

Trinity Catholic School Parent & Student Handbook

2024 - 2025



Trinity Catholic School Mission Statement

We are Trinity Catholic School
We follow the teachings of Jesus Christ and the mission of the Diocese of Syracuse to develop the **minds, bodies, and souls** of the students of Oswego County.

School Hours

K-6 - 9:00 – 3:15

Preschool

Half-Days - 9:00 – 11:30

Full-Day - 9:00 - 3:10

2-Hour School Delay

Before Care – Canceled

K-6 – 11:00-3:15

Preschool

Half-Day – Cancelled

Full-Day - 11:00-3:10

Contact Information

PHONE (315) 343 – 6700

FAX (315) 342 – 9471

www.oswegotrinitycatholic.org



Syracuse Diocese
Catholic Schools

School Personnel

| | |
|------------------------|--------------------------------|
| Mr. Peter Myles | Principal |
| Ms. Toni Ann Defazio | Administrative Assistant |
| Mrs. Terra Pritchard | Receptionist |
| Ms. Tabitha Pelkey | PK3 Teacher |
| Mrs. Kara Murray | PK3 Aide |
| Mrs. Mary Annal | PK4 Teacher |
| Mrs. Gina Allen | PK Aide |
| Mrs. Maura Kenyon | PK4 Teacher |
| TBD | PK Aide |
| Mrs. Stephanie Talamo | Kindergarten Teacher |
| Mrs. Chris Bornheimer | Kindergarten Aide |
| Mrs. Mary Wills | Grade 1 Teacher |
| Mrs. Kathleen Cummings | Grade 2 Teacher |
| Ms. Valerie Knox | Grade 3 Teacher |
| Ms. Christina Teetsel | Grade 4 Teacher |
| Mrs. Heather Haskins | Grade 5 Teacher |
| Mrs. Vinita Mosher | Grade 6 Teacher |
| Mrs. Kathleen Baer | Academic Intervention Services |
| Ms. Maggie Henry | Art Teacher |
| Mrs. Heidi Ziervogel | Guidance Counselor |
| Ms. Diane Zeller | Librarian |
| Ms. Stacy Kearns | Physical Education Teacher |
| Mrs. Lyndsie Jones | Spanish/Theater Teacher |
| Mrs. Cheryl Goewey | Vocal Music Teacher |
| TBD | Instrumental Music Teacher |
| Mr. John McKean | Custodian |
| Darlene Lower | Kitchen Manager |
| Ms. Cathi Davis | Cafeteria Aide |
| Mrs. Pamela Castillo | Cafeteria Aide |
| Ms. Mary Dirk | Before/Aftercare |
| Mrs. Diane Zych | Liturgical Music |

Policies and Procedures

The policies and procedures included in this handbook are intended to create a safe school environment that promotes spirituality, academic success, respect for others, and order. By registering at Trinity Catholic School, students and their families agree to abide by this Handbook and parents agree to assist their children in following the policies and procedures of the school. This Handbook may be accessed on the school website and parents may obtain a print copy in the Main Office.

The principal reserves the right to make changes to this handbook. These changes will be communicated through the Principal's Newsletter, the school website, and subsequent editions of the Handbook.

School Uniforms and Dress Codes

Rationale for School Uniforms

It is the custom and policy of Trinity Catholic School to require students to wear school uniforms. It is our belief that the wearing of school uniforms:

- Eliminates the pressure to buy expensive fad clothing
- Removes distracting apparel from classrooms
- Shifts the emphasis from the outward appearances of how one is attired to the inner qualities of one's personality and values
- Gives evidence of student membership in the family of Trinity Catholic School
- Identifies students with the standards, values, and expectations of Trinity Catholic School

Uniform Policy

All students in grades K-6 are expected to be in uniform every day, except for dress-out days. Parents are responsible for seeing that their children have proper clothes and uniforms for school. School personnel will contact parents as necessary to resolve problems of students not wearing approved uniforms.

Uniform Regulations

Girls Grades K - 6

Bottoms

- School plaid (**Hunter/Classic Navy Plaid**) or navy skirts (**knee length**)
- School plaid (**Hunter/Classic Navy Plaid**) or solid navy jumpers (**knee length**)
- Navy chino style dress slacks (no cargo or carpenter style slacks)
- Navy dress shorts or skorts (**knee length**)

Tops

- Solid white, light blue, or navy blouses, polo shirts, or turtleneck tops may be worn.
- All tops must have a collar with no trim – only the school logo will be accepted
- Solid white or navy cardigans, pullover sweaters, or sweater vests (no trim – only the school logo will be accepted)
- Trinity Catholic School attire, such as sweatshirts and hoodies, may not be worn during the school day.

Shirts and blouses must be tucked in, clean, and neat.

Other

- Navy or white crew (ankle) or knee socks or tights

Boys Grades K – 6

Bottoms

- Navy chino style dress slacks (no cargo or carpenter style slacks)
- Navy dress shorts (knee length)

Tops

- Solid white, light blue, or navy dress shirts, polo shirts, or turtleneck tops may be worn.
- All tops must have a collar with no trim - only the school logo will be accepted
- Solid white or navy cardigans, pullover sweaters, or sweater vests (no trim – only the school logo will be accepted)
- Trinity Catholic School attire, such as sweatshirts and hoodies, may not be worn during the school day.
- School plaid or navy tie (optional)
- Navy Blazers may be worn (optional)

Shirts must be tucked in, clean, and neat.

Other

- Navy or white crew socks

Shoes - All students

Sturdy dress shoes with safety soles in colors of **black, brown, or navy**. Shoes must be buckle, tie or loafer style. Shoes must be always worn by students. Rubber soled shoes are recommended.

Clogs, Crocs, loosely fitting shoes, slip-ons, sling-backs, sandals, open-toed shoes, shoe boots, work boots, and hiking boots are *not* permitted.

Mass Days

Boys in grades K-6 are expected to wear blue pants, a white button-down oxford style dress shirt (no polo shirts), and an optional tie. Girls in grades K-6 are expected to wear a plaid or navy jumper or skirt with a white full button dress shirt (no polo shirts). Dress shoes must be worn for all school masses.

Shirts and blouses must be tucked in, clean, and neat.

Gym Uniform

Students in grades K through 6 will not change clothes for gym class. However, it is recommended that girls in K-6 wear pants, skorts or shorts on gym days, or shorts under their uniform jumper or skirt. All students K-6 must wear sneakers for gym class. Students will be allowed to wear their sneakers **with their uniform** on their assigned gym days. However, if a gym day is a Mass Day, the students must bring their **dress** shoes to wear to Mass.

Dress Out Days

Students and families can earn Dress-Out of Uniform Passes by volunteering at school events. Dress-Out passes are issued from the school office and will not be accepted by classroom teachers unless they originate from there. They will be dated, show the student's name, and may only be used on Fridays. **Dress-Out passes may NOT be used on Mass days.** Passes may not be given to other students. While this is a generous thought, it defeats the purpose of encouraging family participation in school activities. Sweatshirts and/or t-shirts with questionable pictures, logos, or wording are considered unacceptable. This will be at the discretion of the administration. Students wearing spandex or other clingy leggings must have a skirt or shirt over the top that meets the "fingertip rule." If attire is deemed unacceptable by the administration, parents will be notified.

Hats, Jewelry, and Hair

Hats – It is expected that parents, visitors, and students will refrain from wearing hats inside the school building. Adults are requested to set an example for the children.

Jewelry – Only post-style earrings are permitted. No long dangling earrings or hoops are permitted. No other jewelry is permitted unless it is not visible, i.e. a medal on a chain worn underneath a shirt.

Hair – Hair must be a natural color. It must be clean and acceptably styled (not covering the eyes), and no fad haircuts will be allowed. Girls may be asked to pull their hair back in a ponytail if it is a distraction in the classroom or for safety reasons in physical education class. Boys' hair must be above the collar.

Nails – Nails must be clean and well groomed. Only light, neutral colored nail polish may be used.

Tattoos – No visible tattoos are allowed.

Makeup – Girls should refrain from wearing makeup during school hours.

Purchase of Uniforms

There are many stores selling school uniforms for many different schools. Please only purchase items specified in our Uniform Policy. Uniform items may be found at stores such as Children's Place, J.C. Penney's, and Land's End. We have an abundant supply of used uniforms at school. Parents who have a need for additional uniforms for their children should call school to set up an appointment. Clothing with the school logo may be purchased at Land's End. Our school code for Land's End is 900028036.

Cold Weather Clothing

Students should be sent to school dressed warmly in late fall and winter. **All students must be prepared to go outside at lunchtime unless it is raining or extremely cold.** Children should bring hats, mittens, snow pants, and boots even if there is only a small amount of snow. Girls may slip knit pants or leggings under their uniform skirt or jumper before going outside to play on very cold days but must remove them when classes begin.

Prolonged wearing of winter boots in school all day is very poor foot hygiene. Please make every effort to pack shoes for the student to change into.

Children will not be allowed to remain inside during recess without a written note of explanation. If there are chronic health problems which necessitate staying indoors in colder weather, written explanations from family physicians are required.

Admission and Registration

School Admission

Admission policies regarding age for children entering Trinity Catholic are consistent with those of the Oswego City School District and the NYS Commissioner's Regulations and are as follows:

Children entering kindergarten **must be** five (5) years of age on or before December 1st of that year.

Children entering first grade **must be** six (6) years of age on or before December 1st of that year.

For the admission of all new students, parents must present:

- The child's birth certificate or some legal verification of the child's birth
- Proof of immunization
- Baptismal certificate, if Catholic

The initial acceptance of all students for their first year is a conditional acceptance. This means that the student must meet both the academic and conduct standards of the school. Failure to do so may result in the student not being able to continue at the school.

Admission will be denied, according to state law, to unimmunized children unless they are exempt under the provisions of the law. The immunization law applies not only at the usual entry levels, kindergarten or first grade, but also to students transferring into the school at other grade levels.

Registration for kindergarten and re-registration for all grades ordinarily takes place during February.

Registration for Kindergarten will be offered first to students enrolled in our 4 yr. old PreK program and siblings of students currently or in the past enrolled in our school. Registration will then be opened to the public on a first come first served basis. In the event the number of PreK students interested in enrolling in kindergarten exceeds the class limit, admittance will be determined after a screening process.

Readmission

Any student leaving Trinity Catholic School will not be readmitted until the following semester, unless there are extraordinary circumstances. It is felt that this is a good educational policy since it takes some time for students to adjust to new situations.

Transfer Procedures

If a family wishes to remove their child from Trinity Catholic School, parents must formally register at the new school before the students' records may be released.

Upon receiving the new schools' written requests, Trinity Catholic School will forward the following items to the requesting school:

- A copy of the permanent record card
- Cumulative folder
- Health records

Tuition

Trinity Catholic School has established the tuition rate for the 2024 - 2025 school year. This rate is determined by the Trinity Catholic School Board in coordination with the Catholic Schools' Office of the Syracuse Diocese. The 2024 - 2025 yearly tuition charges for affiliated families (families who attend a Catholic parish in the Northern Region of the Diocese of Syracuse) will be:

- First Child: **\$ 5,655**
- Second Child: **\$ 5,380**
- Third and Additional Child: **\$ 4,950**

For families not affiliated with a Catholic parish in the Northern Region, the tuition charges are:

- **\$ 6,695** per student

Preschool yearly tuition charges are:

3-year-olds

- 2HD program - \$1,915
- 2FD program - \$3,830
- 3HD program: - \$2,530
- 3FD program - \$5,060
- 4HD program - \$2,960
- 4FD program - \$5,570
- 5HD program - \$3,320
- 5FD program - \$5,710

4-year-olds

- 3HD program: - \$2,530
- 3FD program - \$5,060
- 4HD program - \$2,960
- 4FD program - \$5,570
- 5HD program - \$3,320
- 5FD program - \$5,710

Tuition Payment Policy

All tuition payments are managed through the FACTS Tuition Company, in accordance with the payment plan selected by the parents. FACTS tuition forms and applications are available on our website. Payments can be made in one payment, 4 payments or 10 payments. All payments are to be made directly to FACTS.

- If payment of the full amount is made by August 1st, a discount, based on your tuition rate, is applied.
- Monthly payments begin in July and end in April.
- Quarterly payments are due July, October, January and April.

When tuition payments are delinquent, the school reserves the right to decline to enroll a student for subsequent semesters until such payments are made or an alternate agreement is reached with respect to such payment. In addition, one or all the following sanctions will occur for failure to pay tuition according to the tuition schedule:

1. A student may not begin school in September if there is past due tuition owed.
2. A tuition payment plan must be in place for a student to start a new school year.
3. The privilege of participating in graduation ceremonies will be suspended if tuition is not paid in full.
4. If tuition is left unpaid, the school will refer the tuition account to a collection attorney or collection agency and all related collection fees will be the responsibility of the client.

It is important to inform the school of any changes regarding your financial status throughout the year that will impact on your ability to remain current with your tuition.

Tuition Assistance and Scholarships

Limited tuition assistance is available through diocesan programs to aid families in financial need.

Applications must be made in the spring prior to the next school year.

In addition to tuition assistance through the Syracuse Diocese, there are also several local scholarships awarded through the school. These scholarships are based on varying criteria. A packet of information listing these scholarships and awards is available during the re-registration period.

Should you have any questions regarding tuition, please contact the school Main Office at 343-6700.

Attendance Policies and Procedures

Attendance

Regular attendance helps students achieve in their schoolwork. Parents of students who are absent have a responsibility to ask for assignments to make up for missed work.

Purpose

The Catholic Schools of the Diocese of Syracuse establish this policy to ensure the maintenance of an adequate record verifying the attendance of all children at instruction in accordance with Education Law 3205, establish a mechanism for schools to provide accountability for all students throughout each school day, and ensure sufficient pupil attendance at all scheduled periods of instruction or supervised student activities.

According to New York State law, your child is required to attend school every day except for illness or other legal excuse. The only legal excuses for absence or tardiness allowed under the education law of the State of New York are:

1. Sickness
2. Sickness or death in a family
3. Impassable roads or weather making travel unsafe
4. Religious observance
5. Approved school supervised visits
6. Required presence in court

Parents are asked to call the school office before 8:30 am to report absences. This request is made to account for the whereabouts of each child. School personnel may check with siblings or call parents if a child's absence has not been reported. A written excuse is required on the day he/ she returns to school after an absence.

It is the policy of Trinity Catholic School that children out of school for three consecutive days with illnesses be checked by the school nurse when they return to school.

Tardy & Absence Policy

If a parent is requesting an early dismissal, a written request stating the reason for the early dismissal must be submitted. Students will be marked as leaving early, either excused or unexcused based on the reason presented. When a student is to leave early, a parent or guardian should notify the school prior to the pick-up time so that your child will be ready for pick-up. Students will wait in the lobby for your arrival. The parent or guardian must sign out their child.

We ask that you adhere to the start time of school. We wish to develop a sense of responsibility in our students. If a student arrives late three times in a two-week period, the parents may be called in for a conference. All students who are absent or tardy must present a written excuse for the absence or tardiness. The absence or tardiness will be recorded in the school register according to the designation determined by the Catholic Schools of the Diocese of Syracuse. A student will be marked absent/unexcused on the date of the absence. On the day the student returns from the absence, they must have a written excuse signed by the parent or guardian. If the student was absent for a legal reason, his/her absence will be changed to absent/excused.

It is essential that all students arrive on time for the beginning of the school day. Students arriving after 9:00 a.m. must be admitted at the main entrance (5th St.) and the student will be marked tardy/unexcused until a written excuse is presented with a legal reason for being late. Habitual tardiness will be addressed in a parent conference with the principal. Students whose buses arrive after the 9:00 a.m. bell are not considered tardy.

After a total of 10 excused and unexcused absences, parents may be notified of the student's status. After a total of 10 excused and unexcused absences, a parent conference may be required. The principal may initiate an intervention to attendance at any time it is indicated in his/ her judgment.

School officials will analyze any persistent attendance problems to determine strategies to resolve them.

The principal will mediate attendance issues. Student attendance issues will be shared with parents. Additional intervention strategies, such as referral to the guidance counselor, may be indicated. If necessary, civil authorities, such as the county Child Protective Agency, may be notified.

Pupil attendance records will be reviewed by the principal for the purpose of initiating appropriate action to address attendance problems. The principal may designate a teacher to assist with the implementation of the school attendance policy.

Emergency/Snow Days

If schools are closed or delayed due to an emergency such as a snowstorm, Syracuse TV stations and Spectrum will be the first to announce the closing of a school. In addition to the above, Trinity Catholic School utilizes an automated messaging system that will relay messages to designated phone numbers. At the present time, this system will provide information regarding delayed starts, closures, and early/emergency dismissals. Please note, Trinity Catholic School follows the same delay/closures as the Oswego City School District, however, on delay days our PK classes meet 11:00-3:10 for the full day program. **All PK half-day programs are canceled. Before Care is also canceled.**

In the event of an early dismissal, it is not necessary for you to call school. We will call you if there is a question about where your child is to go. Emergency forms are filed in the school office, and we will adhere to those as

per parents' instructions. **Be sure to keep the school office updated of any changes to your contact information.**

School Health & Safety

Trinity Catholic School has established an emergency response plan to ensure the safety of each child while at school. Procedures have been established to implement them in the event there is a threat by an intruder inside or outside the building. Our teachers have been trained in these procedures and in accordance with NYS law, these procedures are practiced with students in the same way we practice fire drills.

Emergency Evacuations

If it is necessary to evacuate the school building because of a bomb threat or any other reason, Trinity Catholic staff has established and practices and procedures to ensure the safety of the students. They will follow this procedure:

- Teachers will be notified of the necessity to evacuate.
- The principal or designated appointee will scan the exits and outside perimeter of the building.
- The teachers will quickly move out of the building making sure all students are present and all occupants will evacuate to a predetermined location.
- Upon arrival at the destination, teachers will make certain all children and adults are accounted for. While there, children will have activities to keep them busy.
- During this time, the school principal, maintenance worker, and police agencies will carefully check the building. After the building has been thoroughly checked, and if deemed safe, students will return to school.
- If a parent wishes to pick up his/ her child(ren) when we have an emergency evacuation, it is necessary for that parent to report to the designated person in charge to sign the child out. This will allow us to safeguard all students. Under no circumstances will a parent be able to remove another family's child from school unless we have written confirmation of this from that child's parent or guardian.

Safe Environment Training

The Diocese of Syracuse requires that all employees and any volunteers who have regular contact with children, young people, and vulnerable adults must complete Safe Environment PGC training. Volunteers who serve as chaperones for off-site school activities must have completed Safe Environment training and passed required background check prior to the chaperoned event. The 2.5 hr. training is valid for 5 yrs. at which time a 1.5 re-certification class is available. To view a list of available classes, go to www.syracusediocese.org, click Safe Environment.

Emergency Dismissal of School Due to Release of Radiological Particles

Radiological Emergency Response Procedures

Trinity Catholic School is included in Oswego County's Emergency Management Plan **for Nuclear Power Plant Emergencies**. Therefore, while we are under the direction and coordination of the Oswego County Director of Emergency Management (CDEM), the District Superintendent of Schools for Oswego County or his/ her designee and the Oswego City School District Superintendent, we shall implement the following activities, as appropriate, at the time of notification:

1. Students will be kept in school until evacuation is ordered or until dismissal is ordered either at normal time or earlier.
2. When evacuation is ordered, students will be bused from school to the reception center (NYS Fairgrounds) to await pickup by families.
3. Students will be loaded on buses according to normal bus route designations whenever possible. Those who do not normally take a bus to school will be taken as a group.
4. Classroom teachers (at least 1 per bus) will accompany the students and remain at the reception center **at the New York State Fairgrounds in Syracuse** with the group.
5. Special area teachers will be available in the bus loading area.
6. At the reception center, the school staff will coordinate with reception center staff to register busloads of children according to their normal bus route designation and their location in the reception center.
7. As students are picked up by parents, the reception center staff, in coordination with evacuating school staff, will maintain a record of children picked up, by whom, and their destination.
8. Please be sure to advise your child of this procedure.

Any questions regarding these emergency evacuation procedures should be directed to the Oswego County Emergency Management Office at **315-591-9150 or 1-800-962-2792**. The current **Public Emergency Response Information calendar** is located on the Oswego County website, www.oswegocounty.com/emo.

Parent and School Relations

Parental Custody

If there is any question regarding custody of children, official papers stating specific conditions must be on file in the school office, so we have a legal alternative guardian in case an emergency arises.

All school papers and information will go home with a student or be sent to the main location residence. For duplicate copies for a second residence, please speak to your child's teacher.

Remember that it is important to establish a primary residence for children who share dual residences so that the school can easily send out information in a timely manner.

Trinity Catholic will presume that the non-custodial parent has the authority to request information concerning his/ her child and shall release such information upon request. Additionally, we will provide the non-custodial parent with access to his/ her child's educational records. If the custodial parent wishes to limit the non-custodial parent's access to records, it is his/ her responsibility to obtain and present to the school a court order or other legally binding instrument that limits or denies access.

Directory Information

The Family Education Rights and Privacy Act (FERPA [Buckley Amendment]) policy classifies name, address, and grade as "directory information". Under this law this information may not be released to third parties when requested without prior parent written consent. Additionally, our Home & School Association may compile a school directory of class lists, parents' names, phone numbers and email addresses. If you do not wish this information to be released, please make this known to the school administration in writing by September 30th.

Change of Address

Please inform office staff of any changes in address or phone number that occur during the school year.

Parent/ Teacher Conferences

Personal meetings of parents with teachers are a very successful method of evaluating students' progress. Usually, these meetings are held early in the school year. Teachers like to know the parents of each student. Since home and school complement each other as educational forces in children's lives, harmony and understanding between these two environments is essential.

Parents are encouraged to keep in contact with the school and teachers. Conferences with teachers or the principal can be arranged at any time by contacting the school office.

Birthday Snacks

Parents often like to celebrate a child's birthday at school. This year our school, along with all schools in Oswego County, is participating in the Healthy Highways initiative. Students will learn to categorize foods according to their potential for harm. We ask that you avoid nuts of any kind due to the many students with allergies within our school community. Due to health and allergy restrictions, no homemade snacks will be allowed. **All snacks must be store bought and in a sealed container or purchased from our cafeteria.** Information regarding the school option will be distributed to parents early in the school year. All students will receive a Dress Down or Treasure Chest Pass from the office on his/her birthday or ½ birthday.

Media Coverage

Photographs and/or videos of minors are taken periodically for use in parish/parochial publications and to celebrate your child's and his or her fellow students' participation and accomplishments. In signing for this handbook, you are acknowledging this and granting permission to Trinity Catholic School to use photos and videos of your child, and their names in our publications or displays or promotions. You may limit or disallow this by contacting the school office and providing us with written notice of what limitations you would prefer.

Please note that even with safe environment protocols in effect, the Diocese, its parishes, schools, and ministries may have little control over the use of photographs or film taken by third parties or the media that may be covering the event in which your child(ren) participate(s).

School Banking

With safety protocols in place, Trinity Catholic School will participate in School Banking.

Home and School Association

The Trinity Catholic Home and School Association is open to all parents and caregivers of children enrolled at Trinity Catholic School, as well as any faculty member. The goals of the Home and School Association are:

1. To increase communication between the home and school for the betterment of the child.
2. To support and promote the mission of Trinity Catholic School.
3. To assist the parents educationally in their role as the primary educators of their children.
4. To provide activities for the students which are not included in the school budget.

Throughout the year, the Home and School Association plays a supportive role in all the school fundraising efforts along with student activities. We encourage all parents to take an active role in the Home and School Association.

Special Events

The following is a partial listing of events that normally happen during the school year. More details about each event are sent home as the event nears. Specific posted dates and details can be found on the school's website – www.oswegotrinitycatholic.org

Back to School Picnic

Typically, a picnic is held at 6:00pm on Friday of the first week of school. Our Home & School Association provides a hot dog or pizza dinner at no charge to families. At dusk, an outdoor movie is shown on the school grounds. Bring blankets or lawn chairs. It's a wonderful opportunity for families to reconnect after the summer. Reservations are required so that we may adequately prepare enough food. **For the safety of everyone, no child will be allowed to play on the playground during this movie.** In the event of inclement weather, the movie will be shown in the gym.

Fall Craft Show - Chicken BBQ

This event is typically held in October in the basement of Christ the Good Shepherd Church. A wide variety of fine quality craft items are available for sale. A Bake Sale and Chicken BBQ are also held on this day. If you know a crafter who may be interested in the show, please contact the school at 315-343-6700.

Harvest Feast Supper

Our annual Harvest Feast and School Open House takes place in October and provides an opportunity for our families, students, staff, and clergy to share in a delicious meal while strengthening our Trinity Catholic School family bonds. At the Open House, parents will be able to meet their child(ren)'s teacher, see their child's work and give teachers the opportunity to explain the curriculum. It is not intended for individual conferences, but rather as a means for parents to meet the faculty and give teachers opportunities to explain important classroom information to parents.

Halloween Parade and Carnival

A Halloween Parade may be held on or near October 31st. For students in kindergarten through grade five, a free Carnival usually takes place in the gym after lunch on the Friday prior to Halloween. Typically, our sixth-grade students work the carnival games. Children should not wear their costumes to school as they will be given time to change into their costumes after lunch. No costume should consist of toy guns and/ or any other weapon-like objects (that may take the appearance or intent of a weapon regardless of the material of which it is composed). These objects are banned from the school building as well as from any school sponsored activity at any time during the school year. Your help is requested in complying with this Diocesan policy and helping your children understand the significance of this rule to promote a violence-free school environment.

Turkey Trot

A family friendly 5K Walk/Run is held on a Sunday near Thanksgiving. The course is located near the Oswego Country Club and Kingsford Woods area. Proceeds from this event are used to support educational programming at Trinity.

Musical Performances – Christmas Concert/Spring Concert

Two musical concerts are typically held each year for students in Kindergarten through Grade 6 and are considered part of our music curriculum. Attendance at these concerts is reflected in the student's Music grade. It is a wonderful opportunity to support the cultural portion of your student's education at Trinity Catholic School. These concerts are held at Christ the Good Shepherd Church.

Catholic Schools' Week

Catholic Schools' Week typically begins the last week in January. There are daily events which involve students, staff, parents, and the community. It is an opportunity to recognize the importance of a Catholic education and to celebrate with Christian educators across our state and nation.

During Catholic Schools' Week, a special focus is put on the parents who have made Catholic schools their choice. We salute our volunteers, parents, grandparents, teachers, priests, and community leaders who contribute, deliver, and support a Catholic education for our children.

Sports Day

Sports Day activities are typically held in late May. Classes participate in a series of track and field events such as the running long jump, an obstacle course, Frisbee throw, the fifty-yard dash, and others.

Our Home & School Association provides a T-shirt for each child and a picnic-style lunch.

Home & School Organization - Fundraisers

The Home & School Association will sponsor fundraisers throughout the year. Monies raised by our H&S Association are used to fund student activities not included in the school budget.

Academic Policies and Procedures

Homework

Assignments given to students for completion outside of class time are meaningful activities related to the total learning process.

Primary Level

In grades 1 and 2, assignments are generally of a study nature, either in mastering reading vocabulary, math facts, or spelling words. Beginning in grade 3, more specific written work is assigned. Completion of assignments helps to reinforce concepts taught in class.

Intermediate Level

In grades 4, 5, and 6, written assignments in such areas of spelling and math help to reinforce concepts being taught and are meant to be a way of seeing if children have truly grasped the material taught. Study assignments in other areas are of equal importance and should be taken seriously by the student.

Satisfactory completion of homework is an integral part of a student's grades on report cards. Parents are notified if assignments are not completed on a regular basis.

Homework Detention

A student who repeatedly fails to turn in his/her homework or assignments will face detention. This may occur at recess, or students *may* be required to stay after school. No child will be kept after school the day the detention was issued. A written note stating the day of detention will be issued by the teacher. This note must be signed by the parent and returned to school by the day of the detention. Phone permission is acceptable if communicated to office staff.

Testing

Standardized Testing

New York State Assessments in English/ Language Arts and Math are given in grades 3, 4, 5, and 6. These tests are administered in April and May. The State Education Department tabulates the results of these tests based on established state standards and the information is used by the school to improve performance. Diocesan norms are also established. We will share the results of these tests when we receive them. Students who perform below expected standards will be provided with Academic Intervention Services (AIS). Our school also uses i-Ready assessments to measure the growth of students in Kindergarten through Grade 6.

School Tests

Each teacher uses various means to evaluate student performance to determine progress. Unit tests are given at the conclusion of units of study in many subjects. Midterm or final exams may also be given in grades 3 – 6.

Kindergarten Screening

All students entering Kindergarten will undergo a Kindergarten Screening process. We feel that this screening process enables us to better understand and meet the needs of the individual students as they enter school.

Portfolio Assessment

Portfolio assessment may be used as an additional form of individual evaluation. Portfolios are collections of samples of children's work and their personal selection of favorite pieces.

Report Cards and Marking Periods

The school year is divided into 4 marking periods of approximately 10 weeks each.

The use of report cards is one way of communicating with parents. Report cards tell parents their child's academic progress, behavior, attitude toward learning, and social growth.

Parents should study report cards carefully. If not satisfied with the evaluation, they should arrange to have a conference with the teacher and/ or the principal. Parents should keep in mind their children's abilities and avoid making comparisons with friends or family members. All children do not learn at the same rate. We try to measure each child's progress against his or her own ability and potential.

Teachers spend a great deal of time evaluating their students and writing comments on report cards.

Parents' written comments about their children's report cards are solicited.

Grades in music, art, STEM, foreign language, and physical education will be entered for K-6 in the January and June marking periods only.

Honor Roll

To qualify for the Trinity Catholic School Honor Roll, a student must be enrolled in grades 4, 5, or 6, be passing all subjects, and must meet the following academic standards:

High Honor – 94 -100 cumulative average

Honor – 86 - 93 cumulative average

Honorable Mention – 80 - 85 cumulative average

Honor Roll status is determined by a student's cumulative GPA in the areas of Math, Science, Social Studies, ELA (Reading, Writing, and Spelling), and Religion.

Textbooks

All hard-cover books should be covered and kept in good condition during the year. If a book is lost or badly damaged, the student will be expected to pay for a new book. (This applies to library books as well). Reference books may not be taken from the school building at any time.

Each child should have a book bag, backpack, or tote bag for carrying books to and from school.

Special Services

Services for Students with an IEP or 504 Plan

State law mandates that special Education services, per approval by the CSE or CPSE be provided to all eligible students regardless of the school they attend. These services are provided to students at Trinity Catholic School by Oswego City School District personnel. Classroom Teachers and Special Area Teachers are required to review IEP's and 504 Plans for any students with whom they are working and are expected to support goals and comply with any modifications.

Academic Intervention Services - Reading and Math

Remedial Reading and Math instruction is provided by Trinity Catholic School. Determination of needs is based on results of standardized tests as well as input from classroom teachers. Constant communication between the AIS Teacher and the classroom teacher ensures that we meet the needs of the students.

Special Classes and Enrichment Programs

Art

Weekly art classes are conducted at each grade level. Techniques of art are taught as well as an appreciation for the beauty of creative expression. Projects are created to take home to share with family members and to decorate our halls.

Library

Trinity Catholic School's library houses a large collection of books and videos. Our library provides both fiction and non-fiction books for student use. Since we attempt to follow the American Library Association's policies, Trinity Catholic School's policy is to allow any student to check out any material. Therefore, parents are asked to

write a note of explanation if they would like the librarian to prohibit a child from checking out certain types of books.

Students may withdraw books or videos from the school library for a period of one week. Books may be renewed after one week. Preschool students may withdraw one book. Students in kindergarten and first grade may withdraw 2 books. Students in grades 2-6 may withdraw 3 books. Reference materials may not be checked out. Materials should be returned to the library on their due date. Notes will be sent home when a book is overdue more than two weeks. Materials will be considered lost if not returned 4 weeks from the due date. Students are expected to take care of the materials they check out of the library, and they will be charged for lost or badly damaged materials.

Each class has a scheduled library day and time. During library time, students will listen to stories, poetry, or watch videos, and may work on research projects and check out materials.

Technology

Trinity Catholic School has a computer lab that is available for teachers to bring their students to as needed. Each classroom, K-6, at Trinity is also equipped with desktop or laptop computers, iPads or Chromebooks and a SMART Board or Promethean Board.

Each student in Grades K-6 has a Chromebook assigned to him/her for use in school.

Foreign Language

All TCS students (PK 4 - 6) receive Foreign Language Instruction (Spanish) on a weekly basis.

Theater

TCS students in grades 3-6 receive instruction in Theater (Drama) on a weekly basis.

STEM

TCS students in grades 1-6 receive instruction in **Science, Technology, Engineering, and Math** on a weekly basis.

Physical Education

Physical Education is a mandatory curriculum in all New York State Schools. Students participate in physical education classes twice weekly. Exercise, games, sports, and good sportsmanship are all part of the instruction and activities. If students cannot participate in P.E. for any reason, written excuses are required.

Students in grades K through 6 will not change clothes for gym class. However, it is recommended that girls in K-6 wear pants, skorts or shorts on gym days, or shorts under their uniform jumper or skirt. All students K-6 must wear sneakers for gym class. Students will be allowed to wear their sneakers **with their uniform** on their assigned gym days. However, in the event that a gym day is a Mass Day, the students must bring their **dress shoes** to wear to Mass.

Intramurals

Typically, students in grade 4-6 are eligible to participate in intramural activities as offered.

Vocal and Instrumental Music

We are privileged to provide vocal music classes to all students each week. These classes provide excellent instruction in music theory and music history as well as the enjoyment of music and singing themselves.

Students in grades 3-6 participate in the Intermediate Chorus on a weekly basis. Typically, this group typically performs at school concerts and may perform at various religious and community activities. This experience provides students with another medium for creative expression and life-long enjoyment.

Students in grades 4, 5, and 6 are also eligible to participate in our band program. They receive weekly instruction in wind, brass, and percussion instruments in individual or small group lessons and full band rehearsals. Students in Grades 3-6 may also receive lessons in string instruments. Students in the program typically perform in two concerts during the school year, one in the fall and one in the spring. Select students may be invited to participate in community outreach and the NYSSMA solo fest.

Before/After School Program

The goal of the Before/ After School Program is to provide a secure, supervised environment for students who need a place to go before or after school when neither parent can be at home.

The Before/ After School Program extends the mission of our school and provides a Christian environment for children to learn and grow. The program is available to children in PK4 through Grade 6 and is operated on days school is in session.

Times:

Before school: 7:00 a.m. to 8:45 a.m.

After school: 3:15 p.m. to 5:00 p.m.

Children must be enrolled in the program prior to attending.

Initially, there is a non-refundable family registration fee.

Parents are billed monthly, via FACTS.

A fee will be charged for any returned checks.

Questions regarding our Before/ After School Program should be addressed to the school office at 343-6700.

Preschool Program

Trinity Catholic School operates a preschool program for three and four-year-old children. Four-year-olds attend on Monday, Wednesday, and Friday, Monday through Thursday, or Monday through Friday. Three-year-olds attend on Tuesday and Thursday, Monday, Wednesday, and Friday, Monday through Thursday, or Monday through Friday. Parents who wish to enroll children in any of these classes should contact the school office.

Trinity Catholic School's Preschool Program is designed to expose children to a rich variety of experiences. Maturity and skill development vary widely among preschool children. Parents who have concerns or questions about their child's development and progress are encouraged to make an appointment with their child's teacher to discuss them.

Parents of preschool children receive progress reports twice a year (February and June). During February parent/ teacher conferences, teachers will comment on "emerging" skills and how these skills are developing in the child. Often, skills that were identified as "emerging" at conference time will have been mastered by the time of the June progress report.

Students should never be dropped off at the curb or parking lot. Arrival and pick-up times for preschool students should be closely adhered to and are as follows:

Arrival: 8:45 to 9:00 a.m.

Dismissal: 11:30 a.m. for the ½ day program, 3:10 for the full day program.

Parents should call the office if their child(ren) are absent or picked up late.

On Half-Days of school for our K-6 students, we ask our preschool parents to pick up their children by 11:15

Parents of preschool children should watch the monthly calendar for events or schedule changes affecting preschool.

When the weather looks bad, parents should check the television for school-delay/closing information.

If there is a two-hour delay only, the preschool program will run from 11:00 a.m. to 3:00 p.m. for the full day program on that day. **The half day program is canceled.**

The Before School Program is also canceled when there is a 2-hour delay

Occasionally, parents of preschool children are asked to serve as chaperones on field trips. Due to insurance liability, we ask that they not bring siblings on the field trip. Chaperones are expected to assist with the supervision and care of all children in the class in addition to their own. All chaperones and volunteers must be Safe Environment/Virtus trained.

Health Policies and Procedures

The services of a school nurse are provided by the Oswego City School District five days per week. Annual screening programs for vision and hearing are conducted for grades K, 1, 3, and 5 and scoliosis screening is done in grades 5 and 6. (Parents are notified of any condition that needs further medical attention.)

The Education Law (Section 903) of New York State requires examinations of pupils upon entrance to school (which includes preschool, kindergarten, and transfer students in grades 1 through 6) and grades 2 and 4. The intent of this periodic requirement is early identification of any condition detrimental to health and learning and maintenance of a cumulative profile of the pupil's health status. Preschool physicals and proof of lead screening is required for preschool admission, as is proof of age-appropriate immunization.

Ideally, the family physician should perform the medical examinations. Each district, however, is mandated by law (section 94) to provide an examination by the school physician or nurse practitioner of those pupils whose parents do not provide a report from the family physician by October 1st of each school year. Dental certificates are requested by New York State law for those students in pre-k, kindergarten, 2nd and 4th grade.

When to Keep a Child Home

Our school nurse and staff have a heightened awareness of symptoms of COVID. Trinity Catholic School will adhere to the most recent protocols established by the New York State Department of Health, Oswego County Department of Health and CDC guidelines regarding a student's return to school.

If your child develops a fever, runny nose, sneezing, coughing, and body and muscle aches, please do not send your child to school. Our nurse will contact the parents of absent students to discuss the return to school protocol.

Aspirin should not be given to children.

If your child is having breathing problems, you should contact your doctor or health care provider immediately.

Illness or Injury at School

If a child becomes ill during school hours, the parents will be notified and asked to pick up the child. It is requested that parents designate a person to act on their behalf when they cannot be reached in an emergency and list the name and phone number of that person on an updated emergency form in the office.

Children will not be released from school unless parents or guardians come to the school office to sign their child out of the school.

Accidents

Injuries should be reported to the school office and/or the school nurse if they occur during the school day. Parents will be notified if further action needs to be taken. Family insurance provides primary coverage in cases of accidents. The school carries supplemental Student Accident Insurance for any expenses not covered by your family insurance. Accidents must be reported to the school for claims to be considered.

After long illnesses or injuries (requiring a cast or crutches), written statements from physicians are necessary before students can resume participation in P.E. class or recess.

Medication in School

A program for the administration of medication to children in school must be managed and supervised by school nursing personnel.

Only those medications which are necessary to maintain students in school and must be given during school hours will be administered.

Students who are required to take medication during the regular school day or while participating in school-sponsored activities should comply with all procedures listed below:

1. The nurse must have on file a written request from the family physician indicating the diagnosis, name of medication, frequency, and dosage of the prescribed medicine.
2. The nurse must have a written request from the parent to administer the medication, as specified by the family physician.
3. The medication **MUST** be delivered directly to the school nurse by the parent or guardian in the original prescription bottle. **No medication is to be kept in a backpack.**

These procedures must be renewed annually (from September to June) if the student requires medication each school year.

Immunization Requirements for School Entrance and Attendance

The following guidelines are set by the New York State Department of Health, Bureau of Communicable Disease Control. Parents or guardians must submit a certificate of immunization prepared by the physician or other authorized person who administers the immunizing agents and shall specify the products administered and the dates of administration.

In some instances, doctor-verified disease histories (for mumps, measles, or chicken pox) or blood tests which show immunity are acceptable as evidence of immunity.

Field Trips

In the event a pupil is going on a field trip with any kind of condition that could possibly warrant an emergency injection, a parent or other adult designated by the parent must accompany the pupil on the trip to assume responsibility in case an emergency occurs. A staff member may also be trained to administer emergency injectable medications in the event of an emergency.

Other Policies and Procedures

School Visitor and Security Policy

All visits must be scheduled. Visits with a purpose must be approved by the administration.

If you wish to speak to your child's teacher, please schedule an appointment at a mutually agreeable time to make certain the teacher will be in the building as well as to avoid unnecessary interruptions to the children's instructional day.

Once the school day has begun at 9:00 am, all entrances will be locked. Visitors should enter and exit using the main entrance.

Parents and other visitors are held to the same standards of respectful behavior as students on the school grounds, at school related functions, and when interacting with school personnel.

Any visitor wishing to use a restroom while in the school building may only use the restroom located in the Teachers' Room.

Any unauthorized person on school property will be reported to the school principal. Unauthorized persons will be asked to leave, and the police may be called if the situation warrants.

The authorization of visitors who violate this code to remain on school property or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and to criminal and/or civil penalties as provided by law.

By following these policies, you can help us maintain a safe, secure, and positive learning environment throughout the entire school day for your children.

Non-Discrimination Policy

Trinity Catholic School will operate in accordance with the rules of the Syracuse Diocese, New York State, and Federal laws regarding equal rights of all students registered at this school. As stipulated in these laws, there can be no special treatment or the lack of it, because of sex, race, creed, color, or religion.

The Catholic Schools of the Diocese of Syracuse commit themselves to a continued policy that there will be no discrimination because of race, color, gender, national origin, an individual's disability, or age.

The Family Educational Rights and Privacy Act (FERPA) gives parents the right to inspect and oversee any distribution of their children's school records. Therefore, it is the policy of Trinity Catholic School to request parent permission in writing before transferring school records to another school or agency. Student records may not be hand-carried by parents but must be mailed from school to school.

Parents wishing to review their children's records may submit written requests to the principal.

Appointments will be scheduled for parents to come to school for this purpose.

Communication

If you wish to speak to a faculty or administrative staff member and they are unavailable when you call the school, please leave the following information with the secretary:

1. your name
2. a phone number where you can be reached
3. a time when you can be reached

Every effort will be made to return your call. In the event of an emergency, please notify office personnel.

Use of Telephone by Students

Students are not permitted to use the school telephone except in the case of a true emergency. On such occasions, students are to use the phone in the main office only after receiving permission from teacher or office personnel. Forgotten books, gym clothes, lunch or homework are not considered "emergencies".

Cell Phones and Electronic Communication Devices

The use of cell phones is prohibited during school hours.

Students may bring a cell phone to school, but it must be turned off and remain in the student's backpack until the end of the school day.

If a student is found with a cell phone during the school day, he/she will receive a warning. If the infraction occurs a second time, the phone will be taken away until the end of the school day.

The use of cell phones after a school day must be in a manner that is consistent with the Acceptable Use Technology Policy.

Breakfast/Lunch Program

Currently, a free school breakfast and lunch will be available to every student. This program is available until we are notified by the Oswego City School District that it is no longer available.

A hot lunch program is available to any student attending Trinity Catholic School. The menu is determined by the Oswego City School District. To promote healthy eating habits, we encourage parents to avoid fast food and carbonated beverages when planning their child's lunch.

Lunch Supervision

Adult supervision is provided in the cafeteria and during recess by teachers, staff, and parent volunteers. Unnecessary disturbances, rudeness, and disobedience during lunchtime is not acceptable. A warning will be given to students who act in this manner and appropriate disciplinary actions will be taken. If the behavior continues, notifications will be sent to the parents and further steps will be discussed to correct the problem.

Items from Home (Toys, Electronic Games, etc.)

Over the years, the popularity of trading cards, electronic handheld games, and electronic devices such as iPods, iPads, etc. has increased and more students are bringing these items from home to be used during school hours. As a result, we have found that these items are also posing a greater distraction to students'

learning. Therefore, due to the increased demand for instructional time required for your student to achieve maximum success, we find it necessary to prohibit students from bringing all trading cards, electronic games, iPods, iPads, etc. and other toys to school unless they are to be used in conjunction with a class project or activity. If these items are brought in for any other reason, the first infraction will result in the child being given a warning, and the second infraction will result in the confiscation of this item which will be returned to the parent. The third infraction will result in the confiscation of the item until the end of the school year, at which time it will be returned to the parent.

Party Invitations/ Gifts

Children do not understand when they are not included in a classmate's party plans. Therefore, do not send party invitations to school unless every member of the class is invited or all the boys, or all of the girls are invited. Please do not ask a teacher to collect RSVPs for an invitation. It is never appropriate for children to exchange gifts in school unless there is an organized class gift exchange. Please save these activities for out-of-school time.

Outdoor Play Area

The designated play area for grades PK - 6 is the playground at the south end of the building as well as the parking lot, which is closed during recess. For safety reasons, students are expected to stay within these designated areas. Failure, and progressive disciplinary actions will be taken if students violate this rule.

Property and Materials

The books, furnishings, and equipment of Trinity Catholic are made available for students to use. They should be used appropriately to preserve them for maximum benefit to all present and future students.

School Supplies

School supply lists will be available before school starts at Walmart in Oswego. Lists are also posted on the school's website – www.oswegotrinitycatholic.org. Teachers may notify parents of other items as needed throughout the year.

Bus Service

Children may receive regular bus service from the school district in which they reside if they live within the State-mandated limits of 15 miles from the school. Parents must apply to the Public School District annually by April 1st to obtain this service. A form is sent home in February with our re-registration materials for this purpose.

Pupils must conduct themselves properly to continue to enjoy the privilege of riding the school bus. A misconduct report is sent to the parents and to the school if behavior is inappropriate. Persistent misconduct reported by the bus driver will be sufficient reason to terminate bus service for that student.

Change in Bus Routine at Parent Request

Students who ordinarily ride school buses will be placed on buses at the end of the day unless a note has been received at the school office. Bus students are accounted for at the end of the day so that no one is left behind. We will remove that child's name from the bus list for that day when a note has been received.

Likewise, if at the last minute, a parent comes into the school to pick up a child who is normally expected to ride the bus, please notify the office to have the child's name removed from the bus check list.

In the event of an emergency, when children are to go home or elsewhere on a different bus or to get off the bus at a residence other than their own, their parents are expected to send a note or notify the office.

Car Riders/ End of Day Procedures K-6

The following procedure will help make the pick-up of children easier and safer for all concerned. Parents coming into the building to pick up their children must pull into the parking spot along the playground and park their cars in a designated parking space around the perimeter of the school. If you do pull into a parking spot in the parking lot during dismissal, expect that you will not be able to leave until 3:30 due to increased activity at that time.

Parents who wish to wait in their cars for their children should do the following:

1. Pull into the parking lot from Sixth Street and form a single file line of cars along the curb.
2. Children will be called down from their classroom in the order parents arrive.
3. Children will be allowed to get into cars as directed by school staff.
4. Proceed out of the parking lot **by turning left** onto Fifth Street. Be aware that many children walking home may be crossing on the sidewalk in front of the exit driveway on Fifth Street. **Never back up in the car line.**
5. Give school buses on Fifth Street the right-of-way.
6. Do not leave your car unattended in the car line during arrival and dismissal times.
7. Adhere to all parking signage and restrictions. Trinity Catholic will not be responsible for parking tickets.
8. Parents who pick up their children by car are asked to be in the car line between 3:00 and 3:15 pm.

Handbook Disclaimer

The policies, procedures, and regulations found in this handbook are not considered inclusive. Trinity Catholic School retains the right to modify any of the above when it is determined necessary, without notice.



CODE OF CONDUCT

Statement of Purpose

At Trinity Catholic School we believe that all children are a blessing from God and their dignity should be held in the highest regard, as each person is created in the image and likeness of God. Therefore, all students have a right to be an active part of a safe and orderly learning environment. As a Catholic school, we emphasize the development of the whole child. Spiritual, intellectual, social, and physical growth are fostered. The school staff aims to see all children develop an ever-increasing awareness of their own self-worth and the worth of others with reverence for each person.

The school environment attempts to emphasize the need for an increasing sense of responsibility and self-discipline, not imposed control, on the part of the students. Justice and charity are the two guiding virtues. Discipline is the key to good conduct and proper consideration for other people. Good discipline is maintained by recognizing and praising good behavior, taking corrective action when necessary. As much as possible, discipline should be derived from a student's responsibility for his/her own actions. Students are expected to put forth their best effort and to always conduct themselves in a manner that will promote a safe, orderly learning environment. School/classroom rules and expected behaviors are explained to children. Full parental cooperation in upholding the following standards of conduct is a prerequisite for participation in the educational programs of Trinity Catholic School.

Standards of Conduct

Students are expected to demonstrate mature, responsible, and charitable behavior. They will:

1. Treat self, all staff members, and others with courtesy and respect.
2. Demonstrate Catholic values in speech and action.
3. Greet and respond to everyone in a polite manner.
4. Be considerate of the needs of others.
5. Contribute in a positive manner to the classroom and school environment.
6. Maintain good attendance. Arrive to school and class on time.
7. Follow any additional standards requested by the teachers and staff.
8. Comply with all policies, rules, and regulations as specified or implied in this Handbook.

BILL OF STUDENT'S RIGHTS AND RESPONSIBILITIES

Student Rights

Regardless of race, sex, color, national origin, all students have the right to:

1. A Catholic spiritual atmosphere that supports the faith journey and academic growth of students.
2. The guidance of understanding teachers, counselors, and other school staff.
3. An education that offers students the opportunity for inquiry and development.
4. Constructive discipline for the development of good character, conduct and habits.
5. Reasonable efforts to ensure and safeguard personal security while on property associated with the school or at school functions.
6. An educational climate where the well-being of students is of primary concern.
7. An educational staff that provides a positive role model for student development.
8. Guidance in choosing a career or college.
9. Wholesome extracurricular activities, unless such activities are denied the student as set forth below.

10. Appropriate education and/or remediation to serve special needs within the limits of the school's program, consistent with the student's individual education plan.
11. Consideration as an individual within the educational environment.
12. The opportunity to approach teachers and administrators with reasonable requests and questions concerning education.

Student Responsibilities.

All students are accountable for their own behavior on parish or school property and at school functions, and have the responsibility to:

1. Take full advantage of the opportunities for spiritual and academic growth provided by the school.
2. Treat others with the dignity and respect they deserve as children of God.
3. Comply with the provisions of this Code while on school property and at school functions.
4. Grow in character and knowledge as they grow in ability.
5. Be honest with themselves and others.
6. Show respect for fellow students, teachers and all school staff.
7. Set a positive example so that others may enjoy and profit from their company.
8. Perform all assignments to the best of their ability.
9. Consider their education as preparation for the future.
10. Obey all school rules and regulations.
11. Respect public, private and school property.
12. Attend school regularly and punctually.
13. Develop high moral standards and the courage to live by them.
14. Strive for mutually respectful relationships with teachers and comply with reasonable requests of teachers and administrators.
15. Develop opinions and values that will make them an asset to the school community.

THE ROLES OF OTHERS IN THE SCHOOL COMMUNITY

Teachers and Other Professional Staff

The role of the teaching and other professional staff employed by the school is to:

1. Demonstrate, by word and action, respect for the Catholic Identity of the school, law and order and self-discipline.
2. Keep students and parents informed regarding student progress.
3. Express concern and enthusiasm for teaching and learning.
4. Treat students as individuals, with concern and respect.
5. Provide direction and guidance so students can learn to think, reason, and be responsible for their actions.
6. Become knowledgeable of school rules and regulations regarding student conduct, and require that there be observance of the same.
7. Be consistent, fair and firm in dealing with students both in and out of the classroom.
8. Reinforce positive student behavior.
9. Seek appropriate resources to effect positive change in student behavior.
10. Before seeking assistance from the administration for discipline problems, use available resources to bring about positive behavioral changes in the classroom.

The Administrative Staff

The role of a School Administrator is to:

1. Maintain an environment that is reflective of the religious and academic goals of Catholic Schools in the Diocese of Syracuse.
2. Responsibly exercise the authority assigned by the Bishop, the Pastor, the Superintendent of Schools and Assistant Superintendent.
3. Develop effective schedules and teaching assignments for students and staff.
4. Be consistent, fair, and firm in decisions affecting students, staff and parents.
5. Demonstrate, by word and example, respect for the Catholic Identity of the school, law and order, self-discipline, and sincere concern for all persons under their authority.
6. Participate in the development of rules and regulations and make them known and understood by students, staff and parents.
7. Initiate and maintain open lines of communication with students, staff, parents, parish officials and diocesan representatives.
8. Become involved with students by attending school activities and visiting classrooms.
9. Work with students, teachers, counselors, and parents to establish cooperative techniques for bringing about an effective educational program.

Parents of Students

The role of the parent of a student is to:

1. Encourage the child to take advantage of the spiritual, academic, and social opportunities provided by the school.
2. Ensure the child attends school punctually and regularly as required by law.
3. To notify the school that the child will not attend school on a particular day no later than the start of school each morning.
4. Know and understand the rules and regulations their child is required to observe at school.
5. Strive to keep their child in good health.
6. Require their child to be clean and dressed consistent with acceptable standards, the school's dress code, and the requirements of this Code.
7. Encourage their child to learn and respect the rights of others.
8. Teach their child, by word and example, respect for the Catholic Identity of the school and for law and authority.
9. Provide guidance for their child to develop socially and morally acceptable standards of conduct and behavior.
10. Become involved in their child's school, with its teachers, programs and activities, and to attend conferences and school functions.
11. Encourage and support their child in completing homework assignments.
12. Recognize that primary responsibility for their child's welfare and development rests with the parent.
13. Satisfy financial obligations to the school.

The School's Dress Code

The school employees and students shall be appropriately groomed and dressed while on school property and at school functions. Teachers and all other school employees should exemplify and reinforce acceptable student dress and help students develop an understanding of appropriate appearance in the school setting. Also, visitors are to be appropriately attired while on school property and at school functions.

Each building principal shall inform all students and their parents of the student dress code at the beginning of the school year, and of any revisions to the dress code made during the school year. Specific information pertaining to Trinity Catholic School's Uniform and Dress Code are in the Handbook.

Conduct on School Buses.

When riding on a school bus maintained by a public school district, the student is responsible to comply with all the rules and regulations established by the public school district providing such transportation. In addition, the school may impose a penalty on a student after receiving a report of misbehavior from a representative of the public-school district's transportation department.

When riding vehicles owned or rented by the school all the provisions of the school's discipline policy and code of conduct shall apply.

Visitors

The school encourages parents to visit the school and classrooms. However, since schools are a place of work and learning, certain limits must be set for such visits. For these reasons, the following rules apply to visitors to the schools:

1. The building principal has authority over all the people in the building and on the school grounds.
2. All visitors to the school must report to the principal's office upon arrival at the school to sign the visitors register and be issued a visitor's identification badge. The identification badge must be always worn while in the school or on school grounds and returned to the principal's office before leaving the building. Visitors attending school functions that are open to the public, such as parent-teacher organization meetings or public gatherings, are not required to register.
3. Parents who wish to observe a classroom while school is in session are required to arrange such visits in advance with the school's administrator and classroom teacher(s), so that class disruption is kept to a minimum.
4. Teachers should not be expected to take class time to discuss individual matters with visitors.
5. All visitors are required to abide by the rules for conduct on school property contained in this Code.

Misconduct Committed Off School Property

Students, staff and visitors may be disciplined for misconduct that is not committed on school property or at a school function if such misconduct in the professional opinion and sole discretion of the school administration

1. is a violation of civil or criminal law involving moral turpitude.
2. would reflect or discredit the reputation of Trinity Catholic School.
3. threatens the health, safety or welfare of a student, teacher or other member of the school staff.
4. is contrary to the moral, religious, or orthodox principles of the Roman Catholic Church or the philosophy, policies, goals, and commitments of Trinity Catholic School.
5. is likely to interfere with a positive educational environment.

At its sole discretion the administration may impose any penalty within the range of penalties outlined by the violator's respective group including expulsion, termination and ejection.

Any conduct that violates any federal or New York State statute, or any rule, regulation or established practice of the school, shall be punishable by penalty to be imposed at the discretion of the appropriate school personnel.

School Building Rules.

The principal of each school building has the authority to establish standards of conduct and rules for local matters, school building activities and the granting or withholding of student privileges. These standards and

rules may include procedures for homeroom; student assemblies; emergency drills; study halls; use of the cafeteria; conduct in the building hallways; use of student lockers; student ID's and student passes; school parking privileges; book bags and backpacks in the building; bicycles, skateboards, roller blades and similar means of transportation; the use of electronic devices and laser pointers; and other local matters related to discipline and order in the building.

CONSEQUENCES FOR VIOLATIONS OF THE CODE OF CONDUCT

Students who violate this Code will be subject to disciplinary action as the facts may warrant, including any of the penalties listed below:

Students who violate this student discipline code will be subject to appropriate disciplinary action including, but not limited to, one or more of the following:

- a) Verbal Warning
- b) Parent Notification
- c) Written Warning Signed by Parents
- d) Parent/Teacher/Administrator Conference
- e) Counseling
- f) Disciplinary Probation
- g) Detention
- h) Suspension from athletic, social, or extracurricular activities
- i) In-school Suspension: The principal may suspend a student from attendance at class. The parent or guardian will be notified of such suspension by telephone and/or letter. The student may not attend school activities during the period of the suspension.
- j) Suspension from School
- k) Expulsion: The school removes the student from enrollment in the school. The academic records of the student will be sent to the student's respective public school district unless the school is advised in writing to send them to another education institution.

Reports by Teachers

All staff members must immediately report and refer a violent student to the principal for a violation of this Code. All recommendations and referrals shall be made in writing, unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases, a written report is to be prepared as soon as possible by the staff member making the referral.

For Misconduct at a School

The principal shall be responsible for enforcing the conduct required by this Code at school functions and may designate other school employees or agents to act consistent with this Code.

When an individual is committing prohibited conduct that, in the judgment of the principal or his or her designee, does not pose any immediate threat of injury to persons or property, the individual shall be informed that the conduct is prohibited and asked to stop such conduct. The school official shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in prohibited conduct or if the person's conduct poses an immediate threat of injury to persons or property, the individual shall be immediately removed from school property or the school function. Students and staff who violate this Code while at a school function shall be subject to immediate ejection from the school function.

If necessary, local law enforcement authorities will be contacted to assist in removing the person. The school may initiate disciplinary action against any student or staff member, as appropriate. The school may also pursue civil and/or criminal sanctions against any person violating this Code.

For School Employees

Any person who, while on school property or at a school function, wrongfully refuses a valid request or command to desist in any conduct prohibited by this Code shall be ejected from the premises. Persons other than students found in violation of this Code of Conduct shall be subject to criminal and/or civil penalties as provided by law. In addition, teachers are also subject to the stipulations of their contract and Personnel Policies Handbook. Support Staff are subject to the stipulations of their Personnel Policies Handbook as well.

For Visitors

Any unauthorized person on school property will be reported to the school principal.

Unauthorized persons will be asked to leave, and the police may be called if the situation warrants.

The authorization of visitors who violate this Code to remain on school property or at the School Function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and to criminal and/or civil penalties as provided by law.

School Employees

Administrators, teachers and support staff members are subject to the provisions of the Code as well as the provisions of their respective ***Personnel Policies Handbook*** and contracts and ***Faculty Handbook***, if any. Any school employee, whose conduct on school property or at a school function disrupts academic or other school activities while on school property, at school functions or at any other times violates or threatens the welfare of the person or property of others or acts in a manner contrary to the Catholic Identity of the school shall be subject to suspension and to further disciplinary action, including termination, as the facts may warrant in accordance with any legal rights to which they may be entitled.

For Visitors

The following procedures shall apply procedurally to violations of this Code by non-students:

1. The principal has the authority to enforce these rules and regulations. The principal may designate such person, or persons, as he or she deems necessary, for the enforcement of these rules and regulations.
2. The principal may initiate and/or receive charges of any alleged violation of these rules and regulations and cause all investigations to be made.
3. The principal may request all lawful assistance to secure, remove, eject or otherwise prevent persons from adversely affecting public order or from materially disrupting normal school processes.
4. Enforcement of these rules and regulations against persons other than the students shall be as provided by law.

REFERRAL TO AUTHORITIES

To Law Enforcement

The building principal must immediately notify the Diocesan Superintendent of those Code violations that constitute a crime and substantially affect the order or security of a school. The Superintendent or delegate is to inform the appropriate local law enforcement agency as soon as practical, but in no event later than the close of business on the day the Diocesan Superintendent or delegate learns of the violation. The notification may be made by telephone, followed by a letter mailed on the same day. The notification must identify the student(s) and explain the conduct that violated the Code and constituted a crime.

The school will immediately confiscate any weapons, alcohol or illegal substances possessed by a student and will notify the parents of the student involved of the incident. Appropriate disciplinary action will be taken, up to and including expulsion and referral for criminal prosecution.

THE DIOCESE OF SYRACUSE CATHOLIC SCHOOLS

ACCEPTABLE USE POLICY REGARDING STUDENT USE OF COMPUTERS, INTERNET ACCESS, AND RELATED EQUIPMENT/SERVICES

INTRODUCTION

The Catholic Church views emerging technologies, such as computers, the worldwide internet, and related items, as gifts of the Spirit that challenge God's faithful people to make creative use of such new discoveries and technologies to better the human condition in a manner that is consistent with the Church's teachings. (See *Aetatis Novae*, #2). The Catholic Schools of the Diocese of Syracuse recognize that as such new technologies change the ways in which information may be accessed and used, they may also change the methods of instruction and learning. The Catholic Schools support the use of such technologies and tools in the educational process, to the extent such use assists the learning process, is safe for all concerned, and is consistent with the Church's teachings.

Such tools and methods must be used by Catholic educators and students in a manner that is educationally appropriate, and which is consistent with the Church's teachings, and applicable laws. Therefore, the Diocese of Syracuse Catholic School Office and the schools associated with the Diocese ("local schools") hereby adopt this Acceptable Use Policy for Students. It shall govern all student use of computers equipment, the internet, and related equipment and services occurring in the student's performance of his or her duties, on school property or in regard to any school event, and its violation may constitute a basis for student discipline.

DEFINED TERMS

As used in this policy, the following terms shall have the following meanings.

1. The term "Acceptable Use Policy" or "AUP" shall mean this policy, which conditions and controls the use of internet services and/or computers, as those terms are defined here, on school premises and at or during any school event.
2. The "Catholic School Office" or "CSO" shall mean the Catholic School Office of the Diocese of Syracuse, New York.
3. The term "Code of Conduct" shall mean the code by that name adopted by each local school and published, among other places, in each local school's Student Handbook.
4. The term "computer equipment" shall mean any device, equipment or instrument that is utilized for the electronic creation, receipt, storage, transmission or manipulation of data. The term shall include personal computers and laptop computers, any network of interconnected computers, intranet, personal digital assistants, cell phones, portable media players (*e.g.*, iPod) and any similar or related device.
5. The term "Diocese" shall mean the Roman Catholic Diocese of Syracuse, New York.
6. The term "Diocesan Property" shall mean a real or personal property belonging to the Diocese or any of the schools associated with the Diocese, "local schools", including any computer, computer network, intranet, internet service, e-mail service or accounts, data storage accounts or any other similar or related equipment, service or thing.
7. The term "educational purpose" shall mean the intended use of any form of media, computer, computer network, and/or the internet in a manner and for a purpose that is plainly related and readily applicable to a local school's curriculum, sponsored extra-curricular events, and/or administration.
8. The term "e-mail" shall mean any form of electronic communication that involves the transmission of communication, information, or data by a publicly accessible network of interconnected computers or computer networks. It shall include all forms of such communication, including electronic mail, online chat, file transfer, and the interlinked web pages and other documents of the Worldwide Web.
9. The term "internet" shall mean the Worldwide internet, as that term is commonly defined, as well as any intranet, computer network, electronic mail, text messaging, electronic chat devices and any other computer usage that

involves the electronic receipt, transmission or storage of data, information or communication, whether facilitated through an internet service provider or otherwise.

10. The term "local school" shall mean any of the Catholic Schools affiliated with the Diocese.
11. The term "policy" shall mean, in the case of the CSO, any policy, directive or guidance provided by the CSO to the various local schools. In the case of a local school, the term shall mean any policy, directive, or rule of a local school, including its Code of Conduct.
12. The term "school event" shall mean any event occurring during the school day, including any curricular, extra-curricular, or other school sponsored or endorsed event, regardless of whether said event occurs on school property or is directly supervised or controlled by school officers or employees.
13. The term "school property" shall mean an real or personal property belonging to the Diocese, including any computer, computer network, intranet, internet service, e-mail service or accounts, data storage accounts or any other similar or related equipment, service or thing.
14. The term "sexual harassment" shall mean the preparation and dissemination of any verbal or written materials, photographic, video or audio material, conduct, physical contact, or other actions that are offensive to a reasonable person and which have a sexual connotation or which otherwise create a sexually hostile working or learning or environment, as described with more particularity in the Sexual Harassment Policy of the Diocese of Syracuse Catholic Schools Office, which is, by reference, incorporated here.
15. The term "student" shall mean any student enrolled in any Diocesan school.

ACCEPTABLE USE POLICY TERMS

It is hereby the policy of the Catholic School Office and the Catholic Schools affiliated with the Diocese that student use of school provided computer equipment, internet access or service, e-mail accounts or service, and any similar thing shall be subject to and conditioned upon adherence to this AUP. In addition, use of any such thing on school property or at any school sponsored event shall be conditioned upon and subject to this AUP. This AUP shall supplement each local school's Code of Conduct, and its violation shall be a basis for discipline.

Specific Terms

1. The student's use of any computer equipment, internet access or service, e-mail or any similar thing shall be governed by consistent with this AUP, and all state, federal and local laws, including those governing use and dissemination of copyrighted, trademarked or otherwise protected intellectual property.
2. The student is individually and personally responsible for any use of computer equipment, internet access or service, or e-mail accounts provided to the student, and shall safeguard his or her passwords or other access control mediums accordingly.
3. The student shall only use school provided computer equipment, internet access and/or e-mail accounts for educational purposes or the discharge of his or her assigned duties.
4. The student shall use computer equipment, internet service or access, e-mail or any similar thing on school property or in relation to any school event solely for educational purposes, irrespective of who owns or has provided such things.
5. The student has no right to the use of computer equipment, internet access or service, e-mail or any similar thing regarding instruction or any school function or event; such use and access is a privilege, which the local school may revoke at any time and without the provision of any form of process, within the sole discretion and judgment of the local school's principal.
6. The student is prohibited from using any other party's password or access control to access any computer equipment, internet access or service, e-mail or any similar thing, except as specifically authorized.
7. The student shall not change, alter or modify any provided password or other form of access control without express permission to do so.
8. The student is prohibited from accessing or using personally owned or obtained computer equipment, internet access or service, e-mail e.g., AOL, yahoo or Hotmail or any similar thing during the school day, on school property, or at any school event or function, except as specifically authorized in writing by the local school principal.

9. The student is prohibited from using any computer equipment, internet access or service, e-mail or any similar thing for any purpose that is inconsistent with the Church's teachings or the policies of the CSO or local school, including, but not limited to the following:
 - a. Accessing, viewing, transmitting or storing sexually or otherwise offensive messages, pictures, or unlawful information on the Internet.
 - b. The use of impolite, abusive, or otherwise reasonably objectionable language in either public or private.
 - c. Harassing, insulting or attacking others.
 - d. Improperly accessing, using or damaging computers, computer networks or systems, intranets, servers, internet accounts or web sites belonging to any other person or party.
 - e. Intentionally wasting limited and/or valuable resources; and/or
 - f. For any commercial purpose or political purpose, other than the student's duties, or in any manner that violates federal, state, or local laws or statutes.
10. All provided computer equipment, internet access or service, e-mail or any similar thing is the property of the local school and/or Diocese, and the student has no right to use of or access to any such thing in the performance of his or her duties.
11. The Diocese, CSO or local school and/or the student, agent or representative of any of them, may access, monitor, review, download, print, copy, delete, any material located on, transmitted by, or received by any computer equipment, internet access or service, e-mail account or any similar thing. In addition, and as appropriate, the Diocese, CSO, and/or local school may provide such material to any law enforcement agency or other governmental agency. The decision to undertake any of these actions is reserved to the exclusive discretion and judgment of the Diocese, CSO or local school, and shall not require the existence of any justification, cause or suspicion.
12. By signing this Student Handbook receipt, parents hereby stipulate and agree that the student has no right to privacy, exclusive possession or access to any computer equipment, internet access or service, e-mail or any similar thing. The student and his or her parents waive, relinquish and shall be precluded from asserting any such right in any judicial, administrative, governmental, or quasi-governmental proceeding.
13. Upon notice that his or her possession, use, or access to any computer equipment, internet access or service, e-mail or any similar thing is suspended or terminated, the student shall promptly return any school provided equipment and/or passwords or other forms of access control.
14. Upon request, the student shall immediately provide his or her local school with access to any school provided computer equipment, internet access or service, e-mail or any similar thing, used in conjunction with the student's duties and/or provided by the Diocese or a local school.

CONSEQUENCES AND PENALTIES FOR VIOLATION OF AUP

Consequences of inappropriate computer use shall be determined in the sole discretion and judgment of the principal of the local school, consistent with this AUP and its Code of Conduct. Examples of such consequences are listed below. This list is not intended and shall not be construed as an exhaustive list or to require any particular process or particular penalty. The assessment of any penalty shall not operate to the exclusion of any other penalty; and a local school may apply one or more penalties as its principal deems appropriate.

1. Parental notification and a parental conference with the principal or his/her designee.
2. Any penalty listed for the Violation of the Technology Policy in the local school's Code of Conduct, including a loss of privileges, detention, suspension and/or expulsion.
3. The requirement that the student reimburse or compensate the local school or any third party for damage caused to a computer other property, or property rights because of a violation of this AUP, which shall be a condition precedent to the student's continued or renewed enrollment at the local school or any other Catholic school in the Diocese of Syracuse.
4. The institution of a civil action to recover money damages caused to the local school and/or Diocese through any violation of this AUP.

5. Loss of computer, computer network, intranet, internet, e-mail, or data storage access and/or use privileges. Any student who loses such privileges and later has them reinstated shall be always supervised in his or her use of any such equipment, service or access.
6. Whenever the local school believes or suspects that a criminal law has been violated, the local school shall notify the appropriate state or local agency, in consultation with and as guided by the Catholic School Office and may ask any such agency to investigate or prosecute any such conduct.

