



**Parent/Student
Handbook
2019-2020**

In our school, every day, we learn, love, and pray.

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Trinity Catholic Academy

School Phone: 815-223-8523
School Fax: 815-223-7450
School Email: tcasaints@lasallecatholic.com
Website: www.lasallecatholic.org

Faculty & Staff

Very Rev. Paul Carlson: Pastor-LaSalle Parishes
Mrs. Deb Myers: Principal
Mrs. Esmeralda Avila: Business Manager
Mrs. Kathy Giacobazzi: Secretary
Ms.. Catie Calderon: Preschool
Mrs. Colleen Trench: Preschool
Mrs. Lisa Setchell: Kindergarten
Mrs. Mary Kaye Happ: First Grade
Mrs. Kelly Picco: Second Grade
Mrs. Barb Derix: Third Grade
Mrs. Brenda Hartman: Fourth Grade
Mr. Mike Bacidore: Fifth Grade
Mr. Dominic Giacobazzi: Sixth Grade
Mrs. Kelly De Witte: Seventh Grade
Mrs. Gina Baker: Eighth Grade
Mrs. Chris Kasprowicz: Art
Ms. Stacy Konczak: K-8 Music
Mrs. Nicole Kasprak: P.E./Athletic Director
Mrs. Kathy Brayton: Preschool Aide/Librarian
Mrs. Glori Sanchez: Preschool Aide
Mrs. Beth Snyder: Librarian
Mr. James O'Hare: Head cook
Stacy Savitch: Assistant cook
Mr. Larry Kapinski: Maintenance
Mr. Joe Perra: Janitorial

Circumstances may arise in which Trinity Catholic Academy determines that changes are required in these guidelines and procedures. For this reason, Trinity Catholic Academy reserves the right, at any time, to modify, terminate, rescind or supplement any or all of the guidelines or procedures

contained herein, and to take actions which may be contrary to guidelines, benefits, or procedures set forth in this Handbook.

NON-DISCRIMINATION ADMISSION POLICY

No student shall be refused admission to Trinity Catholic Academy on the basis of race, color, sex, national or ethnic origin.

PROLOGUE

Catholic schools are the most effective means available to the Church for the education of children and young people. Its nature as a Christian educational community, the scope of its teaching and the effort to integrate all learning with faith distinguish the Catholic School from other forms of the Church's educational ministry.

Education is one of the most important ways by which the Church fulfills its commitment to the dignity of the person and the building of community. The primary purpose of the Catholic school is fourfold: to proclaim Christ's message, to participate in efforts to develop community, to lead people to worship and prayer, and to motivate them to serve others. The Catholic school prepares its pupils to contribute effectively to the welfare of the world of people and to work for the extension of the Kingdom of God, so that by living an exemplary and apostolic life, they may be, as it were, a saving haven in the community.

As stated in the National Catholic Directory, *Sharing the Light of Faith*:

Parents are the first and foremost catechists of their children. They catechize informally, but powerfully, by example and instruction. They communicate values and attitudes by showing love for Christ and His Church and for each other, by reverently receiving the Eucharist and living in its spirit, and by fostering justice and love in all their relationships. Their active involvement in the parish and their readiness to seek opportunities to serve others, and their practice of frequent and spontaneous prayers, all make meaningful their professions of belief. Parents nurture faith in their children by showing them the richness and beauty of lived faith . . . Teachers have the responsibility to work in close cooperation with the parents.

It is expedient, therefore that the Church, the school, parents and the administration, the school commission, faculty and students work together to build and live this Christian Community.

MISSION STATEMENT

Trinity Catholic Academy provides quality education in the Roman Catholic tradition to students of all faiths through development of spirit, mind, and body. Partnering with parents, we strive to help each student develop a personal relationship with God and a commitment to serving others.

VISION STATEMENT

The Vision of Trinity Catholic Academy is to provide a Catholic education with strong Christian formation and promote individual academic excellence to ensure the future success of all students.

STATEMENT OF PHILOSOPHY

Trinity Catholic Academy is an expression of the faith community of St. Hyacinth and St. Patrick Parishes. It is rooted in Christian principles with the members of the community being Christ for one another while striving to live the Word of God each day.

We believe that the education of the child is fundamentally the responsibility of the home, and that the school complements, reinforces and extends into the academic area the Christian development begun there. There is a cooperative commitment based on frequent student, parent, faculty, and staff communication.

As an educational community, we strive to provide for the uniqueness of each child in a family atmosphere of loving, caring, and sharing. We endeavor to challenge each other to grow in all area of human and Christian development.

Since the values we hold determine the choices we make, our learning program encourages conscious, reflective choices, and promotes graceful acceptance of the consequences of these choices.

As Christians, we affirm the intrinsic goodness and dignity of the individual. We seek to promote awareness of each person's responsibility for self and for the global society as together we build the *Kingdom of God*.

RIGHT TO LIFE STATEMENT

Trinity Catholic Academy shall uphold the teachings and disciplines of the Roman Catholic Church concerning the dignity of all human life including the rights of the unborn.

RECOGNITION

Trinity Catholic Academy continues to receive accreditation from AdvancED Illinois. Trinity Catholic will continue to maintain high standards, implement an annual school improvement plan, and be evaluated by a district, external peer review team as scheduled.

Trinity Catholic Academy is officially recognized according to *Policy and Guidelines for Registration and Recognition of Nonpublic Elementary and Secondary Schools*. This recognition is issued to schools that maintain the criteria adopted by the Illinois State Board of Education for recognized nonpublic elementary and secondary schools.

GOALS AND OBJECTIVES

To strive to live the Word of God in this Faith community, students, parents and faculty work together to:

- Participate in a weekly liturgy
- Pray daily/prayer partners
- Plan liturgies and minister to one another as lectors, Eucharistic ministers, musicians, etc.
- Celebrate Marian feasts
- Study Church doctrine, sacraments and scripture

To communicate and cooperate effectively we make use of:

- School Website
- Weekly Newsletter
- School Calendar
- Student-Parent Handbook
- RenWeb
- Report cards
- PTSA Meetings
- Student Government Meetings/Reports
- Faculty Meetings (weekly)

To challenge each one to the unique potential given by God in an atmosphere of loving, sharing and caring, we offer:

- Fine Arts Program
- Student Government
- Teacher In-service and Evaluation
- Standardized Achievement and Ability Testing (ITBS)
- Diocesan-mandated Religion Assessment (ACRE) Grades 5 and 8
- Opportunities to minister at liturgies: Altar Servers/Lectors/Song Leaders
- Extra-Curricular Activities: IESA
- Choir

ADMINISTRATION

Pastor: By direction of the Bishop and canon law, the Pastor is directly responsible for all parish ministries. One such ministry is the parish school. The Pastor provides service and leadership to the parish and school as a religious leader, community builder, and administrator, working together with the Principal, faculty, parents, and other parishioners to advance the Catholic formation of the parish's children. He is responsible for the renewal or nonrenewal of the employment agreements for the Principal, faculty, and other staff members. The Pastor is the final recourse in disciplinary matters.

Principal: The Principal has the primary responsibility for shaping within the school a climate of Catholic values and an atmosphere for learning that will nurture the growth and development of each person. The Principal fosters community among faculty and students. The Principal collaborates with the Pastor and diocesan personnel in planning the policies and programs of the school. The Principal is responsible for implementing school and diocesan policies, supervising faculty and students, and ensuring compliance with state and federal regulations. The Principal is the main arbiter in disciplinary matters.

ADMISSION POLICY – PARENT AS PARTNERS

The education of a student is a partnership between the parents and the school. Just as a parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Pre-Registration will take place each spring. Priority of acceptance into the school will be determined by the following criteria:

- The family has one or more children presently attending the school.
- The family is a registered and active member of LaSalle Catholic Parishes.
- The family is a registered member of another Catholic parish in the area.
- Other families.

Class Size: The number of pupils assigned to any class shall be determined in accordance with the nature of the class material itself, the need for individual attention, and the amount of work to be required (Diocesan Policy E-151). Factors to be considered in developing local norms include but are not necessarily limited to those mentioned above. The school's mission to provide a Catholic school education for those parish members who desire it is a fundamental consideration in setting class size. Only as a last resort, or a temporary measure, shall children of the parish be denied a Catholic school education.

If the optimal enrollment is attained (25 students for grades K-3, 30 students for grades 4-8), a formal waiting list will be established at the school's office. Those on the waiting list will be accommodated if possible. The use of a classroom aide, split-level classes or other creative scheduling employment will be considered. Classroom vacancies will be filled according to the criteria stated above depending upon the date the family's name was placed on the waiting list.

New families moving into the LaSalle area are generally accepted at the time they apply if space is available.

Students from other parishes and students of other religious denominations who are admitted are to attend religion classes and fulfill assignments in these classes.

Student/family requests for admission, as a new or transfer student, who requires minor adjustments in academic programs, will be considered on an individual basis. Determinations will take into account the needs of the students and the resources of Trinity Catholic Academy [Appendix A, Diocesan Policy D-105). Any such admission shall include a trial period with timely review of progress during the first semester of attendance. In all matters regarding policy or procedure, the decision of the Pastor is final.

Eligibility requirements for Admission:

1. Age requirements are fulfilled:

- Children admitted to a three-year-old preschool program shall be three years of age on or before September 1 of the academic year. Children enrolled in a four-year-old preschool program shall be four years of age on or before September 1.
 - Students entering kindergarten must be five years of age by before Sept. 1 of the school year.
 - Students entering at first grade level must be six years of age by Sept. 1 of the school year.
2. Verification of age is provided by means of the certified birth certificates for children entering school for the first time.
 3. Physical exams are necessary for all students entering preschool, kindergarten, sixth grade, and for students new to the State of Illinois.
 4. All children in kindergarten, second and sixth grades shall have a dental examination. Each of these children shall present proof of having been examined by a dentist by May 15th of the school year. If a child in the second or sixth grade fails to present proof by May 15th, the school may hold the child's report card until one of the following occurs: (a) the child presents proof of a completed dental examination or (b) the child presents proof that a dental examination will take place within 60 days after May 15th.
 5. Students entering kindergarten must be given the chickenpox vaccine (Varicella) at the time of their physical. If the child has had chickenpox, the doctor must write a signed note on the physical report verifying this fact.
 6. Students entering kindergarten or enrolling for the first time in an Illinois school are required to have a comprehensive eye exam performed only by a qualified eye doctor. Proof of the eye exam must be submitted by October 15.

Exceptions to age requirements may be made only at the discretion of the Principal in consultation with the Superintendent of Schools.

Transfer students are interviewed on an individual basis before a decision for entry is made. The student's cumulative records are requested from the school last attended.

Parent cooperation will be considered as a condition for admission and continued enrollment.

AFTER SCHOOL CARE

All children attending Trinity Catholic Academy Preschool through Eighth grade are eligible to participate in this daily program offered on full days. Care is provided from 2:50 p.m. until 5:30 p.m. After care includes a snack, quiet study time, free-play, creative activities pertaining to the children's interest, as well as time to simply relax. All children must be registered in the After Care program before attending any after care. The following are required for admission:

- Completed application concerning family information, emergency contacts and employment schedule
- Completion of all consent forms – medical emergency care, etc.
- Paid registration of \$20.00 per NEW family to be paid when applying for admission.

- Paid registration of \$7.00 for families continuing in the program from previous years. (The After Care registration fee for 5 day all day preschool students is waived.)

After Care Schedule: Each full day students are in attendance from 2:50 PM-5:30 PM.

After Care Fees:

Refer to Tuition and Fees addendum.

Late pick-up fee – after 5:30 p.m. a fee of \$5.00 for each additional 15 minutes of care will be charged. NONPAYMENT OF FEES IS CAUSE FOR TERMINATION FROM THE PROGRAM.

After Care Payment Process: When picking up your child/children, you will sign them out on a 2-part carbonless form. This form will, in turn, become your bill on Monday of the following week. The office will total the days used and send an email notification thru FACTS for payment. After Care payments are meant to be received on a weekly basis.

After Care Discipline: All rules of behavior as part of the school policy are also the policy of the After Care Program. Children are expected to be responsible for their behavior and develop self-control as befitting their development level. Time Out will be used as the disciplinary measure. No child will be subjected to verbal or physical abuse. Firm, positive statements with guidance to help solve one's own problems will be employed.

AfterCare Dismissal/Pick up: Children will be released only to the persons whose names appear on the parent application list. In an emergency, the parent is to call the School Office and explain the circumstances and who will pick up the child. That person, if not named on the form previously, must have a written note from the parent. Please park in the west parking lot of the Holy Rosary School building. Enter by the west school door. A sign will be posted on the door should the children be somewhere else. If you have any questions, please feel free to contact the office at 815-223-8523.

NOTIFICATION-PARENTS/GUARDIANS: Please be advised. The AfterCare Program is not licensed or regulated by Department of Children and Family Services (DCFS).

A review or appeal of any decision concerning policies, procedures, or other serious matters made by the competent authority of any of the schools of the Catholic Diocese of Peoria may be requested by any member of the diocese under certain conditions found in APPENDIX B of this handbook.

ASBESTOS MANAGEMENT PLAN

As required, our building was initially inspected for asbestos on 5/14/89. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. The inspection/management plan is available for public review in the principal's office.

ATHLETIC AND CO/EXTRA CURRICULAR PROGRAMS

Trinity Catholic Academy has outstanding athletic and co/extra-curricular programs. The school will attempt to provide equal sports opportunities for both boys and girls. Students may participate in athletic and co/extra-curricular activities if they meet eligibility requirements, have a current sports physical examination on file, are adequately covered by insurance, and have an acceptable attitude. Coaches or teachers have the right to request suspension from athletic and co/extra-curricular activities, and the principal will have the authority to take the necessary action after consideration of the facts.

Participation in athletic and co/extra-curricular programs is a privilege, not a right. Therefore, students forfeit this privilege if behavior, academic standards and financial obligations are not met. Co/extra-curricular and athletic activities do not take precedence over academics; they work in cooperation with academics.

Please refer to the *Diocesan Athletic Handbook* for Elementary Schools, the Illinois Elementary School Association (IESA) rules and regulations, as stated on their website for further information.

Athletic Spectator Code of Conduct

Each year Trinity Catholic Academy Grade School schedules an active and highly competitive sports program for both boys and girls. We encourage your attendance at our athletic events. However, we do expect certain standards of conduct at all contests and we will endeavor to maintain proper sportsmanship by all that attend. Listed below are some of the rules and regulations that must be followed by all students and fans attending Trinity Catholic Academy Grade School athletic contests:

- Spectators attending games are to be seated while play is in session.
- Water and Gatorade are only allowed in the gym.
- No objects are to be thrown.
- Spectators are to remain off the gym floor at all times.
- Spectators are expected to show proper respect for school property and for the authority of school officials and coaches.
- Fans should not heckle, jeer, or distract member of the opposing team (i.e., should not whistle or yell while opposing players are shooting free throws).
- Proper respect should be shown toward officials who are in charge of the athletic contests.
- Profane language and obnoxious behavior will not be tolerated. (i.e., all cheering must be in good taste. Questionable group cheers will not be permitted).

ATTENDANCE

It is the legal responsibility of the parent/guardian to make reasonable efforts to insure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code and to inform the school of any absence/tardiness and their causes. Any absence or tardiness must be explained in a written note signed by the parent or guardian.

In keeping with Section 26-2a of the Illinois School Code, the following circumstances are considered to be valid causes for a student's absence:

- A. Illness
- B. Death in the Immediate Family
- C. Family Emergencies
- D. Other situations approved by the school Principal

If possible, appointments should be made outside of school hours. If an appointment must be made during school hours, a written request must be sent to the office no later than the morning of the appointment. Whenever a child must leave the school premises before the regular dismissal (due to illness, injury, an appointment, etc.), he/she must be met by the parent or guardian and be signed out and back in if returning later in the day. Under no circumstances are children to be taken from the classroom or playground.

Guidelines to be followed when an absence occurs:

- A phone call from a parent/guardian is required for all absences. The parent/guardian should call the school office before 9:00 AM. Leaving a message on the school's answering machine the night before an absence will be accepted. UPON RETURN TO SCHOOL, A WRITTEN EXCUSE MUST BE PRESENTED TO THE OFFICE. Documentation of valid/invalid absences is very important and accurate records will be kept.

General Guidelines for the recording of Attendance.

- Grades Kindergarten – 1st: A full day of instruction is considered to be over 240 minutes. A student who is present 120 – 239 minutes will be recorded as a half-day. A student who is present zero to 119 minutes for instruction will be marked as absent. Lunch period is not considered instructional and does not count in calculating attendance.
- Grades 2nd – 8th: A full day of instruction is considered to be over 300 minutes. A student who is present 150 – 299 minutes for instruction will be recorded as a half-day. A student who is present zero to 149 minutes will be marked as absent. Lunch period is not considered instructional, and does not count in calculating.

In accordance with the School Code of Illinois, no punitive action, including out of school suspensions, expulsions or court action shall be taken against a chronic truant (a child subject to compulsory school attendance and who is absent without valid cause from such attendance for ten percent or more of the previous 176 regular attendance days) for his or her truancy unless available supportive services and other school resources have been provided to the student.

The following resources and supportive services are available to students, parents, and/or guardians with attendance problems:

- Parent/Teacher Conferences
- Counseling services by counselor/social worker
- Alternative Education Program/School Placement
- Community Agency services (as available)
- Psychological testing

Tardiness: A student is tardy if he/she arrives later than the time designated for the beginning of the morning session (7:50 a.m.). If a student is tardy, the parent should sign the student in at the office upon arrival. The office will determine when a student is excessively tardy. The Principal will be notified in case of excessive tardiness.

Absence: Upon returning to school a student is to bring a written excuse from his/her parent or guardian to the office. A written excuse is also required whenever a student is late for school or must be dismissed early for an appointment. If the excuse is not brought in the following day, the student will be given one more day to bring in the excuse. The note is necessary to determine if the absence is excused or unexcused.

Under the guidelines of the *Truancy Intervention/Prevention Program* of LaSalle County Educational Service, a letter will be sent home when a student has missed 10 days of school, which is considered to be the maximum amount to miss during any school year. ANY STUDENT WHO IS ABSENT THIRTY (30) DAYS WILL BE PASSED ON CONDITION TO THE NEXT GRADE DUE TO EXCESSIVE ABSENCE. (see TCA Truancy Policy located in school policy book)

BACKGROUND CHECKS/SEXUAL ABUSE ALLEGATIONS

Trinity Catholic requires Criminal Background Checks for full and part-time employees as well as regular school volunteers who work in/with the school. This background check must be completed as a condition for employment (CDOP Policy C-400). Trinity Catholic follows the Diocesan Policies for Sexual Abuse Allegations involving laity, religious, and diocesan and non-diocesan clergy. See Sexual Abuse Allegations Policies C-402 Appendix C (CDOP.ORG).

BAND

Trinity Catholic students may participate in Band through the LaSalle Public School System.

BOOKS COVERED

All textbooks are the property of Trinity Catholic Academy. All books are to be treated with respect for the knowledge they contain. **ALL BOOKS MUST BE KEPT COVERED.** Contact paper is not allowed. Scribbling on covers or pages of books fails to show respect for the books or concern for the person who will next use the books and, therefore, will not be tolerated. BOOKS WILL BE CHECKED PERIODICALLY AND AT THE END OF THE YEAR FOR DAMAGE AND FINES WILL BE CHARGED.

CAFETERIA PROCEDURES

Trinity Catholic Academy participates in the government lunch program and children are encouraged to eat a hot, nutritious lunch.

Menus are provided in the monthly packet and also can be found on the website www.renweb.com and the school website. The Renweb website also allows parents to view their children's account balance. Parents send money to the office to be deposited into each student's lunch account.

When a child's account goes in the negative a notification is sent from the school to the parent advising them of the balance. Any child with a negative balance in their lunch account that does not bring money or a cold lunch will be instructed to call home for the parent to rectify the situation prior to the lunch period.

Children may bring a cold lunch from home. **No soda, candy or fast food.** Students should bring their cold lunches with them when they arrive at school. In the event a cold lunch is brought to the school by a parent, it needs to arrive before 9:00 a.m. We ask that the lunch be clearly marked with the student's name and left in the school office.

Free or reduced meals are available to children if the family income qualifies under government guidelines. Information and forms for applying for free and reduced meal status are sent home at the beginning of the school year and are available in the school office. All applications for free and reduced lunches are kept confidential.

CONFIDENTIALITY AND PROFESSIONAL CONDUCT

All Trinity Catholic Academy administration, faculty and staff members are expected to maintain highest standards of professional conduct when interacting with students, parents, and colleagues, in confidentiality. Any concerns in this area should be directed to the administration. Generally, schools must have written permission from the parent or legal guardian before releasing any information from the student's record. However, the law allows school to disclose records, without consent, to the following parties.

- School employees who have a legitimate educational interest;
- Other school to which a student is transferring;
- Certain government officials in order to carry out lawful functions;
- Organizations conducting certain studies for the school where the student's identity is not disclosed;
- Accrediting organizations (i.e. colleges, universities);
- Individuals who have obtained court orders with notice;
- Persons who need to know in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific law

A school may also disclose, without consent, "directory" type of information such as a student's name, parents' names, address, telephone number, date and place of birth, awards, and dates of attendance. Parents have the opportunity to request that the school not release this information. Contact the school's office if you prefer the "directory" type information not be released for newspaper articles, parents' club directory, etc.

CONFLICT RESOLUTION / GRIEVANCE POLICY

If a student, parent, or guardian has a grievance, they are to follow this procedure:

1. Speak to the teacher as soon as possible.

2. If that is not sufficient, speak to the Principal as soon as possible after speaking to the teacher. Contact may be made through the school office.
3. If still not satisfied, see copy of the formal grievance procedures (Appeal and Review) listed as Appendix B (CDOP.ORG). Trinity Catholic follows the conflict resolution policy of the Diocese of Peoria (G 111).

CONDUCT

Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy, or teachings of the Catholic Church may be subject to disciplinary action including suspension or expulsion. Students are expected to act in an orderly and Christian manner at all times, treating staff and other students and school property with respect. The idea of discipline is to enable the student to move from externally imposed discipline to self-discipline. When it becomes necessary to impose punishment for misbehavior, efforts are made to accomplish a positive effect. The school may make use of written contracts or recommend counseling. The Diocesan Policy Book (D-114;P-DBE) states: "The permanent dismissal of a pupil from a Catholic School is a measure which should be taken only when it is seen that the program of the school is not appropriate for the particular individual."

Discipline will be administered, when necessary, to protect students, school employees, or property, and to maintain good order which is essential in a positive learning environment. Students will be treated in a fair and equitable manner and discipline will be based upon a careful assessment of circumstances of each case (e.g. seriousness of the offense, the student's age, and frequency of misconduct, the student's attitude and the potential effect of the misconduct on the school environment.)

When all measures fail, the Principal may expel a student after consulting the pastor.

Conduct/Classroom Policies

As professionally qualified persons the teachers and staff use their own methods of disciplining students who act in an inappropriate manner. Classroom policies and procedures are stated during the annual "Meet the Teachers" evening. Every effort is made to have students take responsibility for their behavior and learn from their mistakes. An appropriate consequence, which relates to the misbehavior, will be given by the teacher in an effort to assist the student in the learning process. An appropriate consequence may be an after-school detention.

Boisterous conduct in school corridors and classrooms is disruptive to the learning process and, for the good of all, will not be tolerated.

Students will respect the property rights of the school, including playground and P.E. equipment. Restitution is required for any property damage.

The teacher's desk is for the teacher. Students are not to touch anything on or in it without the express permission of the teacher.

Each student's property is to be respected. Students are not allowed to go into another student's desk or locker.

All students are expected to help maintain the order and cleanliness of corridors and classrooms of the school. Each student is responsible for the desk and locker assigned to him/her. Students should come prepared with needed materials for class. Continuous lack of preparation for class will affect one's grade.

COURTESY

Students should greet all people whenever they meet them and should offer to open classroom doors, carry books, etc. Some guidelines to common courtesy are:

1. Use "yes", "no", "thank you", Mrs., Ms., Mr., or Sister name.
2. Use "excuse me" if they bump into someone or walk in front of someone.
3. Do not interrupt adults but, rather, wait their turn.
4. Are courteous and kind toward classmates by treating each person with respect.
5. Show respect and consideration for all school personnel.
6. Knock on doors and do not enter until asked to do so and then present the message to the teacher.
7. Treat speakers with respect at assemblies. Students are expected to applaud, where proper, in a manner befitting young Catholic students. Loud laughter, noises, whistling, stamping of feet is out of order at ANY assembly, i.e., speaker, movies, plays, etc.

CRISIS PLANS

Trinity Catholic Academy aims to provide a safe school environment. A Crisis or Emergency Preparedness Plan has been designed to provide a framework for protecting students, staff, and school facilities, as well as describe the responsibilities of staff members, for a wide range of emergency and disaster situations that may occur. It is kept in compliance with cooperation with the LaSalle Police Department, American Red Cross, and the Peoria Office of Catholic Education. A copy is available in the school's office.

CURRICULUM

Trinity Catholic Academy is recognized by the State of Illinois Board of Education and will foster a reputation for excellence in education. Our teachers participate regularly in Diocesan Curriculum studies. Textbooks used in various courses are selected from among those approved by the Catholic Schools Office. The textbooks in the school meet the same requirements as that of the public school system. In addition to the core academic subjects, there are programs in Art, Foreign Language (when available), Music, Physical Education and Technology. Ordinarily, religion classes are held daily. Students attend Mass or participate in liturgical celebrations on a weekly basis. They take an active part in preparing for religious celebrations. Students are encouraged to work, pray and sacrifice for the needy, especially during Advent and Lent.

CUSTODY OF STUDENT

If there are limitations, for example, regarding visitation rights, it is the responsibility of the custodial parent to provide the school with a copy of the custody section of the divorce judgment, or any order modifying the judgment. ***Any changes made in custody agreements should be promptly reported in writing to the principal.*** The school reserves the right to request, in writing, that parents provide a copy of the custodial agreement in the divorce decree to confidentially keep on file in the school office.

DISASTER DRILLS

The safety of students is insured by drills and precautionary measures which are followed in the event of a disaster from fire, storm, tornadoes, threats, or civil defense alerts. Trinity Catholic follows a written Crisis Plan that is updated regularly. Directional signs are in every room by the doorways for quick reference.

Fire:

- Fire alarm will ring.
- Windows and doors should be closed.
- Walk briskly through the exits and remain orderly and quiet in ranks. Teacher will take roll call.
- Keep hands off others.
- Return orderly and quietly to school after the drill.
- Silence is necessary coming and going in a fire drill.

When all students are accounted for and reported, wait for the indication of "ALL CLEAR". Do not presume to go inside unless notification is given by the administrator or designated official.

No students are to enter the building during the fire drill. They must never re-enter once they have left the building.

If students are out of the classroom at the time of an alarm, they are not to return to their classroom but go out the nearest exit. Students are **NEVER** to go against the flow of traffic to get to their classroom.

IF SMOKE IS PRESENT--CRAWL ON THE FLOOR TO SAFETY!

Tornado: There is an outside warning every first Tuesday of the month or the school bell will ring in repeated short rings for about six times.

- Windows should be left open.
- Doors should be left open. If a door is less than ½ glass--then it should be closed.

- Lights should be turned off. Bring a book if possible.
- Remain orderly and quiet in line.
- All students proceed to interior hallway in assigned areas as directed by the teacher. The teacher will take roll call.
- Assume correct body position for safety; face wall and cover head with a book or hands.
- If outside and there is no time to escape, lie flat in the nearest depression such as a ditch or ravine.
- Return orderly and quietly to classroom when the all clear signal is given or directed by your teacher

DISCIPLINE

Our students, through their personal conduct, should reflect Jesus and his teachings. On those occasions when this attitude is not evident, the following steps will be taken to guide the students in Christian behavior.

As professionally prepared persons, the teachers, staff and volunteers will be expected to use their own methods of disciplining students who behave inappropriately. This approach should always be of a consistent positive nature. An appropriate consequence, which relates to the misbehavior will be given by the teacher and seen to completion by the student.

Teachers will explain their classroom rules and expectations of students at the annual “Meet the Teachers” evening held at the start of the school year.

Discipline – Jurisdiction: Trinity Catholic has jurisdiction over its students during the regular school day. The school’s jurisdiction includes any school related activity, regardless of time and location.

Acts of Disobedience - Any acts of disobedience or misconduct may be disciplined by withholding privileges, such as recess, or by issuing detention, suspensions, or expulsions depending on the age of the student, and the circumstances, frequency, and severity of the offense.

The following are considered serious misbehavior and will usually result in the student being given detentions or being sent to the Principal for more serious punishment.

- Disruptive behavior in the classroom, on or near school property, or at school related functions.
- Cheating on any academic work.
- Possession of, use of, or distribution of alcohol, cigarettes, drugs, or any other substance or weapon which is otherwise unlawful for a student to possess, use, or distribute. (See Diocesan Weapons Policy D150 Appendix D of this handbook.)
- Fighting or assaulting any person.
- Theft or intentional damage to or destruction of school property, or personal property of other.

- Other acts which directly or indirectly jeopardize the physical or psychological health, safety, and welfare of self and others at school.
- Insubordination to school personnel.
- Verbal abuse or use of profanity, obscenity, or obscene gestures.
- Intimidating or attempting to intimidate school personnel, staff or students. (See Diocesan Harassment Policy C 401 Appendix E of this handbook.)
- Use of school computers to obtain, copy and/or disseminate inappropriate materials, including, but not limited to pornographic, violent or hate-inspiring topics.
- Any activity that is considered by the administration to interfere with the best interests of the school, its mission, and/or its students, faculty and staff.
- Gang related activities: display or possession of gang related paraphernalia, drawing gang graffiti, and using signs and signals in furtherance of gang activity.
- Bullying (See Diocesan Bullying Policy D 147 Appendix F of this handbook.)

Search and Seizure Searches of students will be conducted according to the *reasonable person* doctrine of tort law. Reasonable cause will be held to exist when an administrator has reliable knowledge about the whereabouts of illegal or dangerous material on campus. Reasonable cause might include anonymous phone calls or rumors.

Harassment In the caring and supportive atmosphere of Trinity Catholic Academy, we strive to honor the dignity of one another with respect and courtesy.

All faculty, staff and students of Trinity Catholic Academy should have the reasonable expectation of working and interacting in an environment where they receive respect and are surrounded by Christian values. Harassment of any type – verbal, physical, visual, sexual- is opposed and will not be tolerated. The term “harassment” includes, but is not limited to, slurs, jokes, or any other form of verbal, graphic, or physical contact which reflects adversely on an individual’s race, color, sex, religion, national origin, citizenship, age marital status, veteran status, or mental, physical, or academic handicap. Harassment of any person on school grounds or at any school-related function or by any employee while acting as a representative of this institution is not acceptable. Any individual judged harassing another will be subject to appropriate disciplinary action.

See Appendix B at the back of this handbook.

Engagement in online blogs such as, but not limited to, Facebook, Snapchat, Facetime, etc. may result in disciplinary actions if the content of the student’s blog includes defamatory comments regarding the school, the faculty, other students or the parish.

What to Do If You Are Harassed

- Students should tell the person harassing them what their feelings are and ask him or her to stop.
- If this is too difficult to do alone, the student should seek help from a teacher, parent, friend or the Principal of the school
- If the behavior is repeated or is a major offense, report it to a teacher or the Principal.

- After an investigation that proves the report to be true, the harasser will be subject to suspension or expulsion
- A written record of the harassment will be recorded and put into the student's file.
- See Diocesan Harassment Policy C-401 Appendix E at CDOP.ORG.

Bullying - All elementary and secondary schools of the Diocese shall actively seek to provide a supportive, caring environment that is safe from all forms of intimidation, including bullying. Bullying is repeated behavior involving a deliberate, conscious intent to hurt, threaten, frighten, or humiliate someone. It may include physical and/or verbal intimidation or assault; extortion or taking belongings; oral or written threats; outrageous teasing, mocking, taunting, put downs or name-calling; threatening looks, gestures, or actions; cruel rumors; suggestive comments; false accusations, and/or social isolation. Bullying behavior shall not be tolerated in any form at school or school-sponsored programs and activities. *See Diocesan Bullying Policy D-147 as Appendix F at CDOP.ORG

General Guidelines for Assessing Discipline Penalties

When imposing discipline, school personnel will adhere to the following guidelines:

- Discipline will be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
- Students will be treated in a fair and equitable manner. Discipline will be based upon a careful assessment of the circumstances of each case. Factors for consideration will include:
 - seriousness of the offense
 - student's age
 - frequency of misconduct
 - student's attitude
 - potential effect of the misconduct on the school environment

Professional Consultation - Certain misbehavior will occur which the teachers and Principal are not qualified to handle. Social service agencies and professional consultation may be recommended to the parents. The school can only encourage professional help. However, if the recommendation is not followed, the school's ability to meet the student's needs may be restricted.

Suspension - Suspension is defined as removal from all or part of the school activities for a definite period of time. It may be "in-school" or "out-of-school" as determined by the number of previous offenses and is under the discretion of the principal and pastor. Out-of-School Suspension and Expulsion Pupils guilty of gross disobedience or misconduct may be suspended from school by the Principal/Pastor or a staff member acting on their behalf. Suspension and expulsion as defined herein means the removal of a pupil from the regular school program and all school activities and a prohibition from being present on school grounds. When behavior change has not been affected by other discipline procedures, expulsion may result. Any suspension or dismissal is viewed as extreme measure, and in every instance, the principal/pastor

should use every resource reasonably at their disposal in an effort to affect another solution. Any student who engages in conduct, whether inside or outside of school, that is detrimental to the reputation of the school and/or inconsistent with the mission, philosophy or teaching of the Catholic Church may be subject to disciplinary action including, suspension or expulsion.

Daily work will be assigned and expected to be completed during the suspension. All work done during the time of suspension will be given a grade of zero. Grades given for major tests and projects will be at the teacher's discretion.

Permanent Dismissal As soon as it becomes evident that expulsion of a particular student is necessary, the Principal will consult with the Pastor and advise the parents or guardians of the child and the child's teacher(s). When a child has been expelled, the Office of the Superintendent of Schools will be notified in writing.

DRESS CODE

Please read this section carefully. The administration interprets the dress code and determines the appropriateness of attire in its style and neatness.

The dress code is worn at all times at school during school hours with the exception of non-uniform days. Students should come to school wearing their uniform and ordinarily will leave also in uniform. Violations to the dress code will first be addressed with a written or verbal warning. Subsequent violations will require a parent to bring appropriate clothing to the school and/or a conference with parents and principal.

Dennis Uniform is our supplier for dress code items. Certain specified articles of clothing listed below may be purchased locally or through another supplier, but they must be identical in color and style to those sold by Dennis Uniform. Uniforms can be ordered through an order form available in the office or through our online store at www.dennisuniform.com. Our school code is **GTCGV**.

Pants are Navy Blue or Tan. They can be polyester, cotton, or twill. Navy pants may be purchased through other suppliers, however the tan pants must be purchased through Dennis Uniform. Please note that pants not purchased at Dennis still must be in the uniform style. Specifically, pants may not be form fitting. No knit or stretch pants are allowed. No blue jeans, jeans-style, or warm-up pants are not allowed.

Belts must be worn with pants or shorts that have belt loops. Belts must be plain and in the color of black, brown, or navy. Belts may be purchased from Dennis or a different supplier.

Shorts must be purchased through Dennis Uniform. They must be either navy or tan and be no shorter than three inches above the knee. Shorts are optional, but may only be worn between April 1st and October 31st. The same guidelines listed above for pants apply to shorts.

Socks must be white, black or navy in color. Girls may wear white, gray, or navy knee-highs or tights. Socks must be visible and worn at all times. “No-show” or wide-striped socks are not allowed. Discrete logos are allowed. Socks may be purchased from Dennis or a different supplier.

Sweatshirts/Fleeces/Sweaters may only be purchased through Dennis Uniform. Oxfords, polos, turtlenecks, or blouses must be worn underneath. Hoodies or non-uniform sweatshirts (even if they are ordered for a TCA athletic team) are not to be worn in the classroom.

Shirts: Polo shirts may be long or short sleeved in white, gray, or navy. Gray or navy shirts must be ordered from Dennis Uniform. White polos, oxfords, and turtlenecks in the standard style can be worn and purchased from Dennis or from another supplier. Girls can wear white blouses with the Peter Pan collar without lace. **Note:** powder blue and wine polos are no longer available, but may still be worn.

Girls’ Jumpers/Skirts/Skortts: Jumpers (shifts) are worn for grades K through 5 in the Grant Plaid. Skirts are worn grades 4 through 8 in the Grant Plaid. Skortts are worn for all grades in navy or the Grant Plaid (junior high girls may also wear the Khaki skortts). All must be purchased through Dennis Uniform TCA online store. **Hemlines** must fall not shorter than **two inches above the knee**. **Note:** Dunbar Plaid items are no longer available, but may still be worn.

Shoes: Standard style shoes, or clean athletic shoes, must be worn. Shoes must be navy, brown, black, gray, or white, or a combination of navy, brown, black, gray and white. Silver or gray accents on shoes are allowed, however, no other colors will be allowed on shoes or shoelaces. Shoes must not have any glow in the dark features, light-up/flashing, glitter, sequins, embellishments, metallic emblems, or contain loud patterns. Shoes are meant to have a subtle look, of which the administration will have the final say. No backless shoes, sandals, flip flops, heels, platforms, slippers, clogs, boots, or crocs may be worn. Students who wear snow boots must also bring shoes to wear in the classroom. Shoes with laces must be tied at all times. Shoes worn for gym must be non-marking.

Neck Ties: Boys in junior high may wear navy Dennis Uniform ties with a white oxford shirt. This is especially appropriate for Mass Days or special occasions.

Jewelry/Watches: No distracting jewelry or dangling earrings. Earrings may be no larger than the size of a dime. Boys are not permitted to wear earrings. Watches must not be distracting in size or functionality. Smart watches must be powered down and stored in the locker. Students will be asked to remove any jewelry that interferes with P.E., safety at recess, or academics.

Make-up: None. Nail polish must be clear.

Hair: Hair should be neat and clean, out of eyes, and well groomed. Boys’ hair must be no longer than the top of the collar and above the eyebrows and ears. No unusual or outrageous hairstyles/colors. (Example: hair engravings, tails, etc.)

Non-Uniform Days: For a special reason, the Principal may announce a non-uniform day. On such a day, students will still dress modestly and in good taste. Attire will be neat, clean, opaque, and will cover the individual at least from shoulder to knee. Torn, faded or cut-off pants are not to be worn. Bare midriffs, mini skirts/shorts, tank tops, t-shirts with inappropriate sayings, spaghetti straps, yoga pants, or strapless shirts are not permitted.

General notes for all students: Any labels appearing on the outside of pants or shirts are strongly discouraged. Clothing should be size appropriate: no oversized, baggy pants, sweaters, shirts. Any garment worn under the school uniform must not show with the exception of the collar of a white t-shirt.

ELIGIBILITY

Trinity Catholic Academy strives to provide opportunities for students to develop talents and interests. Some of these activities include: academic groups (speech & scholastic bowl), interscholastic sports (basketball, track, volleyball, softball, bowling, and baseball), cheerleading, plays and musical programs, service projects, and other school activities.

Trinity Catholic Academy will follow the IESA eligibility guidelines, which state:

- Students' academic and conduct grades will be checked on a weekly basis. GRADES WILL BE SUBMITTED VIA RENWEB AT THE END OF THE DAY ON THURSDAY.
- Students **must be passing all subjects** to be eligible.
- The week of eligibility is from **Sunday through Saturday**.
- Eligibility check begins the week prior to the first game.
- Any student who is ineligible **three times** during a season **will be dismissed from the team**.

The administration and staff will make every effort to attempt to make sure all students are eligible and are able to participate in the many activities that are available and valuable to the students. Further information on athletics is included in the Athletic Handbook.

EMERGENCY CLOSING OF SCHOOL

If school is called off or early dismissal is necessary for any reason, parents/guardians will be alerted by 1) A phone call to all phone numbers provided by parents through *school* messaging system; or 2) listening to the following local radio stations listed here:

School Messenger – Messaging system sent directly to parent's phone(s)

WLPO 815-223-3100 www.wlpo.com

WAJK 815-223-3100 www.wajk.com

WALS (includes WGIC & WYYS) 815-224-2100 www.walls102.com

We ask that parents **do not** call the school unless you have weather information we may not be aware of.

FACULTY AREAS ONLY

Students are not allowed in the faculty lounge, supply room, or janitor's room unless given permission by faculty or the Principal.

FIELD TRIPS

Educational field trips are taken during the year. All school trips shall have an educational purpose stated in writing and on file in the school office. Permission forms including the educational purpose and parent signatures shall be required for students to attend any trip and shall be kept on file in the schools office (CDOP Policy D-131). Field trips are privileges afforded to the students; therefore, students can be denied participation if they fail to meet academic or behavioral requirements through the school year. Students currently earning an Unsatisfactory in their conduct grade will not be allowed to attend field trips. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.

Field Trip Guidelines

- All field trips shall have the approval of the Principal.
- An educational purpose shall be stated in writing and kept on file in the school office. Transportation shall be provided by a bus company unless the principal authorizes private transportation. If private transportation is required, all drivers of cars must complete a form: Driver Proof of Insurance/Licenses and Liability. This form requires a copy of Driver's License and a proof of liability insurance. The form and required attachments are to be submitted to the homeroom teacher, who will forward them to the office. This process is required for each driving event.
- On bus trips, a fee may be set to defray the cost of transportation. This fee will be based on a quote from the bus company.
- All field trips will be adequately supervised by faculty members and other approved adults. Only those persons who have completed the Safe Environment Program and have had their background checks will be allowed to chaperone school-sponsored field trips.
- Parents will be notified of the date, time and details of the trip.
- Parental permission, in writing, must be obtained before the student will be allowed to attend the field trip. Verbal permission will not be accepted in lieu of written permission. If a student fails to return a written permission slip, that student will not be permitted to attend the field trip and will be sent home.
- The parent or guardian will be required to sign a release and agreement to indemnify and hold harmless the Parish, the School, the School's employees and agents, the Diocese of Peoria, and the volunteers assisting the School, from any and all liability for injuries, medical expenses or any other loss suffered to your child or your family due to the child's participation in this activity.
- A permission form shall include the following components:
 - A description of the trip including the place to be visited, the method of transportation, the type of supervision, and the time and place of departure and return.
 - The educational purpose including objectives. Example: observe natural setting along the river

- Specific materials to be brought including lunch, clothing, money, etc.
- Authorization for medical treatment.
- The waiver of liability.
- Parent/guardian signatures and date (both parents should sign).
- A medical information sheet shall be obtained and on file for each child participating in the trip.
- After each trip, a written report shall be submitted by the designated trip supervisor and kept with a description of whatever injuries or damages occurred or where reported. These reports are to be kept with the permission slips for that trip, if an incident occurs, the report shall be immediately forwarded to the Office of Catholic Education and the Diocesan insurance carrier shall be contacted by the OCE.
- Clothing, Refreshments, Equipment: will be at the faculty's discretion. All clothing must be appropriate.

Responsibilities Of Chaperones

- One chaperone for every 5 students. These higher chaperone/student ratios are encouraged to reduce the risk of student injury incidents.
- The teacher will assign each chaperone a group of students. The chaperones are required to be physically and mentally present to their assigned group.
- Non-school aged children will NOT be allowed since chaperones will need to provide full attention to their assigned students on the trip.
- Remind students if they become separated from the group to seek help from a Guide, Police Officer, or employee of the facility.
- Children will be allowed to go to the restroom only when accompanied by an adult.
- As a representative of Trinity Catholic Academy please assist the teacher in any way needed or requested by that supervising teacher.
- Siblings are not allowed to attend field trips by Diocesan Policy.

FINANCIAL SUPPORT

Tuition represents only a small portion of the actual cost of education of our students. It is the parents/guardians' responsibility to make regular weekly (active parishioner) contributions in their parish church's Sunday collection and also to participate in the annual fund raisers to make up the difference between tuition and actual education costs. Families unable to meet their tuition payments must contact the Pastor and then the Principal. New tuition/book fee rates are issued each year during pre-registration. It is the primary parent/guardian's responsibility for payment of tuition and book fees.

John Lancaster Spalding Scholarship Fund Grants: Tuition assistance scholarship grants from the endowment fund established as a result of the Diocese of Peoria ROOTED IN FAITH Campaign and named in honor of Archbishop Spalding, the first Bishop of Peoria, will be available for students enrolled in or intending to enroll in grades Kindergarten through 12 in any Catholic school located in the Diocese of Peoria whose families are members of a Catholic Parish in the

Diocese. All grants will be based on financial need objectively assessed. Information about the grants and application materials may be obtained from any Catholic elementary or secondary school in the Diocese of Peoria. The application deadline is in February and notification of grant awards will be made by mid-April.

Tuition Assistance: Families are eligible for local assistance through the Pastor. Those families applying for the Spalding Fund will be automatically considered for local assistance. Other families are encouraged to apply. Contact the school's office for the application process. **Families not officially applying for Tuition Assistance will not be considered eligible for financial aid.**

FUNDRAISING

There will be one mandatory fundraiser for the current school year. This fundraiser will be the "TCA Annual Raffle". The price of a Cash Raffle Ticket is \$50 or 3/\$125 or 6/\$225. Every TCA family in grades Preschool through 8 grade are required to sell (or purchase) 10 tickets.. Any family not meeting their obligation will be billed \$50.00 per unsold ticket. There will be no special pricing on the unsold tickets. Example: 3 tickets will be billed at \$150.00 **NOT** the special pricing of \$125.00; 6 tickets will be billed at \$300.00 **NOT** \$225.00.

Eighth grade students will **not** receive diplomas and may **not** participate in graduation activities if unsold tickets remain. Unsold tickets need to be paid 1 week prior to graduation ceremony.

There will also be other social events such as breakfasts, dinners and trivia night, etc. These are optional events that families are encouraged to support.

Please remember that tuition covers no more than 50% of the school budget. We rely on Church subsidies and fundraising for the remaining 50%.

GRADING SYSTEM

The grading system at Trinity Catholic Academy follows the Achievement Code of the Diocese of Peoria.

Kindergarten:

- + Achieving what is expected at this time
- ^ The student is working at the expectation
- NI Student needs increased practice/reinforcement
- Not evaluated this quarter (blank)
- P Progress shown, but is below grade level

Grades 1 and 2: Academic Marking Code

- | | | |
|-----|------------|--|
| 90% | S+ | Exceeds basic requirements |
| 76% | S or blank | Satisfactory progress |
| 69% | S- | Having difficulty meeting basic requirements |
| 0% | U | Unsatisfactory |

0% P Sufficient progress but is below grade level
0% PS Pass

Grades 3--8: Academic Marking Code

A+ 99--100 A 96--98 A- 94--95
B+ 92--93 B 88--91 B- 86--87
C+ 83--85 C 79--82 C- 76--78
D+ 74--75 D 70--73 D- 68--69
F 67--below
E Effort shown, but below grade level
I Incomplete

Grades 1-2: Personal Growth and Development/Work Study Skills

+ Very Good
S or blank Satisfactory progress, consistent
S- Having difficulty meeting basic requirements
^ Showing improvement
NI Needs Improvement
U Unsatisfactory
* Modification

Art, Physical Education & Technology are each weighted at 33%. Spanish is considered an enrichment class and will not be used to calculate GPA.

Each classroom teacher will explain their individual grading procedures including the expectations of when homework, tests, quizzes, and other classroom work will be graded and/OR sent home. Class project grades will be based on the work involved with the project.

Any 8th grade student enrolled in Freshman Algebra I will receive a grade determined by the Algebra teacher. The grade will be considered a weighted grade when calculating the GPA. The letter grade will affect honor roll requirements.

HONOR ROLL: GRADES 6, 7 & 8

After each grading period, students will be listed on the honor roll based on the following criteria:

Honor Roll: 3.0-3.49 GPA
High Honor Roll: 3.50-4.0 GPA

A "D" OR "F" IN ANY **CORE** SUBJECT (INCLUDING ALGEBRA I) OR AN UNSATISFACTORY PERSONAL DEVELOPMENT/WORK STUDY SKILLS GRADE WILL PREVENT THE STUDENT FROM BEING LISTED ON THE HONOR ROLL.

Honor Roll students will be recognized by certificates. Student's GPA and grades will also impact the following:

- Membership in Student Government
- Participation in extracurricular activities: No F's.
- Eighth Grade awards
- Promotion: Students may not have more than one F for a final grade.
- Summer correspondence courses may be available to any student who has received 2 F's.
- Selection of students for specific events.

Non-Promotion

Retention will be determined on an individual basis by the Principal, teacher, and parents/guardians. If it is determined that retention (non-promotion) is to be considered as a necessary action for the benefit of the student, the teacher will keep the parent(s) informed of student progress throughout the year. The teacher will offer a variety of remedial work to aid the student and include diagnostic testing. Communication will be maintained between conferences and progress reports.

The teacher informs the Principal of the potential need for retaining a student prior to or by the third quarter and will then communicate with the parent(s) regarding the need/possibility of retention and gives rationale for proposing it. Parents may also request or discuss retention with the teacher at any time, particularly if they become aware of anxiety, frustration or failure in the student due to learning difficulties.

If there is disagreement or uncertainty about retention between the teacher and parents, the principal meets in joint conference with them. The Pastor is kept fully informed during this process. The Principal makes the final decision regarding the placement of a student after having seriously considered the input of both parents and teacher. The Principal may choose to place a note in the student's file describing the circumstances and decision regarding placement. This note is presented to the parents/guardians for signature. The pastor is informed of the outcome.

GRADUATION

A diploma will be awarded to the eighth graders who have completed the required course of studies established by the Peoria Diocese and are in good standing.

RETENTION OF FINAL REPORT CARD AND/OR DIPLOMA

A graduating student will not be issued a final report card or diploma until the student's family is in good standing with the school: outstanding tuition, outstanding fees, and/or athletic uniforms returned to athletic director. Once a family is in good standing the school office will release the report card or diploma.

HEALTH CARE

Since many childhood diseases are communicable, it is necessary for parents to use good judgment in determining whether their child is well enough to attend school. An elevated temperature, vomiting, dizziness and stomach cramps are indications that a child may not feel well enough to complete the school day. It is extremely important that children remain home for 24 fever-free and aspirin-free hours after having a fever. This not only protects your child, but also the children in your child's class. Ordinarily, if children need cold/cough medicine or aspirin during the school day, they should be kept at home. If a child is well enough to attend school, but, for health reasons needs to stay indoors at recess for an extended time period (more than one day), parents must submit a doctor's written request. The request should state the health reason and the length of time the child is being excused. Fresh air and physical exercise are beneficial to all students.

Contagious Disease

Any child who is diagnosed as having a contagious disease, which presents a health hazard to any other students or staff members, shall be excluded from school. This exclusion will be in effect until such time that it is determined by a physician that the child's condition is no longer a health hazard.

Parents should notify the school and teachers if their child has a health condition such as asthma, severe allergies, etc.

Head Lice

Trinity Catholic Academy follows guidelines set forth by LaSalle County School Health Service. They recommend periodic head checks and procedures when lice have been identified. When a student is found to have lice, the following procedures will be adhered to:

- The parents will be called immediately to pick the child up.
- Information will be provided to the parent regarding head lice along with proper treatment of the student and home environment.
- In order for a student to be readmitted to school the following day, parent(s) must show proof of appropriate treatment (i.e. note from physician, copy of prescription, or proof-of-purchase of an over-the-counter product). The student will be re-examined by school personnel and must be nit free.
- Please notify the school if you find lice in your child's hair.

Health Examinations

The Illinois State Code requires health examinations for all students entering school for the first time and in grades kindergarten and sixth. Dental examinations are also required for Kindergarten, second and sixth grade students. Eye examinations are required for Kindergarten students or students enrolling for the first time in Illinois.

First Aid

The school is equipped to handle injuries of a minor nature such as bruises, superficial cuts, abrasions, etc. Should a major injury occur, the parent/guardian will immediately be contacted by telephone. If the parent/guardian cannot be reached, the child will be taken to the emergency room of the nearest hospital. It is VERY IMPORTANT that emergency cards be filled out completely by the parent/guardian each year stating where they may be reached if they are at work, a relative or neighbor who can be contacted when we are unable to reach the parents/guardians, and any medical facts of which we should be aware of in case of an emergency (e.g. allergic reactions, history of seizures, etc.). All student medical records must be kept up to date.

Immunizations

A complete immunization record must be on file for each student. For students entering school before October 1 of any given year, proof of immunizations must be up to date or the student will be excluded from school until the requirement is met. THIS IS THE LAW. If for medical reasons one or more required immunizations must be administered after October 1, the student must present to the Principal, by October 1, signed documentation from the doctor of such immunizations and a statement of the medical reason for the delay. Students enrolling after October 1 must present the immunization record and their latest health examination as soon as possible.

Vision and Hearing Screening

Vision and Hearing screenings are conducted annually by LaSalle County Health Service Personnel according to state mandates. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Medication

If it is determined by a doctor that it is necessary for a child to take medication during school hours:

1. Written orders must be provided to the school from the doctor and must include: the child's name; date of birth; licensed person prescribing medication, phone number, and signature; name of the medication, the dosage, and the times it is to be taken; date of prescription.
2. A written request from the parent authorizing the administration of any prescribed medication is also required by the school.
3. Medication shall be brought to school in a container appropriately labeled by the druggist or pharmacy and kept in the office. Appropriate labeling includes: child's name, prescription number, medication name/dosage, administration directions, date and refill, licensed prescriber's name, pharmacy name, address, and phone number, name or initials of pharmacist.
4. Only enough medication shall be sent to school for that week. The container is to be taken home on Friday or the last school day in a given week.

5. Over the counter drugs are not to be administered at school (unless prescribed by a doctor according to the above regulations). This includes cough medicine, aspirin, etc.
6. If a child is on medication and the parent/guardian wishes to come to school and administer that medication, he/she may do so. If, however, he/she wishes the school personnel to supervise the child taking any medication, the above rules must be followed. Students who need to use inhalers for asthma or use an epinephrine auto-injector will be allowed to carry their inhaler or injector with them upon their parent's written and signed request. The school will provide safe storage of the prescribed medicines and will keep a basic record of any drug administration.

Asthma Inhalers – Students may be permitted to have custody and self-administer asthma medication as prescribed by the student's physician. In order to allow this, the school in accord with the state statute, requires all of the following before it can give effect to request and authorization:

- A written authorization from the parents of the student.
- A dated parent signature agreeing to the statement, contained in Trinity Catholic Academy's authorization form.
- A written statement from the physician, physician assistant or advanced practice registered nurse containing the following information:
 - a. The name of the student/patient.
 - b. The name and purpose of the medication
 - c. The prescribed dosage.
 - d. The time or times at which (or the special circumstances under which) the medication is to be administered.

Used inhalers are to be taken to the office for proper disposal. Students are to use only the inhaler prescribed to them. Any abuse of this medication or endangerment of other students as a result of possessing this medicine may result in disciplinary action by Trinity Catholic Academy.

HOME-SCHOOL COMMUNICATION

A variety of means are provided for communication between home and school. The faculty and staff recognize the responsibility to demonstrate open and courteous communication with parents. Communication and expression of concerns must always be conducted in a constructive and Christian manner within an appropriate setting. Rude and/or abusive communication to the faculty and staff members on the part of parents or students will not be tolerated.

Conferences may be initiated by parents or teachers at any time and scheduled at the convenience of both parties.

TCA uses an envelope system to insure important information reaches home safely. On the last Friday of each month a packet is sent home for the upcoming month where-in pertinent information is provided to the parents (i.e. correspondence, tuition reminders, lunch menu, etc.) This envelope is to be signed by a parent and returned the following school day.

A parent newsletter from the administrator is sent home as an email attachment. Teachers and parents can communicate via email or Renweb.

HOMEWORK

Homework is an extension of classroom work for the purpose of allowing students to work independently. It is a reinforcement of and a time to review and practice concepts and skills presented. The amount of homework will be appropriate to the grade level of the child. Homework is the responsibility of the child. It is important that teachers require punctuality, neatness, and accuracy of homework while keeping in mind the individual differences of students.

Homework Policy:

- If an assignment has been completed, but not turned in during the period it was due, there will be a 10-point reduction in the grade.
- If an assignment has not been completed, but is turned in at the end of the day, there will be a 20-point reduction in the grade.
- An assignment not turned in by the end of the day will result in a 0 for the assignment.

Teachers will inform students and parents of their classroom homework policies during the first week of school and at “Meet the Teacher” night.

Vacation Homework

Parents should notify teachers. If extended vacations must occur, all assignments will be given **when the student returns**. After vacation students have only one week to hand in make-up work for credit.

INCLUSION OF STUDENTS WITH SPECIAL NEEDS

Trinity Catholic Academy shall admit students with special needs whenever possible. The Diocesan policy is D-105 and can be found in Appendix A (CDOP.ORG).

INTERNET

We are pleased to offer students at Trinity Catholic Academy access to computers to meet their educational and informational needs.

Access to the Internet will enable the students to utilize the internet for educational purposes. There are some disadvantages to the use of computer technology. We need to be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive. Trinity Catholic Academy believes the benefits you gain from access to the Internet in the form of information resources and opportunities for collaboration outweigh these disadvantages. Ultimately, you as parents are responsible for setting and conveying the standards your child should follow. The school, therefore, respects each family's rights to decide whether to approve student access or not. It is important that parents understand that while the school will make every effort to guide and monitor students' access to the Internet, it does not have control of the information or content.

Students must be responsible for good behavior on school computers just as they are in the classroom. Computers are provided for students to engage in educational experiences and may

not be used unless supervised by a teacher. Access is given to students who agree to act in a responsible manner. Parent permission is required and access is a privilege - not a right. Inappropriate use will result in limitation or cancellation of user privileges and possible school disciplinary action. These consequences can be imposed on the first offense.

TCA follows the Technology/Internet Policies of the Diocese of Peoria with regard to student/staff use of computers/software, Federal Copyright Law and Internet usage. Students/Staff sign a waiver concerning correct use/copyright laws. See Diocesan Policy C-404 Appendix J of this handbook.

LIBRARY

Every student in grades K – 8 will have regular access to the school's Library. Fines will be charged for overdue books. Lost books--paperbacks, hard cover and reference books--will cost the replacement amount of a comparable book.

LITURGY AND PARALITURGIES

Liturgical and Para liturgical services play a major role in the life of the Trinity Catholic student. Worshiping in Word and song teaches children lifelong respect for the focal point of their religion—the Eucharist. Each class has the privilege of planning liturgies throughout the school year.

LOCKERS

Each student is assigned a locker in which to store clothing and textbooks. The school reserves the right to inspect lockers at any time. Students are not allowed to put a lock on their lockers.

LOST AND FOUND

Students are responsible for those items which they bring to school. Students should check the Lost and Found if items are missing. A locker labeled “Lost and Found” is located near the Computer Lab.

MAKE-UP WORK

Missing assignments and make-up tests after illnesses are the responsibility of the STUDENT. He/she must see each teacher on the first day he/she returns to school and make arrangements to complete the required work. Failure to get this work made up within a week after returning to school means a zero for the grade missed. Parents should make arrangements to pick up homework so that the student does not fall behind. If the student is out of school for an extended illness, special arrangements will be made.

Students who do not complete the work before the end of quarter grading shall receive an "I" (incomplete). The "I" will be changed to a grade when the make-up work is submitted, graded and

approved. This special grading applies only to those who have incomplete work due to excused absences.

NON-CUSTODIAL PARENT

Trinity Catholic Academy abides by the provisions of the Buckley Amendment with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

OFFICE RECORDS

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone, cell phone numbers, business phone numbers, email addresses and/or phone numbers of emergency contacts.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be held during the year. Following the 1st grading period all parents/guardians must come for a conference and during the rest of the year by parent or teacher request. The length of the conference should not exceed ten minutes. If there is any problem, a parent or teacher may arrange for a special conference at another time. Conferences between the Principal and the parents may also be arranged upon request.

PARTIES/TREATS/OUTSIDE PARTIES

Holidays and holy days are celebrated in the classroom. Parties are planned by the teacher and room parents for special occasions: Halloween, Christmas, and Valentine Day. There are no Easter parties during Lent. Children may bring birthday treats to share with class members if desired.

Personal deliveries to students of flowers, balloons, etc. are not allowed.

Note: When parents are planning a party or outing outside of school they are encouraged to check with the school office for a correct class list so that no student will be overlooked. Outside invitations may not be passed out at school unless everyone in the class (entire class or all girls or all boys) is included.

PAYMENTS MADE AT OFFICE

All tuition payments, registration fees, and lunch money are paid through FACTS. If a payment to the school for fundraising or any other event, make all checks payable to Trinity Catholic Academy unless otherwise instructed. Please place all money in an envelope stating the student's name, grade, amount and purpose of the money.

P.E. UNIFORM

- Grades K-8 Athletic shoes must be worn (no slip on shoes).
- Grades K-5 does not change for PE. Girls must wear shorts underneath uniform skirts/jumpers.
- Grades 6-8 wear P.E. uniforms purchased through *The Locker Room* in Spring Valley, IL.

PARENT/TEACHER/ ORGANIZATION

The PTO (Parent Teacher Organization) is a parent organization. The club raises funds to provide additional education materials for the students, sponsor spirit-building and supportive activities for the school, and provide service and assistance for the staff.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Safety during the school day is a major concern to everyone involved with the student's welfare; therefore, the following practices for release of the student during the day will be followed:

- Whenever a child must leave the school premises before the regular dismissal (due to illness, injury, and appointment, etc.), he/she must be met by the parent or guardian and be signed out and back in if returning later in the day.
- Under no circumstances may children to be taken from the classroom or playground.
- NO CHILD WILL BE RELEASED TO A PERSON WHO IS NOT KNOWN TO THE PRINCIPAL, TEACHERS, OR SECRETARY.
- Unless parents are notified, no child will be sent home during the school day.

REPORT CARDS

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks. The first report card is given to parents at Parent/Teacher conferences at the end of the first quarter. Subsequent report cards are distributed to your child to bring home. Final report card will be distributed to students the last day of school.

SACRAMENTAL PROGRAM

The sacramental life of children of the Catholic tradition is an important component of the religion program at Trinity Catholic Academy. Preparations for two sacraments, Reconciliation and Communion, form the core of our efforts in Grade 2. In accordance with the diocesan guidelines, candidates for First Communion will receive the sacrament of Reconciliation prior to First Communion. Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation and Communion are only conferred to students baptized in the Roman Catholic tradition. The schedule for the Sacrament of Confirmation for Grade 8 is determined on a yearly basis.

SAFE ENVIRONMENT / HUMAN DIGNITY PROGRAM

Trinity Catholic Academy incorporates the principles of the diocesan Safe Environment / Human Dignity Program into its overall curriculum during the school year. It is part of an ongoing effort to help create and maintain a safe environment for children and to protect all children from sexual abuse.

SAFETY PATROL

Students who are assigned to the Safety Patrol have the authority and responsibility to see to the safe crossing of other children after school. Members of this patrol will report any violations to the Principal or to the supervising staff.

SCHOOL CALENDAR

In accordance with the Diocesan policy, Trinity Catholic Academy provides a minimum term of at least 174 days of 5 hours per day or 880 hours of actual instruction.

SCHOOL HOURS

Start of the School Day - All students begin school at 7:50 a.m. Dismissal is at 2:50 p.m. for Kindergarten through Eighth Grade. All day Preschool dismisses at 2:40 p.m. Half day Preschool dismisses at 11:30 a.m. All efforts should be made **NOT** to arrive before 7:40 a.m. Students enter the building at 7:50 a.m. Those students arriving after 7:50 a.m. are considered tardy and will be marked accordingly.

Dismissal - Students will be walked to the outside of the building at 2:50 p.m. at which time they should be promptly picked up or should immediately walk home. If a student is kept after school hours at the request of the teacher, parents will be notified. In the event that parents will be late picking up their children after school is dismissed, it will be necessary for them to phone the school office notifying the secretary. Students not picked up promptly after school will be sent to the After Care program and charged for the service. Due to the above noted procedures, no students may remain outdoors unattended after school hours.

SCHOOL OFFICE HOURS

The school office is open on all *regular* school days from 7:30 a.m. – 3:00 p.m.

SCHOOL PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The school Principal retains the right to amend the handbook. Parents will be given prompt notification if changes are made.

SCHOOL WEBSITE

Trinity Catholic Academy has a very active website that will allow parents to be informed on a weekly basis. The website is: www.lasallecatholic.org.

SKATEBOARDS, ROLLER BLADES, ROLLER SKATES

Skateboards, rollerblades and roller skates are not allowed on school property. If they are brought to school, they will be confiscated and must be picked up by a parent/guardian.

STUDENT INFORMATION/PUBLICITY FORM

Trinity Catholic Academy asks parents to sign a standard Diocesan Publicity Form that allows students to be photographed, audio or video-taped for purposes of remembering such activities for school/parish publications or advertising materials.

STUDENT/PARENT RESPONSIBILITIES

Students are responsible at all times to the school administration and to their respective teachers. They must comply with school regulations and policies at all times. Parents/Guardians must also show cooperation with school administration as a condition of student enrollment at Trinity Catholic.

STUDENT RETREATS/SERVICE PROGRAMS

Students at Trinity Catholic have the opportunity to participate in school sponsored retreats as well as a variety of service programs. Eighth Grade students are required to fulfill service hours and participate in a retreat as part of preparations for the sacrament of Confirmation.

TELEPHONE

Students will not ordinarily use the school phone. It is the student's responsibility to come prepared for classes. If a child is sick, the teacher or secretary will make the call. However, for special reasons, the office may give a student permission to use the office phone. Parents are encouraged to call only in case of emergency. Neither a student nor a teacher will be called from class to receive phone calls except in an emergency.

Parents are requested not to ask office personnel to transmit telephone or written messages, unless there is an emergency. Lunches may be left in the office, but students should be instructed by parents to retrieve them in the office at lunch time.

Trinity Catholic strongly discourages students to bring cell phones to school. If you want your child to have a cell phone, phones must remain in the student's locker turned off and not accessed during regular school hours. Please keep in mind lockers are not locked thus TCA does not assume responsibility for lost or stolen phones. Handheld electronic devices including I-watches or games, etc. are not allowed since they can be disturbing to the class. The teacher has the right to confiscate any article a student uses to disrupt work in a classroom or anywhere in the school.

TESTING AND ASSESSMENTS

Classroom teachers provide homework, quizzes, projects, and test aligned to current curriculum. Per policy E-162, CDOP, The Catholic Diocese of Peoria mandates a standardized testing program for academic achievement which will be administered each fall for Grades 3-8. Elementary schools are encouraged to supplement the required grades with testing at other grade levels. All schools shall administer the NCEA ACRE assessment of religious knowledge, attitude, and practices each January to students in grades 5 & 8.

Tuition and Fees

2018-19

Preschool: 3 or 4 year old options

5 day-all day Kid Care Connection thru State of IL	Monday-Friday 8:00 am-2:40 pm Or 8:00 am- 5:30 pm (includes After Care)	\$125- per week \$150 supply fee
5 day-½ day	Monday - Friday 8:00 am - 11:30 am	Tuition - \$1850 Supply fee- \$125
3 day-all day	Monday, Wednesday, and Friday 8:00 am - 2:40 pm	Tuition - \$2050 Supply fee - \$125
3 day- ½ day	Monday, Wednesday, and Friday 8:00 am - 11:30 am	Tuition - \$1550 Supply Fee - \$115

NOTIFICATION-PARENTS/GUARDIANS: Please be advised. The Preschool Program is not licensed or regulated by Department of Children and Family Services (DCFS).

** Registration Fee: \$50 per student. Fees paid at time of registration.

** 5 day-all day tuition includes lunch and After Care (after school). Financial aid is available through IL Kid Care Connection for full time students.

Grades Kindergarten - 8th

Active Parishioner Tuition	General (non-active) Tuition
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1 child \$3000	1 child \$4000
2 children \$4500	2 children \$6000
3 or more children \$5500	3 or more children \$7500

After Care/Extended Care

Time	1 child fee	2 child fee	3 or more children fee
First ½ hour	\$ 4.00	\$7	\$9
More than ½ hour	\$ 9.00	\$13.00	\$15.00

*Yearly Registration fee of \$20 per family for After Care

Registration Fees: \$50.00 per student
 New families, Kindergarten, and Preschool
 Sacramental Fee: \$35.00 Grades 2 and 8
 Technology Fees: \$150.00
 Book Fee: \$250.00
 Graduation Fee: \$75.00

Book Fees K – 8: \$250.00 per student -Due on registration day
 Technology Fee: \$150.00 per family-Due on registration day
 Registration Fee: \$50 Kindergarten, preschool, or any new child

Payment options for grades K – 8 for the school year 2019/20 tuition include:

- Payments due on the 5th or 20th of each month
- Payments can be paid by Smart Tuition through FACTS
- If a family has four children enrolled in K-8, the fourth child’s tuition is waived. However, the fourth child will be required to pay all other fees.
- If the fourth is in preschool, the tuition and fees must be paid in full for that child.

Payment options for school year 2019/20 for Preschool tuition include:

- Paying in full prior to the first day of school through FACTS
- Make monthly payments through FACTS
- Payment for the 5 day/all day option is paid through FACTS

Active Parishioner Qualification

Catholic families that are actively practicing their faith as registered members of St. Patrick or St. Hyacinth Parishes and place an offertory envelope in the collection basket at Sunday Mass *more often than not* at either St. Patrick or St. Hyacinth Parishes are eligible for this reduced tuition rate. Non-qualifying families are charged the general tuition rate. Please note that a family's tuition rate may change throughout the school year based on their qualification for active parishioner status. Catholic families registered at another parish may be eligible for this rate through their parish.

TUITION/FEE REFUND POLICY

In the case of a prepaid withdrawal payment, the tuition will be refunded on a prorated per diem basis. No book fees or pre-registration fees will be refunded.

Nonpayment Policy

In the event that bills/fees are not paid according to your tuition agreement:

- Registration for the following year will be rescinded until arrangements for payment are made.
- Academic records will not be forwarded to other schools until arrangements for payment are made.
- Report Cards will not be issued (quarterly).
- Eighth graders will **not** receive diplomas and may **not** participate in graduation activities. All outstanding balances need to be paid 1 week prior to graduation ceremony.

USE OF SCHOOL GROUNDS

No unauthorized use of Trinity Catholic Academy grounds is allowed. Permission must be obtained through the Principal and/or Pastor.

FIREARMS PROHIBITED

All firearms are prohibited on the premises. Trinity Catholic Academy prohibits the knowing possession or carrying of any firearm, stun gun, or taser on or about the premise of the school, on the person or in a vehicle on the real property of any school, in any conveyance owned, leased or contracted by a school to transport students to or from school or a school-related activity, or on the person or in a vehicle on any public way within 1,000 feet of the real property comprising a school.

VISITORS

All visitors to the school are to report directly to the office through the main entrance. Parents are not permitted to go to the classroom or lockers unless permission has been obtained in the office. An appointment must be made to see the teachers in the morning or afternoon.

VOLUNTEERS

Any person who volunteers in any capacity for Trinity Catholic Academy will need to complete a CANTS background check with a fee. Volunteers will also need to complete the Safe Environment Training (formerly VIRTUS), and agree to a criminal background check. This includes, but is not limited to: coaches, chaperones, drivers, room parents, etc. No exceptions will be made. See Appendix I for a copy of the Volunteer's Code of Conduct. The school office has a the necessary forms.

WITHDRAWAL

A week's notice is required for transfers from Trinity Catholic Academy. Records will be sent to the new school upon the receipt of a written and signed consent form and when all financial obligations have been met. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

NON-RELEASE OF STUDENT RECORDS

The school provides for progression of students and their records within and between schools with the aid of duplicated records of achievement in all grades, standardized test results and notification of special education records, if this applies. If a student transfers, the above records as well as health records and work portfolio are sent to the receiving school. A signed parental release is required before records are sent to another school. (see CDOP D-116). Within the school, student permanent files are kept locked in the main office. Parents may, with the permission from the Principal, view these records. The school follows the Illinois Administrative Code on forwarding student records. The school secretary is primarily responsible for transfer of records. (CDOP D-115)

Unlike public schools, private and parochial schools do have the right to withhold credits, transcripts, diplomas, etc., upon the transfer of a student to another school when tuition or other debts have not been paid. A private or parochial school is distinguished from a public school and is governed by contract law principles, rather than by any State regulation or policy.

1. An unofficial record will only be sent until such time as the bills are paid.
2. Records will be sent within 10 days after all bills are paid.

APPENDIX A

SPECIAL SERVICES

Trinity Catholic Academy does not have a special education program. Some services of the public school district are available to eligible students. Any concerns in this area must be forwarded to the L.E.A.S.E. Principal.

CATHOLIC DIOCESE OF PEORIA POLICIES

Please refer to the Catholic Diocese of Peoria website at www.cdop.org for the policies listed below.

APPEAL AND REVIEW

APPENDIX B, G-111, P-CDOP

AR-CDOP

POLICIES AND PROCEDURES RELATING TO ALLEGATIONS OF SEXUAL ABUSE OF MINORS BY PRIESTS OR DEACONS, OR BY LAY EMPLOYEES OR VOLUNTEERS

APPENDIX C, C-402, P-CDOP

AR-CDOP

POSSESSION OR USE OF WEAPONS OR LOOK ALIKE WEAPONS IN SCHOOL

APPENDIX D, D-150, P-CDOP

DIOCESE OF PEORIA HARASSMENT POLICY

APPENDIX E, C-401

BULLYING

APPENDIX F, D-147, P-CDOP

AR-OCS

COMPUTER SOFTWARE USE AND THE FEDERAL COPYRIGHT LAW

APPENDIX H, C-404, P-CDOP

AR-CDOP

DISCIPLINE CODE

D-145 P-CDOP, A-421

STUDENT WELLNESS PLAN

APPENDIX I, D-151, P-CDOP

AR-CDOP

Healthful Food and Beverage Options for School Functions

At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff and community wellness.

A copy of the *Student Wellness Plan* will be signed by the principal and kept on file in the school files.

**Trinity Catholic Academy
Request of Signature Form
2019-20 School Year**

Student & Parent/Guardian Information (please print)

First Student Name Birth Date Grade

Second Student Name Birth Date Grade

Third Student Name Birth Date Grade

Fourth Student Name Birth Date Grade

Parent/Guardian Name Address City/State Zip

Phone Number

Parish

Student Request - Loan of Textbooks

I hereby request the loan of secular textbooks in accordance with Public Act 79-961 of 1975.

Publicity

On occasion, **Trinity Catholic Academy/St. Patrick/St. Hyacinth Parishes** takes photographs or makes an audio or video tape recording of children and/or adults involved in school/parish activities. Such photographs or video records may be used by staff and participants to remember the activities or participants. In addition, such photographs and audio/visual recordings may be used in **Trinity Catholic Academy/St. Patrick/St. Hyacinth Parishes** publications or advertising materials to let others know about our school/parish. In addition, local news organizations may hear of our activities or events, and our school/parish may invite or allow them to photograph or record events to be used, distributed, or displayed as agents of the school/parish see fit. This consent includes but is not limited to: photographs, videotape, and audio recordings.

Trinity Catholic Academy Parent-Student Handbook Agreement

I, my child(ren) and family members have read and agree to be governed by the Trinity Catholic Academy Parent-Student Handbook.

X _____

Signature of Parent/Guardian Date

Signature confirms all the above is agreed upon, accurate and truthful.

THIS FORM IS TO BE RETURNED BY AUGUST 20, 2019

