

Trinity Catholic School Parent & Student Handbook 2011 - 2012



Preschool - Grade 6
115 East Fifth Street
Oswego, New York 13126
315 343-6700 FAX 315 342-9471
www.oswegotrinitycatholic.org

Trinity Catholic School Mission Statement

At Trinity Catholic School...

We are an educational ministry of the Catholic parishes of Oswego County, serving students in preschool through sixth grade, in Oswego, New York

We serve the families of these parishes and welcome families of other faiths who accept the philosophy and mission of Trinity Catholic School.

We instill the Catholic faith, traditions, and values in our pre kindergarten through grade six students while pursuing academic excellence.

We nurture the self-worth of each individual, while fostering an enthusiasm for learning and creativity in a Christian community.

We strive to live the gospel message of Jesus, by developing in each child an awareness of the religious and social needs of others.

We guide children as they develop leadership and decision-making skills to continue their pursuit of life-long learning and Christian service

General Information

(315) 343 – 6700

FAX (315) 342 – 9471

School Personnel

Mr. Joseph Lazarski	Principal
Mrs. Mary Pasco	Secretary / Bookkeeper
Mr. Scott Akley	Custodian

Health Room

Mrs. Deborah Hilton	School Nurse
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Before / After School Program

Ms. Dawn Siegfried	Coordinator – K-6
Mrs. Amy Pelow	Coordinator – Preschool

Cafeteria

Mrs. Barbara Cummings	Head Cook
Ms. Annette Donovan	Cafeteria Aide
Mrs. Rita Izyk	Cafeteria Aide

Faculty and Support Staff

Mrs. Mary Annal	Preschool Teacher
Mrs. Kathleen Baer	Remedial Reading
Mrs. Shelly Banner	Vocal Music Teacher
Mrs. Jo-Anne Bateman	Preschool Aide
Mrs. Kathleen Cummings	Grade 2 Teacher
Mrs. Rebecca Flack	Grade 6 Teacher
Mrs. Allison Heintz	Grade 4 Teacher
Ms. Elizabeth Hilton	Preschool Teacher
Mrs. Kris Jorgensen	Instrumental Music Teacher
Mrs. Linda Kieper	Grade 1
Mr. Ronald Lagoe	Physical Education Teacher
Ms. Stephanie Law	Kindergarten Teacher
Mrs. Tara Wiseman	Foreign Language Teacher
Mrs. Nikki Reiner	Library
Mrs. Karen Reynolds	Grade 3 Teacher
Mrs. Erin Sabatini	Preschool Teacher
Mrs. Sue Stone	Kindergarten Aide
Mrs. Barbara Sugar	Art Teacher
Mrs. Barbara von Holtz	Grade 5 Teacher
Mrs. Diane Zych	Liturgical Music

School Hours

K-6----- 9:00 – 3:15

Preschool ----- 9:00 – 11:30

1 Hour School Delay ----- Preschool Begins at 10:00

2 Hour School Delay ----- Preschool Begins at 11:00

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.

An announced two-hour delay in school start-up time is an automatic dress-down day *unless it is a Mass day*.

Uniform Regulations

Girls Grades K - 6

Bottoms

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

Tops

- Solid white, navy, pale yellow (Land's End maize), or light blue blouses, polo, or turtleneck tops
- 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)

Other

- Navy or white crew 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, navy, pale yellow (Land's End maize), or light blue dress shirt, polo (button style only) or turtleneck tops (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)
- School plaid or navy tie (optional)

Other

- Navy or white crew sock

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 worn by students *at all times*. 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.

All students are required to wear their uniforms on Mondays, Tuesday, Wednesdays, and Thursdays (see Dress-Out Days) as well as designated school Mass days. Shirts and blouses must be tucked in, clean, and neat.

If a student reports to school out of complete uniform 3 times during a month, he/ she will have lunch detention.

Mass Days

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

Gym Uniform

Students in grades K through 4 do not have to change clothes for gym class. Students in grades 5 and 6 are required to change into appropriate attire for gym, but are not required to wear gym uniforms. All students K-6 must wear sneakers for gym class. Students will be allowed to wear their sneakers on their assigned gym days. However, in the event that a gym day is a Mass day, the students must bring their shoes to wear to Mass.

Dress Out Days

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 and show the student's name and may only be used on Fridays unless the classroom teacher notifies students in advance they are to wear uniforms for specific classroom related activities, such as field trips, community service projects, etc. They may NOT be used on Mass days. Passes used during the current school year will not be honored the following year – with the exception of those passes earned for families working BINGO.

Sweatshirts and/or t-shirts with questionable pictures, logos, or wording are considered unacceptable. This will be at the discretion of the administration. 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.

Purchase of Uniforms

Lands End is the only company that sells our school uniform plaid and has our school logo which may be embroidered on uniform items. Other uniform items may be found at other stores such as Children's Place, J.C. Penney's, Toys R Us, and Sears, as well as Lands End. We have a limited supply of used uniforms at school. Parents who have a need for additional uniforms for their children should feel free to stop in during regular office hours to check for the sizes needed. 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 go outside at lunchtime unless it is raining or extremely cold. It is suggested that children wear hats, mittens, and boots even if there is only a small amount of snow. Younger children are encouraged to wear snow pants or snow suits to protect their school clothes and keep them dry. Girls may wear jeans or other pants outside to play so their uniforms are protected, but must change when classes begin.

Prolonged wearing of winter boots or other footgear in school all day is very poor foot hygiene. Ideally, shoes should be brought to school daily or left overnight for use each day.

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.

Children who are not dressed appropriately for the weather will not be allowed outside for recess.

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 kindergarten or first grade children, 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 able to continue at the school.

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

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

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 good educational policy since it takes some time for students to adjust to new situations.

Transfer Procedures

When students transfer to a new 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 2011/2012 school year. This rate is determined by the Trinity Catholic School Board in coordination with the Catholic Schools Office of the Syracuse Diocese.

The 2011/2012 yearly tuition charges for affiliated families (i.e. those who are registered members of any Catholic parish in the Northern Region of the Diocese of Syracuse) will be:

- First Child: \$ 3,665
- Second Child: \$ 3,225
- Third and Additional Child: \$ 3,115

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

- First Child: \$ 4,655
- Second Child: \$ 4,655
- Third and Additional Child: \$ 4,655

Preschool yearly tuition charges are:

- 3 year old – 2 day program: \$ 1,150
- 3 & 4 year old – 3 day program: \$ 1,585
- 4 year old – 5 day program: \$ 2,065

Tuition Payment

There are two acceptable methods by which tuition must be paid.

- Method 1: Payment of the full amount owed by August 1st. Choosing this method allows you to take a 5% discount off the total amount owed.
- Method 2: A monthly, no interest, loan with payment being made through the FACTS Management Company. This method allows you to make the necessary arrangements with FACTS Management Company for automatic monthly payments beginning in July. FACTS application forms and information are available in the school office.

Any exceptions to the above methods must be approved by the administration.

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

The diocese has established the following steps to be taken in order to prevent tuition arrears:

1. After the first missed payment, a letter will be sent from Trinity Catholic School requesting payment or explanation. A response is required within one week.
2. The second consecutive missed payment will result in the diocesan collection process beginning or finance office intervention.
3. If no satisfactory arrangement has been made by the third anticipated due date, the child will not be allowed to return to Trinity Catholic School following notification by the school.

Tuition Assistance

Under the Diocesan Hope Appeal Program, any families needing tuition assistance may apply for this aid each year. The Diocese issues financial criteria by which the local committee determines eligibility. Extraordinary circumstances are taken into consideration. Applications are available through the school office and are usually due by April of the proceeding school year. Some late applications are accepted when circumstances change or for new families coming into the school. A percentage of the available funds are reserved for these applications.

The amount of the award given in tuition assistance and scholarship is deducted from the total family tuition which is due to the school. The family is still responsible to pay the remainder or make special arrangements with the approval of the administration.

In addition to tuition assistance through the Syracuse Diocese, there are also several local scholarships and financial aid packages that are awarded through parishes, alumni, and the school 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 Business Manager, Mrs. Pasco at 343-6700.

Attendance Policies and Procedures

Attendance

Regular attendance helps students achieve in their schoolwork. Students who are absent have a responsibility to ask for assignments that will help making up missed work. All students are encouraged to be on time for school, but should not arrive earlier than 8:30 am. Students coming in before 8:30 am must be enrolled in the before/ after school program.

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. A written excuse is required on the day he/ she returns to school after an absence. 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

If a student is absent, his/ her parents are requested to call the school office at 343-6700 by 8:30 am.

Parent Notification

Parents will be required to notify the school when a student is absent or tardy. If the parent has failed to call by a designated time, the school will initiate a call to the parents. A written request must be submitted when a student is to be excused early. Whenever a student is to leave early, a parent or person in parental relation must come into school to sign the student out.

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.

It is essential that all students arrive on time for the beginning of the school day. Students arriving after 9:00 am must be signed in by a parent in the main office. Habitual lateness will be addressed in a parent conference with the principal. Students whose buses arrive after the 9:00 am bell are not considered tardy.

After a total of 10 excused and unexcused absences, parents will 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 administrative problems. Student attendance problems will be shared with parents. Additional intervention strategies, such as referral to a child study team or guidance department, may be indicated. If necessary, civil authorities, such as the county Child Protective Agency, will be involved.

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

School Absence

Parents are asked to call the school office before 8:30 am to report absences. This request is made in order 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.

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.

On the day the student returns from an absence, they must have a written excuse signed by their parent or guardian.

Emergency/ Snow Days

If schools are closed or delayed due to an emergency such as a snowstorm, Syracuse TV stations WSYR and YNN 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 do not call the 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.

Emergency Evacuations

If it is necessary to evacuate the school building because of a bomb threat or any other reason, Trinity Catholic staff 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 will carefully check the building. After the building has been thoroughly checked, and if deemed appropriate, 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 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.

Emergency Dismissal of School Radiological Emergency Response Procedures

Trinity Catholic School is included in Oswego County's Emergency Management Plan. Therefore, while we are under the direction and coordination of the Oswego County Director of Emergency Management (CDEM) and the District Superintendent of Schools for Oswego County or his/ her designee, 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 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 bus loads 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.

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.

If a parent requests a second set of information to be mailed to an alternate location, we will have to charge an annual postage fee of \$35.00.

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.

Teachers welcome all parents to share the news of their child's progress at any time. The school welcomes all parents and relatives to attend any and all open house activities or special family evening events.

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 be released to third parties when requested without prior parent written consent. If you do not wish this information to be released, please make this known to the school administration in writing.

Parent/ Teacher Conferences

Personal interviews of parents with teachers are a very successful method of evaluating students' progress. Usually, these meetings are held early in the year. Teachers like to know the parents of each student. Since home and school compliment 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.

Photographs and Videos

Photographs and/or videos of minors are taken periodically for use in school publications and to celebrate your child's and his/her fellow students' participation and accomplishments. In registering and/or signing for this handbook, you are acknowledging this and granting permission to Trinity Catholic School to use photos and videos of your child and his/her name in our publications, displays, or promotions. You may limit or disallow this by contacting the school office and providing us with a 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).

Home and School Association

The Trinity Catholic Home and School Association is open to all parents 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.

Throughout the year, the Home and School Association plays a supportive role in all of 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 will be found in the monthly newsletter that goes home with the children.

Harvest Feast Supper

Our annual Harvest Feast Supper and school Open House takes place in mid-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.

BINGO

As part of our continuing effort to keep tuition costs down, Trinity Catholic School conducts regularly scheduled BINGO games held on Sunday evenings that are staffed by parent and community volunteers.

The revenue from this event goes directly into the school's operating budget, thereby providing a steady financial source to offset expenses. Therefore, we need every parent's cooperation by volunteering certain Sundays throughout the year. Unless there are extenuating circumstances that prevent someone from committing one Sunday evening a month, everyone will be expected to work.

While at times this commitment may be slightly inconvenient, the benefits are great. The large amount of parent participation in all areas of school related activities results in a strong, closely knit home and school relationship. In addition, this relationship helps keep tuition costs down.

Halloween Parade and Carnival

A Halloween parade/ carnival may be held on or near October 31st in the morning for our pre-kindergarten classes. For our kindergarten through grade six, the event usually takes place after the lunch hour, giving children time to dress and prepare for the event. Children should not wear their costumes to school. Any costume that consists 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) will be banned from the school building as well as from any school sponsored activity. This policy pertains not only to Halloween, but also 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 in an effort to promote a violence-free school environment.

Musical Performances

Two musical concerts are held each year and are considered part of our music curriculum. It is a wonderful opportunity to support the cultural portion of your student's education at Trinity Catholic School.

Catholic Schools Week

Catholic Schools Week occurs around the end of January or early February. There are daily events which involve students, staff, parents, and the community. It is an opportunity to recognize the significance 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 held in late May or early June. Classes participate in a day-long series of physical education events that include the running long jump, an obstacle course, a Frisbee throw, the five-yard dash, and other events.

This day includes a picnic-style lunch. Parents are invited to volunteer as timekeepers, spotters, score keepers, to help with lunch preparations, or to just come out to enjoy the events. Student participants are recognized in an assembly later in the week to which parents are also invited.

Fun Fling

A Fun Fling is held in the spring as a major fundraising activity. Game booths, variety booths, food, games, raffles, surprises, and other activities are run by parent volunteers during this Saturday event. Children are asked to donate items toward the Fun Fling and sell raffle tickets as well. Parents, children, and the whole family can join in this lively afternoon event of fun activities. There will be information on items to donate or ways to help sent home as the Fun Fling draws nearer.

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. No specific times are required. This memory work does require the help of parents. Beginning in grade 3, more specific written work is assigned. Completion of assignments helps to reinforce concepts taught in class.

Intermediate and Middle 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.

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. Also, during the school year, we will be administering the Science Assessment in grade 4 as part of the State Education Department's initiative to raise the standards.

Students who perform below expected standards will be provided with Academic Intervention Services (AIS).

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 to add further evaluation tools.

Kindergarten Screening

Children entering Kindergarten are given a “test” or a series of simple activities to help assess their progress in several areas: gross and fine motor, cognitive-verbal, expressive language, and socio-affective behavior. Parents are also asked to fill out forms giving some additional information about their children’s abilities.

All children are asked to perform certain tasks and those who are unable to perform at the minimum level will be referred for additional testing. They are likely to have difficulty in regular school programs and may need considerable assistance before they enter school. We feel that this screening process enables us to better know and meet the needs of individual students as they enter school. Small problems, if detected early, can be prevented from developing into major problems. The screening also gives us an opportunity to meet each child and become acquainted with him or her before school begins.

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.

Music, art, and physical education will be evaluated for K-6 in the January and June marking periods only. Grades 3-6 will also receive a grade in foreign language in January and June.

Honor Roll

In order 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.

Books

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 or tote bag for carrying books to and from school.

Special Services **Specialized Services**

State law mandates that special services such as speech and psychological be provided to all children who have special needs regardless of the school they attend (public or private). These services are provided to students of Trinity Catholic School by the Oswego City School District. The same staffs serve both public and Catholic school students.

Psychological services are requested, whenever necessary, on an individual basis. Parental consent is obtained before the school can make referrals. The testing results and recommendations are shared with parents.

Remedial Reading

Remedial reading instruction is provided by Trinity Catholic School. Students who score below the 30th percentile of the state reference point are recommended for remediation. This program is monitored by a reading teacher and the classroom teacher.

Special Classes and 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.

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 Classroom

The Trinity Catholic computer lab has 20 desktop computers, a color laser printer, a projector and a SmartBoard. Classes schedule twice weekly time to spend in the computer lab working on word processing, presentations, research, and skills practice.

Each classroom at Trinity is also equipped with desktop and laptop computers, as well as a separate projector. In some classrooms, the projector is combined with other software and hardware to create an interactive whiteboard.

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 gym for any reason, written excuses are required.

Please refer to page 4 for information regarding our gym uniform.

Parents will be notified if children do not have written excuses for the lack of proper gym clothes. Students will receive an unsatisfactory or "U" on their report cards after 3 unexcused incidents of forgotten gym clothes.

Students in first grade may wear their school uniform for gym classes. Students in kindergarten may wear the clothes they wore to school that day. Both kindergarten and first grade students are expected to have sneakers on for gym.

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. The group performs 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 the program also 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 solofest.

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 pre-k and for children in grades K-6 and is operated on school days.

Times:

K-6 Before school 6:30 am to 8:45 am
 After school 3:15 pm to 5:30 pm

Preschool Before school 7:30 am to 8:45 am
 After school 11:30 am to 5:30 pm

Breakfast is available during the morning sessions. Nutritious snacks and drinks are available during the afternoon sessions. Play is supervised and there are some structured activities.

Children are ordinarily enrolled in this program a month in advance. However, a child may attend the Before/ After School Program in an emergency situation simply by having a parent call the school.

Costs: Initially, there is a non-refundable family registration fee. Payments are expected by the 20th of the previous month. Checks should be made payable to Trinity Catholic School – Before/ After School and should be made separate from tuition checks. A 10% late fee will be charged for any returned checks. Children not picked up by 5:30 pm will be charged \$5.00 for every five minutes thereafter.

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

Preschool Program

Trinity Catholic School provides a preschool program for three and four year old children. Four year olds attend on Monday, Wednesday, and Friday or Monday through Friday and three year olds attend on Tuesday and Thursday or Monday, Wednesday, and 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 (January and June). During January 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" in January will have been mastered by the time of the June progress report.

Parents should escort preschool children to their classroom for safety reasons. These children 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: 8:50 am
Dismissal: 11:30 am

Parents should call the office if children will be absent or picked up late. Parents of preschool children should watch the monthly calendar for events or schedule changes affecting preschool.

When weather looks bad, parents should listen to the radio for school-closing information. If there is a two hour delay only, the preschool program will run from 11:00am to 1:00 pm on that day. There will also be a Before/ After School Program on these days.

Occasionally, parents of preschool children are asked to serve as chaperones on field trips. Due to insurance liability, we ask that they not bring other children to the field trip. Chaperones are expected to assist with the supervision and care of all children in the class in addition to their own.

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 also 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.

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 the children 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. Student accident insurance is supplemental.

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

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.

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. Religious or medical exemption from these requirements must be submitted to school officials in writing.

The following applies regarding the use of hypodermic syringes on field trips for ill students or those with possible reactions that may need immediate injections, e.g. diabetes, asthma, bee stings:

Although it is not normally a function of school health personnel to assist in treatment of pupils, there are well recognized exceptions to this rule, such as first aid.

Another reasonable exception to this general rule should be recognized in situations where pupils can attend normal classroom instruction but suffer from conditions such as severe allergies or diabetes which might require prompt administration of medication.

In such circumstances, where the board of education and physician agree, the physician may prescribe treatment and pursuant to such a prescription medication, and if necessary, a hypodermic syringe, may be held by a registered nurse for use in an emergency.

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 may occur. No teacher, aide, or other school personnel have the authority to use a hypodermic syringe or assume the responsibility, legally or medically, for this type of action.

Other Policies and Procedures

School Visitor and Security Policy

The faculty and staff of Trinity Catholic School understand the importance of parent involvement and recognize that you will be visiting the school on several occasions. We welcome your visits and want you to feel as comfortable and safe as your children. Therefore, we are asking that, upon arrival, you first sign in at the main office, obtain a visitor's badge, and be directed or escorted to your destination.

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 with the exception of the main doors. Visitors should enter and exit using these doors unless otherwise directed.

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 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 age 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 or guidance folders may submit written requests to the principal. Arrangements will be made for the parents to come to school for this purpose. No school records will be released from the building.

Communication

If the 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. If your call is about an emergency, please indicate this to 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 a teacher or office personnel. Forgotten books, gym clothes, lunch or homework are not considered "emergencies".

Cell Phones and Electronic Communication Devices

Students may carry cell phones in school but they must be turned off from the time that the student arrives in school until the end of the school day.

A student may only use a cell phone in the case of an emergency and the determination of an incident that is an emergency is solely the judgment of the school.

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

Lunch Program

A hot lunch program is available to any student attending Trinity Catholic School. The menu is determined by the Oswego City School District. The cost of the lunch is \$2.00; the cost of just milk is \$.60. In an effort to promote healthy eating habits, we encourage parents to avoid fast food and carbonated beverages when planning their child's lunch.

Students may bring in money daily or establish an account with the school cafeteria. You may send in a check payable to the "Oswego City School Lunch" to prepay your child(ren)'s lunch for a week, month, etc.

Lunch Supervision

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 measures will be carried out. If the behavior continues, notification will be sent to the parents and further steps will be discussed to correct the problem.

Adult supervision is provided in the cafeteria and during recess by teachers, staff, and parent volunteers.

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

Over the years, the popularity of trading cards, electronic hand held games, and electronic devices such as iPods, CD players, 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 instruction time required for your student to achieve maximum success, we find it necessary to prohibit students from bringing all trading cards, electronic games, iPods, CD players, 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 of the boys, or all of the girls). Never ask a teacher to collect RSVPs to an invitation.

It is never appropriate for children to exchange gifts in school unless there is an organized class gift exchange. Save these activities for out-of-school time.

Play Area

The designated play area for grades 1-6 is the playground at the south end of the building as well as the parking lot. Students are expected to stay within those areas and not leave them for any reason. Failure to follow these rules is a very serious offense, since students must be supervised at all times. Appropriate action will be taken if students violate these regulations. The preschool play area is located at the north end of the building.

Property and Materials

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

School Supplies

Teachers will publish a list of needed materials and supplies in the Summer Newsletter. They will notify parents as other items are needed throughout the year. School supply lists will be available just before school starts at Wal Mart and Staples in Oswego.

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 March 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 stop by the gym to have the child's name removed from the bus check list.

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 must send a note.

School personnel will issue bus passes which the children must carry when they board the buses.

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 children must pull into the parking lot along the playground and park their cars in a

designated parking space. If you do pull into a parking spot during dismissal, 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. The teacher in charge will have children waiting at the side entrance.
3. Children will be allowed to get into cars at the side entrance only as each car pulls up to the door.
4. Proceed out of the parking lot 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.
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. Do not park or pick up students on either side of Fifth Street. This area is for school buses. Parents who pick up their children by car are asked to be in the car line between 3:00 and 3:15 pm. The teacher in charge of students being picked up by cars will wait at the door with the children only until 3:20 pm. After this time, children will be taken into the school office to wait and parents will have to come into the school building to pick up their children.

Media Coverage

Occasionally there is print and electronic media coverage of programs and activities of Trinity Catholic School which may involve students being photographed. Parents who choose not to permit their children in such coverage need to notify the school administrator in writing.

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

I. PURPOSE OF THIS CODE

This Code of Conduct defines Trinity Catholic School's expectations for conduct on property associated with the school and at school functions. It also defines a range of penalties for unacceptable conduct.

Unless otherwise indicated, this Code applies to the conduct of students, employees, parents and visitors committed on property associated with the school, at school functions or that otherwise affects the school's spiritual or educational mission.

II. PHILOSOPHY

Trinity Catholic School exists to create a Catholic educational community where the pursuit of academic excellence is enlightened and enlivened by faith in the Gospel of Jesus Christ. The religious and academic goals of the school challenge the students, employees, parents, and visitors to develop: the spiritual dimension of their life, high moral character, self-worth, self-discipline, respect for the dignity and rights of others, service to others, concern for the community and concern for the common good.

III. BILL OF STUDENT'S RIGHTS AND RESPONSIBILITIES

A. *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.

B. *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.

IV. DEFINITIONS

A. *Definitions of Key Words and Terms.*

For purposes of this Code, the following words and phrases shall have the meanings set forth below:

1. **Assault:** The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.
2. **Controlled Substance:** A drug or other substance identified in certain provisions of the Federal Controlled Substances Act specified in both federal and state law and regulations that apply to this Code.
3. **School Function:** Any school-sponsored extra-curricular event or activity.
4. **School Property:** Any place in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary lines of the parish or school complex, or other church owned or controlled property, or in or on a school bus operated by a public school district, providing transportation to the school's students.
5. **Explosive:** An explosive device of a nature or in a quantity that is sufficient to cause injury to the person of the holder thereof or to the person or property of others, including the School.
6. **Illegal Drugs:** A controlled substance except for those legally possessed or used under the supervision of a licensed health-care professional, or those legally possessed or used under any other authority under the controlled Substances Act or any other federal or New York State Law.
7. **Illegal Substances:** Alcohol, tobacco and look-alike drugs.
8. **In-School Suspension:** The temporary removal of a student from the classroom and the placement of that student in another designated area of the school building where the student will be supervised and will receive substantially equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for re-entry must be satisfied for the student to be re-admitted to classes.
9. **Out-of-School Suspension:** The temporary removal of a student from the classroom and out of the school building. During this time, the student will receive substantially equivalent, alternative education. The student may not attend any type of extracurricular activities during the period of the suspension. All conditions for re-entry must be satisfied for the student to be re-admitted to classes.
10. **Parent:** The biological, adoptive or foster parent, guardian or person in parental relation to a student.
11. **Suspension:** The disciplinary removal of a student from his or her regular educational program and activities.
12. **Expulsion:** The permanent removal of a student from the school program.
13. **Violent Student:** a student under the age of 21 who (a) commits an act of violence upon a school employee; or (b) commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at a school function; or (c) possesses a weapon while on school property or at a school function; or (d) displays, while on school property or at a school function, what appears to be a weapon; or (e) threatens, while on school property or at a school function, to use a weapon; or (f) knowingly and intentionally damages or destroys the personal property of any school employee or any person lawfully on property or at a school function; or (g) knowingly and intentionally damages or destroys school property.
14. **Visitor:** Anyone on school property or at a school function who is not a school employee or a student of the school building in which the individual is physically present.
15. **Weapon:** A firearm as defined in 18 USC section 921 for purposes of the Gun Free Schools Act, and any device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, and any other gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, BB gun, starter gun, pellet gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, pocket knife, brass knuckles, sling shot, metal knuckle knife, box cutters, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause serious physical injury or death when used as a weapon.

V. THE ROLES OF OTHERS IN THE SCHOOL COMMUNITY

A. 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.

B. 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 know 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.

C. 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.

VI. VIOLATIONS OF THE CODE OF CONDUCT

A. *Acts of Misconduct Defined.*

The School expects the members of the school community to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of students, employees and other members of the school community, and for the care of school facilities and equipment.

The commission of any of the following acts (as they are defined below) is prohibited on school property and at a school function. Such conduct is punishable by the penalties set forth in section VII of this code after compliance with the procedures set forth in Section VIII hereof.

1. **Act of Violence:** To strike, hit, kick, punch, scratch or otherwise physically assault another person; to damage or destroy the personal property of a student, teacher, administrator, other school employee or any person lawfully on school property; or to intentionally damage or destroy school property; or to commit any act that is included within the definition of a violent pupil, as defined herein. Acts of violence include Arson, Assault, Bomb Threats, Fighting, and Possession of an Explosive or a Weapon.
2. **Arson:** The intentional destruction or other damage by fire, explosion or smoke to real property or personal property of the school, to personal property of school students or staff, or to personal property of third parties.
3. **Assault:** The physical abuse, or infliction of personal injury, or unlawful detention of any person and the intentional use of physical force, or the threat thereof, that places, or attempts to place, another person in well-founded fear of personal injury.
4. **Bias Harassment:** The act of threatening bodily harm or by repeatedly tormenting another person based on the victim's race, ethnic origin, religion, cultural difference, or disability. Bias harassment may take the form of comments, jokes, name-calling, innuendoes, offensive conversations, perpetuating rumors or gossip, offensive gestures, noises, blocking a victim's path, assault, or any other behavior that is designed to show disrespect to an individual based on cultural, racial, or religious differences or based on a disability.
5. **Bomb Threat:** The intentional false claim that an explosive device is located on school property or at a school function.
6. **Cheating:** The act of giving or receiving (or conspiring to give or receive) answers to class assignment (includes copying computer material) or test answers from another source.
7. **Chronic Violation of School Rules:** The accumulation of any combination of detentions and suspensions that equals 10 or more in a semester.
8. **Destruction of Property:** The destruction, defacing or other impairment of school property or property belonging to other persons.
9. **Disorderly Conduct:** Conduct that obstructs or disrupts a teaching, research, administrative or disciplinary procedure or any other authorized school activity. Disorderly Conduct includes, but is not limited to, running in hallways; making unreasonable noise; using language or gestures that are profane, lewd, vulgar or abusive; the willful interference with the free flow of vehicular or pedestrian traffic; or engaging in any willful act that disrupts the normal operation of the school community.
10. **Disruptive Conduct:** Conduct by a student under the age of 21 that is substantially disruptive of the educational process or substantially interferes with the teacher's authority in the classroom or other educational setting. Disruptive Conduct includes, but is not limited to, the failure to comply with the lawful directions of teachers, school administrators or other school employees, and speech or gesture which, by virtue of its content and/or circumstances, is likely to disrupt the conduct or classes of other school activities or to undermine the maintenance of discipline within the school setting. Disruptive Conduct also includes being late for school or class; being unprepared for class; and committing other conduct that detracts from the delivery of the school's education program.
11. **Dress Code Violations:** The appearance of a student at school in clothing other than that specified in the school's dress code without permission.
12. **Drug or Alcohol Violation:** The possession, use or sale of an Illegal Drug or Illegal Substance, or the act of being under the influence of drugs without appropriate authorization (includes substances controlled by law, marijuana, medication or other drugs or substances which stimulate or are purported by the student to be any of the above). Insubordination while under

- investigation for a drug violation will also be considered a drug violation.
13. **Extortion:** Any intentional action which reasonably instills fear in another individual that the actor or another person will cause injury to the persons or property of that individual or another person for the purpose of obtaining money or property from that individual.
 14. **False Alarm:** The intentional or grossly negligent activation of a fire alarm when no threat of fire exists, or the initiation, instigation or communication to the school, or any of its employees of any other claim of fire or threat thereof when none exists.
 15. **Fighting:** Combative physical contact or other violent encounters between two or more persons.
 16. **Forgery:** The involvement in the imitation or fabrication of another's signature or written work.
 17. **Harassment:** The act of threatening bodily harm, verbally harassing, or repeatedly tormenting another person and any other behavior that is intended to or has the reasonable effect of annoying, intimidating or causing fear in another. Harassment may remarks, take the form of comments, name-calling, jokes, stalking, perpetuating rumors or gossip, offensive gestures, offensive physical abuse, or any other behavior that is designed to annoy, intimidate, or cause fear.
 18. **Insubordination:** The refusal or failure to comply with any school rule, regulation or policy (including those relating to attendance), or the failure to comply with a reasonable request from school personnel or representatives authorized to make such a request. Insubordination, as it relates to students, includes, but is limited to, the failure to comply with the lawful directives of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect toward such individual; lateness for, missing or leaving school without permission; and skipping detention. Insubordination, as it relates to non-students, includes, but is not limited to, the violation of regulations governing the use of school property, and the failure to comply with the lawful directions of school employees or law enforcement officers acting in performance of their duties.
 19. **Littering:** The general distribution or dissemination of printed, written, recorded or other materials without the prior approval of the building principal. The granting of approval or the refusal to grant the same shall be determined pursuant to administrative guidelines for the distribution and dissemination of materials on school property.
 20. **Loitering:** Remaining in an area after the bell when assigned to a particular classroom at that time. Loitering also includes congregating in the halls to impede traffic, or standing next to the building.
 21. **Other Misconduct:** The act of soliciting, commanding, aiding or otherwise abetting any person to commit any act or conduct that is proscribed by this Code, and the commission or omission of any act which is in violation of any Federal or State law or any school rule or regulation, including the School's Safety Plans.
 22. **Parking Violations:** The act of parking a student-operated vehicle on school property without a parking permit, or parking in unauthorized areas. The school assumes no liability for vandalism/theft of the vehicle while on school property. In addition, student vehicles are subject to search with reasonable suspicion.
 23. **Plagiarism:** The unauthorized use of another's material that is represented as one's own work.
 24. **Possession of an Explosive:** The use, actual or constructive possession, or the sale of an Explosive.
 25. **Possession of a Weapon:** The use, actual or constructive possession, or the sale of a Weapon.
 26. **Reckless Endangerment:** the commission of any act that has the likely potential to cause bodily harm to another individual or oneself.
 27. **Repeatedly Disruptive Conduct:** Misconduct that results in the student being sent from the classroom by teacher(s) on five or more occasions during a semester.
 28. **Sexual Harassment:** Any act or conduct that involves or effects the harassment of another based upon that person's gender, including, but not limited to, inappropriate comments, jokes, name calling, innuendoes, sexually offensive conversations, perpetuating or performing the unwelcome touching of another person's clothes or person, whistling or other noises understood to be an unwelcome comment regarding another person's gender, blocking a victim's path, assault, or any other behavior that is intended to or has the reasonable effect of being offensive based on a person's gender.
 29. **Tardy:** Students are tardy when they are not in their seats when the bell rings. Tardy to homeroom means arriving to homeroom after the bell, but before the attendance has been sent to the main office.
 30. **Theft:** The unlawful use, taking possession of, or control over, property belonging to the school

or another.

31. **Threatening the Well Being of Another Person:** The act of making a threat of any kind that has at its end the harm to another person.
32. **Tobacco Violations:** The act of possessing, smoking or chewing tobacco or tobacco products anywhere on school grounds. The use of tobacco is not allowed anywhere on school grounds by law.
33. **Traffic Violations:** The operation of a motor vehicle on school property at a speed in excess of fifteen (15) miles per hour, or the operation of snowmobiles, motorbikes, go-carts, motor scooters, and other similar vehicles propelled by gasoline, diesel oil, fossil fuel or electric powered engines on school property. The only motor vehicles allowed to be operated on school property are those automobiles, buses and trucks that are (a) licensed by the Department of Motor Vehicles, (b) insured in compliance with the mandatory provisions of the Vehicle & Traffic Law, and (c) lawfully operated on the school's driveways, parking fields or other portions performing services for the school.
34. **Trespassing:** The entry upon or use of school property without proper authorization in situations where said property is restricted in entry or use.
35. **Truancy:** the act of being illegally absent from school without the knowledge and consent of a parent/guardian, or failing to attend school when expected to be in school, or leaving school without the permission of the administration or failing to attend classes in consecutive periods.
36. **Violation of the Technology Policy:** The act of using computer technology in a manner that is not consistent with the Technology Policy that is included in this handbook.
37. **Vandalism:** The willful destruction of the real or personal property of the school or another person. (In addition to suspension, restitution in the form of money or work will be expected).

B. 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 located on page 35 of the Handbook.

C. Conduct on School Buses.

When riding on a school bus maintained by a public school district, the student is responsible to comply with all of 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 of the provisions of the school's discipline policy and code of conduct shall apply.

D. 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 persons 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 visitors identification badge. The identification badge must be worn at all times 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.

E. *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; or (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.

F. *Misconduct Not Specifically Defined.*

The definitions of misconduct set forth in Section VI. of this Code are not meant to be all-inclusive. Thus, any conduct not defined in this Code 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.

G. *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.

VII. PENALTIES FOR VIOLATIONS OF THE CODE OF CONDUCT

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

A. *Range of Potential Responses*

1. *Scope*

The penalties described in this section are the range of penalties that may be imposed upon any student who is determined to have committed any act of misconduct specified in Section VI of this Code.

2. *Corrective Actions.*

School authorities may use a range of possible responses to misconduct committed by a student. In some circumstances, a primary response may be to discuss the student's conduct with the parents in an attempt to correct such inappropriate behaviors or it may require the implementation of any or all of the following corrective actions:

(a) **Parent Conference:** The student's parent or guardian will be contacted for a conference. The conference will include the student, his/her parent or guardian, school personnel and others whose participation is deemed appropriate by the School.

(b) **Disciplinary Problems:** School authorities will place students on probation in addition to imposing a penalty for the misconduct. If the student complies with the specific terms of the probation no additional disciplinary action will be imposed. The probation agreement will further provide that, if the terms of the probation are violated, additional disciplinary action will be taken.

(c) **Special Disciplinary Probation:** The student and school authorities may agree that the student will be placed on special disciplinary probation with no other penalty imposed for the misconduct, provided that the student complies with the specific terms of the probation. The probation agreement may further provide that, if the terms of the probation are violated, the student may be disciplined for the original act of misconduct after an informal conference with parents.

(d) **Counseling:** Students may be referred for counseling in appropriate cases.

(e) **Court Intervention:** Court assistance in the form of a PINS (Person Need of Supervision) petition.

In

3. Range of Penalties

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) Special Probation
- g) Special Disciplinary Probation
- h) Detention
- i) Suspension from athletic, social, or extracurricular activities
- j) 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.
- 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.

In addition, the principal may invoke the following when in his or her discretion they are warranted:

Principal's Hearing:

A disciplinary conference may be scheduled before the principal, or his or her designee at the discretion of the principal. At this time the student and his or her parents will have an opportunity to discuss the alleged infractions and respond. In addition, at the Disciplinary Conference the student and his or her parent will have the opportunity to provide the Principal with any other information they feel will help the Principal evaluate the allegations or the student's behavior. At the conclusion of such hearing, the Principal may take whatever action is deemed appropriate, including, but not limited to, indefinite suspension from school or expulsion. Attorneys shall not be present at this conference.

4. Academic Sanctions

In addition to other penalties provided herein, the principal may deny credit for work done and may also deny the right to make-up an assignment or test for Cheating, Leaving a Final Examination Without Permission, Plagiarism and other misconduct that is related to academic performance.

5. Progressive Discipline

Depending upon the nature of the violation, student discipline is progressive i.e., except in cases of very serious violations, a student's first violation will generally merit a lighter penalty than subsequent violations. The individual determining the penalty should take into account all other relevant factors in arriving at an appropriate penalty. In the event of a minor infraction every effort will be made to impose progressive discipline. In the event of a serious infraction the penalties listed below will be imposed by the administration upon a finding that the student has committed the conduct specified herein.

However, the school expressly reserves the right to impose any penalty within the range set forth above for the violation of any school rule when, under the particular circumstances involved, a different penalty is justified in the judgment of the school administration.

Depending upon the nature of the violation, the possible penalties listed in Section VII below may be imposed either alone or in combination.

B. Penalties for Specific Violations.

School authorities upon a finding that a student has committed the specific conduct specified herein may impose the following range of penalties:

Conduct	Penalty Range	First Occurrence	Repeated Occurrence
Act of Violence	Minimum Maximum	Verbal Reprimand Expulsion	Suspension Expulsion
Arson	Minimum Maximum	Suspension Expulsion	Suspension Expulsion
Assault	Minimum Maximum	Parent Notification Expulsion	Suspension Expulsion
Bias Harassment	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion
Bomb Threat	Minimum Maximum	Suspension Expulsion	Suspension Expulsion
Cheating	Minimum Maximum	Detention Suspension	Suspension with parent conference Expulsion
Chronic Violation of School Rules	Minimum Maximum	Administrator Conference Expulsion	Suspension Expulsion
Destruction of Property	Minimum Maximum	Detention and liability for damages Suspension and liability for damages	Suspension and liability for damages Expulsion and liability for damages
Disorderly Conduct	Minimum Maximum	Verbal warning Suspension	Detention Expulsion
Disruptive Conduct	Minimum Maximum	Verbal warning Suspension	Detention Expulsion
Dress Code Violations	Minimum Maximum	Verbal Warning Detention	Parent Notification Suspension
Drug or Alcohol Violations	Minimum Maximum	Suspension Expulsion	Expulsion
Extortion	Minimum Maximum	Suspension Expulsion	Expulsion
False Alarm	Minimum Maximum	Suspension Expulsion	Expulsion
Fighting	Minimum Maximum	Detention Expulsion	Expulsion
Forgery	Minimum Maximum	Detention - Parents Notified Suspension	Suspension Expulsion
Harassment	Minimum Maximum	Verbal Warning Suspension	Written Warning Signed by Parents Expulsion
Insubordination	Minimum Maximum	Verbal Warning Suspension	Detention Expulsion
Littering	Minimum Maximum	Verbal Warning Detention	Detention Suspension
Loitering	Minimum Maximum	Verbal Warning Detention	Detention Suspension
Other Misconduct	Minimum Maximum	Verbal Warning Suspension	Detention Expulsion

Parking Violation	Minimum Maximum	Parent Notification Suspension	Detention Expulsion
Plagiarism	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion
Possession of an Explosive	Minimum Maximum	Suspension Expulsion	Expulsion
Possession of a Weapon	Minimum Maximum	Suspension Expulsion	Expulsion
Reckless Endangerment	Minimum Maximum	Suspension Expulsion	Expulsion
Repeatedly Disruptive Conduct	Minimum Maximum	Suspension Expulsion	Parent Notification Expulsion
Sexual Harassment	Minimum Maximum	Verbal Warning Expulsion	Suspension Expulsion
Tardy	Minimum Maximum	Verbal Warning Detention	Parent Notification Suspension
Threat to Well Being	Minimum Maximum	Suspension with Evaluation Expulsion	Suspension with Evaluation Expulsion
Theft	Minimum Maximum	Parent Conference Suspension	Suspension Expulsion
Tobacco Violation	Minimum Maximum	Detention Suspension	Suspension Expulsion
Traffic Violation	Minimum Maximum	Parent Notification Suspension	Written Warning Signed by Parents Expulsion
Trespassing	Minimum Maximum	Parent Notification Suspension	Parent Conference Expulsion
Truancy	Minimum Maximum	Written Warning Signed by Parents Suspension	Suspension Expulsion
Vandalism	Minimum Maximum	Detention - Liability for Loss Expulsion	Suspension - Liability for Loss Expulsion
Violation of Technology Policy	Minimum Maximum	Verbal Reprimand Expulsion	

Notations:

1. The school may notify police.
2. Stipulations of the Diocesan Drug and Alcohol Policy will be followed in addition to discipline procedure.
3. In addition loss of driving privileges may result.
4. The student will be suspended until he or she is evaluated by a mental health professional to determine that he student is not a threat to himself or herself or to anyone else. The parents will be required to sign a release of information permitting school officials to speak to the evaluator before and after he or she has evaluated the student.

C. Minimum Penalties for Students.

1. Students who Bring a Weapon to School

The minimum period of suspension from school for any student found guilty of bringing a weapon onto School property will be at least five days. A Discipline Conference with the Diocesan Superintendent or a delegate will be required using the procedure set forth above.

2. Students Who Commit Other Violent Acts

The minimum period of suspension from school for any student who is found to have committed a violent act, other than bringing a weapon on to school property or to a school event shall be two days.

3. Students who are Repeatedly Disruptive

The minimum period of suspension from school for any student who engages in conduct that results in the student being sent out of the classroom on five or more occasions during a semester, shall be one day.

Reports by Teachers

All staff members must immediately report and refer a violent student to the principal or the Superintendent 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.

D. 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 take action 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 the 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.

H. 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.

I. 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.

VIII. DISCIPLINE PROCEDURES

A. For Students.

The amount of due process a student is to be afforded before a penalty may be imposed depends on the severity of the penalty. In all cases, the school employee authorized to impose the penalty must inform the student of the misconduct that he or she is alleged to have committed, and must conduct an informal investigation of the facts surrounding the alleged misconduct. All students must be given an opportunity to present their version of the facts to the school personnel imposing the penalty. Additional process shall be afforded as follows:

1. Detentions

Teachers and the principal may use after school detention or lunch detention as a penalty for student misconduct.

2. Suspensions from Athletics or Extra-curricular Activities

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a Disciplinary Conference. However, the student and the student's parent will be provided with a reasonable opportunity for an informal conference with the school official imposing the suspension to discuss the conduct and the penalty involved.

3. Short-Term In-School Suspensions and Out of School Suspensions

School authorities must balance the need of individual students to attend school and the need to maintain order in the classroom to establish an environment for all students that is conducive to learning. As such, principals or the Diocesan Superintendent have the authority to place students who would otherwise be suspended from school as the result of a Code violation in “in-school suspension or out-of-school suspension.” A student subjected to a short-term in-school or out of school suspension is not entitled to a Disciplinary Conference. However, the student and the student’s parent will be provided with a reasonable opportunity for an informal conference with the school official imposing the in-school suspension to discuss the conduct and the penalty. Any conditions for re-entry to school stipulated in the suspension must be satisfied before the student is readmitted to the school.

4. Long-term Suspensions

When the Superintendent or building principal determines that a suspension for more than five days may be warranted, he or she shall give reasonable notice to the student and the student’s parents of their right to Discipline Conference at which the students and parents will be informed of the charge against the students, as well as a report of the evidence given by those persons and circumstances investigated. The student and his parent will have an opportunity to respond to the charges, the evidence, request that additional witnesses or circumstances be investigated, and provide the school official with any other information the student or parent believes will help him or her understand the behavior to render a decision. Attorneys are not present at this conference.

5. Expulsions

Permanent suspension is reserved for extraordinary circumstances. When the Superintendent, building principal, or delegate determines that an expulsion might be warranted, he or she shall give reasonable notice to the student and the student’s parents of the Discipline Conference at which the students and parents will be informed of the charge against the students, as well as a report of the evidence given by those persons and circumstances investigated. At that time, the student and his or her parent will have an opportunity to respond to the charges, the evidence, request that additional witnesses be interviewed or circumstances be investigated and provide the school official with any other information the student or parent believes will help him or her understand the behavior to render a decision. Attorneys are not present at this conference.

B. Waivers of Disciplinary Conference

A student and parent may voluntarily and knowingly waive his or her right to a Disciplinary Conference. In this regard, the parents of the student will be required to sign a form documenting a request for a waiver.

C. 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.

D. 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.

IX. APPEALS FROM IMPOSITION OF DISCIPLINE FOR STUDENTS

A. Appeals to the Assistant Superintendent for the Region of the Diocese.

Appeals from all decisions of the Principal relative to this Code shall be taken to the Assistant Superintendent of Catholic Schools for the respective Region of the Diocese. All appeals shall be made in writing and shall set forth the decision appealed from and the grounds for the appeal. The written appeal shall arrive made no later than ten (10) business days from the date of the decision that is the subject of said appeal, unless they can show extraordinary circumstances precluding them from doing so. The Assistant Superintendent for the Region or a delegate will review the case and render a written decision.

B. Appeals to the Superintendent of Schools

Final decisions of the Assistant Superintendent for that Region of the diocese may be appealed by parents to the Diocesan Superintendent of Schools within 10 days of the decision, unless they can show extraordinary circumstances precluding them from doing so. The Diocesan Superintendent will review the case and render a written decision. This decision is binding.

X. REFERRAL TO AUTHORITIES

A. 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 parent of the student involved of the incident. Appropriate disciplinary action will be taken, up to and including expulsion and referral for criminal prosecution.

B. To Juvenile Justice Agencies

The Diocesan Superintendent shall refer any student who is determined to have brought a weapon to school who is under the age of 16, or who is 14 or 15 years old and does not qualify for juvenile offender status under the criminal Procedure Law to the County Attorney for a juvenile delinquency proceeding before the Family Court.

The Diocesan Superintendent shall refer a student over the age of 16 and any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities for prosecution. Students 14 or 15 years old who qualify for juvenile offender status under section 1.20 of the Criminal Procedure Law include those who possess a concealed firearm, machine-gun or loaded firearm on school grounds. The Superintendent may consult the diocesan counsel if he or she has any question as to whether the student in question does qualify for juvenile offender status.

C. To Human Services Agencies

The Superintendent, principal, or delegate may make a referral of a student discipline case to an appropriate human service agency whenever, in his or her judgment, the same is warranted. The Superintendent or delegate may receive and consider the recommendations of the student's principal, teachers, counselor, school psychologist and other pupil services personnel familiar with the student in deciding whether to make such a referral and, if so, to which agency. The parent of the student shall be informed of the referral.

XI. ALTERNATIVE EDUCATION PROGRAMS

The following educational programs shall be utilized as appropriate to meet the individual needs of students:

A. For Suspended Students

When a student of any age is suspended for violation of this code, the school will take immediate steps to provide the student with adequate alternative instruction.

XII. IN-SERVICE EDUCATIONAL PROGRAM

A. Suggested Programs

The School will provide in-service education programs for all school staff members to ensure the effective implementation of this Code. The Principal may solicit the recommendations of the school staff, particularly teachers and administrators, regarding in-service programs pertaining to the management and discipline of students.

The following are suggested programs that may be utilized for in-service education for all staff members to ensure effective implementation of this Code:

1. School Oriented Programs developed at the building level
2. Superintendent's Workshop days
3. Building faculty meetings
4. Assertive Discipline Programs and films presented at the building

XIII. INTERPRETATION

A. Calculating Time Limits

When any period of time for an act to be done under this Code ends on a Saturday, Sunday or a public holiday, such act may be done on the next succeeding business day and, if the period ends at a specified hour, such act may be done at or before the same hour of such next succeeding business day.

B. Time Out Techniques

Nothing in this Code abridges the customary right and responsibility of a teacher to manage student behavior in the classroom. Short-term, time-honored classroom management techniques such as "time-out" in an elementary classroom or in an administrator's office are not considered removals from class. This, however, should not become a substitute for good classroom management.

C. Authority to Suspend

Nothing in this Code abridges the customary right or responsibility of a principal to suspend a student when, in the judgment of the principal, the student's conduct warrants the same.

D. Inconsistent Provisions

To the extent that any provision of this Code regarding student behavior conflicts with any school rule, regulation or policy, the provisions of this Code shall be controlling.

To the extent that any provision of this Code regarding professional staff behavior conflicts with any school rule, regulation or policy, the provisions of this the individual's respective *Personnel Policies Handbook*, *Faculty Handbook* and contract shall be controlling.

To the extent that any provision of this Code regarding support staff behavior conflicts with any school rule, regulation or policy, the provisions of this the individual's respective *Personnel Policies Handbook* shall be controlling.

E. Not Exclusive

These rules and regulations and the penalties imposed hereunder shall not be deemed exclusive, nor as a limitation, waiver, or extinguishment of the school's right to utilize other available legal remedies against persons who violate this Code. The school may take additional or other legal action, as it deems appropriate or necessary to maintain public order.

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 World Wide 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 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 in regard to 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 in regard to 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 in regard 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 as a result 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 supervised at all times 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.

Trinity Catholic School Floor Plan

Girls Restroom	Grade 4 Mrs. Heintz	Grade 6 Mrs. Flack	Foreign Language Mr. Olson	Storage	Technology Lab	Nurse Mrs. Hilton
Upper Floor						
Girls Restroom	Science Room	Grade 5 Mrs. von Holtz	Reading Mrs. Baer	Boys Restroom	Copy Room Business Office	Library

Girls Restroom	Art Mrs. Sugar	Kindergarten Miss Law	Vocal Music Mrs. Banner	Gym Mr. Lagoe	Religious Education Mrs. Mitchell		
Main Floor							
Girls Restroom	Grade 1 Mrs. Kieper	Grade 2 Mrs. Cummings	Grade 3 Mrs. Reynolds	Boys Restroom	Main Office	Main Entrance	Staff Room

Girls Restroom	Pre-K 3 yr old Mrs. Sabatini	Mechanicals	Kitchen	Cafeteria		
Lower Floor						
Girls Restroom	Pre-K 4 yr old Mrs. Annal	Instrumental Music Mrs. Jorgensen	Pre-K 4 yr old Miss Hilton	Boys Restroom	School Store	Latchkey Room Ms. Siegfried Mrs. Pelow