity Catholic Academy Office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

### ***Tardies***

It is your duty as a parent to be sure your child arrives at school before 8:15 AM, ready for the day. **Children who arrive tardy to school must be signed in by a parent. \*\*\*Upon receiving the third tardy, students will receive a detention. See also "School Hours".**

### ***Technology Concerns***

**Blogs:** Engagement in all social media such as, but not limited to, Myspace, oovoo, Kik, Instagram, Friendster®, Facebook®, Twitter, etc. may result in disciplinary actions if the content of the student's or parents' posts includes defamatory comments regarding the school, the faculty, other students or the parish. Parents should refrain from creating a class/grade social media page. Negative or defamatory comments about the school, faculty, other students or parents, or the parish made on a parent's social media page may result in the children of the parent being separated from the school. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

**Facebook® and other Social Media Postings of Student Photographs:** Trinity Catholic Academy works to protect the confidentiality rights of all students. The Family Education Rights and Privacy Act of 1973 (FERPA) and the Child Protection Act of 2013 (CPA) were designed to protect personally identifiable information of minors. TCA adheres to these laws in its attempt to protect the privacy rights of all students. As a result, the parents of students enrolled at TCA are forbidden from posting photographs taken at school sponsored events that include the images of students other than their own on their personal Facebook®, Instagram, etc. accounts or pages. Such postings are a violation of TCA's adherence to FERPA and the Child Protection Act. The students of parents who post such photos may be separated from Trinity Catholic Academy. In the event that a student is involuntarily separated from the school, there will be no reimbursement for tuition and/or fees.

**Instagram®:** Photos and captions on a student's or parent's Instagram® account that depict the school, faculty, other students, or the parish in a defamatory way may result in disciplinary action.

**Sexting:** Students involved in possession or transmission of inappropriate photos or text messages on their cell phones or other electronic devices face suspension and/or expulsion.

**Texting:** Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

**Virtual Reality Sites:** Virtual Reality Sites such as, but not limited to, [www.there.com](http://www.there.com)® and [www.secondlife.com](http://www.secondlife.com)® pose a developmental and moral risk to the life of a student. Parents are cautioned to be aware of the online sites visited by their children, knowing that predators often are not only living in a neighborhood, but within the home via a computer.

**Parent Alert:** We ask that parents be vigilant about their children's use of cell phones and other electronic devices at times when their children are in the company of friends, both in and out of school. Text messages and postings to social media during these times can often result in hurt feelings. We strive to make the academic and social environment of Trinity Catholic Academy optimal for meaningful learning and for the establishment of healthy relationships. However, conditions created by these situations spill over into school life and disturb the integrity of both the learning and social environment.

### **Telephone**

Permission to use the telephone must be obtained from the school secretary. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in a teacher's room is for teacher use only. Students are not to use classroom phones or a teacher's cell phone to make telephone calls. **Forgotten homework, athletic equipment, etc. do not constitute emergencies.** Arrangements for after-school visits with friends should be made at home.

### **Title IX**

Trinity Catholic Academy adheres to the tenets of Title IX: "No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance."

### **Transfer of Students**

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. **No student records will be forwarded to another school until Business Office accounts have been settled.** (See previous section on Student Records for transcript information.)

## Uniforms and Dress Code

All uniform components must be purchased through:

**J.B. Pride Uniforms**  
**65 Southbridge St., Auburn, MA 01501**  
**508-792-2071**

**J. B. Pride Uniforms is the one and only vendor with whom the school holds a contract and from which uniforms may be purchased.**

Or order online at [www.jbprideuniforms.com](http://www.jbprideuniforms.com).

All students must be in uniform every day. There will be out-of-uniform days which will be announced during the course of the school year (please see *Out of Uniform Guidelines*). If there is a time when the prescribed uniform cannot for some legitimate reason be worn, a note from the parent/guardian must be written to the Principal. Students who are out of uniform without this excuse will be sent to the office and the parent will be called to bring the proper clothing.

Uniforms are required for all Masses and special events. The only exception to this is if students attend Mass on their gym day; they will wear their gym uniform.

### Uniform Guidelines

#### **DRESS CODE**

Complete uniform is required every day. Students must be in uniform upon entering the school in the morning. **Any exception to this policy will be left to the discretion of the principal including removal of sweaters during warmer weather.** Parents should see that the dress code is followed, especially for students in grades K-2. **Please be sure that your child comes to school properly dressed and well groomed. All uniforms should be cleaned and pressed regularly.**

If a student in grades 3-8 is out of dress code:

- First offense: verbal warning
- Second offense: written warning to be signed by parents
- Third offense: detention

Students in grades K-2 will receive notes or phone calls to alert parents.

**J. B. Pride Uniforms is the only vendor with whom we have a contract. Students wearing uniforms not purchased from J. B. Pride Uniforms will be considered out of dress code and parents will be notified.** When possible, measuring for uniforms will be scheduled before the end of the school year at Trinity Catholic Academy.

The present uniform consists of the following:

#### **Pre-School:**

All students will wear red shirts, navy or khaki pants or shorts that must be purchased at J. B. Pride. Girls may also choose the pull-up skort or scooter available at The Children's Place, Kohl's, Target, Kmart or Macy's. Students will wear sneakers of their choice and ankle socks, knee socks or tights. Pre-school students are expected to be in dress code every day they come to school.

### Boys (K-4)

- Navy blue/Khaki uniform dress pants. **Beginning in September, 2018 uniform pants and shorts purchased at J. B. Pride will be identifiable with an iron on transfer. J. B. Pride is the only vendor with whom we have a contract and the only place where uniform pieces may be purchased.**
- White or yellow soft collared shirt with Trinity Logo
- White or yellow turtleneck with Trinity Logo
- Uniform navy blue or dark green crew neck sweater, or cardigan, or v-neck vest with Trinity Logo
- Navy/khaki shorts may be worn from the first day of school until October 15<sup>th</sup> and from May 1 to end of school. White athletic socks that are visible above the sneaker are worn with shorts. Sweaters or vests are optional with shorts.
- Black Dress shoes (no sneakers, moccasins, deck shoes, work boots, or high cut shoes) Rubber soled shoes are recommended for safety on the playground, especially for younger students.
- Navy blue crew socks must be worn with navy blue pants. Khaki crew socks must be worn with khaki pants. Socks must match each other.
- Only the school sweater or vest may be worn in the classroom.

### Girls (K-4)

- Uniform jumper (Jumper should come to the child's **knees**.)
- White or yellow soft collared shirt with Trinity logo
- White or yellow turtleneck with Trinity Logo
- Optional Uniform navy blue or dark green cardigan with Trinity logo. Sweaters are not required with jumpers.
- Navy/khaki shorts may be worn from the first day of school until October 15<sup>th</sup> and from May 1 to end of school. White **or black** athletic socks that are visible above the sneaker are worn with shorts. Sweaters or vests are optional with shorts.
- Navy/Khaki pants may be worn from November 15<sup>th</sup> thru March 15<sup>th</sup>. Sweaters or vests must be worn with pants. Black dress shoes must be worn with pants.
- Black Dress shoes (no sneakers, moccasins, deck shoes, work boots or high cut shoes or clogs). No platform shoes. All dress shoes should have no higher than a 1-inch heel. Heel measurement will be from back of shoe. Rubber soled shoes are recommended for safety.
- Knee socks must be navy or dark green
- Navy or dark green tights are recommended in cold weather.
- Socks or tights must be worn at all times. Socks must match each other. No nylons.
- Only the school sweater or vest may be worn in the classroom.

### Boys (5-8)

- Navy blue/khaki uniform **dress** pants (Worn at natural waistline.) **Beginning in 2018, uniform pants and shorts purchased at J. B. Pride will be identifiable with an iron on transfer. J. B. Pride is the only vendor with whom we have a contract and the only place where uniform pieces may be purchased.**
- White or yellow soft collared shirt with Trinity Logo
- White or yellow turtle neck with Trinity Logo
- Uniform sweater or vest-Navy blue or dark green with Trinity logo.

- Navy/khaki shorts may be worn from the first day of school until October 15<sup>th</sup> and from May 1 to the end of school. White **or black** athletic socks that are visible above the sneaker are worn with shorts. Sweaters or vests are optional with shorts.
- Black Dress shoes (no sneakers, moccasins, deck shoes, work boots or high cut shoes)
- Navy blue crew socks must be worn with navy blue pants. Khaki crew socks must be worn with khaki pants. Socks must match each other.
- Only the school sweater or vest may be worn in the classroom.

### Girls (5-8)

- Navy blue/ khaki/plaid uniform skirt (must come to the **knee and fit properly**)
- White or yellow soft collared shirt with Trinity Logo
- White or yellow turtleneck with Trinity Logo
- Uniform sweater or vest-Navy blue or dark green with Trinity logo
- Navy/khaki shorts may be worn from the first day of school until October 15<sup>th</sup> and from May 1 to end of school. White **or black** athletic socks that are visible above the top of the sneaker are worn with shorts. Sweaters are optional with shorts.
- Navy/khaki dress pants may be worn from November 15<sup>th</sup> thru March 15<sup>th</sup>. Dress shoes and sweaters, cardigans, or vests must be worn with pants.
- Black Dress shoes (no sneakers, work boots, moccasins, deck shoes, high cut shoes or clogs)
- No platform shoes. All dress shoes should have no higher than a 1 inch heel. Heel measurement will be from back of shoe.
- Knee socks must be navy or dark green. Older girls may wear nylons.
- Tights, navy or dark green, may be worn in colder weather.
- Socks must be worn at all times and must be the same color.
- Improperly fitting uniforms will require the purchase of a new one.

### Boys in grades K-8

- Hair must be neat and well groomed and the **child's natural color**. No bizarre or unusual hairstyles or color will be tolerated **including tipped ends**. Boys' hair must be no longer than the natural hairline and kept above the ears and eyebrows fully visible.
- Boys will not wear earrings. They are allowed to wear a watch and a **religious symbol** on a chain. *No bracelets are allowed.*

### Girls in grades K-8

- **One set of stud earrings or 1/2 inch hoops worn in the lobes of the ear are the only type of earrings allowed.** Girls may wear a watch and a **religious symbol on a chain.** *No bracelets are allowed.*
- Girls are not allowed to wear makeup or fake nails and will be asked to remove it if they wear it to school. Chapstick must be colorless. No glitter products are allowed at any time. If girls wish to wear nail polish, it must be clear. No other color is allowed, including dress down days.
- Hair must be neat and well groomed and the **child's natural color**. No bizarre or unusual hairstyles or colors will be tolerated including, but not limited to dying, tipping, foiling, streaking, and/or highlighting. Hairpieces and extensions are not appropriate for school. Hair must be kept out of the eyes. **These rules apply through and including graduation.**
- Hair can be tied back, held back by a hair band, or tucked behind the ears. If girls wear bangs, they need to be kept neat and out of the eyes, even as they are being grown out as



girls get older, using a hairband or barrette if necessary. Hair piled on the top of the head in a loose bun will not be allowed.

- Hair bands should go with the uniform. Girls may wear a rosette or bow, as long as it does not become a distraction. Bows may be up to 6 inches across and may have a 6-inch tail.

### **Physical Education Uniforms**

Mandatory PE uniforms must be purchased at the school beginning in mid-August. The gym uniform consists of the following:

- Navy blue sweatpants and sweatshirts with Trinity Catholic Academy printed on **both**. For the warmer weather, navy blue T-shirt with school name and navy shorts. T-shirts may be worn under sweatshirts during the winter months.
- **Torn sweatpants are never allowed.**
- **Fund Raiser sweatshirts are not part of the official gym uniform.**
- Sneakers must be worn. **Sneakers must be of athletic type: basketball, running, or walking, and should lace or close with Velcro. Any color sock may be worn with gym uniforms as long as they are high enough to cover the ankle. All sneakers with laces must be properly tied.** This will prevent injuries to students
- If other garments, such as camisoles are worn under the PE T-shirt or sweatshirt, they must be tucked in. If they are visible, a verbal warning will be given. Beyond a verbal warning, all rules apply for being out of the proper dress code. Eighth grade sweatshirts may be worn on P.E. day.

**NOTE WELL: Once regular uniform shorts can no longer be worn, gym shorts can no longer be worn.**

### **Visitors**

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated visitor's badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure and surrender the badges. **FOR REASONS OF SCHOOL SECURITY, DOORS MUST NOT BE HELD OPEN FOR OTHER PEOPLE WISHING TO ENTER THE BUILDING; THEY MUST BE BUZZED IN.**

Parents who volunteer in any capacity in the school **may not drop in to a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

### **\*\*Right to Amend**

Trinity Catholic Academy or the Principal reserves the right to amend this Handbook **at any time**. Notice of amendments will be posted on our web site.

(Continued on next page.)

*Adapted from NCEA's From the Chalkboard to the Chatroom.*

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Trinity Catholic Academy:

1. I recognize that all computer users have the same right to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and discs that are provided by the school. When I am in the computer lab, I will talk softly and work in ways that will not disturb other users. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their password; I will not copy, change, read, or use files from another user without prior permission from that user; I will not attempt to gain unauthorized access to system programs for computer equipment; I will not use computer systems to disturb or harass other computer users or use inappropriate language in my communications.

I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.

4. Each student who received Internet access will be instructed in the proper use of the network. The use of the Internet must be in support of education and research consistent with the educational objectives of the school. Students using network or computing resources must comply with the appropriate rules for that network or resource. Students are never permitted to type a web address/URL into a web browser.

As a user of a network, I will not use bulletin boards or chat lines for personal use. In addition, I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

5. Parents must realize that their students may encounter material on a network/bulletin board that they do not consider appropriate (vulgar jokes, statements of believe that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
6. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage cause by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously

**2018-2019 TCA FAMILY DIRECTORY AND BLACKBOARD CONNECT  
INFORMATION SHEET**

**Dear Parents,**

We are updating information for our family directory and Blackboard Connect (our all-call service). Please fill out all information and return this form (one per family) by Wednesday, August 29<sup>th</sup>.

FAMILY NAME: \_\_\_\_\_

STUDENTS: \_\_\_\_\_ GRADE: \_\_\_\_\_  
\_\_\_\_\_

PARENT NAMES: \_\_\_\_\_

STREET ADDRESS(ES): \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_

CELL PHONE Mom: \_\_\_\_\_ CELL PHONE Dad: \_\_\_\_\_

EMAIL ADDRESS: (Mom) \_\_\_\_\_

EMAIL ADDRESS: (Dad) \_\_\_\_\_

*If separate households, please include contact information for both.*

**MOST OF OUR ALL-CALLS WILL BE TO A PREFERRED PHONE NUMBER. WRITE THE PREFERRED NUMBER BELOW.**

\_\_\_\_\_

In case of a daytime emergency, all submitted numbers will be contacted.

If you own a business whose information you would like included in the directory, please fill in below.

BUSINESS NAME/TYPE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_

WEB ADDRESS: \_\_\_\_\_

*Completion and submission of this form to Trinity Catholic Academy gives the school permission to publish the information contained therein in the Trinity Catholic Academy Family Directory. (June, 2018)*

***Family Signature Page***

This Handbook is used as a reference throughout the school year. Please return this signed form to the student’s homeroom teacher by September 24<sup>th</sup>, 2018.

If we do not receive a signed copy of this Handbook Agreement Form by September 24<sup>th</sup>, 2018, it will be presumed that both the student and his/her parents and/or guardians have agreed to abide by the rules contained in the Trinity Catholic Academy Parent/Student Handbook 2018-2019.

\*\*\*\*\*

I have read the 2018-2019 Parent/Student Handbook and agree to follow the school policies and procedures as stated.

**Family Name** \_\_\_\_\_  
**(Print Please)**

_____ Parent signature	_____ Date
_____ Parent signature	_____ Date
_____ Student signature	_____ Date
_____ Student signature	_____ Date
_____ Student signature	_____ Date
_____ Student signature	_____ Date

**\*Parents and students must sign above.**

**(Revised August, 2018)**