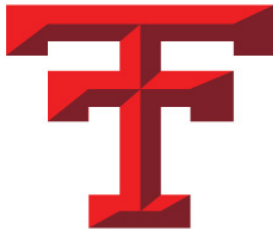


Parent-Student Handbook 2026 - 2027



Trinity Central

810 Empire Road

Dickinson, ND 58601

701-483-6081

www.trinitycatholicschools.com

Facebook: Trinity Catholic Schools-Titans

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2026-2027 School Year Calendar

August		
	4	Back-to-School Expo
	15	Solemnity of the Assumption of the Blessed Virgin Mary (Obligatory)
	17	Professional Development Day
	18	Professional Development Day
	19	First Day of School (12:00 Dismissal)
September		
	1	Labor Day - No School
	16	Early Release – 12:00 Dismissal
	25	Fall Gala
October		
	21	Early Release – 12:00 Dismissal
	22-23	Instructional Conference – No School
November		
	4	Early Release – 12:00 Dismissal
	5	Parent/Teacher Conferences
	9	Veterans' Day observed - No School
	25-27	Thanksgiving Break - No School
December		
	2	Early Release – 12:00 Dismissal
	22	Last Day before Break
January		
	5	School Resumes
	18	Martin Luther King Day – No School
	29	Early Release-12:00 Dismissal
	29-31	Trinity Mardi Gras
February		
	1-5	Catholic Schools Week
	10	Early Release – 12:00 Dismissal
	15	Presidents' Day - No School
March		
	5	Parent/Teacher Comp Day-No School
	9	Parent/Teacher Conferences
	10	Early Release – 12:00 Dismissal
	19	Parent/Teacher Comp Day - No school
	25-29	Holy Thursday/Good Friday/Easter Monday- No School
April		
	14	Early Release – 12:00 Dismissal
May		
	19	Last Day of school (12:00 Dismissal)
	23	THS Rose Mass & Graduation

School Day

The school day begins at 8:20 at Trinity Central. Students not present in the classroom by this time will be marked tardy. School is dismissed at 3:20 daily.

The doors lock 5 minutes after the listed start time. Once the doors lock, all children need to sign in at the office upon arrival.

Trinity Central Personnel

Principal	Fr. Christian Smith
Assistant Principal	Tim Brooke
Admin. Assistant	Kassondra Varela
School Counselor	Amanda Ellerkamp
Math	Tina Meyer
	Ryan Shields
English Language Arts	Emily Fogler
	Shiela Ocon
Science	Michelle Borcena
	Tina Meyer
Social Studies	Trever Jassek
Religion	Ryan Shields
PE	Jake Daniel
Music	Sandy Tibor
Librarian	Rachel Ebach
	Alexa Walby

Vision Statement

To awaken greatness in our students!

Mission Statement

To educate the whole student - Mind, Body and Soul.

Mind – We awaken greatness in our students through our academic offerings, which grow the mind or intellect.

Body – We awaken greatness in our student through opportunities for extracurricular involvement and servant leadership, which physically and emotionally grow our bodies and our humanity.

Soul – We awaken greatness in our students through opportunities for daily prayer and sacramentality – religious offerings – which bring us in personal relationship with God, grow our souls to Him, and unite us to His body – the church.

Board of Directors

- Bishop David D. Kagan, Chair

Pastors:

- Father Robert Shea, Pastor, St. Wenceslaus Parish
- Father Josh Waltz, Pastor, St. Joseph Parish
- Father Brandon Wolf, Pastor, St. Patrick Parish

- Monsignor Tom Richter, Pastor, Queen of Peace Parish
- Father Grant Dvorak, Chaplain, Trinity High School

- **Parish Representatives:**

- Jared Erie, St. Patrick Parish
- Al Wald, Queen of Peace Parish
- Melissa Eberts, St. Wenceslaus Parish
- Brian Frank, St. Joseph Parish

Administrators:

- Marya Skaare, Trinity Catholic Schools President
- Father Christian Smith, THS, TC Principal
- Tim Brooke, THS, TC, Assistant Principal, Activities Director
- JoLyn Tessier, Trinity West Principal
- Baelee Karey, Trinity North/Trinity East Principal
- Nikki Tyrrell, Titan Tots Preschool Director
- Tina Johnson, Trinity Human Resource and Business Manager
- DeAnn Scheeler, Director of Office of Mission Advancement

Catholic Identity

Trinity Catholic Schools is a diocesan school of the Diocese of Bismarck and, as such, is recognized by the Bishop as a Catholic school. The primary purpose for which Trinity Catholic Schools exists is the teaching of the Catholic faith for the salvation of souls. While a primary goal of the school is academic excellence, the academic, and all other programs of the school, exist within the primary mission of the Catholic Church—to bring mankind to the Heavenly Kingdom.

Spiritual Life

Mass: Trinity Central students have the opportunity to attend daily Mass every day except Monday. Wednesday, Mass is combined with junior high. Students are encouraged to be active participants in the Masses. Parents and other family members are welcome to worship with the staff and students.

Special services help to observe Advent, Catholic Schools Week, Lent, and Holy Week.

Holy Days: When school is in session on Holy Days, students will attend Mass. Teachers strive to make these special days memorable.

Religion Classes/Prayer: At Trinity Central, religious formation of staff and students is of great importance. Teachers strive to have prayer permeate the school day. Formal religion classes are scheduled Monday through Friday. Scripture, religious values and attitudes are integrated into other curricular areas.

Admission

Admission of Students: Trinity Catholic Schools is committed to the following policy: **No child regardless of religious affiliation, whose parents desire to enroll him/her in a diocesan school, shall be denied admission to Trinity Catholic Schools on the basis of race, color, or national origin** (reference Diocesan Policy 5120 Right to a Catholic Education). No student should apply unless he/she desires and intends to participate fully in the religious program of Trinity Catholic Schools and to follow the rules and regulations.

Immunization: The 1979 North Dakota Health Immunization Law requires that no child be admitted to elementary school unless he/she has a certificate of immunization on file at the school or submits one prior to admission. The law requires that the certificate be signed by a physician or local health department representative and be presented to school officials by the parents or guardian of the child before school begins.

New Students: Students who enroll at Trinity Catholic Schools after the school year has started are required to begin with a probationary period. After a nine-week period from enrollment (or sooner if need be), the principal and parents will meet to discuss how the student is adjusting to the new school setting, whether or not the student is demonstrating academic success, and whether or not the student is exhibiting behavior consistent with Trinity Catholic Schools' standards. If a student does not show adequate progress during this probationary period, the student may be required to withdraw from Trinity Catholic Schools. Trinity Catholic Schools has limited resources to serve students with disabilities. Trinity Catholic Schools will make every

effort to work with your child within the range of services Trinity Catholic Schools can provide.

Arrival / Departure

Arrival at Trinity Central The students will enter the building using the west entrance of Trinity Junior High and High School (door 5). Supervision begins at 7:45 am in the cafeteria.

Departure at Trinity Central: Students may be picked up at the west door (Door 5). There is no after-school supervision. If students cannot be picked up by 3:35, Trinity Extended Care (TEC) is available. After dismissal, any students who have not joined older siblings or are still waiting for their rides after 3:35 will be sent to TEC at the early childhood center and will be charged accordingly.

Bicycles: Students who ride bike to school will walk their bikes on the school grounds. Bicycles are to be chained and locked on the bike rack. The school is not responsible for theft or damage to bikes.

Busing: Bus service is provided for rural students by the Dickinson Public Schools. The buses deliver the children to Trinity Central and likewise pick them up after dismissal. Parents arrange for service directly with the Dickinson Public School Central Office (701-456-0002). If school is in session when public schools are not, alternate transportation needs to be arranged by the parent.

Attendance

Regular prompt attendance is required by law, is important to the education process, and is essential for success in school. Students should not be absent more than 20 days if they are to receive credit for the year. When warranted, children receiving instruction at home or in the hospital under approved special education programs are considered to be in attendance. Administration has the right to retain students due to excessive absences and tardies.

Absence/Tardiness: Every absence/tardiness must be verified either in writing or by telephone to the school office, by the parent before or after the absence. Written excuses should be dated and give the reason for the absence/tardiness.

If your child is to be absent, please notify the Trinity Elementary North office, 701-483-6081, by 8:00 AM. The office will contact parents of absent students before 8:45 AM, if we have not heard from them.

Any child leaving school early must have verification in writing or by phone to the office with notification of the time and reason for leaving, and the person who will be picking up the student. Students will not be released to persons who do not have legal custody or guardianship unless written permission is given by the parent.

If, for any reason, a student must leave the grounds during school hours, the student is required to "SIGN OUT" in the Trinity Central School office before leaving and "SIGN IN" in the Trinity Junior High and High School office upon his/her return.

A tardy is the lack of punctuality and preparedness at the beginning of each of the nine class periods. A tardy is given to a student who arrives to class after the bell rings AND/OR does not follow the classroom teacher's tardy policy according to the manifested syllabus. For any reason whatsoever, communication from student to teacher, student to administration, or student to school office, must happen prior to the respective class if the student knows he or she will be late. Habitual tardiness may result in consequences, including but not limited to school detention. Students riding the bus will not be considered tardy when the bus arrives late.

A student is not marked tardy for medical appointments when the Trinity Junior High and High School office is notified in advance, and if the student returns to school promptly.

Students absent due to inclement weather (even when rural buses do not run) will be marked as excused. Recorded absentees are merely a record of presence in the building.

Students are responsible for the mastery of the content covered in class during their absence.

Excused Absences: Illness, doctor/dentist appointments, family bereavement or a family need, and severe inclement weather are considered excused absences. Any other reason not listed

above is considered unexcused. Consistent unexcused absences may be considered truancy by the Compulsory School Attendance Law, ND Century Code, and may be reported to authorities as educational neglect.

Inclement Weather/Storms

If school must be cancelled due to bad weather to ensure the safety of our students and staff, announcements will be given on local radio and television stations starting as early as possible and throughout the day. Notification will also be sent out on the Trinity Catholic School's email and text alert systems. Generally, Trinity Catholic Schools will collaborate with Dickinson Public Schools for storm-related dismissals. On days when it is cold and stormy, please be sure your child is in the building before driving away. If serious storm conditions develop during the day, when the children are already in school, students will not be allowed to leave the building unless called for by an adult in person.

Recess periods may be shortened or students may remain in the classroom if the weather is very cold or if it is too wet to be outside. If a parent wishes for a child recuperating from an extended illness, to stay indoors during recess time, the parent is asked to send a signed note to the office. The note is good for that day only.

Outdoor Clothing Guidelines: Boots and appropriate clothing are encouraged on the playground if it is icy or snowy. Children who do not have appropriate items will still go outside for recess.

Weather Guidelines: If the temperature is 0-10 degrees below zero, students will be going outside for a limited time. If the temperature is lower than 10 degrees below zero or 10 below zero with wind chill, students will remain inside the building.

Indoor Recess Rules: Students will be allowed in their classroom to read, play board games, do homework, draw/color or other activities approved by their teacher.

Withdrawal

A two (2) week notice of intent to withdraw from Trinity Catholic Schools must be given in written form to the school office. You

are responsible for two (2) weeks of tuition from date of notice. You will receive a written notice from the Trinity Catholic Schools Business Office that we received your notice of intent to withdraw and your tuition owing or credit. All school materials must be returned upon withdrawal. Families will be billed for any school-issued property that is not returned.

Educational Programs

Curriculum development is an essential part of the school improvement process at Trinity Central. Parent input is sought through surveys, meetings, and opportunities to serve on committees. The course of study includes religion, science, mathematics, language (reading, phonics, literature, composition, spelling, handwriting, speaking), social studies, physical education, music, art, and technology. Time allotments for each subject vary with the grades and are set by the North Dakota Department of Public Instruction. The following list describes the additional courses open to students at Trinity Central:

- ♦ **Counseling:** Trinity Central offers the services of a school counselor. If there is need for a referral, the counselor will confer with the parents, teachers, and the principal.
- ♦ **Library:** The staff at Trinity Central recognizes the importance of reading and library skills. The purpose of the school library is to make available to the children good literature and resource materials for educational as well as recreational reading. Our librarian also teaches our students library skills. Since the library books must be shared by all the students, these library rules are in place:
 1. Books are checked out for various time periods and may be renewed.
 2. When students have overdue books, they will not be allowed to check out additional books until the original ones are returned.
 3. If a book is lost or damaged, the borrower will pay the replacement cost.
- ♦ **Music:** Each student attends music/band classes during the week. Students are expected to actively participate. Students are given the opportunity and are expected to perform at programs/concerts during the school year.
- ♦ **Physical Education:** Each student attends physical education classes during the week. If a child is unable to

participate in this class, a written note from a parent must be given to the Trinity Central school office. A separate pair of non-marking tennis shoes is required for this class. Students may be asked to remove earrings, necklaces, or other jewelry

- ♦ **Technology:** Each student attends one technology course per week. Students are exposed to a variety of computer programs, and also learn about digital citizenship and online safety.

Special Services: To help meet the individual needs of students, limited Title I and Special Education services are provided in our buildings by Dickinson Public Schools. In order to receive these services, certain qualifications must be met by the student. Parents must be involved and give permission before any assessments or services are provided.

State Standards: State standards are required for school approval in the areas of teacher certification, subjects offered, school calendar, and fire, health, and safety requirements. We strive to be approved each year.

Testing: North Dakota State Assessment (ND A+) in reading and mathematics are administered during the spring as required by the ND Department of Public Instruction.

Renaissance Stars Testing in reading and math for grades 5-6. Testing takes place in Fall, Winter, and Spring.

Families may request to view the results of these assessments at any time.

Curriculum Materials

The following outline lists the curriculum used in each content area.

- Math
 - National Geographic Big Ideas Math
- Reading, Writing, Phonics, Spelling, Grammar
 - McGraw-Hill Reading Wonders
- Religion
 - Grades 5 & 6 Faith and Life
 - LoveEd
- Science
 - Savaas Learning

- Social Studies
 - Scholastic Studies Weekly
- Physical Education
- Technology
 - Keyboarding
- Health
 - Personal Safety Awareness for Children & Youth

Homework

A teacher often gives home study assignments to help reinforce what has been presented during the school day. It provides the parents an opportunity to follow their child's subject matter and progress in school. All students have Titan Time four days per week. Any work not finished in class and/or Titan Time will be completed as homework.

Reasonable expectations for time spent on homework are:

Grade 5 45 minutes total per day

Grade 6 1 hour total per day

If your child is regularly spending more than this amount of time on homework, please visit with the teacher to discuss the reason and remediate the situation.

Written work is not the only type of homework. Study assignments may also be given, such as learning math facts, spelling words, or vocabulary for various subjects. Whatever is assigned, the student must realize that the quality of the homework is his/her responsibility and that it needs to be done consistently. Emphasis should be placed on completeness, accuracy, and neatness. Generally, make-up work should be finished within a week of returning to school.

Requests for homework by students who expect to be absent will be fulfilled at the teacher's discretion. Due to the required flexibility and responsiveness of the curriculum, it can be difficult to prepare a student's assignments prior to instruction in the classroom.

English Language Learner Policy (#1020)

The Trinity Catholic School Board of Directors requires that, for each student who is going to enroll or is currently enrolled in the

school district, Trinity Catholic Schools shall develop an English Language Learner Plan to appropriately identify and assess Limited English Proficient (LEP) students. This plan must be updated annually. Limited resources are available.
Board of Education Policy Adopted: October 25, 2006

Supplies and Books

Students are responsible for the materials in their possessions. Parents are urged to help their children be responsible for the books they use. Fines will be charged for lost or damaged books.

Students are expected to have the necessary items for classes. Most items on the school supply list will be provided by the school.

Field Trips

Field trips are selected and planned to supplement classroom-learning experiences. Your child's teacher is responsible for informing you each time a field trip is planned. At Trinity Central, field trips are considered a privilege, not a right. Students who cannot be trusted to follow the rules will have this privilege withdrawn. Moving out of the classroom into the field causes increased need for care. Therefore, the following guidelines apply:

1. Field trip permission forms are required for all trips away from the school. The purpose of these forms is communication to and approval by the parent(s) regarding the particulars of the trip.
2. Any student whose daily behavior indicates probable disturbances on an excursion will have the privilege withdrawn. Such students will remain at school under the charge of another teacher or the principal during the duration of the field trip.
3. Only students whose parents have signed permission forms will be permitted to go on the trip. These permission forms should be in the office one day before the event.

Trinity Catholic Schools carries primary liability coverage and the **Diocese of Bismarck** has an umbrella policy to cover major claims resulting from accidents or misfortune. When parents use privately owned vehicles to transport students on a field trip, they will be required to carry adequate liability coverage. (Minimum of \$100,000 per person/\$300,000 per occurrence.)
Volunteer drivers will be asked to sign a form indicating

coverage.

Grading Policies

Grading Scale: Grades are determined using a variety of measurements determined by the classroom teacher. Trinity Central utilizes the following grading scale:

99-100	A+
95-98	A
93-94	A-
91-92	B+
88-90	B
86-87	B-
84-85	C+
80-83	C
77-79	C-
75-76	D+
72-74	D
70-71	D-

Music, band, art, and physical education are graded on a satisfaction scale based on student effort.

Grade Reporting: Trinity Central utilizes FACTS software for student grades. www.factsmgt.com Grades are posted so parents and students can access them online. A password is given to parents for this purpose.

Report cards will be issued to all students. The report card is a relative measure of student achievement rather than an exact one. Interest should be in the progress the child is making rather than in comparison with other children. A final report card is placed in the student's cumulative file. School grades and other related personal information concerning a student are considered confidential, and only those who have a legal right to know will have access to the school records.

Family Education Rights and Privacy Act (FERPA)

TCS complies with the provisions of the Buckley Amendment and parents may view their children's files upon request. No more than forty-eight (48) hours may elapse between request and review. Parents will be given copies of their children's files

on request. A copying fee may be charged to cover expense.

This act is a federal law affecting public and private schools and records, that following explanation is necessary to publish so the public is notified in accordance with the Family Education Rights and Privacy Act.

1. Parents and students (18 years or older) have the right to inspect and review the student's educational records.

2. Students or parents wishing a copy of the permanent record for personal use or to be mailed to another similar school or a school of higher education must complete a Release of Information Form, which is available at the school the student attends. Eligible students (18 years or older) must sign the form for the release of record while parents must sign for students under the age of 18.

3. An eligible student or a student's parents have the right to seek to correct parts of the student's educational record which he or she believes to be inaccurate, misleading or in violation of the student's rights. This right includes a request for a hearing to present the evidence that part(s) of the record be changed if the school district decides not to alter or refuses to change.

4. Specific directory information, such as student's name, address, telephone listing, date and place of birth, major field of studies, participation in officially recognized activities and sports, weight and height as member of athletic teams, dates of attendance, degrees and awards received, and the most recent previous school attended by the student, may be released by the school officials. The school district will make a reasonable decision whether or not to release information to various agencies or organizations. However, any eligible student or a student's parent may request in writing during the first two weeks of school to their respective principal, if it is felt any part of the information should not be released. The request will not cover pictures taken by news media related to school events.

5. Any person has the right to file a complaint with the Department of Education in Washington, DC, if the school violates this federal law. The school district limits the disclosure of information contained in a student education record except; a) by the prior written consent of a parent of eligible student, b) as directory information, or c) under certain specific circumstances as permitted by federal law.

If you do NOT want this information released, please contact the principal of the school within ten (10) school days. If we do not receive your notice by that date, we will assume that you have no objection to release of such information. We believe that it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our student's privacy.

Promotion/Retention

Retention from grade advancement may be considered if a student has lost considerable school time or if a student refuses or is unable to do the required work in a satisfactory manner. Consultation between parent, teacher, administration, and student will be held to determine what is best for the child.

Controversial Issues in the Classroom (#4170)

Depending on the age of the student, the classroom should be a place for the mutual exchange of ideas, allowing for the discussion of controversial topics in an open and intellectual fashion. The teacher must avoid taking advantage of his or her position in the classroom by suppressing student views that differ from his or her own. The teacher may not promote any position on ethical/moral questions that would be opposed to those promulgated by the Catholic Church.

Board of Education Policy Adopted: March 29, 2006

Communication

Communication between home and school is essential in the development of good relationships in the school community. Parents are encouraged to use the tools the school makes use of (e.g., Teams, Class Dojo, StopIt) to regularly communicate concerns, improvement strategies, and successes.

Conferences: Parent/Student/Teacher Conferences are formally held two times during the school year. Conferences are scheduled by the school. Every effort is made to accommodate parents' busy schedules.

TCS App: The TCS app is used to communicate system-wide and building-specific announcements.

Class App: Each teacher uses Class Dojo for one-to-one communication with teachers and administration.

Titan Train Newsletter: Weekly system-wide newsletters announce additional events and other important school information.

Conflict Resolution

Parent/Guardian: Conflicts are dealt with from the bottom-up approach. **If a parent has a conflict with a staff member, contact with the staff member should occur first.** Contact should be initiated within a reasonable amount of time (one week) from the date on which the conflict occurred or from the time the parent became aware of the conflict. A conference with the staff member **must be prearranged.** Parents may contact the Trinity Central school office requesting the staff member to contact them by phone or may contact a staff member before or after school.

If the conflict cannot be resolved, this procedure should be followed.

1. Parent shall document in writing (including date/s) the fact that the staff member has been clearly informed of the complaint.
2. Parent shall share the complaint with the principal. The principal shall:
 - a. Arrange a conference with the parent(s) and staff member.
 - b. Create a plan and timeline to resolve the complaint.
 - c. Document in writing the plan and give a copy to parent and staff member.
3. If the conflict cannot be resolved, further contact will be made in writing in the following order:
 - 1st: TCS President
 - 2nd: TCS Board of Directors Vice President

Students: When a student has a disagreement with another student, he/she is encouraged to use the following steps to try to resolve the conflict:

1. **Talk to the other student.** State clearly and firmly to the other student the unacceptable behavior. (e.g. "I do not like it when _____. Please stop." OR "It hurts me when _____. Please stop.")
2. **Inform an adult,** who will help determine next steps.

Custody/Court Orders

In the event of separation and/or divorce among school families, Trinity Central staff will serve as advocates of the child/ren to whatever extent possible. School personnel strive to be objective when conferring with either parent, and will not side with either one. The principal should be made aware when family difficulties arise. He/she is responsible for notifying staff as deemed appropriate. Guidelines shall be developed to clarify the school's responsibility in regard to court orders, custody, and school records.

Signed Court Order:

When a signed court order is presented to school personnel, a copy is to be left with the principal to be placed in each child's permanent school file. The following information should be clarified:

- the duration of the order
- the party responsible for notifying the school when the situation changes (present new order)

Non-Custodial Parent: The school will comply with all educational rights as granted in the court order.

Crisis Management Policy (#1010)

The Trinity Catholic School Board of Directors requires that, for the safety and care of all school personnel and students, each building shall develop a Crisis Management Plan. This plan must be updated annually and made known to all staff members. When appropriate, the plan is to be practiced in order to be successful.

Board of Education Policy Adopted: November 29, 2006

The following actions will be taken at times of crisis during the school day:

Fire: Fire drills are conducted. Evacuation plans in case of fire are posted in each room. When a fire alarm sounds, each class will evacuate to an assigned area. In the event of cold weather, TEN students will go into Queen of Peace church.

Tornado: Tornado drills are conducted. Each class is assigned a space in which to take shelter during tornado drills. All persons will seek safety in the best location of the school building away from windows.

Toxic chemical spill: TCS will follow directions given by the police and fire departments.

Lockdowns: When a soft lockdown is issued, students will remain within the building. Parents are allowed to pick children up from school during a soft lockdown. When a hard lockdown is issued, no one is to leave the building for the safety of everyone involved. Parents are NOT allowed to pick their children up during a hard lockdown. We will try to communicate as quickly as possible to notify parents.

In the event of an emergency in which the school has to be evacuated, students will go to Queen of Peace until it is considered safe for them to return to the building or other instructions are received from legal authorities as to the safe release of students to their parents/guardians.

Damages

Parents will be responsible for any willful damage done to school property by their children. They will be notified and billed accordingly.

Student Conduct and Behavior Policy

We want to ensure safety for every child, so we have implemented a behavior policy regarding more serious behavioral concerns within the classroom. If a child harms himself or others verbally, physically or emotionally on a consistent basis, or if the child's behavior compromises the care or learning of the other children in the classroom and attempts to address the concern do not result in improvement, we may have to ask the family to make different arrangements for their child.

All students and parents must sign the behavior policy at the start of each school year. At all times a student must conduct himself or herself appropriately and in a manner befitting the dignity of Christians. The attitudes and actions of Trinity students, on school ground or off school grounds, and at all times, must be consistent with the expectations included in the Student Conduct Policy, the manner of Christian morality, and the Titan Standard.

Off campus, if a student is present when wrongdoing is evident (such as, but not limited to smoking, vandalism, use of alcohol

or other illegal drugs, and so forth), then that student must remove himself/herself from that situation; otherwise, he/she shares in the consequence related to such behavior. Disciplinary action will follow the administrator's discretion when such wrongdoing occurs on Trinity Central's campus.

Teachers are to give each student "Class Expectations" or "Classroom Management Plans" that will outline the behavior that is expected of the students in their classrooms. This procedure will enable the student to know the expectations that the teacher has for him/her.

Bullying Policy

"Bullying" is recognized as:

- a. Conduct that occurs or is received by a student in a school, on school premises, in a school owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event and which:
 1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
 2. Places the student in actual and reasonable fear of harm;
 3. Places the student in actual and reasonable fear of damage to property of the student; or
 4. Substantially disrupts the orderly operation of the school; or

"Conduct" includes the use of technology or other electronic media.

Forms of bullying include, but are not limited to:

- Physical contact/assault or attempted physical contact/assault.
- Name calling, verbal assaults, or other putdowns.
- Damaging or destroying property.
- Social ostracism.
- Threats of any kind. A threat is defined as a statement that would be interpreted by a reasonable person as a serious expression of intent to harm or assault another or to damage property.
- Intimidation, either physical or mental.
- Extortion or attempted extortion.

Prohibitions:

The following is "prohibited behavior" under this policy:

While at a school, on school premises, in a school owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event, a student or school staff may not:

- a. Engage in bullying; or
- b. Engage in reprisal or retaliation against:
 1. A victim of bullying;
 2. An individual who witnesses an alleged act of bullying;
 3. An individual who reports an alleged act of bullying; or
 4. An individual who provides information about an alleged act of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion, in accordance with policy and law. School staff found to be in violation of this policy shall be subject to disciplinary action up to and including termination of employment in accordance with policy & law.

Reporting:

A victim or witness of bullying should immediately report this behavior to a teacher, counselor, or school administrator. Upon receipt of a complaint, the recipient shall forward it on to the principal or to the President, if the principal is the subject of the complaint. Complaints alleging bullying based on an individual's race, color, religion, gender, national origin, age or other class protected by law (hereafter 'protected class') shall be handled in accordance with the school's harassment/sexual harassment reporting policy.

Reporting Options for students and community members:

Students and community members (including parents) may report known or suspected violations of this policy using any of the following methods:

1. Complete a written complaint form. A complainant will have the option of including his/her name on this form or filing it anonymously. The form may be returned to any school staff member, or be filed in one of the school's main offices.
2. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting anonymously.
3. File an oral report with any school staff member.

- A complaint filed anonymously may limit the school's ability to investigate and respond to the alleged violations.
- Report Forms are available in the School Offices.

Reporting to Law Enforcement & Others Forms of Redress:

Any time a school staff member has reasonable suspicion that a bullying incident constituted a crime, s/he shall report it to law enforcement. In addition, nothing in this policy shall prevent a victim/his/her family from seeking redress under state and federal law

Reporting Requirements for School Staff:

The school-approved form shall be completed by school staff when they:

1. Witness an alleged violation of this policy; or
2. Receive an oral report of an alleged violation of this policy

The school-approved form shall be completed by an administrator when s/he:

1. Witnesses an alleged violation of this policy; or
2. Receives an oral report of an alleged violation of this policy

Documentation & Retention:

All written reports of an alleged violation of this policy received by the school shall be forwarded to the appropriate school administrator for investigation and retention. Report forms and all other documentation related to an investigation of an alleged violation of this policy shall be retained by the school for six years after a student turns 18 or graduates from high school, whichever is later. If a student does not graduate from the school, such reports and investigation material shall be retained for six years after the student turns 18 years of age.

Investigative Procedures:

School administrators (i.e., a principal, dean, or the President) are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged violation occurs when alleged bullying, reprisal, or retaliation is reported using the applicable method(s) prescribed in the reporting section of this policy.

Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be

investigated in accordance with the school's harassment/sexual harassment policy, including the timelines contained therein.

In all other cases, administration shall determine the level of investigation necessary based on the nature of the alleged violation of this policy after considering factors such as, but not limited to: the identity of the reporter and his/her relationship to the victim/alleged perpetrator; the ages of the parties involved; the detail, content, and context of the report; and whether this report is the first of its type filed against the alleged perpetrator. Based on the level of investigation the administrator deems necessary, investigations may include any or all of the following steps or any other investigatory steps that the administrator deems necessary:

1. Identification and collection of necessary and obtainable physical evidence (NOTE: In some cases, physical evidence may be unobtainable, e.g., a private social networking profile);
2. Interviews with the complainant, the victim, and/or the alleged perpetrator. At no time during an investigation under this policy shall the victim/complainant be required to meet with the alleged perpetrator;
3. Interviews with any identified witnesses;
4. A review of any mitigating or extenuating circumstances;
5. Final analysis and issuance of findings in writing to the victim and bully and, if applicable, implementation of victim protection measures and disciplinary measures under this or other applicable policies.

Investigations shall be completed within 60 days unless the administrator documents good cause for extending this deadline. Such documentation should be sent to the victim and the alleged perpetrator during the investigation.

Disciplinary & Corrective Measures:

Students the school has found to violate this policy shall be subject to disciplinary consequences and/or corrective measures. When determining the appropriate response to violations of this policy, administration shall take into account the totality of circumstances surrounding the violation. Measures that may be imposed include, but are not limited to:

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the school's suspension and expulsion policy shall be followed;

3. Make restitution if applicable
4. Refer the student to a school counselor;
5. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
6. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
7. If applicable, contact the administrator of the website on which the bullying occurred to report it.

If the misconduct does not meet this policy's definition of bullying, it may be addressed under other school disciplinary policies.

For bullying initiated off campus and received on campus (e.g. cyber-bullying), the school only has authority to impose any of the above disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the school may only take corrective measures as described in items five through seven above.

If the perpetrator is a school staff member, the school shall take appropriate disciplinary action including, but not limited to a reprimand, modification of duties (only if allowed by applicable policy, the negotiated agreement, and/or the individual's contract), suspension, or a recommendation for termination/discharge in accordance with any applicable law.

Victim Protection Strategies:

When the school confirms that a violation of this policy has occurred, it should notify the victim's parents and shall implement victim protection strategies. These strategies shall be developed on a case-by-case basis after administration has reviewed the totality of the circumstances surrounding the bullying incident(s) or other violations of this policy. Strategies may include, but not be limited to, the following:

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers
3. Assignment of school staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.

5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

Prevention Programs & Professional Development Activities:

The school shall develop and implement bullying prevention programs for all students and school staff. The school shall include, in professional development activities, information regarding the prevention of bullying and shall provide information regarding the prevention of bullying to all volunteers and non-licensed personnel who have contact with students. The school shall review and revise its policy as it determines necessary.

Discipline

Trinity Catholic Schools wishes to instill a sense of responsibility and understanding in our students. To ensure the health and sanctity of our school community, disciplinary actions will follow inappropriate or unacceptable behavior. Discipline is the process through which parents and teachers guide and motivate students in a positive way to grow in personal and social responsibility. It is built on a caring relationship between parent, teacher, and student, in an atmosphere where everyone in the school and the home community is encouraged to develop the fullness of his/her potential. The initial process is based on internal motivation - a desire on the part of each person to do what is morally right - to be the person we want to be. The moral values of **respect and responsibility** are central to being a good human person. When a student does not respond to this process, appropriate consequences will be used.

The scope of disciplinary actions is directed toward the act itself, including the intention and circumstances behind the student's actions. The scope avoids prejudice based on age, race, color, religion, ancestry, national or ethnic origin, sex/gender, gender identity, sexual orientation, disability, genetic information, familial status, or any other protected category under applicable local, state, or federal law.

Detention

Automatic Detentions will be used for serious offenses such as: swearing, purposefully harming another student, outright and

persistent defiance of an adult, bullying (including cyber bullying), cheating, making obscene gestures and any other situations that warrant a detention as determined by the principal.

Detention will be served as close to the day of the offense as is reasonably possible. Parents will be notified of the detention by a phone call from the school. Detention will be **after school from 3:20 – 4:00 pm** starting after dismissal. If the student attends TEC, the parent/guardian will still be charged for this time. Manual labor may be used if and when appropriate for the age of the student (for example, washing desks, sweeping the floor, etc). Alternatives to detention (e.g., recess/lunch detention) may be used if it is suitable to the offense.

Bottom Line Issues:

The following behaviors are serious violations that warrant automatic referral to the principal:

- Weapons on school ground or killing threats
- Illegal drugs or alcohol on school grounds.
- Physical harm to another or bullying.
- Repeated verbal or physical harassment.
- Constant disruption of student learning.

Verbal and/or Physical Harassment and/or Abuse by Students (#5035)

It shall be the policy of the Trinity Catholic School Board of Directors that all schools maintain an environment free from unlawful and undesirable verbal and/or physical harassment and/or abuse including bullying.

Harassment includes, but is not limited to, any demeaning behaviors towards race, sex, religion, hazing, national origin, or disability. It means conduct of a verbal or physical nature that is offensive, designed to embarrass, distress, agitate or demean individuals or groups. It may include demeaning jokes, stories, hazing or activities directed at others.

Abuse includes non-accidental physical injury of a person as the result of the actions of another. It also includes comments, statements, epithets and the like that are egregious or flagrant. Verbal and/or physical harassment and/or abuse must not be tolerated. The principal/designee must respond promptly to complaints/allegations by students. If deemed necessary, the

students involved should be separated until the investigation is completed. If, upon investigation, the allegation is founded, disciplinary action up to and including expulsion may result.

Definitions

Sexual Harassment: includes, but is not limited to, unwelcome sexual advances, implicit or explicit requests for sexual favors, inappropriate verbal comments, or physical conduct of a sexual nature.

Verbal Harassment: includes, but is not limited to, derogatory comments, jokes, or slurs about a person's gender, race, religion, ethnic origin, physical characteristics, or family.

Physical Harassment: includes, but is not limited to, unwanted physical contact, assault, deliberate impeding or blocking movements, and any intimidating interference with normal activity or movement.

Visual Harassment: includes, but is not limited to, derogatory, demeaning, or inflammatory material, such as posters, cartoons, writing, artwork and gestures.

Hazing: is a ritualistic test, which may constitute harassment, abuse or humiliation with requirements to perform meaningless tasks; sometimes as a way of initiation into a social group.

Policy Adopted: December 20, 2006

Weapons, Dangerous Objects, and Look-a-Likes (#5034)

The Trinity Catholic School Board of Directors requires that weapons, other dangerous objects and look-a-likes be taken from students and others who bring them or possess them on school property and/or school related activities.

- For the purpose of this portion of the policy, the term "weapon" includes, but is not limited to, any implement, which could be used to threaten, endanger, or injure oneself or another person.
- Parents/Guardians of students found to possess weapons, dangerous objects and/or look-a-likes on school property or school related activities should be notified immediately. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials. Students will be subject to disciplinary action, which may include suspension or expulsion.
- Students bringing weapons or possessing firearms in school or school related activities will be expelled for not

less than one year. The president and principal have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis.

- The principal may allow authorized persons to display weapons, other dangerous objects and look-a-likes for educational purposes.
- Reference: (No Child Left Behind, Title IV, Sec. 4141, P.L. 107-110 (2002))
- Adopted: December 20, 2006

Suspension/Expulsion

Suspension or expulsion may be invoked at any grade. The school will follow the steps found in ND Century Codes 15-29-08 and 15-38-13. Conduct, including but not limited to the following, exhibited while on school ground, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion. Note these are only guidelines that may be adjusted depending on the severity of the infraction.

1. Causing or attempting to cause damage to school property or stealing or attempting to steal school property.
2. Causing or attempting to cause physical injury to another person except in self-defense.
3. Disobedience or defiance of proper authority.
4. Behavior that is detrimental to the welfare, safety, or morals of other students.
5. Offensive and vulgar language, whether or not it is obscene, defamatory, or insightful to violence, where it is disruptive to the educational process.
6. Any student behavior that is detrimental or disruptive to the educational process, as determined by the principal.
7. Threats of violence, bomb threats, or threats of injury to individuals or property.
8. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, tobacco, or intoxicant of any kind.

Standard Dress:

Trinity Central's leadership recognizes that a student's grooming and the way he/she dresses have bearing not only on the student's

attitude, but also influences the way other students and teachers react toward that student.

Students at Trinity Central are required to follow our Standard Dress guidelines. Our Standard Dress offers several clothing styles and a range of colors from which families can choose. Clothing items are offered through Logo Magic (2068 3rd Ave West) of Dickinson as the exclusive supplier of our students' school clothes. No exceptions will be made. A selection of styles and sizes are available for 'try on' at the store – pants, polos, micro-fleece, etc. Options include the following:

Available bottoms:

Khaki/black pant (boys & girls)
Khaki/black shorts (boys & girls)
Khaki/black skort (girls)
Khaki/black capri pant (girls)
Khaki jumper (girls)
Red dress (girls)
Black dress (girls)
Plaid Skirt (girls)

Available tops:

Short sleeve polo--
black or red
Long sleeve polo--
black or red
White button down oxford
¼ zips
Full zip jacket
Sweater vest or cardigan
Crewneck sweatshirt

The following Dress Code basic rules apply:

1. Standard dress is mandatory for grades 5 and 6. Upon entering the building during school hours, students must dress in approved school clothes.
2. All clothing must be size appropriate (clothing must fit at the waist and be of reasonable length, etc.).
3. All clothing must be of good school quality, (free of holes, frays, stains, excessive fading, excessive worn knees, etc.).
4. Short sleeved undershirts are acceptable under collared shirts. Only the collar of undershirts can be visible.
5. Shorts worn under jumpers may not be longer than the bottom of the jumper.
6. Skirts, skorts, jumpers, and dresses are permissible year-round, however, during the months of November through March, leggings or tights are required to be worn underneath those items. Leggings are encouraged to be black, red, khaki, gray, or white (with or without designs). Students and parents should use their good judgment to determine if the weather is such that students will be comfortable in school and at recess in shorts, skirts, skorts, dresses, or jumpers.
7. ¼ zip shirts and crewneck sweatshirts can have a non-standard dress shirt underneath. No words should be shown. The outermost layer must be standard dress while in the building. **Appropriate non-standard dress clothing may be worn outside only.**
8. Socks, of your choice, are required.

9. Shorts for boys and girls are allowed only during the months of August, September, October, April, and May.
10. Students are required to tuck in their shirts for school Masses and other special occasions.
11. If children are not wearing the proper uniform, the parents will be notified and asked to promptly provide the correct clothing.
12. Boys' hair must be well groomed and of moderate length. It cannot hang over the collar or be hanging in the eyes. Ears should be showing without tucking hair behind the ears.
- Earrings and excessive jewelry are not allowed.
 - No Mohawks or colored hair.
13. Girls' hair should be well groomed and moderately styled.
- Hairstyles, make-up, and jewelry that draw attention are prohibited.
 - No colored hair, only natural hair colors are allowed.
 - No headbands that have excessive design that stand up on the head such as cat ears, unicorns, etc. are allowed.
14. Tennis shoes are the best options for students – open-toed shoes and shoes without backs are not acceptable.
15. An extra pair of tennis shoes is required for PE.

Enforcement of the Standard Dress Regulations is the responsibility of the teachers and school's administration. The administration will make the final determination of dress code interpretation and enforcement.

Dress Down Days and Special Event Dress

The dress code may be relaxed infrequently by the consent of administration for certain days of celebration or to benefit a good cause with a free will offering. Students may not wear skin-tight or revealing clothing. Standard dress modesty guidelines (e.g., 4 inch measurement above the knee for skirts, shoulders covered) still apply to dress down clothes. If student dress is inappropriate according to administration, students will be asked to change into standard dress. Students are always permitted to wear standard dress on any dress down day.

When students are allowed to dress up above and beyond school dress code (concert dress), the following guidelines will apply: Dresses must be knee length (shoulders must be covered), boys must wear a collared shirt and dress pants.

Mass Dress:

On Wednesdays, students will wear Mass dress which is particular to that day. The boys will wear pants with an oxford shirt, an appropriate tie of the students choosing, and a sweater vest or quarter zip. The girls will wear pants or skirt with an oxford shirt and a cardigan or vest.

Health

♦ **Illness:**

1. Students who are ill with contagious symptoms (such as: fever, pink eye, respiratory infections, diarrhea, vomiting, strep throat, etc.) should be kept at home in consideration for the student as well as for others in the classroom. Students should remain at home until symptoms have been gone for at least 24 hours. Please contact the Trinity Junior High and High School office at 701-483-6081, no later than 8:30am to inform the school of your child's absence.
2. When a student becomes ill at school, parents will be called to take the child home. He/she is asked to remain at home until symptoms have been gone for at least 24 hours. If the student needs to see a doctor for a contagious illness, he/she is asked to remain at home until the doctor states he/she may return to school.
3. A student who has been absent for a lengthy period of time because of a contagious disease must have a note from the doctor, supporting the reason for the absence, when he/she returns to school.
4. Ordinarily, students who are not well enough to play outside during recess periods should be kept home. However, students who have been absent for an extended period of time due to illness may need to stay in from the cold air to facilitate full recovery. Please contact the Trinity Central office in writing if this is necessary. Notes to stay indoors will hold for one day only and are only for extended illnesses. If you need your child to stay indoors, he/she is probably too sick to be in school.
5. Students who have permission to remain indoors will be expected to sit quietly in the classroom or in the school hall.
6. When a student becomes ill in school, a parent or person indicated on the Emergency Form will be notified to come and pick up the student.

- ♦ **Medical Conditions:** Parents are asked to complete an Enrollment Form at the time of registration to notify school personnel of any medical conditions of their child, whom to call in case of emergency, and authorization to call an ambulance if needed.

- ◆ **Medication:** School personnel will administer medication only if parents put in writing the student's name, the name of the medication, instructions regarding date, time, and dosage, and the parent/guardian's signature. The only exception is the infrequent use of over-the-counter medications, for which verbal permission from a parent is accepted. All medication with dosage instructions must be kept in the school office and dispensed from there. A form is available, especially if medication is needed daily. Students who use asthma or epinephrine medications independently should keep those medications in their personal possession.
- ◆ **Head Lice:** Head lice checks are conducted as needed. Students who have head lice will be excluded from school until all head lice, lice eggs (nits), and egg cases have been removed.

Wellness and Nutrition Policy (#1030)

Trinity Catholic Schools is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Therefore, it is the policy of the Trinity Catholic Schools that:

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.

- To the maximum extent practicable, our district will participate in available federal school meal programs (including National School Lunch Program).

The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services. Board of Education Policy Adopted: 10-31-2006

Lunch

Federal School Lunch Program: Free and reduced lunch tickets are available according to established federal guidelines. Application forms are mailed with registration packets. If you qualify for either free or reduced lunches, you are encouraged to take advantage of this opportunity. Other benefits are available to our school when we have a higher percentage of families using the program.

Cold Lunch: Children may purchase white or chocolate milk or juice for a small fee to accompany their cold lunch.

Lunch: Student rate for lunch is set in the summer. Students have the daily option to purchase doubles for an additional charge. Lunch balances owing will be billed through FACTS.

Allergy Aware:

There are children attending Trinity Central who have life-threatening allergies to peanuts and tree nuts. We strive to provide a safe environment for all students. Therefore, your cooperation is requested to avoid exposure of these allergens to students. Parents are requested to avoid sending any snacks or items containing peanuts, peanut oils, and/or tree nuts with your child to school. We are a **PEANUT/TREE NUT FREE** school. NO peanut items can be brought to school for snack or cold lunch. Available at the school, and to parents upon request, is a list of healthy alternative snack suggestions. PLEASE NOTE that Trinity Junior High and High School is not a nut-free school outside of the cafeteria.

Payments: Payments for tuition/lunch are to be arranged with

the Trinity Catholic Schools Business Office.

Money

Money sent to school should be in an envelope clearly marked with the name of the child, the amount, and the purpose for which it is designated. If students bring extra money to school, they do so at their own risk. Trinity Catholic Schools is not responsible for any lost or stolen money.

Parties

Birthdays: A child may bring a snack to share with the class. Please - no gift exchange in school.

Other occasions: Parties must be approved in advance by the teacher or principal.

Deliveries of flowers or balloons: If deliveries, such as balloons or flowers, are made to the school for a student, they will be held in the office until dismissal time.

Pets/Animals in School

Individuals may only bring live animals to school when the following criteria are met:

- A curricular goal/objective is identified by the classroom teacher or principal.
- The animal is on a leash or in an appropriate cage.
- Written verification of current vaccination is presented where applicable.
- Classroom children do not have allergies to the animal.

Furthermore:

- Any harm or damage done by the animal is understood to be the liability of the responsible party.
- Animals brought in by outside personnel for school presentations are the responsibility of the owner.
- When animals are part of the academic curriculum, teachers will submit a request to the Principal for prior approval.

Sports

A student must be academically eligible to participate in any school activity. A grade of 70% or higher is needed to pass eligibility checks. Checks will be done 2 times every sports season.

Eligibility runs from the eligibility check until the student brings their grade over the 70% mark. Affected students and parents will be notified by school staff. Ineligible students are allowed to practice with the team but not to travel if school time is missed. Ineligibility may apply to club sports or local clubs upon administrative discretion. Documented special education students will be reviewed on an individual basis by the principal.

Technology and the Internet

All students and guardians will need to sign an Internet User Contract before being allowed to use any forms of technology in school.

Guidelines for Acceptable Use:

1. Use the Internet only for school projects and assignments.
2. Inform the teacher about your purpose.
3. Treat others online with respect.
4. Notify the teacher if there is material that makes you uncomfortable or that is questionable.
5. Respect the privacy of others. Never try to learn or share another person's password. Never share your own or another person's address or phone number on the Internet.

Unacceptable Uses:

1. Sending or displaying offensive messages or pictures.
2. Using obscene or offensive language.
3. Harassing, insulting or attacking others.
4. Damaging computers, computer systems or computer networks.
5. Violating copyright laws.
6. Trespassing in others' folders, work or files.
7. Intentionally wasting limited resources.
8. Using the Internet without permission.

These Acceptable Use Procedures do not attempt to articulate every required or proscribed behavior by its users. Successful operation of the network requires that all users conduct themselves in a responsible and ethical manner. The user is ultimately responsible for his/her behavior and actions when

accessing the network. Due to the ever-changing nature of technology, Trinity Catholic Schools reserves the right to modify this policy to deal with unforeseen circumstances that must be dealt with for the protection of the students and the system.

Telephone, Cell Phone, and Smart Watch

Teachers and/or students may be called to the phone during school hours. Except in an emergency, messages for students will be delivered during breaks. Teachers will be notified of any calls and asked to return them at their convenience.

Students will not be allowed to call home for forgotten items, e.g. band instruments, homework assignments, library books, permissions slips, tennis shoes, lunch, or money, unless the teacher deems the item indispensable to the common good of the class for that day. In an effort to challenge students to personal responsibility, we ask parents not to voluntarily bring forgotten items to school, but rather to give their children the freedom to solve their own problems and bear the consequences of their actions.

Phone calls will be limited to necessary calls home. The student needs an adult's permission to use the office phone.

Students must have cell phones silenced and in their lockers. They must remain unseen, including in the hallway during passing time. If students are found using or viewing them during school hours, cell phones will be held in the office for the parents to pick up. TCS is not responsible for any lost or damaged phones.

Smart Watches are not allowed to be worn during the school day.

Trinity Catholic Schools Tuition and Fees

Tuition will be set annually by the Trinity Catholic Schools Board of Directors, based on the number of students enrolled, the number of class sessions per week, and the financial needs of the school. A non-refundable registration fee, per child, shall be paid at the time of enrollment. Students who enter school after the school year has begun shall pay pro-rated tuition.

All families must have an account set up in FACTS and turn in a signed enrollment form. This information can be obtained in the Business Office and must be done prior to the student attending classes. Please refer to your annual enrollment form for tuition and fees/rates.

No credits will be made on tuition for scheduled holidays, vacations, storm days, and/or absences. We will not pro-rate for longer or shorter months.

Tuition Assistance: To be considered for tuition assistance, a family must complete a Confidential Financial Aid Application. The application and the required documentation must be completed/submitted via the FACTS Financial Aid Application Process by **June 1 of the enrollment year** to receive priority consideration. When applying for Tuition Assistance you must also set up a payment plan in FACTS. Families will be informed of the decision on their application in June of the enrollment year.

Tuition Delinquency (#3010)

The Trinity Catholic Schools Board of Directors requires that, no student may enroll at the Trinity Catholic Schools unless all tuition and fees for all prior school years attended at Trinity Catholic Schools by the student, and by brothers and sisters of the student, have been paid in full.

Trinity Catholic Schools adopts the annual enrollment form as its contract for payment of tuition and fees for all students. Student records, diplomas and transcripts will be released only when all financial obligations to Trinity Catholic Schools have been met. If necessary, the student may be dismissed from attending Trinity Catholic Schools and/or the account turned over for collection.

In the event of documented extraordinary circumstances, any part of this policy may be waived by the President and/or the Board of Directors.

Board of Education Policy Adopted: March 30, 2005

Fundraisers

Fundraisers contribute a significant amount to our annual budget. Parent involvement is essential for the success of these events.

Trinity Catholic Schools Operating Budget:

- Fall Fundraiser: October
- Fall Gala Dinner and Auction:
October

- Mardi Gras: End of January
- RACE for Education: May
- Calendar Raffle & Spring Raffle: Raffle tickets may be purchased in the Development Office

Promotions:

- **Butter Braids** (Easter Time PTO fundraiser)
- **Scrip Cards-gift certificates** (Available all year)
- **Raise Right** (Box tops are worth 10 cents or more. The school receives a check twice a year.)
- **Cashwise receipts** – Labels for Learning (bottom portion of receipt)
- **Family Fare receipts** – Direct Your Dollars (full receipt)
- **Loaves 4 Learning** – UPC from Country Hearth brand
- **School Pictures** – The school receives a profit from the school pictures.

Insurance

Trinity Central does not provide accident or health coverage. It is the parents' responsibility to have appropriate insurance to protect their child/ren in the event of an injury on school grounds and/or during extra-curricular activities.

Visitors

Parents, guests, & school visitors are always welcome. All visitors, including parents, must enter the building and check in at the Trinity Central or High School office before proceeding to the rest of the building. Students will only be released to authorized individuals from the office. Students going out for lunch must be picked up and sign out at either office.

Volunteers

Parents, grandparents, and friends are encouraged to be involved in school functions giving service at a variety of fundraisers as well as volunteering in the school. Please check the Titan Train for an updated list of volunteer opportunities. Parishioners and neighbors are also welcome to be part of our school community.

Background Checks

The Diocese of Bismarck requires that the school system do a background check on all volunteers working in an unsupervised capacity with students.

Elementary Parent/Teacher Organization (PTO)

The PTO is a group open to all parents with students enrolled at Trinity Central. The PTO meets once a month. They are an organization that is here to support the elementary schools. They help bring in assemblies that are beneficial to the students. They help raise money for playground equipment and many other areas. They also support the teachers in a variety of ways.

Principal's Right to Amend

The principal has the right to amend the handbook throughout the school year, if so required.