

September 2018



# TRINITY ACADEMY

AT THE FATHER WALTER J. CISZEK EDUCATION CENTER

*Founded in Faith and Family*

## STUDENT-PARENT HANDBOOK

**Trinity Academy**  
**at the Father Walter J. Ciszek Education Center**

233 West Cherry Street

Shenandoah, PA 17976

(570) 462-3927

Fax: (570) 462-4603

[www.TrinityMatters.com](http://www.TrinityMatters.com)

[altsta@ptd.net](mailto:altsta@ptd.net)

A Pre-K to Grade 8 Catholic School serving the people of North Schuylkill County

**ADMINISTRATION**

**BOARD OF PASTORS**

**Rev. Msgr. Ronald C. Bocian, M.Div., M.Ed.**  
**Rev. Eric Tolentino**  
**Rev. Kevin Gallagher, M.A.**  
**Rev. Paul L. Rothermel, M. Div., Th. M., M.A.**  
**Rev. Brian Miller, M. Div., M.A.**

**PRINCIPAL**

**Sister Margaret Mc Cullough, I.H.M.**

**FACULTY AND STAFF**

**Mrs. Sharon Tobin, Pre-K**  
**Mrs. Dolores Sadusky, Kindergarten**  
**Sister Patricia Maureen Mount, I.H.M., Grade 1**  
**Mrs. Diane O'Connor, Grade 2**  
**Ms. Sarah Mary Tucker, Grade 3**  
**Mrs. Jean Dando, Grade 4**  
**Mr. Michael Kowker, Grade 5 homeroom**  
**Mrs. Arlene Pacenta, Grade 6 homeroom**  
**Mrs. Ellen Snyder, Grade 7 homeroom**  
**Ms. Susan Klinger, Grade 8 homeroom**  
**Ms. Sherie Shigo, Physical Education,**  
**Computer Gr. 1 – 6, Art Gr. 2 – 5**  
**Sister Mary Glackin, I.H.M., Religious Enrichment (Prayer Room)**  
**Sister Theresa Duffy, I.H.M., Administrative Assistant**  
**Ms. Jane Grier, Advancement Director**  
**Mrs. Kay Zagrosky, Office Manager**  
**Sister Thais Margiotta, I.H.M., Tutoring**  
**Mrs. Clara Ballesteros, Pre-K Aide**  
**Mrs. Audra Kanute, Kindergarten Aide**  
**Ms. Carol Anczarski, Food Service Director**  
**Mr. Stanley Pietkiewicz, Bookkeeper**

### **MISSION STATEMENT**

Trinity Academy at the Father Walter J. Ciszek Education Center is a diverse Catholic Elementary School served by the Sisters, Servants of the Immaculate Heart of Mary. Trinity Academy assists parents in building faith, instilling morals, and promoting academic excellence. It is the mission of Trinity Academy to be a Center of Hope by providing an education strong in faith and academics. All are welcomed into a Christ-centered family environment that inspires its students to use their God-given talents and gifts.

*Trinity Academy honors the traditions of our legacy schools, and strives to strengthen the foundation they established.*

***Trinity Academy: Founded in Faith and Family***

### **HISTORY OF THE SCHOOL**

Trinity Academy was established in August, 2006 as a Kindergarten to Grade six Catholic Elementary School to provide Catholic Education for the children of Upper Schuylkill after the closing of Holy Family School, Frackville; Immaculate Heart Elementary School, Girardville; and Father Walter J. Ciszek Elementary School, Shenandoah. The name “Trinity” reflects the unity of the three schools from which Trinity Academy came. After the closing of Cardinal Brennan Junior/Senior High School at the end of the 2007 school year, Trinity Academy welcomed grades 7 and 8. Trinity Academy recognizes the richness and excellence of the schools from which it originated. The faculty, staff and students fondly remember our past and look forward to building a tradition of excellence in both the faith formation and academic accomplishment of our students.

In June 2009, The Academy of the Blessed Virgin Mary, Mahanoy City closed. Trinity Academy welcomed a number of students from that school and Blessed Teresa of Calcutta Parish became one of the supporting parishes of Trinity Academy.

In June 2013, McAdoo Catholic closed and Trinity Academy welcomed additional new students. Each new member bring many gifts with them that enrich the Trinity School Family

### **MASCOT AND SCHOOL COLORS**

Trinity Academy’s mascot is the Charger and the school colors are blue and gold. In choosing this mascot and these colors, Trinity Academy hopes to always honor the proud past of Cardinal Brennan High School.

## ACADEMICS

### Academic Responsibilities

Trinity Academy encourages all students to reach their fullest potential through the academic program. Each student is responsible for the satisfactory completion of projects, class work and homework in a timely manner. Grades on tests and quizzes should reflect the student's ability.

### Homework

The School realizes that teachers, students and subjects vary. The objective is not time, but the extension of learning beyond the classroom. Individual classroom homework policies are presented to parents at "Back to School Night" Make-up work policies are also presented at that time. Parents are asked to provide children with a time and place for homework and to assist where appropriate.

### Instructional Support Team

When a student is having academic or behavioral problems, it may be beneficial for an Instructional Support Team (IST) to meet to determine the need for support services, academic testing, curriculum modifications or other methods of assistance in the learning process. The team consists of parents, teachers, administrators and a learning specialist. The purpose of the IST is to help students be successful in school.

### Promotion or Retention

Student progress is monitored throughout the school year. At the December report card period, the parent/guardian is informed of the student's academic, social and emotional progress. In January, the teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention and support services. By the end of May, the teacher(s) will schedule a follow-up meeting with the parent(s)/guardian(s). If retention is indicated, the parent(s)/guardian(s) will receive an official notification which must be signed and returned to the school administration.

Promotion or retention is at the discretion of the administration in consultation with the teacher.

### Report Cards

Report cards are issued three times a year to students in Grades 1 through 8. Students in Kindergarten receive a progress report for the first trimester and then receive report cards for the remaining two marking periods.

Progress reports will be distributed in the middle of each trimester.

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Depending on grade level, each student is responsible for his/her own report card grade by satisfactorily fulfilling the following requirements: major testing (at least three tests in the major subjects)

- quizzes
- oral and written reports
- homework assignments
- independent classroom work
- active participation in classroom lessons and activities
- class/individual projects

### On-line Data Base Option C

Trinity Academy uses an online data base called OptionC. All parents and guardians have a user name and password to view announcements, assignments, etc. Grades 4 to 8 can monitor grades using OptionC.

### Honor Roll

Trinity Academy honor roll is for students in grades 4 to 8. The following is the criteria for honor roll:

#### *Distinguished Honors*

A general average of 95; a grade of 95 or above in each subject and a mark of S (satisfactory) or above in conduct and effort.

#### *First Honors*

A general average of 90 or above; a grade of 90 or above in each subject; a mark of S (satisfactory) or above in Conduct and Effort.

#### *Second Honors*

A general average of 85 or above; a grade average of at least 85 in each subject; a mark of S (satisfactory) or above in Conduct and Effort.

### Standardized Testing

The IOWA Test is administered each year to students in Grades 2 through 7. Also, the Cognitive Ability Test (COGAT) is given to students in Grades 3, 5, and 7. The results for all of the above-mentioned tests are communicated to parents and are utilized by the school for curriculum planning.

### ADMISSIONS

Trinity Academy admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded or made available to its students. The School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy, or in any school-administered program.

Trinity Academy endeavors to accommodate students with special needs, as the School's resources and capabilities reasonably permit.

Trinity Academy follows the Diocese of Allentown's age requirements for admission. A student registering for Kindergarten must be five years old by October 15<sup>th</sup> and those registering for First Grade must be six years old by October 15<sup>th</sup>.

According to Diocesan policy, a student from a parish not served by Trinity Academy must ask permission to attend Trinity from the pastor of his/her parish. The President of the Trinity Academy Board of Pastors must also give permission.

At the time of registration, the following forms and certificates are required: Birth Certificate; Baptismal certificate; Copy of Social Security Card; a certificate of immunization that must be updated and available for confirmation.

### Admission of Non-Catholic Students

Trinity Academy offers students a strong academic program that prepares them for success in high school, however, the primary purpose of the school is religious. We exist for the purpose of evangelization and catechesis, that is, the proclamation of the Gospel and formation in the Catholic Faith.

Non-Catholic students are admitted to our school under the following condition:

- The parents/guardians agree that the children attend Religion classes and religious functions that are offered as part of the school program.

## ATTENDANCE

Regular school attendance impacts positively on the child's academic development. The total amount of days that school is in session is prescribed by the Commonwealth of Pennsylvania.

### Absences

The policies regarding this area are as follows:

A student who has been absent from school, even for one day, is required to present a written note to his/her homeroom teacher.

Students should be 24 hours fever free before returning to school.

A doctor's certificate is required for absence of an extended nature (3 days) or for certain communicable diseases, e.g. Strep throat, pink eye, etc.

If your child is going to be absent or arrive late at school, you are required to call the school by 9:00 AM. Please leave a message on voice mail. The number to call to report absences or lateness is 462-3927 X 3. If your child's name appears on an attendance report from the homeroom teacher and you have not phoned in to inform the school, please expect a call from school personnel to verify the absence or check on your child's whereabouts. Your child's safety and welfare are of prime importance to us.

Makeup work is required at all grade levels. Please contact your child's teacher for missed work. It is the responsibility of the student to complete work and tests that have been missed due to absence.

Parents of a student with a chronic illness must communicate the nature of the illness to the principal and the teacher(s). If because of this illness a student is frequently absent, a doctor's letter must be presented. If necessary, and when possible, a special program of study will be planned for the student. Grades will be issued as work is completed.

### Illness During the School Day

In the case of illness, a school official will contact the parents or adult whose name has been submitted to the office with an emergency phone number. If your child has developed a fever and/or vomiting, parent or emergency contact will be called to come pick up the child.

### Early Dismissal - Individual Students

Parents should only request early dismissal for a serious reason. To request an early dismissal, please send a note to the homeroom teacher who will forward it to the office. The student will be dismissed from the school office. The parent or guardian must report to the school office and sign the "Early Dismissal Book," in order to have your child released from school. Students will not be dismissed from school without an authorized adult.

### Lateness

A student who arrives at school after 8:00 AM must:

- report to school office for an admission slip
- present the admission slip to the homeroom teacher

Consistent unexcused lateness will be considered parental neglect, which will be reported to proper authorities for further investigation. Lateness impacts a perfect attendance record and constitutes a serious infraction.

### Vacation Policy

Vacations during the school year are strongly discouraged. Please contact the Principal directly if there is a need for your child to be away on vacation during the academic year. Ordinarily, school work cannot be given before a vacation. The procedure for completing assignments will be decided by the individual teachers and forwarded to the student. Students must complete missed work upon the return to school.

## **BEHAVIOR AND DISCIPLINE**

In the spirit of Christian love and respect, children are taught to treat all people, property and creation reverently. Any behavior that harms another person or another's property is not permitted and will be corrected.

We believe that discipline is fundamental to life. Discipline is a necessary reflection of the Philosophy of a Catholic School, which attempts to develop a fully committed Christian – a Christian committed to the observance of just rules and regulations, which will assist the individual in responding to his/her responsibilities and obligations to himself/herself and others.

Correct training in discipline means that a child learns to accept rules and regulations presented by lawful authority. Students are expected to act in such fashion that their behavior will reflect favorably on themselves and the school. They are expected to show consideration and respect for their fellow students and teachers, thus creating a harmonious atmosphere within the school. All students must recognize their individual responsibilities and obligations and discharge them in accordance with school regulations. Children who fail to comply with school policies and regulations must accept the consequences.

The discipline code applies to students and parents/guardians both in school and at school-sponsored events.

A demerit point system is used in grades 4-8.



Demerit code

*Sample behaviors and point values*

1 Point

- Failure to get demerit signed
- Chewing gum
- Uncovered books
- Failure to bring absent note
- Failure to return signed communication envelope

2 Points

- Disobedience to authority
- Disruptive behavior in class/lunchroom

3 Points

- Inappropriate behavior in church
- Unauthorized cell phone use during school hours

4 Points

- Copying homework

5 Points

- Name Calling
- Verbal Harassment
- Profane Language
- Talking back to a teacher or other authority
- Cheating on tests
- Defiance (repeated disobedience)

10 Points

- Vandalism
- Fighting
- Forgery

### Consequences for Demerits

- 10 points – after school detention
- 15 points – detention and parent/teacher conference
- 20 points – possible in-school suspension with parent/teacher/administrator conference
- 30 points – possible out-of-school suspension with parent/teacher/administrator conference

### Procedure for Demerits

When a student receives a demerit, the parent/guardian must sign it on the night issued. It must be returned the following day to the issuing school official. **A parent/guardian's signature indicates that the parent/guardian has seen the demerit. It does not indicate the parent/guardian's agreement with the issuance of the demerit.**

### Suspensions

Just, appropriate disciplinary policies are essential educational processes, which include procedures, which are more remedial than punitive, yet include the necessary provisions that protect the common good of the school community.

Suspension may lead to dismissal. The Principal will inform the parents/guardians of the seriousness of suspension and seek their immediate cooperation in a corrective program designed to resolve the student's problem, if possible.

Procedures for student suspensions:

Parents/Guardians of the student will be informed in writing of the suspension.

Suspensions will be implemented [in-School or out of School], at the discretion of the Principal. Following suspension, parents or guardians will meet with school personnel. Students removed from the school community will not be readmitted before a parental conference has been conducted and all other conditions for re-admittance have been satisfied.

Parents and student are to sign a formal agreement in which they signify their understanding and agree to assume responsibility for future behavior.

If deemed necessary, a student will be referred to a counselor.

The signed agreement of parents and a written report of the suspension will be filed in the student's record.

Suspension records are not a part of the student's permanent or cumulative record. Ordinarily, suspension records will be made available only to authorized school personnel and parents.

### Dismissal

After two (2) formal suspensions, a student may be dismissed from Trinity Academy.

In certain instances infractions may warrant immediate dismissal. For serious reasons, the School, in consultation with the Diocesan Superintendent of Schools, can dismiss a student when the School considers the conduct of the student or parent/guardian to be inconsistent with School policy, the good of the School community, or Catholic teachings.

Parents/Guardians may appeal the dismissal at the Department of Education.

### Weapons and Threats

Any student who brings a weapon to school as defined by the PA Safe Schools Act, will be immediately suspended pending a conference involving parents and school authorities. Proper law officials will be contacted as well as the Allentown Diocesan Superintendent of Schools.

Students who make serious physical threats will be immediately suspended, pending a conference involving parents, and school authorities. Proper law officials will be contacted as well as the Allentown Diocesan Superintendent of Schools.

### Alcohol, Tobacco and Drug Abuse

Any student who brings or uses alcohol, tobacco or any other drug in school or at a school sponsored event will be immediately suspended. If deemed appropriate by school authorities, the student will be required to have a complete physical and psychological evaluation. Results of these evaluations will be communicated to the school. If deemed necessary, drug rehabilitation will be required.

### Harassment

Trinity Academy follows the Allentown Diocesan Policy prohibiting harassment, including sexual harassment. Sexual Harassment refers to any unwelcome sexual attention, sexual advances, and requests for sexual favors or other verbal, visual or physical conduct of a sexual nature.

Sexual Harassment is unacceptable conduct and will not be tolerated. Any student or adult who is determined to have violated this policy will be subject to appropriate disciplinary action.

### Protecting God's Children

Trinity Academy follows the procedures established by the United States Conference of Catholic Bishops regarding the Protection of Children. As directed by this charter, all personnel and volunteers complete background checks and training in appropriate behavior.

Below is a list of all the **Safe Environment Clearance and Training Certificates** needed from parents and volunteers who want to participate with their children in field trips and activities:

- Code of Conduct
- Sexual Abuse Policy
- Protecting God's Children Certificate
- Mandated Reporter Training
- PA Child Abuse History Clearance
- PA State Police Criminal Record Check
- FBI Criminal Background Fingerprint Check

A copy of these items must be on file in the school office and you are required to send a copy of your certificate to the office, even if it is on file with another organization. If we don't have it on file here, we cannot include it in your list of completed clearances.

### **BIRTHDAY CELEBRATIONS**

**REVISED 4/2/19**

Students may bring a **small healthy treat or a birthday treat bag** (to take home) for their classmates to celebrate their birthday. It does not always have to be food. A new glue stick or birthday pencil is a nice gift. Trinity Academy has a Wellness Program and it participates in the Government Lunch Program, which fosters a healthy diet. Please notify the teacher in writing of any plans you have for recognizing your child's birthday in school. The teacher will send the note to the office for approval by the principal. Any treat sent in without notification will be sent home for the children to enjoy at home.

### **BOOKS AND MATERIALS**

Every student must carry his/her books to and from school in a suitable book bag. All textbooks must be covered. All covers must be neat and clean and free from inappropriate material. Books, copybooks, and materials are to be properly identified with a child's name.

All lost or damaged books must be paid for in full by the student and parents/guardians. A charge will be made at the rate at which the books were purchased by the School.

## **BULLYING BEHAVIORS**

### **DEFINITION OF BULLYING**

Pennsylvania law defines bullying as “an intentional electronic, written, verbal or physical act directed at another student in a school setting that is severe, persistent or pervasive, and has the effect of substantially interfering with education, creating a threatening environment or disrupting the orderly operation of the school.”

School setting for purposes of the law is defined broadly to include not just the school grounds, but includes other areas such as: school buses, designated bus stops, and any school-sponsored activity.

### **GENERAL CHARACTERISTICS OF BULLYING**

- \*Intentional, repetitive aggressive behavior
- \*Includes, but not limited to, teasing, insulting, shoving, hitting, excluding, gossiping
- \*Causes victim to feel upset, afraid, embarrassed, and anxious
- \*Can involve any age level

Respect for all persons, the commandment of love, and anti-bullying will be part of the religion curriculum and be practiced throughout the day.

Reports of bullying will always be investigated thoroughly. Parents of the one harmed and the one who has caused harm will be notified that bullying has been reported. If it is determined that bullying has occurred, the one guilty of bullying will be punished appropriately.

## **CELLULAR TELEPHONES**

If a parent deems it necessary for a student to have a cell phone, the phone must be turned off, and kept in the student backpack or locked locker (8<sup>th</sup> grade only) during the school day. The phone can only be used with permission from the teacher or other authorized staff member. If a student uses the phone without permission, the phone will be sent to the principal’s office and a demerit will be issued. iPods, tablets and other devices that are capable of e-mail and texting may not be used during the school day. Cell phones must be turned off once you enter the building and remain off until you leave the building.

Beepers, pagers, handheld electronic games, MP3 players, and other items that, in the view of the School, may be distracting or disruptive to the learning environment, are not permitted in the School. If expensive devices are brought to school the school cannot be responsible for lost, stolen or damaged items.

**CLASSROOM PARTIES AND CELEBRATIONS**

Classroom parties for holidays, etc. will be planned with the teacher. Because of nutrition regulations, foods with added sugar must be limited.

At Christmas, the students participate in a Birthday Party for Baby Jesus.

**CONTACT INFORMATION**

Anytime there is a change of phone number, mailing address, email address or other important contact information, please notify the school office in writing immediately.

**DAILY STUDENT SCHEDULE**

Students should not arrive earlier than 7:20 AM.

Breakfast is served until 7:50 AM

Start Time	8:00AM	Students arriving after this time are marked late and must report to the office.
	8:15AM	Pre-K students arrive

Dismissal	2:15PM	Pre-K Dismissal
	2:40 PM	K – 8 Dismissal

STUDENTS WHO ARRIVE AFTER 10:15 AM ARE MARKED ABSENT FOR THE MORNING SESSION.

STUDENTS WHO LEAVE SCHOOL BEFORE 12:30 PM ARE MARKED ABSENT FOR THE AFTERNOON SESSION.

**EMERGENCY CLOSINGS**

In case of inclement weather, a Trinity Academy delay or closing will be announced on WNEP and WBRE. Families who have provided the school with working phone numbers will also receive a phone call through the *School Messenger* system.

Trinity Academy has busses from many school districts. On delayed opening days or on early dismissal days, your bus will come according to the School District's schedule or the arrangement made with van drivers.

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If Trinity Academy has a two hour delay and Shenandoah Valley has a 1 ½ hour delay, school personnel will be at the school to supervise children from Shenandoah Valley who arrive early. The same will be true for all of the districts.

There will be no breakfast served when school is on a two hour delay

### CONFERENCES

Parent-teacher Conferences are scheduled at the first trimester report period for Grades K to 8.

If a parent would like a conference at another time, a note should be sent to the teacher who will then schedule a time with the parent. Teachers may also request conferences with a parent throughout the school year.

**Since teachers have an obligation to their students, they may not be interrupted during the school day.**

**No visitor should go to a classroom during the school day without the permission of the principal.**

### COMPUTERS–ACCEPTABLE USE POLICY

Any person who uses the computers at Trinity Academy must agree to and sign the acceptable use policy. These agreements are kept on file for the school year.

This policy is sent home at the beginning of the school year.

### CUSTODY ISSUES

Parents are asked to inform school personnel when legal custody of the child(ren) resides with one parent. It is important for the school to have a copy of pertinent court orders. Custodial parents are likewise asked to supply the school with copies of the court orders.

Those individuals who have legal custody of the student may attend school meetings and activities, participate in educational decisions, and review educational records regarding that student.

The school will comply with court decisions as indicated by a court order given to the school.

## **Dress Code**

**The Trinity Academy uniform is symbolic of Trinity Academy Catholic School and should be worn with pride and dignity. Students are required to wear the complete uniform every day, and a written excuse should accompany any variation.**

### **Boys – Grades K – 8**

**Dress Uniform** – worn for Church Attendance and other special occasions

Khaki pants with no more than two side and two rear pockets – pants must be worn at the waist.  
(no corduroys)

Grades 4-8 – black or brown “leather-like” belt must be worn. Beltless elastic waist pants are permissible for grades K-3.

Long or short-sleeved white dress or oxford shirt – always tucked in.

Navy blue tie

If a cardigan sweater or vest is worn they are to be navy blue.

### **Every Day Uniform**

Same as Dress Uniform except **Navy blue long or short sleeve polo shirt** may be worn in place of white shirt.

### **Fall/Spring Uniform – August 28 to October 14 and April 15 to the last day of school.**

Same as every day uniform except **knee length khaki walking shorts that come to the top of the knee with no more than two side and two rear pockets, may be worn.**

Grades 4-8 – black or brown “leather-like” belt must be worn. Beltless elastic waist pants are permissible for grades K-3.

### **Girls**

**Dress Uniform** – worn for Church attendance and other special occasions

Grades K-3 – Plaid jumper (available from Flynn and O’Hara only) or khaki jumper. (This is the last year for the khaki jumper.)

Navy blue long or short sleeve polo shirt or white Peter Pan collar long or short sleeve blouse is worn.

Grades 4-8 – Plaid skirt (available from Flynn and O’Hara only) or khaki skirt. This is the last year for the khaki skirt.

Navy blue long or short sleeve polo shirts are worn.

If a cardigan sweater or vest is worn they are to be navy blue.



### **Every day Uniform**

Same as dress uniform except, **khaki pants with no more than two side and two rear pockets must be worn at the waist**, may be worn in place of the jumper or skirt. (no corduroys).

Grades 4-8 – black or brown “leather-like” belt must be worn. Beltless elastic waist pants are permissible for grades K-3.

### **Fall/Spring Uniform – August 28 to October 14 and April 15 to the last day of school.**

Same as every day uniform except **knee length khaki walking shorts that come to the top of the knee with no more than two side and two rear pockets, may be worn.**

Grades 4-8 – black or brown “leather-like” belt must be worn. Beltless elastic waist pants are permissible for grades K-3.

### **Shoes and Socks for All Grades**

- Sensible sturdy dark colored dress shoes are required.
- No Sperry’s, athletic shoes, sneakers, sandals, or boots are permitted.

**Boys** - White, navy or black dress crew socks. (no low cut sport socks)

**Girls** – White, navy or black dress crew socks, knee socks or tights. (no low cut sport socks)

### **Gym Uniform for Boys and Girls**

- Plain navy blue sweat pants. This is the last year that navy blue athletic pants are permitted.
- No yoga pants or leggings are permitted.
- Trinity Academy grey short sleeve tee shirt or Trinity Spirit Wear navy short sleeve tee shirt.

Grey tee shirts are available in the school office.

Trinity Spirit Wear tee shirts are sold by the Home and School Association.

Sneakers and white or navy crew socks are worn - **(No low cut sport socks)**

Spring and Fall – Navy blue shorts are permissible (Approximately 2 inches above the knee.)

### **Hair, Jewelry, Grooming**

Students' hair must be neat and clean, and groomed conservatively. Hair is not to cover the eyes. Boys hair length is to be above the collar. Natural hair color is to be worn – dying, bleaching or highlighting of hair is not permitted. No extreme styles are permitted. Students are expected to come to school in a state of cleanliness.

Students may not wear excessive jewelry. Girls may only wear one small post earring in each ear. No makeup is permitted. Clear nail polish only. Boys are not permitted to wear earrings. Personal appearance that constitutes a distraction is not permitted. Final approval/disapproval is at the discretion of the Principal.

Hair accessories for girls should be simple in conservative colors. Hair accessories (flowers, bows, barrettes, etc.) may be an inch or smaller.

No tattoos are permitted.

### **Dress Down Days**

When a Dress Down Day occurs, casual clothing may be worn. All clothing must be modest. Tee shirts may not contain references to drugs, alcohol, tobacco or immoral activity. For safety reasons, sandals and flip flops may not be worn.

### **EMERGENCY CONTACT FORMS**

The School requires the parent(s)/guardian(s) of each student to complete an emergency contact form provided by the School. It is important that the information on this form is accurate and updated so that the School can contact the parent/guardian in the event of an emergency.

**Every change of address, phone number, or family name must be reported to the school office as soon as possible.**

### **EXTRA-CURRICULAR ACTIVITIES**

Various extra-curricular activities are offered for students at Trinity Academy. Participation is dependent upon age, ability and interest. Some of the extracurricular activities offered are:

- Student Council
- Private band lessons
- Private piano lessons
- Liturgical choir
- Chorus
- Community service activities

- Yearbook
- Drama Club
- STEM Club – Grade 8 (Science, Technology, Engineering, and Mathematics)
- CYO sports
- CYO spelling bee
- CYO academic bowl
- Diocesan spelling bee
- Pottsville Republican spelling bee
- Diocesan art contests
- Diocesan essay contests
- Contests sponsored by local agencies

**\*\*\* Siblings of students in Clubs are not permitted to wait in school. Parents are asked to make arrangements for these students to go home.**

#### FAMILY COMMUNICATION ENVELOPES

School written communications will be sent home weekly through a Family Communication Envelope. Communication Envelopes will be sent home with the youngest child in the family. Parents are asked to remove and read the contents, sign the form on the outside of the envelope and return it the next day. The usual day for the communication envelope is Wednesday.

#### FIELD TRIPS / CLASS TRIPS

Educational Field trips are sometimes planned in order to enrich the curriculum.

A class trip is a privilege. Students with unsatisfactory conduct or effort may be denied permission to participate in a field trip by the principal.

Parents must complete and sign the official diocesan field trip permission slip.

If a parent/guardian does not wish a child to attend the trip for any reasons, he/she should notify the School. The child must attend school on the day of the trip or be marked absent.

Students with an outstanding tuition balance will not be permitted to participate in field trips.

As per diocesan policy, students who do not bring in a written permission slip will not be permitted to go on a field trip. **Verbal permission by phone is insufficient.**

## HEALTH

### Medications

It is generally recommended that prescription medicines be given to the student before and/or after school in accordance with the physician's directions. In those rare instances where the medication must be given during the school day, the following procedures are to be followed:

- Prescription and non-prescription over the counter medications must be in the original container with a note from the parent or physician to include: name of medicine, dosage, time of administration, dates to be given, and reason for medication.
- Medications may be sent in by the day or week.
- Medications must be sent to the school office.
- Medication will be administered by the nurse, or self-administered in the presence of the principal, or her representative and recorded in Option C.

**Students may not have medication in the classroom except for an epi-pen or inhalers as needed and prescribed by the doctor.**

## HOME AND SCHOOL ASSOCIATION

The following statement is the foreword of the Trinity Academy Home and School Association by-laws:

Jesus Christ gave His disciples a mandate to go into the world and teach all people. The Church has in every age taken this mandate seriously. We the faithful of the Catholic Churches of North Schuylkill County, receive this commission with the same seriousness and responsibility. Grateful to God for the freedom with which we can give to our children the precious gift of faith, we pledge ourselves to the noble task of doing all in our power to prosper the cause of Catholic education. To this end, we the parents, teachers and pastors commit ourselves to work together for the children. We will employ the means of the Trinity Academy Home and School Association as an aide to help us in our effort.

The objectives of the Association are the following:

- To advise and assist the Pastors, the Principal and the Teachers in providing a superior Catholic educational environment.
- To increase educational opportunities for the children through the active participation and involvement of Association members.
- To direct and coordinate parental support through assistance in school activities and functions.

- To foster political action of parents as advocates regarding national, state and local legislation that affects Catholic schools as well as the lives of students and parents.

The Association is not a policy-making body for the School. The Association may conduct fundraisers which support activities at the School and further educational goals.

## **LUNCH PROGRAM**

### **MEAL CHARGING POLICY 2019**

Trinity Academy recognizes the important link between proper nutrition and academic success. The purpose of this policy is to establish a consistent school-wide procedure for charging meals when students do not have money to pay, preventing meal charges and ensuring eligible children are certified for free and reduced-price school meals.

#### **Charging meals:**

Because hunger is an impediment to learning, no child shall be denied a school meal because of an inability to pay. Children will be served a meal that meets the U.S. Department of Agriculture nutrition standards for school meals.

#### ***Alternatives:***

- Students with a negative balance will be permitted to charge meals without meal substitution.
- Only students who have been approved under the eligibility guidelines of the National School Lunch and Breakfast Program are entitled to a free or reduced-price meal. All non-eligible students will be charged for their meals.
- Any student who has a negative balance will be able to pay for a current reimbursable meal when it is received.
- Charging by adults is prohibited.

Hand stamps, stickers, or any other means of overt identification of children with unpaid meal debt in the cafeteria or the classroom are *prohibited*. Additionally, children with unpaid meal debt shall not be required to work off their debt, including, but not limited to, wiping down tables or cleaning the cafeteria.

#### **Preventing Meal Charges:**

- Encourage parents and/or guardians to monitor their child's meal balance on Option C or by contacting Mrs. Zagrosky at the school office, and **keeping an adequate amount of funds in their child's account** to pay for their meals.

- Prepayment is encouraged. Payment may be sent to the school office payable to Trinity Academy. For information about accessing your child's online account, visit [OptionC.com](http://OptionC.com) and log in using your child's Option C username and password or contact Mrs. Zagrosky at 570-462-3927 for balance information.
- Provide all households with **school meal applications** at the start of the school year and/or include instruction for completing online school meal applications.
- Provide school meal applications in the primary language of the parent or guardian and provide assistance with completing an application for any household that requests assistance.
- Promptly utilize data provided by the state or other school district officials to certify eligible children without an application and assure that any child for which the school district is not able to obtain a completed school meal application, but becomes aware of their eligibility for free or reduced-price school meals shall be certified based on an application submitted by the appropriate school official, as permitted by USDA guidance.

To ensure that households are aware of negative account balances and the potential to accrue meal debt, the school nutrition department will:

- send out quarterly balance notices prior to students needing to charge meals;
- notify and/or work with principal to understand the student and parent's situation and if a school meal application is needed.

### **Collecting unpaid meal debt:**

Communication regarding unpaid meal debt shall be directed at parents of guardians.

Prior to contacting households regarding unpaid meal debt, the school nutrition staff shall ensure that the student is not participating in the Supplemental Nutrition Assistance Program (SNAP), the Temporary Assistance for Needy Families (TANF) program, or other federal programs, which would confer categorical eligibility for free school meals, or is not homeless, migrant, or in foster care, and would allow them to be certified without an application.

Any household with a negative school lunch account balance shall be contacted immediately by school nutrition staff by email, phone or letter home to provide information on how to apply for free or reduced-price school meals or to add funds to the families school nutrition account.

For households that cannot afford to pay their school meal charges, the school nutrition department will work with them to establish a payment plan. Households that are subsequently certified for *free* school meals at a point later in the school year *shall not* be required to repay school meal debt accrued prior to the certification date of the application. Households that are subsequently certified for Reduced price school meals, prior meal debt will be calculated at the

reduced-price rate for which repayment will be required for any school meal debt accrued prior to the certification date of the application.

**Carry-over unpaid meal debt:**

- All positive/negative balances at the end of the school year will carry over to the next school year.
- Negative balances must be cleared up before the end of the school year. Notices will continue until the debt has been paid.
- Student records, grades, transcripts, etc., will not be sent until all obligations are paid in full.
- Graduating students must clear all debt prior to graduation. A student may not graduate unless all obligations are paid in full.

**SMOKING**

The school premises are a smoke-free environment. No smoking is allowed in the school building or on school property. Parents and guardians are requested to refrain from smoking outside in the area of the school while waiting for children at dismissal.

**TELEPHONE - SCHOOL OFFICE**

The telephone in the school office is for school business only. A student may use the phone only in the case of an emergency at the request of their teacher with the permission of the Principal.

**TRANSPORTATION**

At the beginning of the school year, parents are asked to communicate with the teacher how a child is to go home. Parents are asked to send a note to the teacher indicating any change in transportation during the school year, even if it is only for one day. **If at all possible, parents are asked not to call the school with transportation changes.** If this is necessary, please call by 1:00 PM to avoid end of the day confusion.

**Bus**

Bus transportation is provided through the school district of residence. The principal of Trinity Academy has no authority over bus routes. Children from one district may not ride the bus of another district. Any changes within the district must be approved by the transportation director of the school district.

### Car Riders and Walkers

If the weather is inclement, parents are welcome to wait for students in the school cafeteria. When weather permits, please wait outside of the school for the dismissal of car riders and walkers.

### TUITION

For the financial health of the school, it is essential that tuition be paid by all families. Families may pay tuition in full, in two half payments or budget it on FACTS. In the case of an emergency when tuition cannot be paid, parents or guardians should contact the principal. With the approval of the Board of Pastors and the Financial Advisory Committee, a different tuition schedule may be considered.

Financial aid is available for families who qualify through the Eastern Pennsylvania Scholarship Fund, Opportunity Scholarship Tax Credit, The Kremer Grant and other private donations. Recipients of grants must pay the remainder of the tuition due. Families must apply for these grants using FACTS online management. Tuition aid will not be given for the new school year to families who are not current in tuition payments for the previous year.

Families with an outstanding tuition balance who do not make arrangements for payment with the principal:

- may not participate in field trips
- may not participate in field day
- will not participate in graduation exercises
- will not be reenrolled for the next Trimester after 90 days of delinquency
- will not have records sent to another school
- report cards will not be issued
- Delinquent accounts may be forwarded to the magistrate.

### VISITORS TO THE SCHOOL

For security and educational purposes, all visitors must report to the school office and sign in the Visitor's Log when entering the building. Visitors must wear a visitor badge and return it to the office when signing out.

### VOLUNTEERS

The assistance of parent, grandparent and other supportive individuals as volunteers is greatly appreciated and encouraged. We recognize the invaluable assistance given by our students' families and friends, which helps in building a strong learning community.



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Parents are urged to take an active part in their child's education by volunteering whenever and wherever possible.

Volunteers are required to have background checks and complete the Protecting God's Children Program. (See pages 11 – 12).

Volunteers during the school day must sign in and out in the office and wear a volunteer badge.

**THIS HANDBOOK MAY BE AMENDED BY THE PRINCIPAL AS DEEMED NECESSARY. WRITTEN NOTIFICATION OF AMENDMENTS WILL BE SENT TO FAMILIES AS SOON AS POSSIBLE.**

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## Trinity Academy Parent-Student Handbook Response Sheet

**Please complete and return this page to school after you have read the Parent-Student Handbook.**

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

DATE \_\_\_\_\_

**WE HAVE READ THE TRINITY ACADEMY SCHOOL HANDBOOK AND WILL ABIDE BY THE REGULATIONS CONTAINED THEREIN.**

**FAMILY SIGNATURES: (INCLUDE PARENTS/GUARDIANS AND STUDENT SIGNATURES).**

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

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

Student \_\_\_\_\_

Student \_\_\_\_\_

Student \_\_\_\_\_

Student \_\_\_\_\_