

PHILOSOPHY

Trinity Catholic School and Educare Center is an educational community which is based upon the good news of Jesus Christ, which renews, strengthens, enlightens, and educates the heart and soul of each child. Working with the home and family, within the tradition of the Catholic Church, we strive to help children develop their unique capabilities and talents. Our purpose is to support and enrich all students on their academic and spiritual journey.

MISSION STATEMENT

Rooted in our Catholic Faith and enriched by our diverse community, Trinity Catholic School fosters spiritual development, academic excellence, responsibility to self, and service to others.

STUDENT LEARNING EXPECTATIONS

I am a member of and actively serve in communities: global, academic; religious; and family.

I strive to understand diversity respecting all people, cultures, and the environment as God's creation.

I practice and live my Catholic Christian Faith by studying the words and actions of Jesus.

I strive to become a confident and disciplined communicator.

I build my knowledge with effort toward academic, social and spiritual growth, using information and technology to connect learning to life.

HISTORY

Trinity Catholic School came into existence in 1969. However, its roots go back to the two schools that consolidated into Trinity. Both St. Joseph's and St. Anthony's Parishes had their own schools.

ST. JOSEPH'S SCHOOL

St. Joseph's School opened in September, 1905. It was run by the Sisters of the Immaculate Heart of Mary until they were called back to the Mother house in 1921. At that time the Sisters of Notre Dame took over. The School included a high school until 1922. The 1940's saw the children work for the war effort, and they actually raised

enough money to buy a jeep for the soldiers. Enrollment in the 1950's reached 170 students in grades 1-8. In 1951, St. Joseph's began the first hot lunch program in Catholic Schools. By the 1960's the building was in need of major repair, and St. Joseph's began to seek a school with which to combine. In 1969, a consolidation of schools was agreed upon with St. Anthony's; and "Trinity School" was born.

ST. ANTHONY SCHOOL

St. Anthony Parish was formed in 1909 when the Bishop of Seattle came to Spokane (in those days he was also Bishop of Spokane) and was concerned because so many Catholics lived forty to fifty blocks from the Church. The original and official name of the church is "Holy Ghost and St. Anthony Catholic Church".

Plans were formulated to build a school, as early as 1917. However, the onset of World War I and lack of funds delayed this dream until 1928. Bishop White had received a gift of \$10,000 and offered it as the first contribution toward the school, on the condition that the congregation raise at least \$15,000. The challenge was accepted, and the school opened on September 4, 1928 with 58 pupils. The school was originally staffed by four sisters of the Franciscan Sisters of Perpetual Adoration. The school continued to operate and was consolidated with St. Joseph's in 1969, when it was renamed "Trinity Catholic School."

TRINITY CATHOLIC SCHOOL

The enrollment for the first year, 1969, was 243 students. The Sisters of the Holy Names of Jesus and Mary and the Notre Dame Sisters worked together in a new experiment in education. The Montessori Method was used to teach Kindergarten, and the entire school was ungraded. In 1984, the Educare was started and a preschool program was established. The seventh and eighth grades were discontinued in 1987 due to declining enrollment. During the 1990's Trinity enjoyed an increase in school enrollment. In 1995 and 1996 the seventh and eighth grades were reestablished. In 1995 Trinity was the first of the small Catholic schools of our Diocese to become accredited. We are accredited by the Northwest Association of Schools and Colleges and the Western Catholic Education Association.

Our staff today consists of ten lay teachers. The Holy Names sisters continue to be present at Trinity. Today we also have sacramental preparation assistance from the Sisters of Mary Mother of the Church. Our students participate in a music program, art classes, drama classes, and a band program. From infants through eighth grade Trinity provides an outstanding and full program of preschool, child care, and elementary education.

SHANE PLAYGROUND

A special area that needs to be remembered is our memorial playground. This area was created by the hard work of the parents, family, friends, and classmates of Shane Torrison for use by the children of Trinity Catholic School.

Immediately east of Trinity Catholic School you will find "Shane Playground". Shane Torrison passed away when he was a first-grader at Trinity school, in February 1977. His parents, family, friends, and the students of Trinity School designed and built a "creative playground", which was dedicated September 9, 1977.

SHANE TORRISON

Although Shane was only six years old when he died, he had already proved himself to be a budding athlete. He learned to snow ski when he was only three, and was water skiing when he was four. He loved to play football, basketball, and baseball.

In school, his favorite class was religion. At the first-grade level, Jesus relates to children as a brother and a friend. Shane related back to Jesus in the same way. Shane was a member of a large and loving family with three brothers and four sisters.

In November, 1976, Shane was diagnosed with Hodgkin's disease. He continued to attend school up until he passed away in February. His cheerful attitude was an inspiration to all who came in contact with him.

The Torrison family continues to be present and active in the school community today.

TINA AND TED CONDON

Upon the reopening of the New Shane Playground, a generous donation was given by Mr. and Mrs. Condon for the play toy. We would also like to recognize the support of Gene & Joan Butterly, James & Sandra Ivers, and the many friends of Trinity who helped fund the purchase

THE JIM MELOCHE MEMORIAL BENCH

Mr. Jim Meloche died unexpectedly in May, 2014. For those of you who didn't know him, Jim was a man of service. His sense of humor helped to lighten loads and entertain everyone he encountered. The magnitude of his loss has been evident in the eyes of all who celebrate fond memories of him. A memorial bench on the playground reads, "Jim Meloche Playground, Guardian of Our Community." Jim was raised in the neighborhood, and traveled the sidewalks of the parish and school his entire life. It is fitting that the view from the bench includes his home, the rectory, St. Anthony's and his beloved Trinity, where he served lunch on Wednesdays and was Mr. E. Diner for myriads of children.

ADMISSION POLICY

Trinity School adheres to the Non-Discrimination Policy 5110.1 of the school policies and administrative regulations, Catholic Board of Education, Diocese of Spokane, 1980.

Trinity School admits students of any race, color, sex, national and ethnic origin to all of the rights, privileges, programs and activities at Trinity School. Trinity School does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of educational policies, athletic and other school-administered programs.

I. EDUCATIONAL PROGRAM

A. Diocesan Goals

The educational program in Trinity School implements the Diocesan goals in light of the philosophy of our school. The following is the statement of goals for Catholic schools in the Diocese of Spokane:

Catholic schools exist in two worlds. They constitute part of the church's teaching mission, forming young Catholics in the faith and practice of the Gospel. They also exist in and serve the society at large, educating large numbers of students, both Catholic and non-Catholic, providing alternatives and diversity in American education, and demonstrating the possibility and importance of moral and religious education.

This two-fold existence makes these schools at the same time Roman Catholic - serving one religious group and catholic or universal - serving human society as a whole. From this two-fold existence and purpose flow the basic goals of Catholic schools in the Diocese of Spokane.

B. Sacramental Programs

The Sacramental Program for Trinity School Students will be administered with collaboration between the school and parish. For further information, please contact your parish DRE.

C. Homework

Homework is an essential element in the total school program. For it to be functional and effective, we depend on your cooperation to supervise this all-important practice. The following are suggested time allotments for home study:

Grade K.....	Family-Oriented Projects
Grade 1.....	15-20 minutes
Grade 2.....	20-30 minutes
Grade 3.....	20-30 minutes
Grade 4.....	25-35 minutes
Grade 5.....	30-45 minutes
Grade 6.....	45-60 minutes
Grade 7.....	60-90 minutes
Grade 8.....	60-90 minutes

D. Grading System

In Trinity School, students in Grades Kindergarten through Third are graded according to a coded system indicating where a student is progressing or needing improvement. The code is further clarified by descriptive comments.

Grades Four, Five, Six, Seven, and Eight will receive letter grades. These grades are based on the following percentages:

A	=	95 - 100
A-	=	90 - 94
B+	=	87 - 89
B	=	84 - 86
B-	=	80 - 83
C+	=	77 - 79
C	=	74 - 76
C-	=	70 - 73
D+	=	67 - 69
D	=	64 - 66
D-	=	60 - 63
E	=	Below 60

To be on the Principal Honor Roll, a student must have a 3.50 – 4.00 GPA. Staff Honor Roll requires a 3.00 – 3.49 GPA.

E. Student Placement Procedure

The process for placing students where there is more than one teacher for a given grade is as follows:

1. The present classroom teachers give input to the principal.
2. The principal makes all final decisions based on:
 - a. Making classes equal or nearly equal in number of students;
 - b. Academic and behavior balance;
 - c. Equal or nearly equal in number of boys and girls;

Parents are asked not to request a specific teacher, however, in those rare cases where a parent feels the need to make such a request, the following procedure will be followed:

1. The parents will be asked to submit the reasons for their request to the principal in writing.
2. Reasons for the request should be of an educational nature.
3. The principal will meet with the teachers involved and review the written request.
4. The principal will make a final decision based on all input and the classroom criteria mentioned above.

F. Kindergarten Entrance Age

According to Washington State law, students entering Kindergarten must be five years of age on or before August 31. There are FEW exceptions. Questions and the

process can be discussed with the Principal after January 31 each year.

II. STUDENT SERVICES

A. Insurance

Student Accident Insurance coverage is OPTIONAL on the part of the parent. There will NOT be AUTOMATIC coverage for school accidents or for sports.

B. Breakfast Program

Trinity will continue to serve breakfast to Educare children. Trinity participates in the Child and Adult Care Food Program which reimburses centers for serving nutritious meals.

We will be serving breakfast for Educare children age Kindergarten and up in the lunchroom from 7:30 – 8:15 a.m. Two year olds, Preschool and PreKindergarten will eat breakfast in their rooms starting at 8:30 – 9:00 a.m.

C. Hot Lunch Program

The price of lunch is \$3.75 for students and \$4.50 for adults. This includes milk. Students with cold lunch may purchase milk for 50 cents a carton. Lunches are purchased in advance and sold by the day, week, or month. All money must be in an envelope marked with student's name.

Trinity Catholic School has a "no child will go hungry policy." Parents/guardians are responsible for providing a meal for their child at school. Free and Reduced Price Meal Applications are available through the office. Parents/guardians are responsible for all unpaid meal charges while the student continues to receive school meals. Parents will be notified of the amount due within 10 days of the unpaid balance by email, mail, or by phone.

This institution is an equal opportunity provider.

Food is to be consumed in the lunch room only. Food, candy, etc. is not allowed on school grounds outside of the lunch room during school hours. The only exception is during classroom parties or academic classroom activities. Gum is never allowed on school premises.

D. Birthdays and Parties

Birthdays are a special time for children. Store bought food is only allowed. To prevent exclusion of some children, birthday party invitations will not be distributed at

school unless everyone in the class is invited.

E. Flower / Balloon Deliveries/ Limousines

We are asking that you do not send flower or balloon deliveries to your child for birthdays or special occasions here at school. We do not deliver the bouquets to the classroom as they cause too much of a disruption.

F. Lost and Found

Please mark your children's clothing, especially school uniform clothing. Lost articles cannot be kept indefinitely; they must be disposed of on the first day of every month. Bicycles should be locked when brought to school.

G. Visitors

Parents are encouraged to visit the school, even individual classes. The procedure is simply to call ahead for an appointment, check-in at the school office when you arrive, obtain a "Visitor's Pass", sign-in, and then enjoy your time. We are always interested in your feedback! We kindly request that you do not bother the classes as they are in session.

H. Schedule of Liturgies

All-School Prayer takes place every Monday in the Gym at 8:35 a.m. (or Tuesday if Monday is a holiday). Student Mass is celebrated every Friday at 8:45 a.m. at St. Anthony's Church. Families are encouraged to attend.

I. Calendar of Events

We prepare a weekly "Thursday Bulletin". It will be sent home via email or by request on paper. You may always find the bulletin on our school website as well. On occasion, information will be sent by mail or by student.

Other groups and organizations may put information in the school family envelope, pending school approval, and provided that it is submitted to the school by Tuesday, at noon. Parent letter information also needs to be turned in by Tuesday at noon for inclusion in the Thursday Bulletin.

Calendars and the Thursday Bulletin are also available on our website or call to have it emailed to you.

J. Website

Trinity's website is trinityspokane.org. The following items can be found on our site: **CALENDARS** (Lunch, Monthly, Yearly); **EDUCARE** (General Description, Handbook, Homework Center, Fee Schedule, Forms, Preschool Curriculum, Staff, Weekly Classroom News); **FACULTY & STAFF**; **FUNDRAISERS** (General Description of all, Auction & Forms, Money Raffle & Forms, Day in Motion & Forms, Cow Plop & Forms); **HISTORY**; **HOT LUNCH** (General Information, Monthly Menu, Hot Lunch Form Link, No Child Goes Hungry Policy); **MISSION STATEMENT & PHILOSOPHY**;

PARISH NEWS (General Information, St. Anthony Location & Mass Schedule, St. Joseph Location & Mass Schedule); **POLICIES AND PROGRAM; SCHOOL ADVISORY COUNCIL** (General Information, Members); **STUDENT LEARNING EXPECTATIONS; THURSDAY BULLETIN; and UNIFORM** (General Information, Sweatshirt Order Form)

K. School Dances

The school will not announce school dances and parties held at other places. The school's position is that these types of parties and dances are not sponsored or encouraged by the school. The faculty and administration expressed that notification of an event would be interpreted as approval. The faculty and administration recognize the parents right to determine if they want their own children to attend these functions and believe that parents will find out on their own about the event the same as they do about other events which the school does not distribute information on.

III. SCHOOL UNIFORM

Effective May 2020 | School Uniform Policy

School uniforms are to be ordered **only** through our school. They are designed and manufactured specifically by Elder Manufacturing for all Trinity Catholic School students. Our uniform package includes: pants, polo shirts, oxford shirts, cardigans, V-neck sweaters, skorts, jumpers, tights, and Trinity jackets. **NO other uniforms will be allowed.**

<p>GIRLS: Only school issued uniforms are allowed. We offer pants, polo shirts, long sleeve oxfords, short sleeve oxfords, skorts (grades 6-8), jumpers (grades K-5), and cardigan sweaters, leggings.</p> <p>Only Trinity sweatshirts or jackets will be allowed in the classrooms.</p>	<p>BOYS: Only school issued uniforms are allowed. We offer: pants, polo shirts, long sleeve oxfords, short sleeve oxfords, and V-neck sweaters.</p> <p>Only Trinity sweatshirts or jackets will be allowed in the classrooms.</p>
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Clothing color clarifications:

Pants are navy blue
 Polos are white or navy Blue.
 Long Sleeve oxfords are white
 Skorts and skirts are #92 plaid
 Cardigan sweaters are navy blue
 V-neck sweaters are navy blue
 School jackets are royal blue

Consequences for uniform violation:
1st Occurrence: Phone call & letter explaining violation; Parent return signature required
2nd Occurrence: Phone call & parent requested to pick up child or bring appropriate uniform to school
3rd Occurrence: Meeting with administrator

Leggings are navy blue
Socks white or navy

More details:

Hats are not to be worn in the building. Students may not wear sandals, flip flops or large clunky indoor boots or shoes. Only natural hair colors including streaks are allowed. Only solid navy or white hair accessories. No tattoos are allowed. Only piercings of the ears are allowed (no gauges). Trinity students who belong to Camp Fire, Scouts, or other similar youth groups may wear the group's uniform on meeting days. Modest, neat (free from holes) clothing may be worn on "free dress" days.

IV. HEALTH

A. Immunizations

As per Washington State Law, no child may enter school without a complete immunization record. Parents may also opt to take a personal, religious or medical exemption for their child from immunizations. Medical exemptions require a doctor's signature. Children with exemptions will be excluded from school should there be an outbreak of the disease.

B. Medication Procedure:

Diocesan policy on First Aid staff dispensing medications require the following:

1. A Medication Request Form must be completed for each student receiving **any kind of prescription or non prescription medication** at school. **A request must be signed by the child's parent/guardian and by a physician or dentist**, must be current and unexpired, and must be valid for a period not to exceed one school year. (Forms available in the school office)
2. All medication (prescription or non-prescription) must be in its original container.

C. Head Lice Policy:

Head lice guidelines at Trinity and the Catholic Dioceses of Spokane (Policy #5141.7) are as follows:

1. If the child is found to have live bugs in his/her hair by school personnel, he/she is to be removed from the school by the parent/guardian and treatment must be started.
2. If the child is found to have nits in the hair by school personnel, he/she is to be removed from school by the parent/guardian and treatment must be started.
3. **In order for the child to return to school, the hair must be nit-free.**

Head lice is considered a communicable disease and, like many other communicable diseases, is easily spread among children. A child does not get head lice from the school, he gets it from close contact with the other human beings at the school. This problem has absolutely nothing to do with the kind of parents that a child

has. It has nothing to do with cleanliness; in fact, head lice prefer a clean, healthy head to a dirty one. Anyone, adult or child, can get head lice. Almost every school in this country deals with head lice at some time or another.

If you are called to come and get your child, please cooperate with us and follow the treatment and guidelines. We have a responsibility, not only to our regular classroom situations but to our Educare and extended care program as well, to be diligent about halting the spread of lice. We will work with you and assist you in any way we can.

If you should discover that your child has head lice, please notify the office as soon as possible as the classroom will need to be treated and other students will need to be checked.

D. Care Plan

Schools shall have on file a care plan for all students who suffer from asthma, diabetes, acute allergic reactions, and other life threatening illnesses. This plan must be developed and signed by the parents in collaboration with their physician and must be acceptable to the school. If parents do not submit a care plan, student illnesses will not be considered life threatening.

E. General Information

Parents are requested to keep children home who appear to be ill in the morning. Only in exceptional cases, and with a signed note from the child's physician, will the child be allowed to remain in the classroom while the rest of the class is on the playground. The office should be notified IMMEDIATELY if a child has a communicable disease.

If a child becomes ill during the day, the office will notify the parents so they can decide if and when he/she will leave school that day. The school should be provided with emergency telephone numbers that may be used if parents cannot be reached at home.

Cleanliness is an important factor for maintaining good health. We ask that children come to school neat and clean.

V. SCHOOL SAFETY

A. Supervision of Children

Children are supervised in the building and on the playground during school hours. Children cannot be supervised before and after school hours; therefore, children arriving prior to the 8:15 a.m. and/or remaining on school grounds after 3:00 p.m. will be sent to Educare.

B. Fire Drills

One fire drill is conducted at an unannounced time during each month except in inclement, severe weather. (State Law 476.28.280) All persons must leave the school in a quick, quiet and orderly fashion. After the children have evacuated the building and have assembled at their assigned places, each teacher calls roll to account for each pupil of his or her classroom. A report is made to the principal. For obvious reasons, talking is not allowed during a fire drill.

C. Winter

Winter holds special dangers all its own. No snowballs are allowed on school grounds for any reason. Children are not allowed to break icicles on trees or buildings. Any form of ski-jogging is strictly prohibited. During winter, students are encouraged to be extra careful. Boots and warm clothing are recommended as we go outside unless there is a safety issue.

D. Telephone / Cell Phones / Other Electronic Devices

Except for an emergency, neither teachers nor pupils are called to the phone during the school day. Cell phones, IPODS, etc. are not to be seen or heard during the school day and until students are in their vehicle and/or off school property. Cell phones or other electronic devices may be kept for a period of time in the school office if necessary.

E. Code of Conduct

All teachers, staff and parent volunteers must take the Diocesan Code of Conduct class. Classes are offered once a month at the Catholic Pastoral Center. All volunteers who have undergone the Code of Conduct Training Session need to renew their training each year on line.

VI. GENERAL POLICIES

A. Fair Share Tuition Policy

All families attending Trinity Catholic School are responsible for paying their annual tuition commitment agreed upon by data gathered by FACTS, Financial Family Guidelines, and the Fair Share Financial Committee recommendations.

As part of the registration process, each family will meet with the principal, and members of the Fair Share Committee to determine what they can pay under the Fair Share Tuition Plan toward the actual cost of educating their children. A contract will be signed by both the parents, principal, and financial team member. Parents contract a

moral and legal obligation to pay their tuition. If their tuition commitment is not paid as per their contract, the Termination Procedure will go into effect.

Families will be required to fill out the FACTS application prior to admittance to Trinity Catholic School. Details can be found on the school website.

B. Tuition Payment Schedule

1. All tuition payments will be made through FACTS.
2. Payments can be divided over a maximum of 12 months.
3. Regular monthly payments will be withdrawn from a families FACTS account.
4. Families entering at a later date must pay one month's tuition, which is nonrefundable. Monthly payments will be prorated as per the schedule.
5. A non-refundable registration fee of \$150 is due at registration.

C. Termination Procedure for Delinquent Payments

1. Families who fall 30 days behind in tuition payments will be notified of the amount delinquent.
2. Families who are 45 days behind will be notified by letter advising of impending termination.
3. Children of families 90 days behind will be dismissed.
4. Families with tuition outstanding will not be allowed to register children the following year.

D. Attendance and Tardiness

Regular attendance is required of all students to support the academic climate of the school. The interaction and personal relationships between students and teachers and between students and peers are aspects of education that cannot be made up once they are missed. Therefore, it is important to emphasize prompt class attendance and that only serious circumstances should be cause for absence. It is the student's responsibility to promptly make up all work missed due to absence. Please check Sycamore for all grades. Students are encouraged to contact their teachers using school email to access missed assigned work. Numerous absences may adversely affect a student's grade in a given class and the student's ability to participate in co-curricular activities. Excessive absences may also result in an automatic letter grade reduction. Family vacations should coincide with school holidays. Please consult the school calendar before making any/all medical appointments. Students will not be given early dismissal on these days. Not supporting Trinity's attendance policy places their student's standing at Trinity Catholic School in jeopardy.

Excused Tardies /Absences

If a child is late or absent from school, the parent/guardian is asked to phone the school (509-327-9369) prior to 8:45 A.M. on the day of the absence or late arrival. The

parent must sign in the student at the office attendance desk if he/she is late for school. A parent/guardian may leave a message on the school's answering machine. Text messages will not be allowed to excuse your student. The validity of the reason given for the student's absence is left to the judgment of the administration.

The school will generally not excuse for reasons relating to traffic, transportation problems, oversleeping, running late, or weather.

A student's parent/guardian may excuse up to 5 tardies per semester for car trouble, traffic, weather, etc. Once a student has 5 tardies, a mandatory meeting with the parent, student and administration to discuss a plan for improvement will occur. Any additional tardies will be unexcused unless a student has a medical appointment and brings a note from his/her doctor upon coming to school. Academic consequences may also occur

Vacations

Parents and students especially need to understand that any choice to extend vacation times or take vacations during the school year, will bring about serious issues regarding attendance. Students and parents who choose to extend vacation periods could be jeopardizing the student's grade because of absenteeism and should seriously consider those choices ahead of time. Trinity Catholic School will not accept responsibility for providing special assignments and examinations for students not in attendance because of family vacations.

Appointments/ Leaving Campus

Parents/Guardians should avoid scheduling appointments during school hours. When such an appointment is made, the school office must be notified by phone or note **prior** to the student's appointment. For physician's appointments a student must bring a physician's note upon returning to school.

Accumulated Absences

A letter will be sent home after 5 absences per quarter (excused or unexcused) requesting a written explanation of absences and plan for improvement. There will also be a mandatory meeting with the parent/guardian, student, and administrator to discuss a plan for improvement. Special consideration will be given to medical-related absences; as always, all attendance scenarios will be reviewed on a case-by-case basis.

Unexcused Tardies/Absences

All students who arrive late to school must be signed in by their parent/guardian at the school office prior to being admitted to class.

Athletic and Activity Rules and Attendance

A student is ineligible for any game, practice or activity if he or she is absent from one or more class periods on a given day. Exceptions will be granted for appropriately

pre-arranged situations e.g., medical appointments or funerals, with a call or note received prior to the day in question.

Unauthorized release: No child may leave the school premises at any time for any purpose without written authorization of a parent, approved by the principal, and presented to the homeroom teacher. **The school accepts no responsibility for any child who leaves the premises without permission. The student is to wait in the office and meet their parent or authorized adult there. A student cannot wait in the halls or outside the school.**

E. Emergency School Closure

We will almost always follow the schedule for District 81. However, we will have a note on the website, trinityspokane.org, we will notify the news stations and if we have you on the **REMIND** list, we can send you an immediate text or email to confirm our plans. To sign up for the **REMIND** list please follow these instructions:

To receive a text: Enter (206) 922-4546 into the “To” space. In the “Message” box enter @trinitypa

To receive an email: In the “Recipient box” enter trinitypa@mail.remind.com and hit send

We will certainly do our best to keep Educare open because we know this is always problematic for working families.

F. In-Service Days

In-service days are scheduled to provide for professional growth for teachers. On these days, teachers participate in workshops and seminars, or they are involved with the evaluation and improvement of the school curriculum. For dates and times of dismissal on these days, refer to the school calendar and Thursday Bulletin announcements.

G. Change of Address and Telephone Numbers

If at any time during the school year there is a change of address or telephone number, please notify the office in writing immediately. This is important for the school records and is of special importance in case of emergency.

H. Messages and Deliveries

We kindly request that you send all messages for your children to the school office. Please do not interrupt your child’s class.

I. Care of School Property

The appearance of a school and the way it is kept has a great deal to do with the reputation of that school. For this reason, all persons using any school property will assume the responsibility for the care of such.

Textbooks and library books should be kept in the best possible condition. If a

book is lost or damaged, the student is expected to pay for the loss or damage. All books taken home must be in a book bag or backpack.

Any person who damages school property will make restitution, either through work or payment of incurred debt. In addition, the person may be suspended for a serious offense.

J. Use of School Property

The gym and school building can only be used for approved functions. Approval and scheduling of the gym and school building may be obtained from the principal.

K. Discipline

Trinity upholds a standard of student conduct which enhances Christian values and the academic atmosphere of the School and Educare. Positive discipline is viewed as a means of helping students gain self-control and become good citizens.

Measures to safeguard the rights of individuals, as well as for the good of the total class, school, and/or Educare must be in place. Incidents of behavioral misconduct and/or violations of Trinity's rules of conduct are documented in Sycamore, along with the resolution or consequences deemed appropriate. Habitual violations of school regulations or individual rights may warrant suspension or dismissal from Trinity. For some infractions, students will be placed on probation, which will prevent them from participating in school and/or Educare activities.

Student conduct rules have been established to maintain a school atmosphere which is conducive to learning, to aid student development, to further school purposes, and to prevent interference with the educational process. Violations which warrant disciplinary action may include, but are not limited to the following:

1. Disrespect for faculty, staff, supervisors and/or fellow students.
2. Vandalism: defacing or destruction of school property/property of others.
3. Physical attack upon a school employee or fellow students.
4. Use of inappropriate language.
5. Hate speech (malicious intent toward ethnicity, nationality, religion, sexuality, disability, or class).
6. Endangering the safety of others/unsafe behavior.
7. Leaving school property without permission/ supervision.
8. Truancy.
9. Theft.
10. Possession of/ use of/ or being under the influence of: alcoholic beverages, inhalants (including glue), marijuana, narcotics and illicit drugs, banned substances.
11. Possession of/ distribution of pornographic materials.
12. Possession of a weapon.
13. Defiance of school authorities.

14. Behavior that interferes with the teachers' ability to teach and the classroom students' ability to learn.
15. Violation of Trinity School's internet usage agreement.
16. Use of social media to bully and/or intimidate others.
17. Harassment, threats, or intimidation of any kind.
18. Any other behavior, either in or out of school, which would have as one of its results, an adverse effect upon the moral climate of the school and the attitudes of other students.

The following steps will take place before a child is dismissed permanently:

1. Warning.
2. Classroom Intervention.
3. Parent Notification/Write-Up in Sycamore.
4. Detention.
5. Parent Conference.
6. In-School Suspension.
7. Out-of-School Suspension.
8. Expulsion.

Note: Administration may skip steps if deemed necessary to ensure safety and learning within the school setting.

L. SPORTS ELIGIBILITY GUIDELINES

Each Student Athlete participating in league play is expected to maintain the following minimum Academic Standards:

1. Student Athlete's must maintain a **minimum** of a 2.0 GPA or may not have earned a failing grade in any subject at midterm or quarter.
2. Loss of eligibility will result in no participation in any athletic game or match for a minimum of one week.
3. The student may petition the principal or designee for game eligibility after verification of improvement of grade(s) to a "C" or 70 % average after the one-week suspension. The principal or designee must give written verification to the Student Athlete's coach.

Each Student Athlete participating in league play is expected to maintain the following minimum Behavior Standards that are enforced by the School Principal:

1. The Student Athlete will not exhibit behaviors that interfere with or are detrimental to the orderly operation of the school or the school's extracurricular programs.
2. The Student Athlete will not use or possess any tobacco product; use or possess of any alcoholic beverage; use, sell, or possess any drug deemed illegal by law and/or drug related paraphernalia; attend off-campus events where drugs and/or alcohol and/or controlled substances are evident and at which the Student Athlete has made a willful choice to remain.
3. The Student Athlete will not be involved in any verbal or physical assault

or intimidation of another student, coach, school official or game official.

M. Parental Concern Policy

When parents find that they have a concern or problem with a faculty or staff member, the following procedure will be followed:

1. Discuss the matter with the person with whom you have the concern.
2. If you are not satisfied, you may ask the principal to investigate the matter and report back to you.
3. If, after the principal has investigated the matter, and if it is necessary for good communication, all parties (teacher or staff member, parents, principal, and student) will meet to resolve the concern.
4. If, at the conclusion of the meeting, parents are dissatisfied, the principal will determine if further steps are necessary to work out the matter.

N. Parental Cooperation Policy

Please schedule conferences with teachers to communicate individual concerns. First thing in the morning at the door is not the best way to communicate concerns. Teachers need to concentrate on students at this time. Scheduling a time allows for best communication.

Parental cooperation is essential for the welfare of students. It is Diocesan policy that if, in the opinion of the administration, parent behavior seriously interferes with the teaching/learning process, the school may require parents to withdraw their children and sever the relationship with the school.

O. Search and Seizure Policy

Desks are the property of the school and may be opened without the presence or permission of the students who use them.

P. Child Abuse Reporting Law Requirements

All staff members are required by Washington State Law and by licensing requirements to report immediately to the police or Child Protective Services any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse or child neglect or exploitation. Also, staff members are not able to notify parents when the police or Child Protective Services are called about possible abuse, neglect or exploitation.

Q. Internet and Computer Usage Policy

This policy was established to make users of the school data network aware of their rights and responsibilities. Students and their parents must sign the Acceptable Use Policy prior to accessing the internet. This policy is established to maximize the value of those resources to the school community while permitting maximum freedom of use consistent with law, the school's mission statement and a productive environment.

Violation of this policy can result in reprimand, loss of account privileges, and/or referral to school disciplinary action. All students and parents are required to sign an internet usage and chromebook agreement.

R. Volunteer Program

Volunteering is a long-standing tradition at Trinity Catholic School. Participation in the Volunteer Program allows all families to be involved in the life of the school. It also helps offset thousands of dollars that would otherwise come out of our budget. There will be many opportunities this year to offer either your time, talent, or financial support outside of your tuition. Below are some suggested volunteer needs of the school.

Volunteer coordinator	Volunteer data entry	Crossing guard	Tutor
Data entry	Snow removal / de-icing	Quarterly deep cleaning of school	Yearbook
Uniform store assistant	Landscape maintenance	Transportation of designated items	Classroom assistant
Classroom parent	Educare helper: training needed	Library assistant	Phone call reminders
Laminating teacher's items	Home and school activities (Halloween carnival, Bingo)	School cleaning	Carpenter work
Litter control	Daytime errands	Office mailings	Envelope stuffing

Regardless of your tuition commitment, all families are required to complete, and record 20 volunteer hours every year. Failure to volunteer will result in a \$200 fee or \$10 per hour unfulfilled. It is our expectation that every family assist with the Auction, Pony Cow, and Day in Motion, and the annual appeal as well.

Throughout the year, families will be notified via email or Sycamore of volunteer opportunities to help you fulfill your volunteer commitment. Further information will be discussed at your registration appointment.

New this year: Donating unused gift cards can count for hours other than auction, annual appeal, or cony Plop.

Gift card donations (\$10 = 1 hour). These will be used within the Trinity Community.

Other daily programs are enriched by your presence in our school assisting with the education of children. The Volunteer form filled out during the registration process details the many opportunities available. In-school volunteers must have a valid Code of Conduct certificate.

VII. TRINITY EDUCARE CENTER

We believe Trinity Educare and Extended Care Center to be a faith community

of children, parents, teachers and staff working together to create a structured, yet free learning atmosphere where individual differences are respected, the dignity of the individual is maintained, and a positive self-concept is developed and fostered.

Trinity Educare and Extended Care Center is a Christian-oriented center where basic Christian and social values are experienced. Children from all races, creeds and religions are welcome to register.

Each child admitted is subject to a one-month probationary period to ensure he/she is comfortable at the Center.

We offer an open-enrollment program wherein a child may be registered at any time during the year. We do, however, require separate enrollment for Christmas vacation, spring vacation, the Summer Program, and re-enrollment for Pre-school in the fall. This is so we can estimate and meet staffing needs.

The **hours of operation** for extended care are Monday through Friday, 6:30 a.m. - 6:00 p.m. Pre-school hours are Monday through Friday, 8:30 a.m. - 11:00 a.m.

PLEASE NOTE: The Center will be closed on the following holidays: Labor Day, Veteran's Day, Thanksgiving and Friday after Thanksgiving, Christmas Day and the day before or day after Christmas (whichever day is most convenient), New Year's day and the day after or the day before (whichever is most convenient), Martin Luther King Day, President's Day, Memorial Day, and Independence Day.

Extended care will be available to school-aged children for any day that school is not in session and the Educare is open. Pre-registration is required. Any child not pre-registered will not be permitted into the program due to staffing regulations. Please check the weekly school bulletins for registration forms.

VIII. ACADEMIC AFFAIRS

A. Music

Trinity offer Music classes in grades K - 8 as part of our regular curriculum.

B. MAP Testing

Three times per year Grade 3 and up are given the MAP test. The feedback from these tests assists us in monitoring our programs to insure that our students are given an excellent academic preparation.

C. Field Trips

Periodically during the year, we will take the children on field trips. These ventures are an important part of a child's learning experience. You will be fully informed prior to each trip. In order for your child to participate, you must return a

signed permission slip before the scheduled trip. Children will not be allowed to call home for permission the day of the trip. Faxed or verbal permission will not be accepted. Permission not on a Diocesan Form will not be accepted. If you are asked to drive, you will be required to show proof of insurance (preferably at the \$100,000/\$300,000 liability level). Diocesan requirements also state that we need a photocopy of your driver's license. No side trips for refreshments are permitted! All drivers must have a valid Code of Conduct certificate.

D. Physical Education / Recess Excuse

Any excuse from physical education or recess must be in writing from a doctor stating the length of time the student is excused and the reason. This form should be given to the student for him/her to present when he/she accompanies the class or school.

E. Special Situations

If a concern arises regarding a particular student situation, parents will be notified. We ask that parents notify the school, should awareness of a concern develop at home. Then home and school and the Holy Spirit can work together on a growth-and-peace-producing solution. Examples of such concerns might be relationships, academic difficulties, behavioral problems, consistently poor decision-making, and a sudden negative change in a child's attitude or behavior.

It is clear to the principal and teachers that our ministry is to support your parental ministry with consistency for your children.
of Conduct certificate.

X. TRINITY ENDOWMENT

A. Purpose of the Endowment:

The vital role that Trinity School plays in preparing St. Anthony's and St. Joseph's children to follow a Christian life is indispensable. Today, more than ever, young people need the influence of a Christian- oriented education - an education that emphasizes the moral values so essential to their wholesome development. Trinity School can do this with our help.

We are aware that many parents are making a great financial sacrifice in sending their children to Trinity School. Other less fortunate parents indicate that limited resources preclude enrolling their children in our school. The Trinity School Endowment Fund was established to financially support maintenance and operations costs and to assist needy parents who want their children to have a Christian education. Additional money is required now--contributions that will increase the Endowment Fund to a level that will generate interest earnings sufficient to meet this commitment.

The money given is not spent. Only the interest earnings from your invested gifts

may be expended. This keeps the original amount of your contributions intact, and allows the endowed gifts to keep on giving.

You may be assured that whatever the amount of your contributions - \$10, \$25, \$50 or more - they will be greatly appreciated.

B. Ways I Can Participate

Unrestricted gifts - Gifts received by Trinity School Endowment where the donor does not specify how the gift will be used. Application of the interest earnings is decided by the administration and normally is used to defray expenses where the need is the greatest, i.e. maintenance and operation costs, student aid, teachers' salaries, etc.

Endowed Scholarships - A restricted gift where the income from the invested gift is used solely for the support of Trinity School students.

Where do I send my gifts? Gifts may be designated "For Endowment Fund of Trinity School" and placed in the collection basket at St. Joseph's or St. Anthony's, along with your regular Sunday offering, or they may be mailed to:

Trinity School Endowment
2315 N Cedar Ave.
Spokane, WA 99205

C. Bequests and Donations

Bequests and donations can be received by Trinity School at any time. The proper form to be used when making a bequest is:

"I give, devise and bequeath to THE CATHOLIC BISHOP OF SPOKANE, a corporation sole, a Washington corporation, the sum of \$ for the use in the maintenance and support of Trinity School.