

TRINITY FAMILY HANDBOOK

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

Using Jesus as his or her model, the Trinity Catholic School student develops spiritually, grows in faith with respect for God's creations, strengthens academic and communication skills, and is prepared to be a valuable member of his or her community: Academics, communication, faith, diversity, communities.

Tuition at Trinity

Annual tuition for one student is \$5700. The tuition scale offers a discount for siblings. Families who are seeking assistance with tuition must adhere to the Fair Share guidelines (see link below).

All families are required to sign a tuition agreement, pay the non-refundable registration fee of \$150 per student, perform 20 hours of volunteer service (or pay \$200), and participate in the four required annual fundraisers.

School uniforms are purchased separately through Elder Manufacturing, our sole uniform provider. [Trinity Catholic School Fair Share Guidelines 2021-2022](#)

Fair Share Tuition Policy

All families attending Trinity School are responsible for paying their annual tuition commitment, as set forth by the Tuition Payment Schedule below. No family will be refused admission because of a genuine inability to pay all or part of their tuition.

Families will be required to fill out the FACTS application prior to admittance to Trinity Catholic School. FACTS is used to apply for tuition assistance, as well as the management of tuition payments. It is a requirement that all families utilize the FACTS system for tuition.

Steps to Apply for Financial Aid/Set up a Payment Plan with FACTS:

1. If you have an existing account with FACTS and have already created a user account, please enter your existing username and password and click **Sign In**. If you are a New FACTS User please select **Create username & password** to begin.
2. Then click the **Start Application or Set up a Payment Plan** button.
3. Select the appropriate school year.
4. Complete the steps as prompted.

As part of the registration process, each family will meet with the principal and 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 fair share representative. 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.

Tuition Payment Schedule

1. One month's tuition payment is due at registration which is non-refundable.
2. Payments will be made on a 10-month basis, unless special arrangements are approved by the principal as part of the registration contract.
3. Regular monthly payments will be due on the 1st of each month.
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 \$150.00 is due for all students at the time of registration.
6. Tuition payments are made via FACTS.

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.
5. All Diocesan schools operate under an enrollment policy requiring families to be in good standing with existing schools prior to enrollment in a new school.

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. 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 assists with the Auction, Cow/Pony Plop, Day in Motion, and the annual Campaign for Excellence. Throughout the year, families will be notified via email or the Thursday bulletin of volunteer opportunities to help you fulfill your volunteer commitment. Further information will be discussed at your registration appointment.

For families struggling to meet the time commitment, donating unused gift cards can count for hours. Gift card donations replace volunteer hours (\$10 = 1 hour). These cards will be used within the Trinity Community.

Other daily programs, such as serving lunches or working in our library, are enriched by your presence in our school, assisting with the education of children. All volunteers must have a valid Code of Conduct certificate to serve within the school building in contact with students.

Volunteer opportunities are listed on Sign-Up Genius. Opportunities are updated frequently, so please utilize the link to select options that work for your family. All volunteer hours must be logged into Sycamore.

To Log your volunteer hours:

1. Log into your Sycamore account.
2. Go to the MY SCHOOL TAB
3. CLICK ON SERVICE LOGS
4. IN TOP RIGHT CORNER CLICK NEW LOG
5. ENTER INFORMATION
6. Select Opportunity From Drop Down Menu.
7. Pick Opportunity
8. Add the hours worked
9. Submit

Possible Volunteer Opportunities:

- Volunteer coordinator
- Volunteer data entry
- Crossing guard
- Tutor
- Data entry

- Snow removal / deicing
- School cleaning tasks
- Yearbook
- Landscape maintenance
- Transportation of designated items
- Classroom parent
- Library assistant
- Phone call reminders
- Laminating teacher's items
- Home and school activities (Halloween carnival, Bingo)
- Carpenter work
- Litter control
- Daytime errands
- Office mailings
- Envelope stuffing

Fundraising

Each family is expected to participate in four annual fundraisers (Auction, Day in Motion, Cow/Pony Plop, Annual Campaign for Excellence), regardless of your tuition commitment. These fundraisers help to bridge the gap between tuition revenue and our cost to educate each student. Your tuition contract reflects the fundraising expectations. For families who prefer, a payment option, in lieu of participation, is available for each event.

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.

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.

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.

Liturgies

Student Mass is celebrated every Friday at 8:45 a.m. at St. Anthony's Church. Families are encouraged to attend. Additional celebrations will be published in the weekly bulletin.

ACADEMIC AFFAIRS:

Spokane Virtual Learning

Trinity partners with Spokane Virtual Learning as a supplement to our Mathematics and Reading curriculums. This online learning platform is provided as a service to our students by Spokane Public Schools. All students who participate in this program must fill out the application annually to utilize the software.

Music

Trinity offers Music classes in grades K - 8 as part of our regular curriculum. Programs vary according to grade level.

MAP Testing

Three times per year, fall, winter, and spring, grades 3 and up are given the MAP test. The feedback from these tests assists us in monitoring our programs to ensure that our students are given excellent academic preparation. Testing data is kept in student files and is available upon request.

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. Only Diocesan permission forms will 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.

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 to the classroom teacher.

Special Situations

If a concern arises regarding a particular student situation, parents will be notified. We respectfully 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. Our ministry is to support your parental ministry with consistency for your children.

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

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

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 for 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 cocurricular 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 8:40 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 absences 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.

School Uniform Policy

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

GIRLS: We offer pants, polo shirts, long sleeve oxfords, short sleeve oxfords, skorts (grades 6-8), jumpers (grades K-5), cardigan sweaters, and leggings. Only Trinity sweaters or jackets will be allowed in the classrooms.

BOYS: We offer: pants, polo shirts, long sleeve oxfords, short sleeve oxfords, and V-neck sweaters. Only Trinity sweaters or jackets will be allowed in the classrooms.

Clothing color clarifications: Pants are navy blue; polos are white or navy blue; long sleeve oxfords are white; skorts and jumpers are #92 plaid; cardigan sweaters are navy blue; V-neck sweaters are navy blue; Trinity jackets are royal blue; leggings are navy blue; socks white or navy.

Consequences for uniform violation:

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

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 as scheduled by administration.

Hot Lunch Program

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

NONDISCRIMINATION-In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited for discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity conducted or funded by the USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing, or have speech disabilities may contact

USDA through the Federal Relay Service at (800) 632-8339. Additionally, program information may be made available in languages other than English.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Ave., S.W., Washington, D.C. 20250-9420, by fax (202) 690-7442 or email at program.intake@usda.gov

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.”

Emergency School Closure

Please listen to the radio and television for reports of possible school closure during inclement weather. We will close when District 81 public schools are closed, with rare exceptions. Please check television stations for closure information. The school will also post a message regarding closures on the school website.

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. Additionally, School dismisses one hour early each Thursday to provide for teacher collaboration and professional development.

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.

Messages and Deliveries

We kindly request that you send all messages for your children to the school office. Classes should not be interrupted. Additionally, deliveries such as balloons or flowers should not be sent to the school, as it creates a disruption in student learning.

Birthdays and Celebrations

Birthdays are a special time for children. Due to allergy concerns, only store-bought treats are allowed. To prevent exclusion of children, party invitations will only be distributed if all classmates are included, and not during instructional time.

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.

Use of School/Gymnasium 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.

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.

Sports Eligibility Guidelines

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

1. Student Athletes 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.
4. School attendance is a requirement to participate in athletics. If absent from school, students may not participate in practice or games.

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.

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.

Parental Cooperation Policy

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. All parents are required to sign/agree to the Diocesan Code of Conduct annually.

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 online.

Search and Seizure Policy

Desks and lockers are the property of the school and may be opened without the presence or permission of the students who use them. The school also reserves the right to search student property if deemed necessary.

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.

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:
3. Making classes equal or nearly equal in number of students;
4. Academic and behavior balance;
5. 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.

Kindergarten Entrance Age

According to Washington State law, students entering kindergarten must be five years of age on or before August 31.

Health Policies:

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.

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. [Medication_forms.pdf](#)
[medication_request_parents.pdf](#)
2. All medication (prescription or non prescription) must be in its original container.

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.

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.

General Health 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. Children who are in attendance MUST be symptom-free for 24 hours.

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. Sick children must be picked up within the hour to prevent additional exposure.

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

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. The school is not responsible for lost or stolen items that are brought to school.

Visitors

Visitors are welcomed into the school building by appointment only. Arrangements must be made in advance with the school, and all visitors must sign-in at the office upon arrival.

School Safety Policies:

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 8:25 a.m. and/or remaining on school grounds after 3:00 p.m. will be sent to Educare, and families will be billed according to Educare drop-in rates.

Fire Drills/Lockdown 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.

Lockdown drills are held monthly as well. Classrooms are secured with students safely hidden in designated areas. Talking is not allowed during a lockdown drill.

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. Outdoor recess will be canceled during extremely inclement weather. Lack of appropriate winter clothing does not constitute a reason for children staying indoors. All students must come prepared for the weather.

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, smart watch devices, etc. are not to be seen or heard during the school day, 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. All electronic devices are included in the school's internet usage agreement.

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.

[Internet Usage Agreement Form: Grades 3-8](#)

[Internet Usage Agreement Form: Grades K-2](#)

TRINITY ENDOWMENT:

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 your 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.

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, Spokane, WA 99205

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.