

STUDENT / PARENT HANDBOOK

2011-2012



Middle States Commission on
Elementary Schools Accredited

NON-DISCRIMINATION POLICY

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

PURPOSE AND USE OF HANDBOOK

This handbook exists to foster the efficient operation of Trinity Academy. The school administration exercises the right to use its discretion in all matters related to this handbook. In appropriate circumstances, the Principal may use judgment to take actions other than those specified in the Handbook. This Handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

AMENDMENTS TO HANDBOOK

This Handbook is subject to change at any time when determined to be necessary by the school administration. If changes are made to the Handbook, parents/guardians will be notified promptly.

HISTORY OF TRINITY ACADEMY

As a small Catholic academy, Trinity Academy endeavors to unite our students in respect, compassion and concern for themselves and their world. We strive to bring Christ's love as we assist the physical, emotional and academic growth of the children. We hope that we become strong in faith and are prepared to share the gospel message by example, work and service.

Instituted in September 1991, Trinity Academy is a Catholic elementary school, grades pre-kindergarten through eight, which is supported by the parishes of St. Aloysius in Caldwell, Notre Dame in North Caldwell, and Our Lady of the Blessed Sacrament in Roseland.

Hallmarks of Trinity Academy include the faculty, which is dedicated to providing educational excellence for the school's student body, and the continued, ongoing support by the students' families. In addition, the support and cooperation of the three Pastors strengthen the school in its mission.

MISSION STATEMENT

Trinity Academy is a Catholic community of learning whose mission is to provide its students with the means for growth in Christian principles and the pursuit of academic excellence. The dedication of its educators, parents, and parishes creates a loving and nurturing environment for students to achieve self-esteem, knowledge of the world and gospel values.

SCHOOL PHILOSOPHY

Within a strong Christian environment, Trinity Academy provides a positive experience of education that respects the uniqueness of each child and encourages the development of the whole person.

The entire school community – priests, teachers, parents, staff and administration work cooperatively toward the spiritual, academic and social development of each child.

SPIRITUAL

We offer our students the Catholic values and teachings of the Church that will enable them to make moral, intelligent and knowledgeable decisions. We encourage them to develop their talents to the best of their ability and to treat one another with respect and dignity.

ACADEMIC

Within a strong academic setting, we instill in our students, knowledge, skills and a desire for learning that will enable them to pursue excellence and become the leaders of tomorrow.

SOCIAL

We believe that within Catholic education lies the key to the future of the Church and of society. Therefore, we strive to instill within our students a sense of personal fulfillment and responsibility toward all people and the environment. We encourage them to revere their role as citizens of this planet and caretakers of creation. In so doing, we believe that we are building leaders for the twenty-first century who will bring the reign of God to fulfillment in their lives.

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ADMISSION OF STUDENTS

General Admission Policy

Families who register for Trinity Academy will be accepted in the following order:

- Registered and active members of St. Aloysius, Our Lady of the Blessed Sacrament and Notre Dame Churches whose children are already enrolled at Trinity Academy in Caldwell and Trinity Academy Early Childhood Center in Roseland.
- Registered and active members of the above three churches who are enrolling their children for the first time.
- Families who are members of other Catholic parishes whose children are already enrolled at Trinity Academy.
- Families who are members of other Catholic parishes and are enrolling their children at Trinity Academy for the first time.
- Families who are members of other faith denominations who are registering as non-parishioners.

Where it is necessary to delay acceptance of students into Trinity Academy, a waiting list will be maintained. The waiting list will be maintained for one academic year only, and registration will be required for the succeeding academic year. Families on this waiting list will be accepted in the order in which this admissions policy is written.

Technical Requirements

Age

A copy of the birth certificate must be submitted for proof of age. Children entering kindergarten **must be five (5)** years old on or before October 1st. Children entering 1st grade **must be six (6)** years old on or before October 1st.

This policy is in accordance with the Archdiocese of Newark, which stipulates that Catholic schools comply with the date designated by the local Public school District, wherein the Catholic school is located.

Catholic Students

A Baptismal Certificate and verification of reception of any additional sacrament(s) is required for those students entering grades Kindergarten through grade eight.

Transfer Students

In addition to all of the above items, the following are required: **a transfer notification; the most recent report card; standardized test scores; and health records** from the previous school. After receipt of this information, an interview will be arranged for parents and student.

Grade Placement

The administration reserves the right to admit students on a probationary basis.

Health and Immunization Requirements

General Information

All students entering Trinity Academy for the first time are required to have a complete physical examination and an annual dental examination. These medical reports must be submitted to the school nurse prior to the first day of school. In addition, all students entering Grades 3 and 6 are required to undergo a complete physical examination.

Immunization Requirements

- DPT -- a minimum of 4 doses.
- OPV -- a minimum of 3 doses, provided, at least 1 is given on or before the 4th birthday.
- Measles vaccine -- 1 dose administered on or after the 1st birthday; children who were immunized before their 1st birthday are to be re-immunized.
- Mumps vaccine -- 1 dose administered on or after the 1st birthday; children who were immunized before their 1st birthday are to be re-immunized.
- Varicella vaccine ó beginning 9/04 all Kindergarteners must have this vaccine against chicken pox.
- Hepatitis B ó children entering Kindergarten, Grade 1 (born on or after 1/1/96), or Grade 6 are required to have 3 doses of Hepatitis B vaccine prior to school entrance.

An applicant whose immunization record is incomplete will not be admitted to Trinity Academy. This policy is in compliance with the New Jersey State Regulations as mandated by the New Jersey Department of Health.

Policy on Administration of Medication

Trinity Academy strongly discourages the administration of medication in school or on field trips. Parents of students with special physical needs must be aware of their responsibilities and must be in attendance at special functions such as field trips, class parties, etc. However, if it is absolutely essential that a student receive medication while under school supervision, the following procedures apply:

- A parent/guardian should come to the school and personally administer the medication.
- If this arrangement is not possible, the School Nurse will administer the medication under the following conditions:
 - The medication must be given to the School Nurse by the parent/guardian.
 - The medication must be in the original pharmacy-labeled container.
 - The parent/guardian and the student's physician must complete and sign the Authorization to Administer Medication in School form. A sample is at the end of this manual. These forms are available upon request from the Health Office in school.

Self-Administration of Medication

No over-the-counter medications may be administered without both the parent/guardian and the physician's written authorization. However, students will be permitted to self-administer medication for life-threatening illnesses or conditions provided with the consent of parents, administration and the school nurse:

- The parent/guardian must schedule a conference with the School Nurse to discuss the need for the medication.

- The parent/guardian and student's physician must complete and sign the Authorization for Self-Administration of Medication in School form. These forms are available upon request from the Health Office in school.

FINANCIAL OBLIGATIONS

Tuition Rates

The Administration, in consultation with the Finance and Advisory Boards, determines the annual cost to educate each student at Trinity Academy. Tuition contributes to the cost of education students and maintaining the facility. However, the single, major factor that keeps tuition increases under control is the subsidy that is provided through the generosity of the three co-sponsoring Parishes. The fundraising efforts of the Trinity families also aids in keeping tuition rates affordable and providing the school with outstanding enrichment opportunities.

Tuition Classifications

In order that you may more fully understand your financial obligation regarding tuition, the following applies: There are two (2) tuition classifications: Parishioner and Non-Parishioner.

Parishioner and Non-Parishioner Classification

In seeking admission to Trinity Academy, Parishioners receive special considerations; so, it is necessary to clearly define the category of Parishioner.

To be considered an **actively involved Parishioner** of one of the three co-sponsoring Parishes; St. Aloysius in Caldwell, Our Lady of the Blessed Sacrament in Roseland and Notre Dame in North Caldwell, the following applies:

- An actively involved Parishioner participates regularly in the faith and worship of that Parish, contributes to that community through involvement of time, energy and financial support.
- An actively involved Parishioner utilizes church envelopes.
- An actively involved Parishioner contributes financial support to the church. Though financial support will differ from family to family, a minimum of \$12 per week is required.

If it is not possible to meet these requirements, it is advisable to discuss this with the Pastor of your co-sponsoring Parish.

All other families who do not meet these requirements will be categorized as non-Parishioners; therefore, they will be charged the Non-Parishioner rate of tuition.

Tuition Payments

Tuition payments will begin in July and end in April. All payments are expected to be returned **no later** than 2:30 p.m. by the 10th of each month. Failure to do so will result in **an automatic late fee of \$25.00**. If tuition is in arrears after 30 days, the school reserves the right to withhold services until satisfactory arrangements have been made with the Principal. Communication is an important aspect in assisting those who need direction on payment schedules.

A tuition contract will be provided to all families and must be signed and returned annually.

Payment options include:

- Monthly (July through April)
- Semi-Yearly (July 1st and December 1st)
- Yearly (Paid in full by July 1st)

In the case of an emergency circumstance that might prohibit you from meeting your financial responsibility, you must notify the principal. As always, all financial information is kept strictly confidential.

A family who might have to withdraw from school during the academic year may request reimbursement for the remainder of the year.

Tuition Procedure

Special mail-in envelopes for July, August and September tuition will be distributed before the end of the current school year. Regular tuition envelopes will be distributed in September.

Registration Fees

There is an annual fee for registration. This fee includes the general cost of the following:

- Re-registration
- Book Fee
- Standardized Testing
- Membership Dues to the Home School Association

This fee must be paid at the time of registration (which is usually held in February). All registration fees are nonrefundable.

SCHOOL CALENDAR AND ATTENDANCE

Supervision

The school's responsibility for supervision of students begins at 8:05 a.m. and ends at 2:45 p.m. For children enrolled in the Before/Aftercare Program, supervision begins at 7:30 a.m. and ends at 5:30 p.m.

Attendance

Prompt and regular attendance is absolutely essential to academic success. Parents/guardians are expected to foster these good habits in the student. This will benefit the student's current academic achievement and encourage mature adult behavior for the future. Parents should instill the importance of attending school on a regular basis.

Lateness

It is extremely important that children arrive at school on time. The school day begins at 8:20 a.m. Any student arriving after that time will be considered late. Students who arrive at school after 8:05 a.m. will go directly to homeroom. The homeroom teacher will take attendance and report to the office the names of students who are late or absent. Students who arrive at school

after 8:30 a.m. will report directly to the main office for a late pass. The office will generate an absence/tardy list. **Parents/guardians are not to escort children to the classroom. Parents of students in Kindergarten and Grade One are allowed to escort their children into the gymnasium to the supervision of their teachers.**

Absences

A parent/guardian must call the school no later than 7:30 a.m. to report a student's absence. **Please leave your message on the school answering machine (973/226-3386 x10).** If no call has been received, the school will make a reasonable effort to reach a parent/guardian by phone to verify the legitimacy of the absence. These procedures represent a mutual effort to account for the presence of the student during school hours. When the child returns to school, he/she must present a written excuse from a parent/guardian stating the student's name together with the dates and reason for the absence.

Students must maintain a consecutive attendance record at school. Any successful learning program relies on regular participation. If a student should, however, be absent for three (3) or more consecutive days due to illness, a doctor's note must accompany the student back to school. Upon arrival at school the student must give the doctor's note to the nurse, who will confirm the child's re-admittance into school. Excessive absences from school will be cause for grade retention.

ABSENCE FROM SCHOOL AND PARTICIPATION IN SCHOOL ACTIVITIES

If a student is absent from school because of illness or disciplinary action, he/she **will not** be permitted to take part in any extracurricular or athletic activities that afternoon or evening. If a student is absent from school for a reason other than illness or disciplinary action, the school reserves the right to make an individual judgement regarding same-day extracurricular and athletic participation.

Excessive or Chronic Absences

Excessive absence resulting in poor classroom performance requires that students make up all academic work and projects missed. A failing grade will result from incomplete projects or school work. The administration has the right to request a conference with the parents/guardians to discuss the results of ongoing absences from school.

Absence Due to Family Vacation

Vacations taken during the course of the school year that interfere with the school calendar **are NOT encouraged.** Adding extra days to school scheduled vacations, before the start of the vacation or after school has re-opened are also discouraged. Students who go on family vacations when school is in session must make up all tests and work missed **UPON RETURN.** **The school will not send assignments or homework in advance.** **To maintain continuity of instruction, please refrain from scheduling your vacation time when school is in session.**

Truancy

A student who deliberately avoids coming to school, contrary to the wishes of his/her parents/guardians, is considered truant. Habitual truancy will be reported to the Attendance Officer in the child's district of residence. A student who is chronically truant will be subject to disciplinary action. The school reserves the right to request a conference with parents/guardians, guidance counselor and teacher to discuss the appropriate course of action.

EARLY DISMISSAL AND EMERGENCY CLOSING

Early Dismissal

Early dismissal days (12:30 p.m.) are scheduled for the following:

- Monthly faculty meetings that occur on First Fridays
- Days preceding Thanksgiving, Christmas, and Easter
- Holy days
- Professional development
- First and Last weeks of school

These dates are published in advance on the monthly school calendar and are included on the Trinity Academy website.

Weather-Related Delayed Opening

If roads are snow-covered or icy, it may be necessary to have a delayed opening. In such cases, a ninety minute delay will be in effect::

- Early morning care (for those enrolled in the program) will begin a.m.
- All other children are to arrive at 9:30 a.m.

For the safety of your children, please do not bring your children to school earlier than the aforementioned times.

Weather-Related School Closing

If school must be closed because of inclement weather:

- Parents/guardians will receive a phone call that morning at home before 7:00 a.m. informing them of the closing.
- Tune in to WOR-Radio 710 AM or WUNJ-12 for school closing reports.

Unplanned Emergency Closing

Decisions for unplanned emergency closings and early dismissal may be made for the following reasons:

- Inclement weather
- Circumstances that prevent the teaching process from taking place
- Any other situation which affects the safety of our children and staff

Should an emergency arise during the school day that necessitates immediate closing, the following will be notified:

- Parents/guardians
- Police Department
- Any other person or groups that have affiliation with Trinity Academy

No student will be released during such an emergency to anyone other than the parent/guardian, or designated person, as identified on the student's emergency card.

The school administration is only permitted to release a child to the custodial parent/guardian or his/her designee. The noncustodial parent/guardian will not be permitted to remove the child from school during, or at the end of the school day, unless there is written authorization from

the custodial parent/guardian. In an emergency, a clearly defined, one-time telephone authorization may be acceptable.

SCHOOL COMMUNICATIONS & BOARDS

General

Communication between parents/guardians and the school is extremely important. Trinity Academy news and general information will be communicated with all parents/guardians via the Principal's E-blasts, bulletins or newsletters. Any matter of school or parental concern should be taken up with the Principal. The Principal will then take appropriate action. **Important school information is posted on the school website, please check it regularly. Reminder: Informational flyers and other communications may also be sent home via backpack. Please check children's backpack daily.**

Specific

If a parent/guardian has a classroom problem to discuss, he/she must make an appointment with the teacher first. If the matter cannot be resolved at this level, the parents/guardians may then contact the Principal. A conference will then be arranged with the parents/guardians, teacher and administrator to handle the matter in question.

- For the sake of good order in the school, parents/guardians may not approach staff members during the school day without arranging an appointment.
- No parent/guardian is to go to a classroom during the course of the school day without the expressed permission of the Principal.
- Parental concerns that require the attention of the Principal should be scheduled- **but not discussed** with the office secretary. An "Open Door Policy" with the Principal exists for any individual who has any **emergency** concern for his/her child. Please use discretion.

School Advisory Board

Trinity Academy's School Advisory Board is established by the Pastors of the three co-sponsoring Parishes in accordance with Archdiocesan policy to assist the administration in achieving the mission of the school.

The School Advisory Board is advisory in the following sense: the Board makes recommendations to the Pastors and the Administration for matters pertaining to the school.

The Advisory Board is made up of 13 members. Each of the Pastors of the three co-sponsoring Parishes, Principal, Vice-Principal, Director of Trinity Academy's Early Childhood Center, the H.S.A. President, and 2 Parishioners from each of the three co-sponsoring Parishes.

Home School Association (H.S.A.)

The H.S.A. is a body of elected officers, (President, Executive Vice-President, Vice-President, Treasurer, Recording Secretary, and Corresponding Secretary), designed to promote the welfare of Trinity Academy. Parents/guardians are called upon to augment the needs of faculty and administration through financial and social activities.

Membership dues for the H.S.A. are included in the school's annual registration fee, and, as such, every parent/guardian is a member. The H.S.A.'s by-laws are available for download on the H.S.A. page of the Trinity Academy website.

Ordinarily the H.S.A. has three (3) general membership meetings throughout the school year, which are advertised via notices and the school calendar. Attendance at all H.S.A. general membership meetings are required by at least one parent/guardian. In addition, sign-in will be necessary. Make every attempt to attend these general membership meetings since it is your support that makes the H.S.A.'s endeavors successful.

The H.S.A. maintains a major financial obligation to the school which it fulfills through fundraisers. **Three of these fundraisers are mandatory.** This money enhances programs already in existence, initiates new programs, and reduces deficits. Each family must participate in these drives so that the school may meet its annual assessment to the school's budget. **Failure to comply will necessitate that families meet with the Principal and their Parish Pastor.** All H.S.A funds are turned over to Trinity Academy periodically and at the end of the school year.

Each year the fundraisers are re-evaluated.. All information regarding these fundraisers and programs are disseminated via E-blasts, newsletters and bulletins.

“SUPPORT YOUR H.S.A.”

ACADEMIC POLICIES

Curriculum and Course Offerings

Students from kindergarten through grade 8 are required to take the following academic courses:

- Religion
- Reading
- Math
- Science
- Language Arts
- Social Studies

These major subjects must be successfully completed if promotion to the next grade level or graduation is expected. Failure to meet these requirements can result in retention in that grade.

In addition, Trinity Academy offers education in the following areas:

- Music
- World Language (Spanish)
- Physical Education
- Computer Technology
- Art
- Library (grades K-5)

- Library Research (grades 6-8)

Religious Education and Religious Services

The non-Catholic student is welcome at Trinity Academy. The non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the religious classes and liturgical services scheduled for students during the school year.

Homework Policy/Guidelines

Homework is usually assigned on a daily basis. Students are required to have an assignment book which is available through the school. Homework can also include projects that extend over a period of time, i.e. book reports, term papers. Parents/guardians are expected to oversee that all assignments and projects are completed and submitted on time. Homework is a form of reinforcement. Please encourage your child to be faithful to the task.

Homework serves an important purpose in every child's school life. It represents a review and reinforcement of the lessons taught in school. It is also a way to help all students develop work and study habits.

Report Cards

Report cards are distributed three (3) times per year to students in grades K-8.

The Archdiocesan School Office guidelines state that report cards are:

- To assist parents/guardians in understanding the progress of their children;
- To encourage cooperation between the home and school in the educational advancement of the children; and
- To encourage children to assume responsibility and accountability for their progress.

Letter grades (A, B, C, etc.) are given for academic subjects in grades 4-8. A report on the child's personal development is also part of the report card; this section is as important as academic grades.

Transcripts

Transcripts of academic records will not be given directly to the parents/guardians in the event of a transfer. The procedure is as follows:

- A request for transfer must be submitted by the parents/guardians in writing.
- The parents/guardians must then sign a "Release of Records" form that can be obtained from either school's office.
- Transcripts will be sent directly from school to school.
- The Trinity Academy official "Seal" will be embossed on all communications.

Cheating Policy

Students are expected to conduct themselves with honesty and integrity at all times while engaging in their educational endeavors. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

- Copying another student's homework;
- Working with another student on projects that are meant to be done individually;
- Looking at or copying another student's test, quiz or examination answers;

- Using any other method to get or achieve test, quiz or examination answers;
- Taking a test or quiz in part or in whole to use or to give to other students;
- Copying information from a source without proper attribution; and,
- Taking papers from other students or publications or the Internet.

Violators of this policy will be disciplined on a case by case basis, depending upon the violation, prior violations and other factors. Disciplinary measures include but are not limited to redoing an assignment, retaking a test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension or expulsion.

Each student will be afforded the opportunity of due process.

It is teachers' responsibility to lay out the ground rules for judging the difference between plagiarism and research for their classes.

Standardized Testing

Schools in the Archdiocese of Newark administer the Terra Nova standardized tests every year in March. Trinity Academy administers the tests to grades one through seven. These tests provide useful information for the teachers in evaluating and revising the curriculum to meet the needs of the students. Parents will receive a home copy of their child's results.

Students in eighth grade are required to take the Cooperative Admissions Examination (COOP) in November. The test results will be sent to three Catholic high schools of the student's choice. The COOP exam is also accepted in many other private area high schools. Eighth-grade students also take the Assessment of Catechesis Religious Education Testing (ACRE) during the school year. Eighth-grade students enrolling in a public school may be administered a test by the local Board of Education in the spring.

Students in fourth and seventh grades will take the CTB Writing Assessment Test in November.

Government Records

Records attached to publicly-funded services provided through the local Board of Education, such as Child Study Team Reviews, Compensatory Education, Speech, ESL, etc., are the property of the Board which provides the services. A parent/guardian, who wishes to examine these records, or to procure additional copies for his/her own use, must apply to that Board. The school is **not** permitted to distribute this information to anyone, including a parent/guardian.

Parental Rights to School Records

Trinity Academy abides by the provisions of applicable law with respect to the rights of non-custodial parents/guardians. In the absence of a court order to the contrary and upon request, the school will provide the non-custodial parents/guardians with access to the student's essential academic records.

Court Orders

If there is a court order specifying the rights and responsibilities of an individual parent/guardian, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order. The custodial parents/guardians are encouraged to supply the administration with the custody section of the separation or divorce decree if it contains information which may be useful to the school in fulfilling its obligations.

GENERAL GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Trinity Academy. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is at the discretion of the faculty and Principal. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings; Junior High Commitment Pledge violation; denial of privileges; detention; in-School suspension; out-of-School suspension or expulsion.

Actions that violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions, or other severe violations of school rules, may result in immediate expulsion and a police report.

If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a Principal, Parent, Student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive efforts to help modify the student's behavior.

If these cooperative efforts of parents/guardians and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school.

Sexual Harassment Policy

Sexual harassment is a serious offense and a violation of federal and state law. If there is a substantive claim that a student has been sexually harassed, the perpetrator is subject to disciplinary action. Depending upon the type of incident, a sexual harasser may:

- Receive a verbal and/or written reprimand
- Be required to receive counseling
- Receive detention
- Be suspended from school
- Be invited to withdraw from school and/or such other actions that the school administration feels may be in the best interests of the victim and the accused
- Be subject to such other further action, including action by the police authorities, as is deemed appropriate under the circumstances.

Minor Rule Infractions

Minor infractions will be handled by the teacher and may necessitate a detention either at lunchtime or after school. If minor infractions continue, the teacher will contact the parents/guardians, and a conference will be scheduled to determine the course of action if the student still fails to respond. The following are considered, but not limited to, minor infractions:

- Gum chewing
- Talking during class instruction (after repeated admonitions)
- Disruptive behavior/lack of courtesy toward Faculty, Students and/or Volunteers
- Repeated tardiness
- Failure to bring note explaining absence
- Failure to return notes or test papers to be signed
- Repeated abuse of dress code
- Any other infraction which is detrimental to any student

Bullying Policy (18A:37-13 ET SEQ.) – Prohibiting Harassment, Intimidation and Bullying on School Property, at School-Sponsored Functions, via Electronic Communications and on School Buses

Trinity Academy prohibits acts of harassment, intimidation or BULLYING.

A safe and civil environment in school is necessary to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behavior is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administration, faculty, staff and volunteers are responsible for treating others with civility and respect; they are also expected to refuse to tolerate harassment, intimidation or bullying.

The Principal and/or the Principal's designee are responsible for determining whether an alleged act constitutes a violation of their policy. In so doing, the Principal and/or the Principal's designee shall conduct a prompt, thorough and complete investigation of the alleged incident.

All Intervention Plans will be followed with reports regarding the success of such.

What can be done to stop bullying?

- Take complaints of bullying seriously
- Watch for symptoms from bullying such as withdrawal, drop in grades, torn clothes, unexplained bruises, not wanting to go to school, etc.
- Notify the teacher and/or administration
- Cooperate with teachers and/or administration to resolve the problem
- Listen carefully to each bullying act
- Encourage students to stand up for himself/herself orally.

Weapons Policy

Carrying any type of weapon is forbidden, whether in school or within 1,000 feet of Trinity Academy property, regardless of whether or not the student is in Trinity Academy school uniform.

The word "weapon" is defined as any item readily capable of lethal use or inflicting bodily injury. Example: Any weapon or device which projects, releases or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through vaporization or disperse pepper spray or any similar substance. Possession of a weapon shall result in disciplinary action and a police report.

School Lockers

Trinity Academy installed lockers as a junior high privilege for students in grades 6, 7 and 8 in 2011. These lockers are part of the Trinity Academy school facility and, as such, are subject to the rules and regulations that exist in other parts of the building. The Administration reserves the right to conduct inspections if necessary.

Use, Possession and Distribution of Controlled Dangerous Substances

Controlled Dangerous Substances, (CDS) are defined in section I through V of the NJ Criminal Code. They include but are not limited to:

- Marijuana
- Heroin
- Anabolic Steroids
- Alcohol
- Other chemical matter that would hinder and/or be dangerous to such persons

Under the Influence

A student is judged to be under the influence whenever he/she exhibits physical or physiological symptoms, including but not limited to:

- Unsteady walk
- Dilated pupils
- Slurred speech
- Erratic or uncharacteristic emotional reactions

Possession is defined as knowingly or purposely obtaining or possessing, actively or *constructively, a controlled dangerous substance or drug paraphernalia:

- On or off school property. (bag or backpack)
- In a desk or locker
- In a privately or school-owned vehicle

*Constructive possession refers to a student who intends, or has the capacity to exercise, control over the drug/paraphernalia even if he/she does not have physical possession of the item(s). For example, a person who hides drugs on school property or asks a classmate to hold drugs for him/her, constructively possesses the drugs.

Distribution is defined as sharing, selling or dispensing a controlled dangerous substance on or off school property, with or without receiving payment, to individuals enrolled or not enrolled in the school.

Possession with Intent to Distribute applies regardless of whether or not a student intended:

- To receive payment
- To distribute CDS to an individual enrolled or not enrolled in the school

- To distribute CDS on or off school property

Use, Possession and Distribution of Controlled Dangerous Substance Policy:

A student shall be considered in violation of school policy if he/she is observed:

- To be under the influence
- In possession
- Engaged in distribution
- Having possession or a controlled dangerous substance (CDS)

Such a student shall be subject to the following provisions and to the general discipline policy stated in this Handbook.

- When a student is identified as being "under the influence" or "in possession" of a controlled dangerous substance (CDS), the Principal **WILL REFER THE MATTER TO LOCAL LAW ENFORCEMENT OFFICIALS.**
- When a student is identified as being "distributing" or "in possession with intent to distribute" a controlled dangerous substance (CDS), the Principal **MUST REFER THE MATTER TO LOCAL LAW ENFORCEMENT OFFICIALS.**

A student suspected of violating the policy governing controlled dangerous substances will immediately be placed under suspension for an indefinite period. The student and parents/guardians shall be given a reasonable opportunity to respond to the allegation(s) as quickly as possible.

If the Principal determines that there:

- Was no violation of policy, the student will be permitted to return to school.
- Was a violation of policy, the principal may discipline the student according to the general discipline policy stated in the Handbook, up to and including expulsion.

The Principal may require the student to participate in an appropriate treatment or counseling program as a condition of the student's eventual return to school.

When violation of this policy involves "distribution" or "possession with intent to distribute", the discipline imposed will normally be expulsion.

IN ANY EVENT, PARENTS/GUARDIANS, POLICE AND OTHER STAFF WILL BE CONTACTED.

Possession of Remotely Activated Paging Devices Carried by a Student (NJSA-2c:33-19)

Any student enrolled in Trinity Academy who knowingly, and without the express written permission of the school administration, its delegated authority, or the Principal, brings or possesses a remotely activated paging device on any school property, at any time, regardless of whether school is in session or other persons are present, is guilty of a disorderly person's offense.

Cell Phones

Any cell phones brought to school by a student in grades K-5 must remain off and in the backpack at all times during school hours. Homeroom teachers for grades 6-8 will collect all

student cell phones at the beginning of the day so that students may carry backpacks from class to class. The phones will be returned to students at the end of the day.

Student Removal by Teacher

Discretionary Teacher Removal of Student to Office (Routine Offense). A teacher may send students to the school office to maintain effective discipline in the classroom. An administrator shall respond by employing appropriate discipline management techniques consistent with the student code of conduct.

Discretionary Teacher Removal of Student From Class (Serious Disruptive Behavior). A teacher may remove from class a student:

(1) who has been documented by the teacher as someone who repeatedly interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or

(2) whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the other students in the class or with the ability of the student's classmates to learn.

If a teacher removes a student from class under this provision, an administrator will take appropriate disciplinary action. The terms of the removal may prohibit the student from attending or participating in school-sponsored or school-related activities.

Detention

There must be a learning segment throughout the entire process or the actuality of it all becomes a failure. Detention is a form of discipline that allows faculty and administration to deter students from minor infractions before, during, and after school. It is determined that faculty and or administration can give detention as needed before requesting a parent conference. If the problem becomes persistent, the teacher has the professional obligation to set up a conference with the administration, parent and student to explain all prevailing circumstances. The school will make every attempt to assist our students but will also require cooperation from the pupil and his/her parents. Each student will be afforded the opportunity of due process.

When detention is used, notice shall first be given to the student's parent or legal guardian as to the reason for the detention and parental arrangement for the necessary transportation or pick up of the student. The detention shall not begin until the parent has been notified. Parents are responsible to provide transportation when the child has been assigned detention.

Suspension

18A:37-2 of New Jersey Statutes Title 18A Education - Causes for suspension or expulsion of pupils. Any pupil who is guilty of continued disobedience may be suspended from school for a period of time to be determined by the administrator. A parent/administrator conference will be held before the student is allowed back in school.

Reasons for suspension include, but are not limited to:

- Lack of respect for school authority and school facilities
- Lack of respect for school regulations
- Display of defiant or disruptive behavior

- Physical abuse of another person/fighting with the intent to harm another
- Violating cheating policy
- Stealing
- Leaving school grounds
- Re-entering the building after dismissal without permission from an authorized person
- Continued rudeness and defiance
- Harassment
- Violating bullying policy
- Any other reason with probable cause

In a matter that may involve suspension, the student and parents/guardians will be notified of the violation of school regulation(s) that warrants suspension.

Expulsion

Expulsion will result only when all other means of discipline counseling and suspension, have been used and proved ineffectual and it is determined that the student's conduct is a definite hindrance to the welfare and progress of the school community.

Creating or taking part in a situation that is potentially dangerous to oneself and others is considered cause for expulsion. Such situations include, but are not limited to:

- Possession of a weapon or object considered dangerous to oneself or others
- Drug use or transfer of drugs (see addendum pages)
- Truancy
- Seriously abusing all rules and regulations that are detrimental to the teaching and learning process
- Smoking in the school building or on school grounds
- Vandalism
- Repeated cheating
- Repeated stealing

Vandalism and Damage to School Property

Students shall not vandalize or otherwise damage or deface any property, including books, furniture and other equipment, belonging to or used by Trinity Academy. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with the law. Appropriate disciplinary action will be applied in terms of vandalism or malicious damage to school property. Students shall be responsible for the care and return of textbooks and will be charged for replacement of lost textbooks.

TRANSPORTATION & SAFETY

School Visitation Policy

The faculty and staff at Trinity Academy take your children's safety very seriously. We welcome parent and prospective parent visits to our school. *However, our first duty is to the*

safety of the children that are entrusted to our care. In the interest of maintaining a safe environment for all, it is necessary that parents schedule all visitation requests through the school office. *Please note that there will be no unsupervised visitations scheduled during the lunch hours (11:30 a.m. – 1:40 p.m.).*

All parents/guardians, volunteers and visitors MUST report to the Main Office to sign in and out ANYTIME upon entering the building. This is a security measure. Please cooperate.

Pick-up and Drop-off

Notices of the pick-up and drop off procedures are forwarded to parents/guardians at the beginning of the school year. For the safety of our children, please adhere strictly to this policy. Parents of Kindergarten and First Grade students should deliver their children to their teachers in the gymnasium each morning. Parents of students in other grades should deliver their children to the designated entrances. Parents should not walk their children to their classrooms.

Transportation Reimbursement

Transportation is sometimes provided by the student's home district in accordance with that district's policies for non-public school children. Forms for this reimbursement are available through the main office and are sent home annually. It is the parent's responsibility to obtain and complete these forms and return them to the main office annually.

Crisis Management Plan

The Crisis Management Plan was created for the safety and well-being of the children and staff of Trinity Academy. It is the responsibility of the teachers to familiarize the students with the Crisis Management Plan and to reinforce it periodically. It is taught, learned and practiced so that, if necessary, it can be implemented with the utmost caution and efficiency.

Fire Drills And Lock Downs

Fire drills and lock downs are held on a monthly basis. Directions and procedures are posted in each classroom. Teachers review these procedures regularly with the students. Dates of fire drills and times are recorded in the school register.

Asbestos Management Plan

The school's Asbestos Management Plan is on file in the school office as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request. Trinity Academy is inspected in 6-month intervals, to ensure compliance with state and federal guidelines.

Suspected Child Abuse or Neglect

New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services (DYFS 1-800-792-8610)

As a result, should the school have reason to believe that a student is suffering from abuse or neglect, the administration is required to report this concern within 24 hours to the authorities.

SOCIAL/CULTURAL ACTIVITIES

Field Trips

On occasion, Trinity Academy will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. No student may participate in a field trip unless a signed permission slip for the specific event is submitted to the school. Students must be dressed appropriately in their school uniforms unless otherwise specified by the administration. Parents of students with special physical needs must be aware of their responsibilities. Parents, therefore must be in attendance at special functions such as field trips, class parties, etc. If your child will not be attending field trips please notify the teacher ASAP. Field trip costs are based on all the students attending and you may be required to pay for the trip if early notification is not received.

Extracurricular Activities

Activities are available to students at Trinity Academy who are in compliance with all school regulations and policies.

Parties

Birthday parties are not permitted during class hours. Invitations to parties may be distributed at school provided, the entire class, or ALL girls or ALL boys- as appropriate- are invited. If not, invitations are to be mailed home.

Class Parents work cooperatively with the teacher to arrange for holiday parties/or activities as requested by the teacher. The teacher and administrator make all final decisions for parties.

Birthday Celebration Guidelines

- Grades kindergarten through 2
Students may bring in a snack to share with classmates. Please be considerate of children with special dietary concerns.
- Grades 3 through 5
Students celebrating their birthday may dress down and wear school appropriate clothing.
- Grades 6 through 8
Students are encouraged to celebrate birthdays at a venue other than school.

Junior High Orientation

A junior high orientation is held in students in September for 6th grade and transfer students and parents. The purpose of the orientation is to familiarize the students with the junior high rules, regulations and privileges.

STUDENT INFORMATION & SERVICES

Lunch and Beverage Program

Volunteer parents/guardians of Trinity Academy manage a daily hot lunch and beverage program. Menus are prepared in advance and ordering is to be done on-line. Students and parents/guardians pre-select the days they opt to purchase lunch and prepay for the cycle (8-week period). The beverage program is also ordered in 8-week cycles.

Parents who choose not to participate in the lunch program should send that meal with their children in the morning. In the event that students forget their lunch, parents may drop it off in the container that is located in the entry way to the main office. Please label the lunch you're your child's name so that a cafeteria volunteer may deliver it to your child in the lunch room. Please do not deliver it to the office personnel or to your child's classroom. We assure you that no child will ever go without lunch. In the extreme emergency that your child may have forgotten lunch, a bagel or yogurt are always available for \$1.00 or the hot lunch option is offered when supply permits. You will be billed for those lunches.

Reimbursement of lunch purchases for sickness or other reasons is not permissible since vendors are contracted on the basis of the original order.

In our attempt to encourage healthy eating choices, we request that you do not send, or deliver, fast food products, e.g. McDonalds, Burger King, Pizza hut, etc. for lunch time consumption.

Before Care and After Care Program

Trinity Academy offers before and after school programs for students in grades K-8. The morning care is from 7:30 a.m. until 8:00 am and the afternoon program is from dismissal until 5:30 p.m., Monday through Friday on school days. Parents/guardians can select part-time or full-time arrangements. Before and aftercare payments are prepaid in 4-week cycles. On early dismissal (12:30 p.m.) days, the cost per child (who is NOT already registered in the Aftercare program) is a flat fee. All arrangements must be made through the school office or as specified above. All program fees and information will be sent home via bulletin.

Occasional Care

This service (morning only or afternoon only) is available for parents/guardians who may need this care on occasion, e.g. emergency, doctor's appointment, etc. Payment is required the day of service. All arrangements must be made through the school office or by calling 973/226-3386 X 22 after 3:30 p.m.

Nursery School

Nursery (pre-Kindergarten) is offered as part-time AM or PM sessions for ages (3) three- and (4) four-year-olds at our Early Childhood Center which is located at the Roseland Campus. An informational bulletin detailing this program can be obtained from Trinity Academy Early

Childhood Center, Livingston Avenue, Roseland (973/226-4252). Sr. Suzanne Janis, O.P., is the Director.

STUDENT ATTIRE

As part of the value-based education of the Catholic school and because of its distinctive nature, attention is given to proper dress and attire. Students in Kindergarten through 8 are required to be in full uniform at all times, unless specified differently by the Administration.

If the uniform rules and regulations below are not followed, corrective action will occur for students in grades K through 8:

First Infraction:

A student conference will be held with the student.

Second Infraction:

A written letter will be sent home to parents explaining the infraction and soliciting their cooperation in resolving such.

Third Infraction:

The student will be remanded to his/her home until the infraction has been corrected.

Personal Appearance

Hairstyles MUST be school appropriate. Boys must maintain hair length a minimum of two inches above the collar. The hair shall not be in the eyes nor affect the vision of any student. It should be reflect the uniform code. Girls with pierced ears may wear one pair of non dangling earrings. Earlobes are the only visible body part that may be pierced. No earrings for boys. No makeup or colored nail polish is allowed (clear nail polish is permitted). Shirts must be tucked into the pants/shorts/skirt at all times.

REVISION - Girl skirt lengths: Girls skirts MUST touch the floor when the student is kneeling down.

The school uniform may be purchased from the uniform company the school designates. On physical education days, students may wear their P.E. uniform for the entire day. On other specified days, which are announced in advance, students are permitted to wear their P.E. uniforms. Students are to wear only Trinity Academy-issued uniforms, NO SUBSTITUTES. Please cooperate.

Uniform Requirements:

Boys Requirements (K-8) Winter (W) and Summer (S) Uniform:

- Dark grey uniform pants (W)
- White long- or short-sleeved oxford shirt (W)
- White long sleeved turtleneck w/logo (W)
- White long sleeved polo shirt w/logo (W)
- Navy cardigan sweater/vest w/logo (W)
- School tie (W)
- Grey socks (W)

- Grey belt (W)
- White short-sleeved knit shirt w/logo (S)
- Navy warm weather shorts (S)
- Navy stretch belt for warm weather shorts (S)

Girls Requirements (K-8) Winter (W) and Summer (S) Uniform:

- Plaid jumper (gr. K-3) (W)
- Plaid skirt / skort (gr. 4-8) (W)
- White short or long sleeved blouse Peter Pan collar (gr. K-3) (W)
- White short or long sleeved blouse button down collar (gr. 4-8) (W)
- Navy cardigan sweater/vest w/logo(W)
- Cross tie (gr. 4-8) (W)
- Navy knee socks (W)
- Navy slacks with white over blouse (K-8) (W)
- White short-sleeved knit shirt w/logo (S)
- Navy warm weather shorts (S)
- Navy skirt or ðskortö (Grades 6-8) (S)

Boys / Girls Winter Footwear:

Flat-soled navy blue/black/dark brown oxford or loafer shoe to be worn with winter uniform. **NO SANDALS, SNEAKERS, OR MILITARY STYLE WORK OR HIKING BOOTS** are to be worn with your dress uniform.

Boys / Girls Summer Footwear:

White, low-cut sneakers with minimal accent stripes are part of the uniform. High-top or multi-color sneakers are unacceptable. Only regular ó not lowcut socks ó are permitted.

Physical Education (Gym) Uniform (K-8):

Trinity Academy has its own **in-house P.E. uniform service** that is run by parent volunteers. All proceeds go to Trinity Academy. In order to serve you better, minimum stock is on hand for purchase throughout the school year.

Boys and Girls Uniform Requirements--

P.E. (weather-appropriate combinations):

- Grey Sweatshirt (top) w/logo
- Grey Sweatpants w/logo (Trinity logo blue sweatpants or flannel pants are not permitted)
- P.E. T-Shirt w/logo
- Navy blue uniform gym shorts
- Sneakers (any appropriate white P.E. sneaker, low-cut, purchased at parents/guardians' discretion)

TAKE PRIDE IN WEARING YOUR TRINITY ACADEMY UNIFORM.

CAFETERIA BEHAVIOR RULES

- 1) *Indoor conversational voices allowed.*
- 2) *Speak politely to teachers, staff, adult volunteers and fellow students.*
- 3) *Stay in line for food and/or snacks—do not push in front of others.*
- 4) *Remain seated while eating and socializing.*
- 5) *Use appropriate table manners and clean up after yourself.*
- 6) *Walk at all times.*
- 7) *Follow all directions from the Cafeteria Supervisors.*

Failure to follow the above behavior criteria will result in administrative referral and appropriate consequences.

Playground Rules

- 1. Respect everyone's rights and listen to playground supervisors.**
- 2. Share—always include others in your activity. Be friendly.**
- 3. Pay attention to the whistle—It could be directed at you.**
- 4. Take care of playground equipment.**
- 5. Ball playing is to be kept at a safe level. No pushing, tackling or wrestling to the ground.**
- 6. Keep balls on playing level. Do not aim for windows or roof.**
- 7. Stay in roped area.**
- 8. Sitting is permitted on the wall, but no running, no jumping, no climbing. Students may also study while sitting on the wall.**
- 9. No playing with snow, ice, branches or sticks.**
- 10. Chalk writing is on asphalt (blacktop) only, not on School building or wall.**
- 11. Use hula hoops and jump ropes correctly.**
- 12. Always use the trash container—Do Not Litter!**
- 13. Use appropriate language/words only.**
- 14. No spitting.**
- 15. When the bell rings, stop play IMMEDIATELY and bring all playground equipment to the proper containers. Line up in an orderly fashion.**
- 16. If a problem occurs, go directly to a playground supervisor for help.**

Recess is a privilege.

If you break these rules, there will be disciplinary consequences for a period of time (to be designated by the Administration).

On-going problems will result in an administration/parent conference to be arranged to determine procedures to remediate the behavior.

Changes in the Handbook

The Trinity Academy student handbook will be reviewed annually for the purpose of changes, modifications or additions. Parents/Guardians will be given prompt notification when changes are made.

