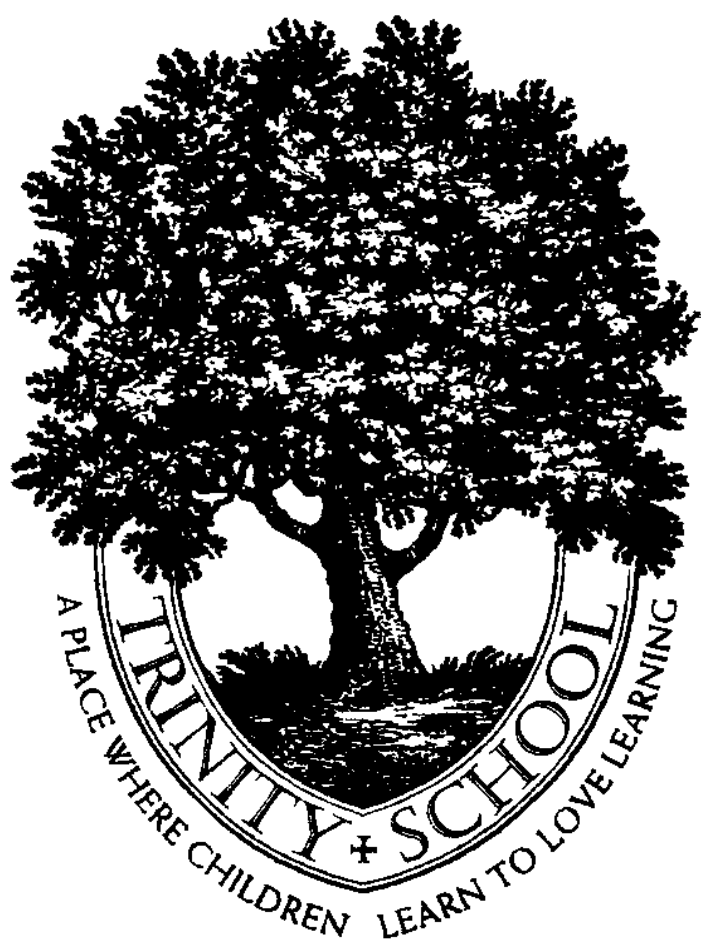


# **TRINITY SCHOOL**

## **PARENT/STUDENT HANDBOOK**

### **2023-2024**



Updated November 1, 2023



Trinity School is a co-ed, independent, Catholic school affiliated with the Sisters of Notre Dame de Namur serving students from Preschool through Grade 8. Trinity School admits qualified students to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate based on race, color, sex, sexual orientation, national origin, religion, age, disability or handicap, gender identity or expression or protected activity in administration of its hiring, educational, and admissions policies.

The school reserves the right to deny attendance to anyone whose behavior is contrary to the teachings and ideals of the school or whose behavior or attitude is disruptive to the functioning of the student body and/or operation of the school.

The school reserves the right to update or amend the handbook. Families will be notified of any such changes. The Administration further reserves the right to deviate from or waive all disciplinary regulations for just cause and at their discretion.

The handbook is an informational booklet for parents and students that sets forth policies and procedures of the school and is not intended as an expressed or implied contract.

**STATEMENT FOR NON-PUBLIC SCHOOLS TEXTBOOK PROGRAM**

It is the policy of the State of Maryland that all public and publicly funded schools and school programs operate in compliance with:

- (1) Title VI of the federal Civil Rights Act of 1964; and
- (2) Title 26, Subtitle 7 of the Education Article of the Maryland Code, which states that public and publicly funded schools and programs may not:

- i. Discriminate against a current student, a prospective student, or the parent or guardian of a current or prospective student on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability;
- ii. Refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, a prospective student, or the parent or guardian of a current or prospective student because of an individual’s race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability; or
- iii. Discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.”

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Trinity School was designated a Blue-Ribbon School by the  
U.S. Department of Education in 1989 and 1999.

Trinity School is accredited by the Association of Independent Maryland Schools and  
Middle States Association of Colleges and Schools through 2026.

## **MISSION STATEMENT OF THE SISTERS OF NOTRE DAME DE NAMUR**

Sisters of Notre Dame,  
Women with hearts as wide  
As the world,  
Make known God's goodness  
And love of the poor through  
A Gospel way of life,  
Community and prayer.

Continuing a strong  
Educational tradition,  
We take our stand  
With poor people, especially  
Women and children,  
In the most abandoned places.

Each of us commits  
Her one and only life  
To work with others to create  
Justice and peace for all.

## **HALLMARKS OF A NOTRE DAME LEARNING COMMUNITY**

1. We proclaim by our lives even more than by our words that God is good.
2. We honor the dignity and sacredness of each person.
3. We educate for and act on behalf of justice and peace in the world.
4. We commit ourselves to community service.
5. We embrace the gift of diversity.
6. We create community among those with whom we work and with those we serve.
7. We develop holistic learning communities which educate for life.

## **MISSION OF TRINITY SCHOOL**

Trinity is an independent, Catholic Pre-Kindergarten, Primary and Middle School, affiliated with the Sisters of Notre Dame de Namur, whose mission is to make God's goodness known. It is a place where children learn to love learning. We educate children for life providing them with an excellent academic program rooted in Gospel values within a caring, faith-filled environment. Students' God-given gifts are cultivated for responsible leadership and service.

## **PHILOSOPHY OF TRINITY SCHOOL**

Trinity School is an independent, Catholic Pre-Kindergarten, Primary and Middle School where children learn to love learning. The primary purpose of Trinity's education is to maintain a program that challenges the students in a Christian environment. The uniqueness of each person is recognized, accepted, and respected. The teachers encourage each individual to achieve his or her fullest capacity in a caring environment.

Religious values form the center of the program. Proclaiming the Gospel, creating Christian community, and coming together in prayer and service to others are integral to religious instruction. Trinity is committed to nurturing self-respect, self-discipline, self-direction, and acceptance of moral responsibility for one's actions. Skills in leadership, decision-making, and conflict resolution are taught. Trinity strives to be a community of peacemakers.

Trinity offers a strong academic curriculum with expanding and enriching programs in all disciplines. The primary focus of the program is to teach children to learn how to learn. Instruction centers on skill-building across the various disciplines including reading and writing skills, computation, problem solving, the scientific method, technology skills, critical thinking, historical and geographical inquiry, study skills and creative expression.

The school strives to maintain a student population that is enriched by economic, cultural, and ethnic diversity. Trinity seeks to prepare students to interact in a diverse society and to assume responsibility for community development through service and out-reach programs. By learning how to sacrifice for others and to share resources with the needy, the children are taught to be responsible citizens in a global society.

Trinity is a family-centered school. Parents and teachers form a partnership, working together to achieve the best for the children. Opportunities for growth and involvement in the school are made available to the entire family throughout the Trinity experience.

Every aspect of the Trinity philosophy nurtures the total child, emotionally, spiritually, physically, and academically. The fostering of a positive self-image encourages every child to accomplish his or her unique God-given mission.

## **CORE VALUES OF TRINITY SCHOOL**

Learning to love learning	A faith-filled Catholic education	Challenging academics
Economic, cultural, religious, and learning diversity	A focus on each individual child, believing that each child is unique	Formation of the Trinity family, our school community
Student growth	Leadership	Community service

## **TRINITY SCHOOL OBJECTIVES**

1. Create daily a stimulating and caring environment that is conducive to learning.
2. Provide religious formation through the modeling of Christian living and instruction in values and religious concepts.
3. Develop a quality, comprehensive curriculum that responds to the needs of a changing world.
4. Foster a positive self-image in each student by helping students develop a willingness and capability to recognize, accept, and respect one's gifts and limitations and those of others.
5. Develop skills and opportunities for leadership.
6. Provide and foster opportunities for service within and outside the school community.
7. Strive to create a student population that is enriched by economic, cultural, and ethnic diversity.
8. Facilitate an understanding among the parents of the levels of child development and the respective responsibilities of parents, students, and teachers in the educative process.
9. Initiate and implement programs that foster the growth and development of the entire family.

## **HISTORY OF TRINITY SCHOOL**

The property on which Trinity stands was given to John Talbot in 1732 as a land grant from Lord Baltimore. For almost one hundred seventy-five years individual families lived on this property and farmed the land. In 1906 the Mt. Calvary Episcopal School for Boys in Baltimore City bought the property and relocated the school, changing its name to the Donaldson School for Boys. As a result of financial losses caused by the Great Depression, the School was forced to close.

The Sisters of Notre Dame de Namur purchased one hundred and eighty acres of property and the original buildings in 1934 for forty thousand dollars and authorized the opening of a junior high and high school for girls. In 1941, the Sisters opened the elementary school known as the Julie Billiart Country Day School named after the foundress of the Sisters. These additional classes were housed in St. Margaret's Hall and in the present cafeteria, one of the original cottages of the Donaldson School.

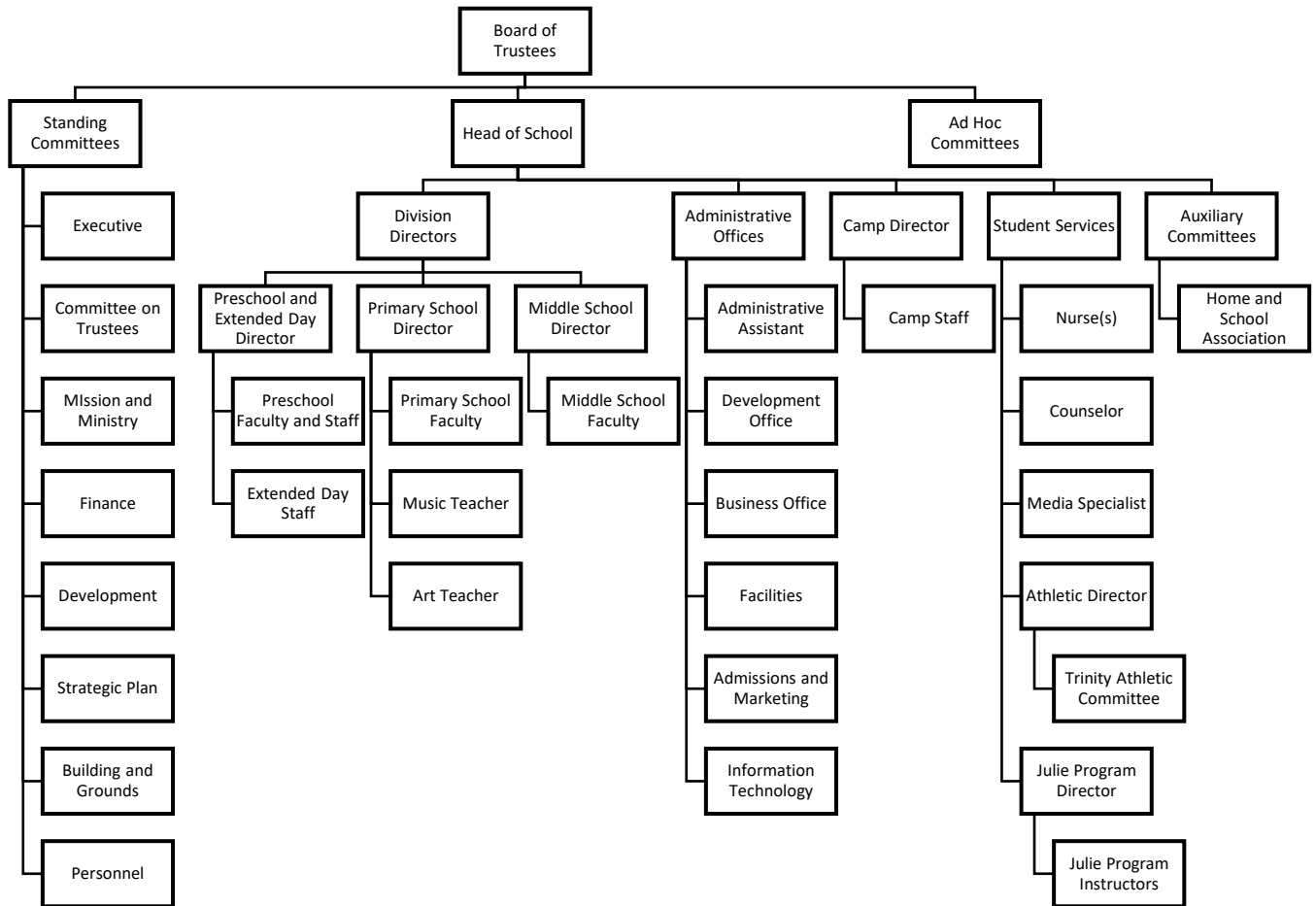
In 1958 the name of the school was changed to Trinity Lower School. Four additions were successfully made to the original cottages of the Donaldson School to complete the Primary School building as it stands today. In June 1972, the girls' high school closed, and the building was leased to the elementary school. This building was designated as the Middle School. When the high school called Trinity Preparatory School closed, the Primary and Middle Schools became officially known as Trinity School and were subsequently incorporated.

In the spring of 2001, the Trinity School Board of Trustees purchased the school buildings and forty-eight-acre campus from the Sisters of Notre Dame de Namur. An Affiliation Agreement is maintained with the Sisters that ensures the long-standing relationship that Trinity has always had with the Sisters of Notre Dame de Namur and the preservation of its mission and philosophy.

A new Middle School equipped with state-of-the-art Media Center and Science Lab was opened in September 2002. During the summer of 2004, the Kindergarten classrooms, partially housed in a cottage almost one-hundred years old, were razed and a new facility was built. Renovations to the building attached to the Kindergarten were also completed.

The Julie Program for students with mild to moderate language differences was initiated in 2007. Trinity's first Preschool for three and four-year old students opened in September 2009. A Pre-Kindergarten Plus/Kindergarten Transitional program was initiated in September 2011.

# TRINITY SCHOOL ORGANIZATIONAL CHART





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# I. ACADEMICS, PROGRAMS, AND POLICIES

## A. Educational Program

### 1. Preschool

Religion	Arts
Language Arts & Phonics	Library
Mathematics	Music
Science/STEM	Physical Education
Gross & Fine Motor Development	Social and Emotional and Development
Handwriting	Spanish
Sensory and Perceptual Development	Yoga
Dramatic Play	Creative Arts

### 2. Kindergarten

Religion	Mathematics
Language Arts:	Science
- Phonics	Social Studies
- Reading	Spanish
- Spelling	Library Skills
- Handwriting	Physical Education
- Expressive Writing	Music
Literature	Art

### 3. Primary School (Grades 1-4)

Religion	Social Studies
Language Arts:	Science
- Phonics	STEM
- Reading	Spanish (Grades 1-2)
- Spelling	French (Grades 3-4)
- Handwriting	Library Skills
- Grammar	Physical Education
- Composition	Music
Mathematics	Art

Note: In Grades K, 1, 2, Social Studies and Science alternate.

### 4. Middle School (Grades 5-8)

Religion	Language Links (Grade 5)
Language Arts	French or Spanish (Grades 6-8)
Mathematics	Media Literacy
Social Studies	Physical Education
Science	Music
STEM	Art
Technology	Life Skills

**Religion is a required course for all students and students are expected to attend all Masses and prayer services.**

**B. Co-Curricular Activities**

ACTIVITY	GRADES	INFORMATION
Art Show	K-8	Student art is on display for families to observe before and after school.
STEM Fair	K-8	Students demonstrate and explain individual science projects.
Band <i>Archdiocesan Band Program</i>	4-8	For an extra fee, students take lessons during the school day on Fridays and practice after school to perform during school events and concerts.
Concert Choir	5-6	An elective that focuses on choral singing. Solo or small group singing is a requirement as is sight reading of music notes. Tryouts are not necessary.
Ensemble	7-8	An elective that emphasizes solo, small group, and choral singing. Solo or small group singing is a requirement and students are encouraged to develop their adolescent voice to its potential. Tryouts are required.
Handbell Choir	7-8	A music group that fosters the love of handbells using hand tone chime bells. Ability to sight read is required. Students are selected on the basis of music discipline, music ability, and ability to work individually. Students who are not selected may become alternates.
Math Madness Pi Day	3-8	Students participate in a variety of in-class activities to learn about pi.
Spelling Bee	5-6	Students apply their spelling mastery by competing in a classroom and school spelling bee. The winner participates in the Howard County and Archdiocesan Spelling Bees.

**C. Student Service Opportunities**

PROGRAM	GRADES	INFORMATION
Car Aides	5-6	Students welcome and assist Pre- and Primary School students at arrival time.
Ambassadors	6-8	Students function as guides during open houses and at school events.
Flags	8	Eighth grade students raise the flags in front of the school at the beginning of the day.
Fall Festival	5-8	Students assist at booths and games during the annual Fall Festival.
Family Bingo Night	5-8	Students assist at the HSA's Trinity Family Bingo event.
Operation LOVE	5-8	Students assist with setting up and cleaning up for the annual Operation LOVE event.

#### **D. Adopt-A-Class (Little Brothers and Sisters)**

The purpose of this program is to develop a close relationship between the older students and the younger students. In the Adopted Classes, an older student is assigned a younger student who becomes their "Little Brother" or "Little Sister". During the year visits occur between adopted classes and on special occasions students may exchange gifts.

#### **E. Field Trips**

Field trips are considered an integral part of the school's educational program and a valuable learning experience for students. Throughout the year, students take field trips to locations in and around Baltimore and Washington D.C. In advance of the trip, a permission form is sent home either electronically or in hard copy. A student will be permitted to attend the trip **ONLY** if the permission form is signed by the parent/guardian and returned to the teacher along with any fees paid through FACTS by the specified date. Students who are kept home from the trip will be marked absent. Parents/guardians may be asked to participate as chaperones on field trips as the need arises. Because of safety and liability factors, Preschool siblings and other school-age siblings may not accompany the chaperone.

#### **F. Student Placement**

Assignment of students to grade level and/or homeroom/advisories is the responsibility of teachers and administration. Therefore, requests for specific teachers cannot be honored.

#### **G. Homework**

1. Purpose of homework
  - a. To re-enforce skills and material taught
  - b. To strengthen study skills
  - c. To develop responsibility
  - d. To allow parents to see what skills students are learning
2. What the parent can do
  - a. Encourage the child to keep track of his/her own assignments.
  - b. Check required assignments on the parent portal (*MyTrinity*).
  - c. Establish regular study time (preferably the same time every day) without interference from TV, phone, music, conversation, computer and/or instant messaging.
  - d. Help the child plan to anticipate deadlines. Do not leave assignments until the last minute. Use of a calendar is helpful.
  - e. **Do not do homework for the child.** For the most part, students should be able to complete their assignments without help.
  - f. Communicate with the teacher if the child is having difficulty with content or completing homework in a reasonable time.
3. Approximate time allotment to do required homework - individual capabilities differ:

Kindergarten  
Grades 1 and 2

As directed by the teacher  
20-30 minutes

Grades 3 and 4  
Grades 5 and 8

45-60 minutes  
60-90 minutes

4. Primary School Students

Teachers will communicate missing homework to parent(s) through a homework notice. To receive credit, the student must complete missing assignments and return them to the teacher the next day or the next time the class meets.

Parents are asked to verify that homework has been completed. Consistent failure to complete homework will affect effort and achievement grades. All tests should be signed by parents and returned to school the following day.

5. Middle School Students: Homework Policy

a. When a student does not turn in homework:

- i. The student receives a 0 for the missed assignment until it is turned in.
- ii. If the student turns it in by the next class, the student will receive 75% credit.
- iii. If the student turns it in after the following class within a week of the due date, the student will receive 50% credit.
- iv. Homework turned in more than one week after the due date will not receive credit.

b. Teachers will note missing assignments in *MyTrinity* and notify parents if missing homework becomes a habitual problem.

c. Parents are expected to monitor their students' progress through *MyTrinity*.

**H. Report Cards**

1. Preschool progress reports are issued in February and May
2. Primary and Middle School report cards are issued at the end of each trimester (November, March, and June) on MyTrinity.
3. At the midpoint of each trimester, Middle School parents acknowledge reviewing grades on *MyTrinity* by signing either a physical or an electronic form and returning it to the homeroom teacher or Division Director.
4. Grades are derived from:
  - a. Class Work
  - b. Tests
  - c. Quizzes
  - d. Homework
  - e. Projects
  - f. Class Participation

5. Achievement Grades (Grades K-1)

C	Consistently Demonstrates
P	Progressing Well
E	Emergent
I	Improvement Needed
NA	Not Assessed

6. Achievement Grades (Grades 2-8)

A	94 - 100
B+	88 - 93
B	82 - 87
C+	77 - 81
C	71 - 76
D	65 - 70
NP	<65 (Not passing)

7. Specials, Effort, Learning Behaviors (Primary School) and Conduct (Middle School): measure the degree of participation, motivation, attitude, cooperation, striving for improvement, completion of work on time.

1	Outstanding
2	Meets Expectations
3	Improvement Needed
4	Unsatisfactory

8. Promotion Requirements: Students must complete the required educational program in order to be promoted or to graduate. Teachers will communicate with parents on a regular basis regarding their child's progress. By mid-February, teachers, administrators and parents will review the student's work performance to date and discuss educational needs for the remainder of the year and the possibility of failure and/or retention.

**I. Student Assessment**

1. Kindergarten: Phonological Pre-Assessment at the beginning of the year
2. Kindergarten through Grade 4: Dibels Assessment
3. Grade 4 : Math Benchmark Assessments
4. Grades 2 through 8: Measure of Academic Progress/MAP (reading and math)
5. Grade 5 and 8: ACRE (Assessment of Catholic Religious Education)

**J. Awards**

1. Reporting Periods (Middle School)
  - a. First Honors: All A's in academic classes, with 2's or above in specials and effort.
  - b. Second Honors: All A's, B+'s and B's in academic classes, with 2's or above in specials and effort



- c. Outstanding Effort: All 1's and 2's in student's effort grades, with more 1's than 2's.
- d. If a student receives 6 or more conduct points during a reporting period, s/he is ineligible for any awards.
- e. If a student has a 3 or 4 in conduct for a trimester, s/he is ineligible for any of the above awards.

## 2. End of the Year

- a. Grades 5 through 7:
  - i. Honor Medal – top 2 highest final academic average\*
  - ii. Outstanding Achievement - 94% and above academic average\* for the year
  - iii. Outstanding Effort for the Year - outstanding effort received all three trimesters
  - iv. The Dr. Eleanor Logue Poetry Award – winner of annual poetry contest (5-8)
  - v. STEM Award – student is responsible, motivated, curious, and creative in STEM (rising 8th grader)
  - vi. Various Activities and Content Area Certificates
- b. Grade 8 (In Addition to the above):
  - i. Presidential Gold Award - 94% or above academic average\* and 90th percentile in reading and math on standardized tests (winter administration of MAP)
  - ii. Presidential Silver Award – outstanding achievement in arts or community service
  - iii. The Brian Varacalle Science Award – excellence in the field of science

\*Academic average is calculated using student's end of year averages in Language Arts, Math, Science, Social Studies, Foreign Language and Religion

- c. Trinity Award (Grades 3 to 8)  
The Trinity Award is presented to students who show a true spirit of generosity, friendliness, genuine concern for the feelings of others, truthfulness, and conscientiousness in his/her daily experiences with those he/she has encountered during his/her days at Trinity.

## 3. Service Awards (Middle School)

Service is an important part of Trinity's education. Service is defined as voluntary contributions to the school or community done outside of school hours, without compensation and with a positive, courteous, and enthusiastic spirit. Daily chores are NOT included as service. Students may earn service awards for specified hours of service rendered to the school and/or community. Students must submit evidence of service hours to the service hours coordinator. Service awards are presented in June.

### GUIDELINES FOR SERVICE AWARDS

<u>GRADE</u>	<u>AWARD LEVELS</u>
5	5 hours
6	10 hours
7	15 hours
8	20 hours

## II. SCHOOL RECORDS, COMMUNICATION, AND CONFERENCES

### A. **Records Policy** (Family Educational Rights and Privacy Act)

In compliance with the Buckley Amendment of 1974 (Family Educational Rights and Privacy Act), Trinity School has instituted the following policy regarding an individual's right to privacy:

1. Access to Records
  - a. Teachers and other school officials who have legitimate educational interests have access to student education records.
  - b. Parent(s)/legal guardian(s) have access to their child's/ward's education records. Parent(s)/guardian(s) may contact the Head of School to schedule an appointment to review records. A representative of the school must be present while these records are being reviewed.
  - c. In general, any other person requesting access to a student's education record must have written consent of the student (if 18 or older), parent(s)/legal guardian(s) (if student is under 18 years old) unless the disclosure is otherwise authorized or required by law.
  - d. Non-custodial parents/guardians, in the absence of a court order to the contrary, will be provided access to the educational or/ legal agreement records and other school-related information regarding their student. It is the responsibility of the custodial parent/guardian to provide the School with an official copy of any court orders or legal agreements regarding access to educational records.
  - e. A log must be maintained of each request for access to and each disclosure of educational record information other than disclosure to parents or students 18 or older or School officials. The log should contain the name of the person(s), the date, and the legitimate interests the person had in requesting or obtaining the information.
  - f. Parents may request that the school correct records they believe are inaccurate by contacting the Head of School

### B. **Change in Name, Family Status or Custody**

If there is a change in the family status or the change of a child's name, the School must be informed promptly of the change. In the case of a change of custody, a copy of the portion of the court order that names the custodial parent must be on file with the School.

### C. **Non-Custodial Parent**

If a non-custodial parent seeks access to his/her child's records, the School must allow access unless a copy of a valid court order or legal agreement prohibiting such access has been presented to the school. The School reserves the right to notify the custodial parent of any request to review records.

**Trinity School DOES NOT allow a non-custodial parent physical access to his/her child during school hours or on school premises unless the custodial parent has consented, or the School has a court order permitting access.**

#### D. Emergency Contact Information

Emergency card information for EVERY FAMILY MUST BE CURRENT. IT IS IMPERATIVE THAT TRINITY SCHOOL HAS EMERGENCY CONTACT INFORMATION FOR EVERY FAMILY AND THAT THE SCHOOL IS INFORMED IMMEDIATELY OF ANY CHANGE IN ADDRESS, EMAIL, OR TELEPHONE NUMBER. The information will be kept in the strictest confidence. Children will only be released to the person(s) designated on the emergency card, unless otherwise instructed by the custodial parent/guardian.

For each student, the School keeps emergency contact information in both the Main Office and the Health Room.

#### E. Wireless Communication and Telephone Numbers

Trinity School discourages students from bringing cell phones to school. Cell phones are a distraction for students to have during school hours. It is also unnecessary for students to bring cell phones to school because telephones are available in every classroom. Students may use a classroom telephone with permission from a teacher or administrator. **Smart watches that allow texting, calling or internet access are equivalent to cell phones.**

Preschool and Primary School students are not permitted to have cell phones at school.

If a Middle School student chooses to bring a cell phone to school, the following conditions apply:

1. **Cell phones must be turned off and always kept in the student's locker NOT ON THEIR PERSON.**
2. To make calls during the school day, a student must ask permission to use a school phone.
3. Students may not use a cell phone before school, during carpool, during after school activities on campus, at TED, or during school-sponsored events off campus (field trips).
4. Cell phones and other electronic devices, including "smart" watches may not be used for internet access, texting, or taking photos or video.

If students use their cell phones during the day, the cell phone will be confiscated, and the consequences are as follows:

1. 1<sup>st</sup> offense: An administrator keeps the phone until the end of the school day. The student must retrieve the phone from the Main Office at the end of the day. The parent is notified.
2. 2<sup>nd</sup> offense: An administrator keeps the phone until the end of the school day. **A parent must meet with an administrator to retrieve the cell phone. A written warning is issued.**
3. 3<sup>rd</sup> offense: The student may not bring their cell phone to school for the remainder of the year. If they do so, they must check their device in and out with the Middle School Director each day.
4. Cell Phone violations may also result in conduct points, in accordance with the Middle School Points System (see [Attachment VII](#)).

## **F. Use of Student's Photo Images and Schoolwork**

Throughout the school year, Trinity School typically documents school activities in photographs and video. These items, along with student work (art, poetry, writing pieces), will be used for archival purposes and to promote Trinity School. These items will be used without compensation to the student or the student's family. These items may appear in local newspapers, news broadcasts, Trinity School website ([www.trinityschoolmd.org](http://www.trinityschoolmd.org)), or other outlets. Trinity School shall own exclusively all copyrights and other rights to photography taken by the school photographer on school property or during school activities, whether on or off campus. A media release form is completed by parents each school year.

## **G. Parent Communication**

Parents play an essential and positive role in the life of Trinity School. Not only are parents advocates for their children, but they also support the faculty and administration through active engagement.

The relationship between parents and the faculty and administration is formally governed by the School's written enrollment contract and the handbook. When parents choose to enroll their child at Trinity, they agree to subscribe to its mission, follow its rules, and abide by its decisions. Trust and mutual respect are the most essential underpinnings of effective working relationships.

Parents best support a school climate of trust and respect by communicating concerns openly and constructively to the teacher or administrator directly related to the issue. In collaborating with people misunderstandings may arise. Parents with concerns need to explain their concerns to the teacher first. If an agreeable solution is not reached, parents may contact the administration to discuss the situation. After the parent has talked with the teacher and administrator, a conference with parent, teacher, student if necessary, and the administrator may take place. For communication to be effective, all must realize it is for the benefit of the student. In addition, communication must be grounded in mutual trust and respect, be forthright and honest, and be informed by a clear understanding of roles, responsibilities, processes, and appropriate and respectful behavior.

Parents collaborate productively with teachers and administrators by staying informed about their child and notable events in the life of the school. Thoughtful questions and suggestions are welcomed by teachers and administrators. It is incumbent upon the School to provide parents with timely and pertinent information.

The partnership between school and home is necessary for an effective discipline and guidance program. It is important not to place the child in opposition to the teacher, which may result in defiance and disrespect. The following guidelines help maintain this partnership.

1. If your child comes home seriously upset about a school situation, you should listen openly to him/her. We caution you not to offer an opinion until you have contacted the teacher involved in the situation. The parents' approach should be one of calm and passive listening. The time taken for this communication will show your interest in the child's point

of view. At the same time, the need to view the situation as completely as possible requires that the parent confer with the teacher openly.

2. If you disagree with a teacher's action, please express your disagreement and concern directly to the teacher first by making a phone call or sending a short e-mail to the teacher. If you need to speak with the teacher in more detail following this, request a conference with them in person. If you need to speak to an administrator after this, contact an administrator to set up a conference.

#### **H. Telephone and Email Communication with Faculty**

1. The faculty does not receive telephone calls during school hours. Parents may leave a voice message in the teacher's voice mailbox.
2. The Trinity website has links to all faculty and staff school email addresses. The Faculty and Staff page is located under the About Trinity tab. Teachers' school phone numbers and email addresses are also posted in the MyTrinity Faculty and Staff Directory.
3. Teachers and staff will respond to communications within two school days during regular school hours. Teachers are not able to respond to emails after school hours or on weekends.
4. Teachers' personal home/cell numbers are not published and therefore teachers should not be called at home or on their cell phones.

#### **I. Website and App**

The Trinity website is [www.trinityschoolmd.org](http://www.trinityschoolmd.org). Helpful information on the website includes links to:

Lunch Menus	Parent Portal ( <i>MyTrinity</i> )	School Calendar
Parent/Student Handbook	Health Forms	Flynn O'Hara Uniform
Summer Reading	Volunteer Opportunities	School Supply Lists
Inclement Weather Policy	Faculty and Staff Contact Info	FACTS Payments

#### **J. Parent Portal**

The Parent Portal, or *MyTrinity*, is a password protected website used to communicate with parents. New parents are given login information at the beginning of the school year for their children. Parents are expected to keep contact information (especially phone numbers and email addresses) up to date to receive timely communication.

Information available on or communicated through the Parent Portal includes:

Weekly Newsy Notes	Family Directory
Email Communications/Fliers	Student Homework
Permission Forms	Report Cards/Progress Reports

**Parents should check the parent portal weekly.** Middle School parents can use the portal to check their child's grades and to verify homework assignments.

#### **K. Family Directory**

Each year a school directory is compiled and published on *MyTrinity* with family names, addresses, and telephone numbers. Inclusion in the directory is optional and is based on contact information provided by parents in *MyTrinity*. Therefore, it is important for families to ensure this information is accurate.

#### **L. Bulletins**

1. The Weekly School Bulletin (*Newsy Notes*) is issued electronically on Wednesdays.
2. Other communications, notices, etc. are sent electronically as needed.

#### **M. Meetings and Conferences**

1. Back to School Night in September is the most important meeting of the year. Parents meet teachers and receive an overview of curriculum, grading and required procedures.
2. Parent coffees for Primary and Middle School are scheduled throughout the year. Check the school calendar for these dates.
3. School is closed to students for one day in both the fall and the spring for parent conferences.
4. Additional conferences may be scheduled as needed throughout the year. Conferences may be initiated by either parents or teachers.
5. Appointments must be made, preferably one week in advance. To schedule an appointment with an individual teacher, please e-mail or call the teacher and leave a message. Allow the teacher at least 24 hours to respond as teachers' schedules and responsibilities offer limited flexibility to access voice mail or e-mail frequently.
6. If you wish to schedule a team conference or to meet with more than one teacher, please contact the Division Director and provide the names of the faculty members you wish to see. The Division Director will set up the conference and contact you.
7. Teachers are available for conferences before student arrival or after dismissal. Teachers are unable to hold a conference when they are responsible for the students in the classroom, hallways, on the playground, during arrival/dismissal or when they are preparing for class. No staff member will conduct a conference with a parent who is abusive or belligerent.

### III. ATTENDANCE

#### A. Hours

1. Arrival and Dismissal: Students must report to school at the designated arrival time and must be picked up promptly at dismissal time.
2. **Preschool:** Arrival starts at 8:30am and pickup is at 3:00pm. Students are considered tardy after 9:30am
3. **Primary and Middle School:** Arrival starts at 8:00am and pickup is at 3:15. Students are considered tardy after 8:20am

#### B. Policies

1. Trinity School must comply with Maryland State Law concerning compulsory attendance. The law requires regular attendance during the entire school year. More than twenty (20) days absence per year is considered excessive. After the twentieth absence, a student may be requested to withdraw completely. The school is required to notify the State in cases involving excessive absence. All cases will be studied individually, and prolonged illness will be treated with compassion.
2. Students are tardy if they are not in homeroom at the designated time.
  - a. Students must be checked in by a parent at the Main Office.
  - b. Tardiness is entered on a student's permanent record.
  - c. It is the student's responsibility to check with the homeroom teacher to receive the necessary communication or work that may have been missed due to tardiness.
3. The School discourages early departures and requests families to arrange routine medical and dental appointments, etc., after school hours or during scheduled vacation periods. Check the calendar for days when school is not in session. If early dismissal is unavoidable, the parent must notify the homeroom teacher, nurse and the Main Office on the day of dismissal. The note/email should include the reason for the request and the time the student must leave school. If the student does not return to school, he/she is counted absent for the remainder of the day and is responsible for the work missed.
4. Absence from school during the academic year due to family vacations is strongly discouraged. Missed work and assignments may only be obtained upon return.
5. All absences and tardiness become part of a student's permanent record and transcript issued to the next school the student attends.
6. If a student arrives after or departing before 11:30am (10:30am in preschool), the student is considered absent for attendance purposes and is not permitted to attend social or extra-curricular events after school, such as school dances, athletic activities or clubs.
7. It is the student's responsibility to make up assignments and tests missed during absences.
8. **To report your child's absence, parents must notify the School BY CALLING 443-498-5099 (ABSENTEE PHONE LINE) or emailing the Health Room (nurse@trinityschoolmd.org).**

**Please leave a detailed message before 8:30 a.m. Please contact your child's teacher(s) or check *MyTrinity* for work to be made up.**

9. Parents are notified if a child is marked absent without the parent having notified the school.
10. When a student returns to school, an e-mail or written note to the Health [nurse@trinityschoolmd.org](mailto:nurse@trinityschoolmd.org) stating the reason for the absence is required.

#### **C. High School Visitation Policy for Eighth Grade**

Eighth grade students are allowed a total of four days to visit/shadow/interview at high schools of their choice. Please consider visiting on days when Trinity is closed to students, such as Parent/Teacher Conference Day.

Parents must notify the student's homeroom teacher in writing at least three days prior to the shadow/visit day. Students are responsible for all missed work and tests/quizzes. Absences due to shadowing are notated as such in the attendance record.

#### **D. Calendar**

A school calendar for the year is posted on Trinity's website and app. The calendar includes dates for holidays, school meetings, family functions, report cards, assemblies, school pictures, testing, special student activities, and other important dates.

#### **E. Emergency Closings**

**Trinity School follows Howard County Public Schools for weather/emergency related delayed openings, closings and early dismissals.**

**CLASSES MAY SHIFT TO A VIRTUAL MODEL TO REDUCE LOST INSTRUCTION DUE TO INCLEMENT WEATHER.**

1. When conditions indicate that schools may close or be dismissed early because of inclement weather, please listen to local radio stations (WBAL and WTOP) or watch local TV stations (WBAL or WJZ) for announcements regarding delayed openings, closures, or early dismissals. It is not necessary to call the Main Office for this information.
2. Please note that, if Howard County Public Schools announce a delayed opening, they may still reassess and close schools. Continue to monitor local media for updates.
3. For emergency closings during the school day, please monitor local media and your e-mail. Please be sure your contact information is up to date in the *MyTrinity* portal. Any announcement will also be posted on the school's website and social media accounts.
4. When Howard County has a scheduled closure (holiday, teacher professional day, etc.), Trinity will be announced separately, via email, website and social media posts.



5. For Kindergarten through Grade 8, if school has a 2-hour delayed opening classes will begin at 10:20 a.m.
6. For Preschool, drop off will begin at 10:30 a.m. Half-day students do not attend school.
7. Trinity Extended Day (TED) Delays/Closings  
2-Hour Delay: TED opens at 9:00 a.m.  
Early Dismissal: TED is closed.  
School Closed: TED is closed

#### IV. UNIFORM POLICIES

Trinity students wear a designated uniform, except on special occasions which are announced in advance (see Free Dress Code).

Students are expected to wear their uniform proudly and properly – uniform pieces are to be clean and neat, shirts tucked in, and skirts an appropriate length. The acceptable length of skirts, jumpers, and shorts is three inches above the knee.

Students are not permitted to wear make-up or artificial nails. Students in grades K-8 may wear one color (clear or neutral shade) of nail polish. Girls may wear one pair of small stud or hoop earrings. Boys may not wear earrings to school. Hair must remain clean and not fad-oriented. Visible body piercings and tattoos are not permitted. Other accessories are not permitted. The administration reserves the right to send students home who are non-compliant.

When a student is not wearing the uniform appropriately, parents will be notified. Middle School students who violate the uniform code will be issued conduct points.

##### **A. Uniform Supplier and Used Uniforms**

Flynn O'Hara  
1608 Furnace Branch Road  
Glen Burnie, MD 21061  
[www.flynnohara.com](http://www.flynnohara.com)

Used Uniforms: See the school calendar for dates of used uniform sales throughout the year.

##### **B. Fall/Spring Uniform (see calendar for dates)**

*Girls-Preschool 3 through K-Transition*  
Khaki jumper with Trinity logo  
Yellow short-sleeve polo shirt with Trinity logo  
Khaki 2 pleat skort or pull-on shorts  
White crew or knee-hi socks  
White tights

*Girls-Kindergarten through 4th Grade*

Khaki 2 pleat skort, walking shorts or slacks  
Hunter green short sleeve polo with Trinity logo  
Green or white crew socks

*Girls-5th through 8th Grade*

Khaki 2 pleat skort, walking shorts or slacks  
White short-sleeve polo with Trinity logo  
White crew socks

*Boys-Preschool 3 through K-Transition*

Khaki pull-on shorts or pants  
Yellow short-sleeve polo shirt with Trinity logo  
White crew socks

*Boys-Kindergarten through 4th Grade*

Khaki walking shorts or slacks  
Hunter green short sleeve polo with Trinity logo  
White crew socks

*Boys-5th through 8th Grade*

Khaki walking shorts or slacks  
White short-sleeve polo with Trinity logo  
White crew socks  
Black/brown belt

**C. Winter Uniform (see calendar for dates)**

*Girls-Preschool 3 through K-Transition*

Grey sweatpants with Trinity logo  
Yellow long sleeve polo shirt with Trinity logo  
Navy crewneck sweatshirt with Trinity logo  
White crew socks

*Girls-Kindergarten through 4th Grade*

Plaid split front jumper or khaki flat front slacks  
White short or long sleeve Peter Pan collar blouse  
Hunter green crewneck sweater or ¼ zip performance fleece pullover with Trinity logo  
Green knee highs, tights or black leggings

*Girls-5th through 8th Grades*

Plaid skirt or Khaki flat front slacks  
White short or long sleeve Oxford blouse  
Hunter green V-neck sweater or ¼ zip performance fleece pullover with Trinity logo  
Green knee highs, tights or black leggings

*Boys-Preschool 3 through K-Transition*

Grey sweatpants with Trinity logo  
Yellow long sleeve polo shirt with Trinity logo  
Navy crewneck sweatshirt with Trinity logo  
White crew socks

*Boys-Kindergarten through 8th Grade*

Khaki pants  
White short or long sleeve Oxford shirt  
Hunter green V-neck sweater or ¼ zip performance fleece pullover with Trinity logo  
Green and grey striped tie  
Beige or green crew socks

**D. Shoes**

Suede buck, camp side, saddle shoes, shoe with elastic strap or T-strap (no grooved soles).  
Color: Brown, tan, black, oxblood, navy

**E. PE Uniform (Kindergarten through Grade 8)**

White short-sleeve Trinity T-shirt  
Hunter green mesh gym shorts with Trinity logo  
Grey crewneck Trinity sweatshirt and sweatpants (cold weather)

**F. Spirit Uniform**

Shirts

*Preschool*

Class spirit shirts (provided by the School)

*Kindergarten*

Tie-dye spirit shirt

*Grades 1 through 4*

Trinity Spirit T-shirt

*Grades 5 through 8*

Trinity Spirit T-shirt in class color

Bottoms

*All Students:* Jeans in good repair (no holes or rips, not overly tight), sweatpants, khakis/dress pants, leggings, or shorts/skirts of appropriate length (only during warmer months)/ Socks and close-toed shoes of your choice (no flip flops, crocs or sandals)

Students who choose not to wear the Spirit Day wear described above must dress in the regular school uniform. Spirit Days are **not** free dress days.

## **G. Out of Uniform Dress Code**

Themed out-of-uniform days are occasionally scheduled and announced in advance. Students are expected to follow the theme for the day or wear the regular school uniform.

On special occasions, dress clothes may be required.

The following articles are not appropriate for out of uniform days.

- Excessively short skirts or shorts
- Bare midriffs
- Very tight or see-through apparel
- Clothing which is unhemmed, ripped, torn, or has holes, including torn jeans
- Clothing with terms, logos, slogans or images that are offensive, political, harassing or discriminatory

The administration will maintain the right to correct an appearance that is considered not suitable for students as well as the school. Parents may be called to bring appropriate clothing to school.

## **V. TRANSPORTATION**

### **A. Carpool Rules and Procedures**

#### **1. For the safety of the children:**

- a. Please adhere to the 20-mph speed limit on the driveways and drive slowly and cautiously throughout the campus and the Grovemont Drive neighborhood.
- b. Observe STOP and YIELD signs; in-coming traffic has the right-of-way at the Ilchester Road entrance and at the bridge.
- c. Do not talk or text on cell phones while driving on campus.

#### **2. Morning Carpool**

- a. Cars entering Ilchester Road will drop off Preschool students in the assigned carpool line in front of the building. Teachers or aides will meet the children at their designated carpool, open the doors, assist the child, and line the children on the sidewalk to their classroom.
- b. Cars entering Ilchester Road will drop off Primary students at the first turnabout which is just above the yellow gate; proceed to Ilchester Road or down the back road bordering the playground to the turnabout for Middle School drop off. Exit by Hatterby Court or Ilchester Road.
- c. For Middle School ONLY drop-off, enter by Hatterby Court.
- d. Please have children gather their backpacks, lunch boxes, etc. BEFORE reaching the discharge area so that unloading may be done quickly to prevent traffic back up. In order to save time, avoid having to open trunks for belongings that fit in the vehicle.

### 3. Afternoon Pick-Up

- a. Middle School Students: Enter by Hatterby Court only. Please be courteous to our neighbors and drive cautiously.
- b. Primary and Middle School Students who ride together will be picked up in front of the Primary School.
- c. Preschool parents enter by Hatterby Court only and park on the side of the road, stopping at STOP sign. Do not enter by Ilchester Road. Older siblings will line up with your Preschooler.
- d. Keep conversations with the teachers to a minimum to prevent any back-up.
- e. Please respect reserved parking areas.
- f. Children may not go home with another family unless authorized in writing.
- g. Due to Maryland state law Trinity staff and faculty cannot secure the children in their car seat. Please pull your vehicle up in line, turn on hazard lights and buckle your child into his/her car seat. PLEASE MAKE SURE YOUR CHILD(REN) IS/ARE IN THE CAR SEATS/SEAT BELTS AT ALL TIMES WHEN DRIVING TO AND FROM SCHOOL.
- h. If inclement weather, children will wait inside the buildings and dismiss as their rides arrive. Students do not walk to another building for carpool when the weather is inclement.

### **B. Student Pick-Up Policy**

It is essential that all students are picked up promptly at the end of the school day. Please make other arrangements early if you know you will not be able to pick up your child on time. If a child is not picked up by 3:45, s/he will be escorted to the Main Office and late charges will be incurred. If parents arrive after 4pm, call 443-878-5486 (aftercare). Late fees billed to family's FACTS account are as follows:

- 3:45-4:00 p.m.: \$25.00 late fee
- 4:00-4:15 p.m.: \$50.00 late fee
- After 4:15 p.m.: \$100.00 late fee

### **C. School Transportation**

At present Trinity School does not provide transportation.

### **D. Change in Child's Transportation**

1. Once the school has been informed of a student's mode of transportation, it will not be changed unless the school receives a written note from the parent.
2. Except for an emergency, avoid calling the school after 2:30pm for changes in transportation. We are unable to relay messages to students if dismissal is already in progress.

## VI. STUDENT SERVICES

### A. Extra-Curricular Activities

SPORTS ACTIVITIES	GRADES	INFORMATION
Cross-Country	5-8	Students practice after school and run in Saturday morning meets.
Basketball Clinic	1	Students practice basketball on Saturdays to develop their skills.
Basketball League	2-8	Students practice with grade-level teams and play weekend games.
Track and Field	5-8	Students practice after school on Tuesdays, Wednesdays, and Thursdays, and run in Saturday morning meets.
Girls on the Run	3-4	Girls develop self-respect and healthy lifestyles through dynamic, interactive lessons and running.

OTHER ACTIVITIES	GRADES	INFORMATION
Student Council	4-8	Students run for officers and homeroom representative, then plan school events, activities, and fundraisers.
Memory Book	7-8	Students compile materials and photos for the school yearbook.
Clubs	2-8	Students sign up for and participate in various activities with teachers after school.
Drama	7-8	Students prepare and perform a musical. Other opportunities to support the production (tech, lighting, props, etc.)

### B. Lunch Service

Trinity School partners with a third-party vendor to provide food service to those who choose it. A menu is linked on the Trinity School website and orders are placed directly with the vendor.

Field Trips: Do not order lunch if students are on a field trip during the lunch period. The field trip permission slip will specify the lunch arrangements for the field trip.

Scholarship Lunches: Available and sold by the Scholarship Committee once a month on Fridays to benefit tuition assistance fund.

### C. Trinity Extended Day Program (TED)

Trinity Extended Day (TED) is a licensed program offering a nurturing and fun-filled environment before and after school. The program includes a balance of structured activities, free play, homework time and afternoon snack. Trinity School students (Pre-Kindergarten through Eighth Grade) are eligible to participate. Half-day Preschool students may attend before care **only**. Registration is required to participate, and enrollment is based on a first come basis. Payment for TED is made through FACTS.

### Staff

TED is staffed by a full-time director, part-time assistant director and multiple group leaders. Group leaders receive 12 hours of Maryland State Core classes.

### Facilities and Grounds

TED is located throughout the campus including the gym, cafeteria, and playground.

### Before Care

Before care hours for students in Kindergarten through Grade 8 are 7:00 to 8:00am. Hours for Preschool students are 7:00 to 8:30am. Students engage in free-choice play options. Staff will accompany children from Preschool through Grade 2 to their classrooms.

### After Care

After school care is available from dismissal until 5:30pm. Students will receive a snack, engage in playtime, and have the opportunity to complete homework.

### Emergency Closings

TED follows Trinity School delay or closing procedures for inclement weather or emergencies.

### Student Behavior

Students are expected to comply with all instructions from their after-school care provider and must exercise the age-appropriate behavioral standards outlined in the Trinity parent handbook. As an extension of Trinity's overall vision and mission, the after-school care program adopts all Trinity's standards of faith and practice relevant to its specific program mission. In no respect will there be separate standards of behavior that are different from, or contrary to, the general behavioral standards of Trinity School.

Students who misbehave will be appropriately corrected and redirected. For any daily discipline problems, relevant parents will receive a discipline slip at pick-up. Students who regularly disobey or create a consistent negative environment for other students may be asked to leave the program, but not without the same process for parent meetings as outlined in the Trinity parent handbook's discipline policy.

### Student Dress

Students must wear their school uniform during TED.

### Smartphones, Watches & Electronic Devices

For students of all ages enrolled in the after-school care program, smartphones or any electronic devices are not permitted; the electronic devices policy of the Trinity parent handbook applies. If a student must use a phone, they may ask permission to use the school phone.

### Snacks

Students may bring a snack for after school care, although this is not required.

For more information about TED, please contact Mrs. Barbara Law, Director, at 443-878-5486 or [blaw@trinityschoolmd.org](mailto:blaw@trinityschoolmd.org).

## **VII. CODE OF CONDUCT**

### **A. Philosophy**

The Trinity School Code of Conduct is based in the Hallmarks of the Sisters of Notre Dame de Namur and the belief that each person is a unique creation of God. This belief challenges students to be and do their best each day. Therefore, students are expected to accept and respect the uniqueness of others in our thoughts, words, and actions. Because we believe that every person is a temple of the Holy Spirit, students will relate to each person in a courteous manner.

The ultimate purpose of the Trinity Code of Student Conduct is to:

- Develop a strong Christian character and sense of responsibility.
- Establish an atmosphere that will promote all aspects of growth and learning of the individual and the community.
- Provide a supportive and safe climate that is conducive to learning for all.

### **B. Parent's/Guardian's Role**

Joining the Trinity community signifies that families have chosen to accept, support and reinforce the Hallmarks of a Notre Dame Learning Community and the educational, behavioral and moral philosophy of Trinity School. Therefore, parents and guardians are expected to emulate the same values that are taught and expected of our children. Together, members of the Trinity School community will teach and exemplify supportive, respectful and courteous communication between faculty, staff, parents and students.

Faithful to Trinity School's philosophy, interactions – be it in person, virtually, indirectly, verbal and/or written – between all members of the Trinity School community will be courteous and respectful. Parents and guardians are held to the same high standards of behavior and conduct that are expected of students and teachers at Trinity School. Parents and guardians are an extension and example of Trinity School's values, and their conduct will reflect this shared philosophy.

There may be differences of opinion and disagreement between members of the Trinity School community. In such cases, parents and guardians have the right to appeal to an appropriate member of the school staff. However, the decision of the administration is final. Failure to follow these guidelines will result in consequences up to and including the termination of the existing Trinity School contract.

### **C. Property**

Students are held responsible for proper use and care of property, including grounds, buildings, furniture, lockers, books, and other materials. Misused, damaged, or destroyed property will be repaired or replaced by the student or his/her family.



## **D. Conduct Expectations**

All students are expected to conduct themselves appropriately in all areas of Trinity's campus. Students' behavior may not interfere with the teaching or the learning environment. Each teacher develops classroom management procedures for the students that are presented and taught to the children at the beginning of every school year.

### **1. Preschool School Students**

The Preschool Director and Faculty and Staff will make every effort to collaborate with parents of children having difficulties. However, the Preschool must also serve and protect all children. Children displaying chronic disruptive behavior which has been determined to be upsetting to the physical or emotional well-being of others may require the following actions:

- a. Initial consultation: The Director may require the parent(s) of any child who attends Preschool to meet for a conference. The problem will be defined in writing. Goals will be established, and the parents will be involved in creating approaches toward solving the problem.
- b. Second consultation: If the initial plan for helping the child fails, the parent(s) will again be required to meet with the Director. Another attempt will be made to identify the problem, outline novel approaches to the problem and discuss the consequences if progress is not apparent.
- c. Suspension: When the previous attempts have been followed and no progress has been made towards solving the problem, the child may be suspended from the preschool indefinitely. The Director may immediately suspend a child at any time he/she exhibits behavior which is harmful to him/herself or others. A parent may be called from work at any time the child exhibits uncontrollable behavior that cannot be modified by the Preschool staff. A parent may be asked to take the child home immediately. Suspensions from the Preschool Program may vary from a few hours to an indefinite period of time.

### **2. Primary School Students**

Tiger Club is a positive and supportive approach used to maximize academic engagement and achievement for all students and to promote nurturing, engaging, and productive learning environments. Students are taught and led by example on how they can be respectful, on task, accountable, and responsible. There are opportunities for daily and/or monthly recognition of positive behaviors.

If unacceptable behavior does occur, the teacher will work to help the student improve his/her behavior. If thereafter a child chooses not to follow the Tiger Club expectations, the following procedures will occur:

- a. The student will bring home a behavior slip which explains the unacceptable behavior and action taken. It is expected that this form will be signed by the child's parent/s and returned to school the following school day.

- b. If a student receives two behavior slips within a week, a parent-teacher conference will be arranged.
- c. In the case of a student receiving three behavior slips within a week, a conference will be arranged with the Director of Primary School (see office referral attachment).

### 3. Middle School Students

Students may receive conduct points for unacceptable behavior. Parents are notified in writing when points are issued. An accumulation of points results in escalating consequences (see Points System attachment). In all cases, the goal is to guide students to recognize unacceptable behavior and change it.

## E. Playground

The playground and equipment are for the use and enjoyment of our students during the school day. The playground is not open to students before or after school – except for TED use. To ensure that students have a safe and positive opportunity to interact with their classmates and take a break from their hard work in the classroom, the following guidelines must be adhered to:

- There must always be an adult with each child or group of children on the playground.
- Students may not go outside until dismissed by a teacher.
- Students are expected to conduct themselves properly and kindly to enjoy recess.
- Teachers may remind/redirect students if play is becoming rough or aggressive.
- When in conflict, students should seek the help of an adult on duty.
- Students may not engage in upside-down activities on any equipment.
- Students may not do handstands; cartwheels may only be done on the grass.
- Students may not sit or stand on top of picnic tables.
- Students may not play around sewer drains.
- Students are asked to gather all play equipment after each recess.
- During inclement weather or drills, the adult(s) on duty are to gather the children and seek shelter in the closest building.

### SWINGS (Preschool - Gr. 4)

- one at a time
- sit only
- swing straight and no twisting
- do not cross in front of, behind, or under swings
- take turns; count to 25 if someone is waiting

### SEESAW (Gr.3-4)

- only sit facing each other from opposite ends
- no sitting in middle
- hold on with both hands
- keep feet to the sides not underneath
- do not jump off; do not cherry bomb
- no bumping

- take turns; count to 25 if someone is waiting

#### EQUIPMENT CENTER

##### PRESCHOOL USE:

- both sides of equipment
- climb ladder facing Primary school
- bars and rings are off limits
- only two students at a time on platform
- never run under the equipment

##### PRIMARY USE (K-Gr. 4)

- use bars and rings one at a time going in the same direction
- only two students at a time on platform
- never run under the equipment

##### SLIDES (ALL)

- hold handrails while climbing one step at a time
- do not climb up the slide or the sides
- always slide down feet first
- only one child on slide platform at a time

##### CLIMBING/ROCK WALL (K-Gr. 4)

- one at a time in each section
- climb on section to ladder and then climb down ladder
- no climbing or sitting on top of wall
- no jumping from wall
- no running around wall
- no crawling through holes in wall
- no pushing anyone against wall
- DO NOT USE WHEN WET

#### **F. Conflict Situations**

Conflicts are a normal and healthy part of living and growing. We encourage students to manage conflicts and not to avoid them. The goal is reconciliation. The Administration has implemented conflict resolution techniques to work towards a solution.

#### **G. Bullying, Harassment and Intimidation Policy**

Bullying, harassment and intimidation are contrary to school life in a Christ-centered community, which respects the dignity and uniqueness of all of God's children. To foster a school environment where all students are educated in a safe and caring atmosphere, Trinity School will follow established procedures for bullying prevention, intervention, and response.

**Normal Peer Conflict**

- Peers have equal power or are friends
- Conflict happens occasionally
- May be accidental
- No threat of harm
- Equal emotional reactions
- Not seeking power or attention
- Not trying to gain something.
- General remorse
- Effort on both sides to solve problem.

**Bullying/Harassment**

- Imbalance of power
- Repeated negative actions
- Purposefully done.
- Serious with threat of harm
- Strong emotional reaction from victim
- Little/no emotional reaction from bully.
- Seeking power, control or material things
- No remorse or guilt
- No effort to solve the problem.

Bullying – unwanted, demeaning behavior among students that involves a real or perceived power imbalance. The behavior is repeated, or is highly likely to be repeated, over time. To be considered bullying, the behavior must be intentional and include: 1) an imbalance of power (students who bully use their physical, emotional, social, or academic power to control, exclude, or harm others), and 2) repetition (bullying behaviors happen more than once or are highly likely to be repeated based on evidence gathered).

Cyberbullying – bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through texting, apps, or online via social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or hurtful content about another student. It can include sharing personal or private information about someone else causing embarrassment or humiliation.

Harassment – negative actions that offend, ridicule, or demean another student with regard to race, ethnicity, national origin, immigration status, family/parental or marital status, sex, sexual orientation, gender identity, gender expression, religion, ancestry, physical attributes, socioeconomic status, physical or mental ability, or disability.

Intimidation – any communication or action directed against another student that threatens or induces a sense of fear and/or inferiority. Retaliation may be considered a form of intimidation.

Bullying, harassment and intimidation should be reported to the administration using [this form](#). Written reports should be submitted as soon as possible. Retaliation or reprisal against anyone who reports such behaviors or participates in an investigation of a report is also prohibited. Trinity's Harassment Policies can be found in Section XV of the *Trinity School Handbook*.

**H. Truancy**

Truancy is defined as a student absenting him/herself from school without parent/guardian permission or leaving school grounds without permission during the school day. Truancy may result in disciplinary action up to and including suspension or expulsion. It is the parent/guardian responsibility to report absences to the school by 9:30am each day.

## **I. Search and Seizure**

Lockers and desks are properties of the School and can be searched at any time. If the Head of School or his/her representative has information that a student is in possession of drugs, controlled substances, or weapons that constitutes a criminal or civil offense in Maryland, or for any other valid reason, the Head of School or designee, and/or a law enforcement officer has the right to search the student's personal belongings.

## **J. Suspension and Expulsion**

1. Suspension may take place due to a pattern of behavior or for a single serious infraction. Suspension may be either in- or out of school.
2. Students may be expelled from Trinity either due to a pattern of behavior or a single serious infraction.
3. Examples of infractions that may result in suspension or expulsion include, but are not limited to:
  - Lack of respect
  - Lack of cooperation
  - Fighting
  - Using vulgar language
  - Displaying or possessing pornography
  - Sexual misconduct
  - Possession of matches or lighters
  - Possession of tobacco or nicotine products (including smokeless and vaping products)
  - Destruction of property
  - Theft or extortion
  - Possession, use or distribution of drugs or alcohol
  - Possession of weapons
  - Harassment
  - Truancy
  - Making threats
  - Unauthorized recording (audio or video)

While on suspension, the student is still responsible for missed work. Middle school students should check *MyTrinity* for assignments. After the specified amount of time for suspension, the student and the parent(s)/guardian(s) will meet with Administration for reinstatement. Administration reserves the right to determine the conditions for reinstatement.

Any illegal activities, including but not limited to the possession, use of, selling, or distribution of alcohol/drugs, may be grounds for expulsion. The school reserves the right to expel any student at any time when his/her conduct warrants it. Any expelled student forfeits all privileges of the Trinity School student.

## **K. Request to Withdraw a Student from Trinity School**

Parents will be requested to withdraw a student from the school for any of these reasons:

- Student and/or parent(s) cannot accept the philosophy of the school.
- Student and/or parent(s) consistently act contrary to school philosophy or consistently disregard guidelines stated in the Handbook.
- Students' and/or parent's behavior or attitude is disruptive to the orderly operation of the school
- The school program does not meet the needs of the student.

## **VIII. HEALTH AND SAFETY**

A registered nurse staffs the Trinity School Health Room during school hours. The primary goal is the promotion of health and wellbeing of the Trinity School community.

Trinity School adheres to the policies and procedures of the Maryland Department of Health. Before each child enters school, a Maryland Department of Health Immunization Certificate, Maryland State Health Inventory form, Maryland State Department of Education Emergency Form and Trinity Health Update (1A) MUST be on file in the Health Room. This will ensure that the School is apprised of special medical circumstances such as allergies, diabetes, seizures or other health factors. Any time a student's health changes, an update should be provided to the school nurse.

### **A. Health Room**

1. The direct line to the nurse/Health Room is **410-744-1082**.
2. A nurse is available from 8:00 a.m. to 3:30 p.m. daily.
3. The Health Room is located in St. Lidwine's Hall on the first floor.
4. If your child has any of the following conditions, DO NOT SEND them to school: fever (temperature 100 or higher orally or 99 axillary), reddened eyes with discharge, sore throat with swollen glands or pus in back of throat, vomiting, diarrhea, runny nose with green discharge, or undiagnosed rash. See the school website for current COVID guidance.
5. Parents should not send a child who is ill to school in the morning. A child must be fever free for 24 hours (without fever reducing medication) before returning to school, with no vomiting or diarrhea for 24 hours. If prescribed, the student must be on antibiotics for 24 hours before returning to school.
6. If a child is too sick to remain in school, the parent will be notified immediately. Parents are asked to have the child picked up within 30 minutes of being notified. Please know we understand there is travel time from the office/home to school, but the 30-minute pickup time is for the well-being of the sick child and the other students visiting the Health Room.
7. In cases of emergency, EMS will be called.

8. If an injury to the head, face, or other serious injury occurs, the nurse will attempt to contact the parent by phone and/or email.
9. If your child is absent for any health reason or is diagnosed with a communicable illness, a written note or email must be sent to the nurse/Health Room when the child returns to school. If your child is absent for 3 or more days, a doctor must provide a release for the child to return to school.
10. **All absences must be reported to the Health Room daily, by 8:30am. Messages can be left at 443-498-5099 or emailed to [nurse@trinityschoolmd.org](mailto:nurse@trinityschoolmd.org).**
11. A doctor's written note is needed for a student to be excused from Physical Education class. If your child returns to school with a cast, splint, crutches, etc., please provide the nurse/Health Room with a written plan of care.
12. If your child needs medication in school, please refer to the Medication section of this handbook.
13. A public health nurse is assigned to Trinity School by the Howard County Department of Health. The public health nurse keeps Trinity informed of services and requirements and visits the school periodically to check health records.

## **B. Health Forms**

1. All students entering Kindergarten or any students new to the school are required to complete the following forms. These forms must be submitted prior to the start of the school year:
  - a. Maryland Department of Health Immunization Certificate (MDH Form 896) – signed/stamped by physician
  - b. Maryland State Department of Education (MSDE) Health Inventory – Part I signed by parent; Part II signed/stamped by physician, including Lead Assessment
  - c. Trinity School Annual Health Update (Form 1A)
  - d. Maryland State Department of Education Emergency Form
2. All students entering the Seventh Grade will need to receive a Meningitis and an updated Tdap (tetanus) vaccine. Families will need to show proof of this before the beginning of the school year.
3. The following three forms should be filled out on an as needed basis:
  - a. Medication Authorization/Order Form – if student requires any medication, including over the counter medication, during school hours. This form needs to be signed by the physician **and** parent.
    - i. For students in K-8, the MSDE Medication Administration Authorization Form is required for all prescription medications.
    - ii. For students in K-8, the 1 B Over the Counter Medication Consent for non-prescription medications.

- iii. For students in Preschool, the MSDE Medication Administration Authorization Form is required for all over the counter AND prescription medications.
- b. MSDE Allergy and Anaphylaxis Medication Administration Authorization Plan – for life threatening allergies, signed by physician and parent
- c. MSDE Asthma Action Plan and Medication Administration Authorization Form – for treatment of asthma at school, signed by physician and parent
- d. MSDE Seizure/Convulsion/Epilepsy Disorder Medication Administration Authorization Form – for treatment of epilepsy at school, signed by physician and parent
- e. Maryland State Management of Diabetes at School/Order Form

### C. Medication

If medication administration is necessary during school hours for your child, please complete the required forms. Forms are also available on the school website. Forms will be required at the start of each school year. It is required that the first dose of medication must be given at home except for EpiPen. **Most antibiotics can be given effectively 2 or 3 times a day outside of school hours.**

For any medication to be given in school, including over the counter medications, we require the following forms yearly:

1. Required authorization forms as listed under Health Forms section.
2. Medication must be in the original container (including inhalers) or duplicate container with a prescription label on it. Please make sure the correct name, dose, frequency, and date are on the label and that the medication is not expired. Upon request, pharmacies will label an extra container. All medicines will be kept in a locked cabinet.
3. If your child has a severe allergy to peanuts, tree nuts, bee stings or allergens, parents will supply EpiPens and Benadryl for school/TED.
4. Over the Counter medications will be treated like any other medication. Parents will supply the medication. Medication must be in the original package and brought to the nurse/Health Room in a zip lock bag labeled with the student's name and grade.
5. Parents must transport medication to and from school and give it to the nurse. Please do not send medication with students or in backpacks. Students may not carry medication with them or transport medication to or from school.
6. Only the nurse dispenses medications—including inhalers except for students with written self-carry/administer orders. Students in Preschool with life-threatening allergies may receive an EpiPen injection from a Preschool teacher or aide certified in Medical/Medication Administration.



7. Parents must pick up any unused medication at the end of each school year. Any medication not picked up will be discarded.
8. If your child is on any type of daily medication at home, please list the medication and dosage on the Trinity School Annual Health Update 1A Form. This information is necessary to ensure your child's well-being. The information is kept on file in case of emergency.
9. The confidentiality of each student will be maintained to the extent possible by school staff. At times, school staff outside the Health Room may need to be made aware that a student is receiving medication or the student's medical history to monitor effectiveness, side effects or adverse reactions. Information will be shared on a need-to-know basis only.

#### **D. Trinity Nut-Safe and Allergy Awareness Policy**

Trinity recognizes its responsibility to take all reasonable steps to minimize risks to students, staff, and members of the school community. Given the growing prevalence of individuals with chronic allergies, including students who have acute allergies to certain foods in particular, peanuts/tree nuts/sesame, **we have adopted a Nut-Safe and Allergy Awareness Policy for all school activities.** The success of this policy requires the cooperation of the entire school community.

The Trinity Nut Safe and Allergy Awareness policy applies to Trinity Primary and Middle School students. **Trinity Preschool follows their own guidelines and policies and is currently Nut-Free.**

**For more information, please see the complete Trinity Nut Safe and Allergy Awareness Policy can be seen on the Trinity website.**

The Trinity Nut-Safe and Allergy Awareness Policy was created in conjunction with the policies of the Howard County Public School System, the Maryland State Department of Education, and the Association of Independent Maryland Schools.

#### **TRINITY SCHOOL'S RESPONSIBILITIES:**

**All peanut/tree nut snacks are prohibited in the classrooms and communal areas throughout the campus. Peanut and tree nuts foods are only permitted to be consumed in the Cafeteria.**

**Maryland Law, Education Article § 7-426, requires schools to designate a table in the cafeteria as peanut and tree-nut free. For a student with a physician-documented anaphylactic allergy (e.g., physician's order for EpiPen) to peanuts or tree nuts, or a physician-documented anaphylactic allergy to another food, provisions for an allergen free table will be made on a case-by-case basis, based on student need, physician input, and parent request. Trinity School utilizes individualized student trays for all students with allergies. Trinity School strictly prohibits food sharing among students in an effort to decrease the risk of allergen ingestion or contact contamination.**

## E. Communicable Illnesses

Parents are required to call the nurse/Health Room if their child is diagnosed with a communicable illness. The school nurse then notifies the Health Department. All reports remain confidential. The following illnesses/conditions are necessary to report:

- COVID-19
- Meningitis
- Hepatitis
- Impetigo
- Lyme disease
- Chicken Pox – a student with chicken pox is excluded until all lesions are scabbed over.
- Measles, regular or German
- Whooping Cough
- Rocky Mountain Spotted Fever
- Hand, Foot and Mouth Disease
- Fifth Disease
- Coxsackievirus
- Enterovirus
- Adverse reaction to Pertussis Vaccine
- Human Immune Deficiency Virus Infection (AIDS and all other symptomatic infections)
- Tuberculosis
- Mumps
- Rabies
- Any student with eye drainage associated with conjunctivitis (pink eye) must be kept home until under treatment from a doctor. Students must have had 24 hours of antibiotic before being readmitted to school.

The school nurse will notify parents if their child/children are exposed to a communicable illness.

## F. Emergency Cards

Emergency Cards are an especially important part of your child's record. If your child becomes sick or injured while at school, we will use the information provided to reach you. **One card per child** is required. Each child must have one parent and at least one other emergency contact listed (over age 18) that is able to pick up your child within 30 minutes from the time they are contacted. Please list one phone number (if only voice mail and answering devices are listed) where we can always actually speak to a person so that we can notify you promptly. Give special consideration to the back-up people you list, their availability and distance from school. Please keep all phone numbers current during the year.

## G. Immunizations

According to Maryland State Law, parents are **required** to submit evidence of immunization before the child is admitted to Trinity School. Students may not be admitted to school unless the School has received the immunization record. The immunization record must

include all immunization dates with month, day and year completed, be signed/stamped by physician or nurse practitioner and be approved by the School. A parent must show a medical contraindication, signed by the doctor, for his/her child to be exempted.

For religious exemption, parents must complete and sign the Archdiocese of Baltimore Statement of Religious Objection and Maryland Department of Health Form MDH 896 (religious exemption section). Both forms must be returned to the school nurse. Forms will be forwarded to Department of Catholic Schools and the Chancery for review. A copy of the submission will also be provided to the Head of School.

Anticipated response time is three business days. The school will be notified of the decision regarding the request exemption. The head of school or their designee will then communicate the decision to the parent. Exempted students are to be excluded from school if there is an outbreak of the disease(s) for which they are not immunized.

#### **H. Screenings**

Hearing and Vision screening: Each year students in Kindergarten, Grade1, Grade 8, new students who have not received a screening in the state of Maryland and students based on teacher referral are evaluated in hearing and vision. Parents are notified if follow up is needed. Parents are then expected to provide a written response to the recommendations from the Health Department.

Speech and Language screening: Students in Preschool through Grade 4 are evaluated for speech and language delays. Parents are notified if follow up is needed.

#### **I. Blood Borne Pathogens**

A complete Blood Borne Pathogen Standard Exposure Control Plan has been established by Trinity School and is on file in the Health Room.

#### **J. AHERA (Asbestos Hazard Emergency Response Act)**

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans and address asbestos hazards in school buildings and implement response actions in a timely manner. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. The plan is kept in the Head of School's office and may be viewed upon request during normal business hours.

#### **K. Child Abuse and Neglect Reporting Policy and Procedures**

Maryland law requires that all educators and other school employees, including volunteers, report suspected child abuse or neglect to the proper authorities in order that children may be protected from harm and the family may be helped. Our school policy supports Maryland laws in this regard and requires all school staff to report suspected abuse and

neglect to the Department of Social Services, Protective Services Division and/or local police departments.

#### **L. Referrals**

If a student is not progressing academically or engages in behaviors that concern the faculty, the School may request, or the parents may initiate, the process to seek professional assistance. Referrals for private tutoring, testing, special programs and counseling may be made by the School. Please contact the School Counselor ([pbaldwin@trinityschoolmd.org](mailto:pbaldwin@trinityschoolmd.org)) for additional information.

#### **M. Counseling**

The professional services of a school counselor are available to the Trinity students. The School Counselor works closely with the faculty and administration to address situations and issues facing the student body. The counselor will intervene in the classroom to engage an entire class of students, small groups or to work individually with students.

Students may request an appointment with the counselor by talking with the homeroom teacher. Students may also be referred by the teacher to see the counselor. Should the counselor deem it necessary, parents will be notified and informed of the situation.

#### **N. Visitors**

For the safety of the students, all visitors, including parents, must report to the Main Office (Middle School Building) and receive an identification badge before visiting other parts of the school. All visitors, including parents, must inform an appropriate administrator before entering any classroom.

#### **O. Emergency Operations Plan**

Trinity School has developed an emergency operations plan for a wide range of emergency and disaster situations. The plan provides the framework for protecting students, staff, and school facilities and describes the responsibilities of staff members. Emergency practice drills (fire, shelter in place, and lock down) are held routinely throughout the school year. Following each required drill, the School will notify parents via app or email that the drill took place.

#### **P. Trinity School is a Smoke Free Environment**

Trinity School recognizes the serious health problems associated with smoking. Trinity School also recognizes that second-hand smoke poses a health risk to non-smokers. Therefore, smoking in any form, including vaping, is always prohibited on school grounds.

#### **Q. Supervision**

School hours are 8:00AM-3:15PM Monday-Friday, except on early dismissal days. Parents are required to follow the times stipulated when dropping off or picking up students. The School is not liable for any injuries or accidents which may occur before or after the times

stated above. If the student is participating in a scheduled, supervised activity before or after the hours noted above, specific arrangements must be made for drop-off and/or pick-up at the designated times. If children are participating in before or after school care (TED), parents must comply with the rules established by the program for drop-off and pick-up.

#### **R. Use of School Grounds and Facilities**

Use of school grounds or facilities outside of regular hours is prohibited without the prior authorization of the administration. Those interested in renting field or facility space should contact the Business Office at 443-498-5044.

### **IX. ADMISSIONS**

#### **A. Non-Discrimination**

The philosophy of Trinity School is based in the Hallmarks of the Sisters of Notre Dame de Namur and the Christian social principles of the Gospel message to love and to respect the rights of all people.

Trinity School does not discriminate based on race, color, sex, sexual orientation, national origin, religion, age, disability or handicap, gender identity or expression or protected activity in administration of its admissions policies.

#### **B. Application Process**

Applications of siblings and alumni receive priority and families are encouraged to apply early. The application process opens each year on October 1<sup>st</sup> for the following school year, and acceptances are sent in mid-February for new, incoming students.

Any student wishing to enroll in Trinity School, Preschool through Grade 8, must submit a completed application, birth certificate, school records and AIMS recommendation forms.

Preschool applicants for K-Transition are administered the Brigance Assessment. Registered incoming Kindergarten students are also administered the Brigance Assessment. All Primary School applicants take assessments in language arts, math, and composition. All Middle School applicants interview with the Middle School Director and submit a writing sample.

All applicants for grades K-8 are required to attend a shadow visit.

#### **C. Enrollment of Current Student Body**

Each year the current student body is re-enrolled in January. Enrollment contracts are available on or about January 15<sup>th</sup> and signed contracts with deposits are due within the first week of February. Contracts will not be extended to families who have an outstanding balance on tuition and school fees.

Students not invited to return to Trinity School the next school year, and students placed on probation, will be informed in writing prior to the contract due date. Faculty and

administration will keep families abreast of pending issues and work closely with the student and his/her parents to find solutions.

If a parent does not wish to re-enroll his/her child(ren), the parent must notify the Director of Admissions and appropriate Division Director in writing prior to the contract due date.

## **X. TUITION AND FINANCES**

### **A. Tuition Payment Policy**

1. A non-refundable annual deposit fee of \$1,000 per student **at the time of re-enrollment** is required to reserve a place for each student. The deposit fee will be applied to the student's tuition.
2. The signed enrollment contract is a binding agreement. Parents or legal guardians are required to sign the enrollment contract, agreeing to accept all financial and contractual obligations as set forth in the contract.
3. No deduction, reduction or refund of tuition paid or owed is allowed for absence, withdrawal or dismissal. It is strongly recommended that all families enroll in the Tuition Refund Plan (tuition insurance).
4. The School has the right to refer delinquent student accounts to legal counsel for collection. Legal fees associated with the collection of delinquent accounts will be charged to the parents and or guardians, as stated in the contract.
5. Students will not be permitted to attend classes if financial obligations are not met.
6. Students will not receive a report card and student records will not be released for any delinquent accounts.
7. Transferring students that have not met all financial obligations, (tuition and/or other fees), will have health records sent and grade level verified only. Copies of academic records will be released to the receiving school once all financial obligations are met.
8. Trinity School requires all payments to be made on a timely basis. The School has financial obligations to meet, such as salaries and general operating expenses. Trinity School Business Office is directly in contact with the families who have delinquent tuition and fees balances.

### **B. Tuition Payment Options**

All tuition and fees are processed by FACTS Management. Payments may be made monthly, semi-annual or in full. Payment methods are credit card, ACH or invoice. Past due payments are assessed a late fee. Returned payments are subject to a FACTS returned payment fee.

### **C. Tuition Refund/Tuition Refund Insurance Plan**

Trinity School cannot refund fees or cancel unpaid tuition obligations in the event of absences, withdrawals or dismissals. It is strongly recommended that all families participate in the Tuition Refund insurance plan.

The Tuition Refund Plan will reimburse a percentage of the unused tuition fees to the school (subject to the terms, conditions and limitations and based on the amount insured). Please review the Tuition Insurance Plan coverage pamphlet on the school website (Tuition and Fees) for specific details on coverage and benefits.

To enroll check the box marked "YES" FOR TUITION REFUND PLAN on the enrollment contract. The Business Office will add the insurance amount to your FACTS account.

### **D. Tuition Assistance**

The tuition assistance program is designed to ensure that finances do not prevent a student from sharing the educational experience of Trinity School. The process to apply includes annually completing a Parents Financial Statement provided by FACTS. This provides an analysis of the family's finances and determines a calculated need for educational expenses. Current families may apply for tuition assistance from November 1 through December 15.

To apply for tuition assistance:

1. Go to the Trinity School website. Under the Admissions tab go to Tuition Assistance.
2. Follow the two steps outlined at the bottom of the Tuition Assistance tab.
3. The Tuition Assistance Committee will confidentially review all applications and you will be notified of the decision regarding your application and the amount of the grant prior to the due date for the enrollment contract.

## **XI. ORGANIZATIONS, ACTIVITIES AND EVENTS**

### **A. School Organizations**

1. **The Trinity Board of Trustees:** This is the corporate board whose primary responsibilities are to preserve the mission of the Sisters of Notre Dame de Namur and the philosophy and objectives of Trinity School; meet its fiduciary responsibilities; and engage in long-range strategic planning.
2. **Home and School Association:** Trinity's Home and School Association has as its objective to plan and conduct activities that, in the opinion of the Executive Committee, shall:
  - promote an understanding of Trinity School's mission and philosophy,
  - promote mutual cooperation and communication between parents and teachers in their respective roles, and
  - support classroom and school events

- contribute to the financial support of the school.

The Home and School Association convenes committees for the following purposes:

- Annual Fall Festival
- Staff Appreciation Luncheon
- Operation Love
- Santa Event
- Family Bingo
- Community Committee (Outreach and Community Service)
- Scholarship Committee (Used Uniform Sales and Spirit Day Lunches)

## XII. DEVELOPMENT

### A. Annual Giving

Tuition provides a substantial portion of revenue, but not all, needed to meet Trinity's operational expenses. The income from **Annual Giving** helps to close this gap allowing Trinity to continue to provide high-quality instruction with the advantage of accessibility to families desiring an independent, Catholic education. The fund directly helps to keep tuition increases to a minimum; allows Trinity to retain and recruit the finest teachers and further their professional development; and supports the maintenance of our historic buildings and 48-acre campus.

Annually the Development Office asks for support from parents, guardians, faculty, staff, alumni, alum parents, grandparents, and our community. **Every family benefits** from Annual Giving, and we ask that each family give according to its means.

**100% parent participation is important.** Participation shows your dedication to Trinity and when foundations and businesses consider grant funding for Trinity, they first ask what percentage of our parents support annual giving. Trinity's goal is to answer with confidence: 100% participation!

Many employers offer gift matching. Check with your employer to see if this benefit is extended to you. It is an uncomplicated way to maximize your Trinity support. At this time, Trinity does not participate in the Central Maryland Combined Federal Campaign or DC Federal Campaign. Annual Giving gifts are made through cash, check, or online at [https://www.trinityschoolmd.org/support\\_trinity/annual\\_giving](https://www.trinityschoolmd.org/support_trinity/annual_giving)

### B. Fundraising

Trinity organizations also offer products (e.g., gift wrap), services (e.g., Scholarship lunches and Used Uniform Sales), and sponsor events (e.g., Annual Festival, Spring Event, Golf Outing) to provide families with goods and services and to come together as a community. All of these fundraisers are voluntary. Please do not feel obligated to participate in every one. Trinity appreciates your support.



### **XIII. VOLUNTEERING**

Parents are invited and encouraged to volunteer their services to the school. The opportunities for involvement . plentiful from serving on a board or committee, baking for a luncheon, or helping in the classroom. The benefits for you are many: becoming acquainted with aspects of the school program and operations as well as experiencing the Trinity Family. The benefits for the school are numerous as well: assisting teachers thereby relieving them for instruction, and by contributing your talents making many fund raisers and other activities happen for the wellbeing of your children. We count on your help in the way you best find fit to your schedule and talents.

Parent volunteers that work regularly with children must complete a volunteer application and background check. Please contact the school's Volunteer Services Coordinator to receive this paperwork.

### **XIV. ACCEPTABLE USE OF TECHNOLOGY**

#### **TECHNOLOGY RESOURCE USAGE GUIDELINES**

Technology resources are for the sole use of Trinity students and staff. These resources include but are not limited to computers, monitors, printers, scanners, devices, multimedia equipment, access to internet, and any other hardware provided by Trinity.

These guidelines apply to all resources that may be locally or remotely accessed. Furthermore, remote access (any location not on the campus) implies that Trinity users will not allow any other person to access or use Trinity's computer resources.

#### **PURPOSE**

The purpose of the Acceptable Use Policy (AUP) is to ensure school-wide compliance with the guidance and educational objectives set forth by Trinity School. The Acceptable Use Policy and guidelines shall apply to all students who use the Trinity technology resources as defined above. The ultimate responsibility for appropriate use of the internet and Trinity's resources lies with the user of these resources.

#### **USE OF TRINITY'S TECHNOLOGY**

Computers, devices, networks and the internet are tools that help Trinity students conduct research, complete schoolwork, and broaden their knowledge. All Trinity students are to use these tools respectfully and responsibly.

#### **GUIDELINES**

##### General:

1. The use of computers, devices, and the internet is a privilege, not a right.
2. Use of Trinity technology must be consistent with the Mission Statement of Trinity School and reflect the accepted Christian standards expressed in that Mission Statement.
3. Use of Trinity technology resources must be in support of curriculum and research.

4. The use of Trinity technology resources to purposefully access pornographic material, inappropriate files, information advocating violence or files harmful to the integrity of the school's IT network is prohibited.
5. Computers, devices, email, and internet users shall protect the rights of other users on and off the campus.
6. Users may not, under any circumstances, log on under or use another user's account or device.
7. Users may not share passwords.
8. Users will respect copyright laws and licensing agreements pertaining to materials entered into and obtained via the internet or other electronic devices.
9. Students shall apply school guidelines for citing resources when using the internet resources for assignments.
10. Users of internet will not give their real name, address, phone number, school name or any personal information to anyone on the Internet unless under the supervision of a teacher or administrator. For example, students may be asked to provide information when signing up or registering to access online textbooks and resources.
11. Trinity School reserves the right to access all incoming/outgoing data accessed by students.
12. Students may not use any means to get around firewalls.
13. Students may not alter the configuration of any school-owned devices.
14. There are consequences for choosing not to follow the computer and internet guidelines: losing this privilege for a period of time, paying the school for damages to any part of the computer system, and/or being disciplined by the teacher in charge.
15. There are some things on the internet not meant for children. If students find anything on the internet that makes them uncomfortable, they will notify a teacher right away.
16. Vandalism will result in immediate disciplinary action. Vandalism is any malicious attempt to harm or destroy any part of Trinity's technology resources. This includes, but is not limited to, uploading, creating, transmitting computer viruses or "hacking" into any part of the Trinity system.
17. Trinity will not be responsible for any damage suffered including loss of data, non-deliveries, service interruptions, or inaccurate information. The person operating the computer or device accepts personal responsibility for any information obtained via the internet or other electronic sources. The person operating the computer accepts personal responsibility for actions on the internet.
18. Software or hardware shall not be installed on any device at Trinity without the approval of the teacher or administrator.

#### School-Issued Devices

Students may use devices during class for class purposes only. Teachers may discipline students under the point system for using their device for non-class purposes. Students who frequently distract themselves with their device may have their device confiscated and kept by a school administrator.

1. Students will lock their devices using a password. This password can be overridden by administration at any time.
2. Students are to follow the teacher's instructions and use devices only for school-related activities.

3. Users of the internet will be allowed to download or transfer appropriate programs, pictures, music files or data onto the device for educational purposes with permission of teacher.
4. Students who damage their devices will be assessed a fee for repairing the device and may be required to purchase a replacement device.
5. Parents are responsible for the replacement cost of any lost or stolen device.
6. Devices are not permitted in the cafeteria or at recess.
7. Students may not use the cameras on their devices unless given permission by and under the direct supervision of a teacher or administrator during school hours. Parents may restrict the use of the camera at any other time by setting the **Parental Controls**.
8. Students are not permitted to use generative AI tools to complete assignments.

#### Email

1. Email accounts are to be used for communicating school-related work between teachers and other students and not for personal use.
2. Trinity retains the right to access the email accounts of any student in its domain.
3. Improper use of email will result in disciplinary action.

#### Social Media (including instant messaging, Twitter/X, Facebook, Instagram, YouTube, TikTok, Snapchat, etc.)

1. Any recording device, including but not limited to video and digital cameras and camera phones used to take videos or still pictures, may not be used to slander, bully, or denigrate any student, visitor, staff, member, faculty member or administrator on or off the campus at any time.
2. All messages or postings on internet sites on or off the campus at any time (notes, emails, newsgroups, bulletin boards, wikis, or other interactive forms of communication such as instant messaging) using Trinity devices shall be educationally purposeful and appropriate. Hate mail, harassment, discriminatory remarks, vulgarity, swear words, other antisocial behaviors, chain letters, and threats of any kind are prohibited.
3. Students making inappropriate and/or unauthorized reference to the school and/or its students, faculty, staff, or administrators on any public internet site, chat room, or other electronic media will be subject to disciplinary action that will be determined by the administration and could include suspension or expulsion.
4. Text messaging is not allowed during the school day for any reason. Text messaging presents a distraction to learning and there is no reason for students to send text messages to other students during the day.

#### **NOTE TO PARENTS**

Information found on the internet may not always be correct or accurate. Trinity School will instruct students about these guidelines and will supervise and guide students' access to the internet. However, parents and guardians are advised that Trinity School does not have total control of the information on the internet. Trinity School urges parents to establish guidelines for internet use at home consistent with the School's philosophy.

## **CONSEQUENCES OF INAPPROPRIATE BEHAVIOR**

All use of Trinity's technology resources will be monitored using computer software by any teacher or administrator. Any user who does not comply with these procedures will lose access privilege and/or device confiscation for a period of time. Students who have repeated or severe infractions of the Acceptable Use Policy will be subject to disciplinary action by the administration.

## **XV. STUDENT HARRASSMENT POLICY AND PROCEDURES**

### **A. Policy**

It is the policy of Trinity School to prohibit discrimination, including harassment, on the basis of race, color, sex, sexual orientation, national origin, religion, age, disability or handicap, gender identity or expression or protected activity (i.e., opposition to prohibited discrimination or participation in the complaint process) in its educational programs and activities.

### **B. Scope**

This policy applies to all students at Trinity School. Trinity neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether engaged in by other students, teachers, administrators, or others, is prohibited. Violation of this policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and the individual's disciplinary record.

### **C. Prohibited Conduct**

1. For purposes of this policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, sex, national origin, religion, age, disability or handicap, gender identity or expression, or protected activity, that:
  - i. Has the purpose or effect of creating an intimidating, hostile or offensive environment.
  - ii. Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
  - iii. Otherwise adversely affects an individual's educational opportunities.
2. Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, national origin, religion, age, handicap or disability, gender identity or expression, or protected activity. "Sexual" harassment included unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonably interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

#### **D. Procedure**

1. Any person who believes that a student is being subjected to harassment should immediately report the harassment to the Division Director or Head of School in writing using this [form](#).
2. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly and impartially, and will remain confidential to the extent possible.
3. Any retaliations, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else because of the filing or investigation of a harassment complaint is considered a serious violation of this policy and should be reported immediately.
4. Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this policy has been violated.

The Division Director or Head of School will notify the parent/guardian of the alleged victim of a report of bullying, harassment or intimidation within three (3) business days after the incident is reported. The Division Director or Head of School will notify the parent/guardian of the alleged perpetrator of a report of bullying, harassment or intimidation within five (5) business days after the incident is reported.

# ATTACHMENT I

## TRINITY PRIMARY SCHOOL OFFICE REFERRAL

Name		Grade	
Date		Time	
Referring Staff			

ROAR Violation		Location		Actions Taken	
	Calling Out (repeated)		Classroom		Conference with student
	Defiance		Hallway		1. Name behavior and expectation (ROAR)
	Dishonesty		Bathroom		2. Ask student what to do to make better choice
	Disrespect		Cafeteria		3. Acknowledge the learning opportunity
	Name Calling		Playground		Parent Contact
	Inappropriate Language		Field Trip		Loss of special activity
	Physical Contact		Other: (specify)		Time in Office
	Misuse of Property				Loss of privileges
	Refusal to Work				Other: _____
	Teasing				
	Technology Violation				
	Unsafe/Rough Play				
	Other: _____				

Explain what happened:

Others Involved (circle all that apply): Peer(s)      Staff      Other \_\_\_\_\_

Director's Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(return to your child's teacher tomorrow)

## ATTACHMENT II

### TRINITY MIDDLE SCHOOL POINT SYSTEM

Points may be assigned at the discretion of the teacher or staff for the following infractions:

<b><u>OFFENSE</u></b>	<b><u>POINTS</u></b>
Minor Class Disruption	1
Unexcused Tardiness (to class, lunch, recess)	1
Inappropriate Language (not directed at a person)	1
Uniform Violation	1
Defacing Property/Vandalism (correctable)	2
Cell Phone Violation	2
Dishonesty	2
Safety Violation (any action that does or could cause physical harm)	2
Copying work (or allowing others to do so)	2
Disrespect (by word or deed) towards any member of the Trinity community	3
Fighting/Physical Aggression	3
Major Class Disruption	3
Profanity/Obscenity	3
Theft (small or trivial value)	3
Unexcused Absence/Truancy	3
Violation of Acceptable Use of Technology Policy	3
Vandalism/Destruction of Property (non-correctable)	6
Cheating on an Assessment	6
Forgery or Plagiarism	6
Theft (high value)	6

The following offenses may result in immediate suspension or expulsion:

- Possession, use or distribution of tobacco products, vapes, alcohol or drugs
- Possession of matches, lighters or weapons
- Sexual misconduct
- Making Threats
- Bullying/Harassment\*

\*Bullying is defined as intentional mean or hurtful actions done repeatedly and over time, demonstrating an imbalance of power

**Points may be increased for severe infractions at the discretion of the administration.**

## **POINT ACCUMULATION**

3 POINTS	Serve First Detention Student Conference with Middle School Director
6 POINTS	Serve Second Detention Parent Conference with Middle School Director
9 POINTS	Serve Third Detention Excluded from next class/school event Behavioral Contract
12 POINTS	Suspension Ineligible to participate in extra-curricular activities for remainder of trimester
>12 POINTS	<b>More than 12 points in a reporting period or more than 24 cumulative points result in evaluation of continued enrollment.</b>

Each trimester starts with 0 points. Behavior contracts carry over from one trimester to the next.

**Honesty Clause:** Students who admit to a mistake or poor choice that they made the first time they are asked may have a point reduced from a serious infraction.