

---

LOWER SCHOOL

---

TRENTON CATHOLIC ACADEMY

# Parent/Student Handbook

177 Leonard Avenue

Hamilton, New Jersey 08610

609.586.5888

Fax 609.631.9295

[www.trentoncatholic.org](http://www.trentoncatholic.org)



**2017-2018**

*Expect the Exceptional*

**Trenton Catholic Academy  
at McCorristin Campus**

177 Leonard Avenue  
Hamilton, New Jersey 08610

Sr. Dorothy Payne, President  
Mrs. Anne Reap, Lower School Director

Main Office: (609) 586-5888

Fax: (609) 631-9295

Emergency Closing Information: (609) 586-5888

Visit us at [www.trentoncatholic.org](http://www.trentoncatholic.org)

School Office Hours: 7:00 A.M. - 3:30 P.M. Monday-Friday

**MISSION STATEMENT**

The mission of Trenton Catholic Academy is to educate a culturally and academically diverse student body to be responsible citizens of a global society through a challenging and relevant curriculum centered in Catholic traditions and values.

*Trenton Catholic Academy is a place where students believe, dream, succeed.*

**PURPOSE AND USE OF HANDBOOK**

This handbook exists to foster the efficient operation of Trenton Catholic Academy. To meet this objective, the school administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the school administration has the discretion to take actions other than those specified in the handbook. This handbook is not intended and should not be considered to create any additional rights for students or parents/guardians.

**AMENDMENTS TO HANDBOOK**

This handbook is subject to change at any time when determined necessary by the school administration. If changes are made to the handbook, parents/guardians will be notified promptly.

**PHILOSOPHY**

We, the administration, faculty and staff of Trenton Catholic Academy firmly believe the primary responsibility to our students is to create an environment where the integration of faith and life are centered in Jesus.

It is only through parental support and encouragement that the educational and spiritual goals can be translated into everyday living. Parents, the primary educators and communicators of the message of faith, look to the teachers as partners, to assist them in developing and enhancing their child's spiritual, academic, and social responsibilities.

Each teacher and staff member at Trenton Catholic Academy is not only a Christian role model but also a director of learning. Teachers provide a learning environment, address needs, challenge potential, work together with parents and reflect God's love for each child. We stress that students model behavior which shows concern and respect for self and others while reaching out in service to our brothers and sisters with peace, justice and love.

Trenton Catholic Academy follows the curriculum guidelines set forth by the Diocese of Trenton. These guidelines are adapted and implemented to meet the needs of our students. Through an integrated approach to learning, academic excellence is achieved.

We evaluate students and teachers both informally and formally. Informal measurements of students are classroom participation, homework, and participation in projects. Formal evaluation consists of teacher tests, projects, standardized tests, journals, portfolios and report cards. Formal and informal evaluation of the faculty is conducted by the administration to help the teachers reach their yearly goals. Evaluations serve to measure the growth of students and faculty.

Teachers at Trenton Catholic Academy allow for individual differences among the staff and student body. Respect, support, and sharing are valued. A spirit of cooperation prevails as we work together towards the common goal of educating the students in a loving Christian atmosphere.

Trenton Catholic Academy is accredited by AdvancED School System Accreditation.

### GOALS

- To develop a faith community in which children, teachers, and parents work together in Christian love and concern for another.
- To support students in acquiring personal values regarding honesty and respect, especially self-respect, thus gaining respect for others.
- To foster mutual respect for personal dignity among the faculty and students by having an orderly environment permeated by a genuine sense of caring.
- To develop a basic curriculum that will help students acquire the skills necessary for life long learning, so that their potential may be developed and their individuality be recognized and understood.
- To promote an academic atmosphere with a variety of learning experiences that will stimulate each student's desire to achieve his/her fullest potential.
- To develop social awareness and responsibility through outreach and service projects.

### NON DISCRIMINATION POLICY

Trenton Catholic Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Trenton Catholic Academy does not discriminate on

the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, athletic and other school administered programs.

### ADMISSION POLICY

Trenton Catholic Academy does not discriminate on the basis of sex, race, national, or ethnic origin in the administration of its admissions policy. In admitting students, Trenton Catholic Academy gives priority to:

- Registered parishioners of Diocesan churches who currently have siblings attending the school.
- Registered parishioners of Diocesan churches who currently have no siblings attending the school.
- Non-Catholics.

### RELIGIOUS EDUCATION AND RELIGIOUS SERVICES

The non-Catholic student is welcome at Trenton Catholic Academy. The non-Catholic student is expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in the religion classes and liturgical services scheduled for students during the school year.

### ROLE OF PARENTS

*"While it was relatively easy in more stable times for parents to educate their children and transmit their values to them, the immense complexity of today's society makes this a truly awesome task. Without forgetting, then, that parents are the 'first to communicate the faith to their children and to educate them,' the Christian community must make a generous effort today to help them fulfill their duty."*

*-To Teach As Jesus Did*

The Catholic Church and Trenton Catholic Academy recognize parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

To accept the role of parent-teacher team, parents can be of great assistance to Trenton Catholic Academy in maintaining quality education by:

1. Assisting the student in his/her academic and moral development by reviewing the report card carefully, by supervising home study, by cooperating with the school in all regulations, activities and recreation.
2. Participating wholeheartedly as a member of the Parent-Teacher Association.
3. Trying to discover the student's interest and talents so they may be developed in cooperation with the classroom teacher.
4. Recognizing that the teacher takes the place of the parent while students are in school.

5. Teaching and explaining to the children respect for the law, for authority, for the rights of others and for public and private property.
6. Insisting on prompt, regular school attendance and complying with the attendance rules and procedures.
7. Making an effort to attend individual and group parent-teacher conferences.
8. Working with the school in a cooperative effort to carry out recommendations made in the best interest of the students.
9. Parental participation in sacramental programs through your parish is essential.

### ROLE OF STUDENTS

*"Begin with little things and do not expect to accomplish anything without an effort."*

*-Theodore Roosevelt*

No one can accomplish anything without effort. Trying is essential to all here in our community of Trenton Catholic Academy.

What is expected of the students of Trenton Catholic Academy? Boys and girls, who, with the assistance of parents, teachers, and administrators, develop their individual capabilities to their fullest potential, are thus readying themselves to be better fitted for the world of today and the world of tomorrow.

Students at Trenton Catholic Academy should:

1. Make a sincere effort to do their best in all endeavors.
2. Accept responsibility for all their actions.
3. Develop personal standards of conduct befitting Christian boys and girls.
4. Respect themselves and others.
5. Obey all school rules and regulations and help maintain school property and school order.
6. Strive to realize a healthy self-image which will lead to a well adjusted life in school as well as home.
7. Recognize that the teacher in school takes the place of the parents and must be respected.
8. Be particular of personal appearance: have pride in themselves and in their work.
9. Use their God-given talents to the utmost for spiritual, mental, social, and physical growth.
10. Be able to help others to grow spiritually, mentally, socially, and physically.
11. Remember that with God all things are possible.

### RESPECT FOR OTHERS

Jesus tells us that we should "accept others as He has accepted us" (Rom. 15:7). We know that each of us is different because God made us that way. We also know that each of us is "good" because we share God's life. It is a fact of life that we will get along better with some people than others, but as students who are growing as followers of Jesus, we show by our words and actions that we respect all persons because they are made in God's image and likeness.

### Rules for Maintaining an Atmosphere of Respect

- Uphold the good name, character and reputation that is part of each member of Trenton Catholic Academy.
- Refrain from speaking, writing or gesturing obscenities.
- Settle conflicts using non-violent means rather than physical force.
- Avoid behaviors that exclude other students in any way during the school day.
- Seek permission to use or handle the possessions of any member of Trenton Catholic Academy.
- Refrain from using words or actions that abuse the dignity or rights of any member of our school community, i.e. teasing, name calling, threatening, ridiculing and laughing at mistakes of others.
- Answer all persons (teachers, parent volunteers, students) in a tone of voice and with a choice of words that is appropriate.
- Show good manners throughout the school day.

### SENSE OF RESPONSIBILITY

God has given us many gifts. Among those gifts are the abilities to learn and to bring about good in our small part of the world. We read in the letters to the Romans that “while we live we are responsible to the Lord” to use these gifts to the best of our ability.

Each student in Trenton Catholic Academy has been given these gifts of faith and intelligence. Because of our gift of faith we have the responsibility to do everything that we can to learn to the best of our ability. Responsibility can be learned. As we progress through school, we grow in acceptance of responsibilities as Catholic, Christian students.

### Academic Responsibilities

- Complete all written class work neatly and carefully.
- Bring to school/class all supplies that are needed to do the day's work (pencils, rulers, lunch, projects, paper, etc.).
- Make up work missed during an absence from school or from class.
- Keep an assignment book in which all homework is copied.
- Participate in class, contribute to discussions, ask questions and listen to the teacher.
- Deliver school communications to parents and return communications on time.
- Keep books and workbooks neat, up to date, and covered.

### Christian Responsibilities

- Participate in religious services by singing, praying and showing a reverent attitude.
- Fulfill school and class duties.
- Keep building and grounds clean.

## SPIRIT OF COOPERATION

Each day we join as a faith community to live and learn together. Scripture tells us that, as Christians, we form the Body of Jesus. Each of us is an important member of that body and Jesus is the head. When each member works together, the body becomes stronger in love. It is expected that each of its members cooperate in the following way:

- Recognize that all teachers, substitutes and volunteers have the authority to correct us if our behavior needs correction.
- Accept correction as a part of the learning experience.
- Work with all class members to grow in knowledge and faith.

## RESPECT FOR PROPERTY

The book of Genesis tells us that when God created the world God looked at all He made and saw that it was good. God's last creation, and God's best creation was man and woman. He made man and woman like Himself and put them in charge of all He created. He told man and woman to care for the earth and all that is part of it. Respect for God's creation is a responsibility that we all share. We will respect property in the following ways:

### School Property

- Use a bookbag to carry books to and from school. String bags may not be used to transport books throughout the school day to class.
- Keep all textbooks in clean covers at all times.
- Maintain cleanliness of this property including books, furniture, walls, equipment and supplies.
- Use the trash can to dispose of all garbage. Recycle when appropriate.
- Refrain from writing on or deliberately damaging school property. Students will be held responsible for the damages.

### Individual Property

- Refrain from copying any academic work of other students. This includes, but is not limited to, homework, class work, tests and projects.
- Respect the academic work of other students.

## RESPECT FOR RULES

In the gospel we read that "anyone who obeys the law and teaches others to do the same will be great in the kingdom of heaven" (Matt. 5: 19). Laws or rules are necessary whenever a group comes together. Rules are ways of letting each person of the group know what is expected of him so the group can work well together. The following rules are those that will allow this cooperation to exist at Trenton Catholic Academy.

### School Rules

- Adhere to the school dress code as stated in the handbook.

- Eat only at the times (snack and lunch) and places (classroom, lunchroom) stated for that purpose.
- Chewing gum is not permitted at any time during the day on the school premises.
- Adhere to all classroom rules that are explained by the teachers.

#### Assembly Rules (i.e. rehearsals, pep rallies, programs)

- Enter and dismiss in an orderly fashion.
- Remain seated at all times.
- Show proper respect and response to the presentation.

#### Liturgy Rules

- Enter and leave in a silent, respectful manner.
- Wait quietly for service to begin.
- Show proper respect for the liturgy by participating i.e. singing, praying or responding.

#### Cafeteria Rules

- Sit at assigned tables.
- Obey teachers' signals and directions.
- Show respect and appreciation to lunch coordinators.
- Throw all garbage away and clean tables.
- Quiet dismissal.

### DISCIPLINE

Discipline in a Catholic educational community is part of a teaching/learning process; therefore, it shall be the responsibility of Trenton Catholic Academy to attempt to provide each individual student with moral guidelines and leadership.

Discipline shall be developed in a positive manner. It is a constructive process to guide and develop the attitudes of students so that they may achieve the highest possible standards of Christian behavior and cooperation. Disciplinary rules and their enforcement must be reasonable, legal, and consistent with the Christian values of Trenton Catholic Academy. An individual's actions that deter Christian development or demonstrate socially, morally undesirable behavior will be considered to be injurious to the well being of both the individual and the community. All disciplinary actions shall reflect the Christian ideals, which the school desires to instill in the students, and shall demonstrate: acceptance of the dignity of each individual, fair treatment, consideration, and respect. Application of the school's rules must assure: due process, clear definition of rule violation, specific statement of reasonable charges, fair hearing for the accused and remedial action that promotes the physical, spiritual, mental and emotional good of the student and the community.

In all cases of student disciplinary action, the essential elements of fairness must pervade. In each instance: a student should be aware of the unacceptableness of a particular behavior, be given an opportunity to present his/her side of the situation, and be dealt with in a manner appropriate to the situation at hand.



Actions which violate the law, threaten or cause harm to other students or staff members, disrupt or impede the welfare and progress of the school community, or bring discredit to the school will not be tolerated. Such actions or other severe violations of school rules may result in expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a Principal/Parent/Student conference will be scheduled. All subsequent discipline, counseling, consultation and corrective action plans will be viewed as positive home-school efforts to help students improve behavior. If these cooperative efforts of parents and school staff prove ineffective, the student will be subject to expulsion or may be denied re-admittance to the school. The school administration is the final recourse in all disciplinary situations and may waive rules for just cause at his or her discretion.

Students are developing in many ways and one that must be fostered by all, school and home, is that of **responsibility**. Students must accept the consequences of their behavior.

### Detention Procedure

Some infractions that may warrant a detention are:

1. Disrespect for self, others, or the property of others such as: physical abuse, verbally abusing others, bullying, cyberbullying, telling untruths, defacing or damaging another's property, using another's property without permission
2. Obscene or inappropriate language or gestures
3. Lunchroom, liturgy, school yard, or bus misconduct
4. Copying another student's class work or homework
5. Dress code violations (uniform/gym)
6. Excessive tardiness
7. Other inappropriate behavior or conduct unbecoming a Christian student and contrary to the good order of the entire school

Detention will consist of staying one hour after dismissal on the day assigned. Detentions will be scheduled Mondays through Fridays. A detention slip will be issued and the signed copy must be returned to the disciplinarian. If not returned, the parents will be contacted.

An accumulation of five detentions or disciplinary notices within a marking period warrants an "N" in Conduct on the student's report card. A letter concerning the fifth detention notifies parents. Eight detentions or disciplinary notices will require a formal conference with the disciplinarian, student, parent, and teacher(s).

An accumulation of ten Disciplinary/Detention notices and/or a Suspension within a marking period warrants a "U" in Conduct on the student's report card and the student is placed on probation after a conference with the principal, student and parents. This may lead to exclusion from any school sponsored extracurricular activities until the next report card is issued.

## Suspension

Suspension is a serious disciplinary action taken against a student whose actions constitute a major disciplinary infraction and are contrary to the good order of the entire school community.

Suspension is a major step toward possible expulsion. Parents/guardians and students will be informed of the school's action. The student will also be given the opportunity to present his/her side of the story. Upon suspension the parent/guardian must come and get the student immediately.

If, in the judgment of the principal, the student's actions warrant removal from the school community and any extracurricular activities for a period of time, the parents/guardians will be informed in writing.

A positive and constructive working relationship between Trenton Catholic Academy and the student is essential to the fulfillment of the school's educational purpose. Therefore, the school reserves the right, in its sole discretion, to request withdrawal or suspension of a student, or deny enrollment or re-enrollment of a student if (i) a student's behavior or performance demonstrates an unwillingness or inability to be productive within the school community; (ii) a student, parent, guardian or other individual closely associated with a student fails to cooperate with the school or disregards or is unable to abide by the rules and regulations of the school; or (iii) the school determines that the continued involvement of a parent or guardian with the school is not in the best interests of a student or the school.

## ACADEMIC POLICIES

### Homework

The faculty of Trenton Catholic Academy recognizes the positive relationship between homework and academic achievement. We are committed to a reasonable and consistent homework policy that fosters the development of self-discipline, time management and sound study skills. The amount of homework time, generally speaking, will progress gradually from a few minutes at the primary level to an hour or more at the middle school level. The intent of this progression is to acclimate the student to the regularity, continuity and importance of home study while developing those study skills necessary for maximum learning.

Additionally, these guidelines will provide a positive opportunity to strengthen the communications between the student's home and school. The nature of homework provides parents an opportunity to become actively involved in their child's education and gives parents insights into the school's philosophy, curriculum and objectives. Hopefully, these efforts will result in a consistent and successful "team" approach toward the education of each child in Trenton Catholic Academy.

### Types of Homework

1. Practice - Homework that is assigned after the skill or concept is taught.

2. Extension - Homework that is assigned to see if a student can transfer an idea or skill to a new or different situation.
3. Creativity - Homework that is assigned for putting together concepts and skills in new and different ways.

### Home Assignments

- Homework will be assigned to all students on a regular basis. Assignments are posted daily on the class/teacher website. Students are required to complete their work on time.
- Assignment books are required to assist students in remembering their tasks.
- If there are extenuating circumstances which prevent a student from completing an assignment, the student should consult with the teacher as to how the homework should be made up.
- Homework assignments missed due to an absence are the student's responsibility. Find out what has been missed and complete the assignment as soon as possible. A student will have as many days as he/she was absent to complete the work.

### Long Term Assignments

The purpose of any long-term project is to teach various skills such as research, outlining, proofreading, refining writing skills, organizing, planning, and developing concepts into a cohesive unit. These skills require that long-term assignments be grouped into phases. Each phase of the assignment will have its own due date. These phases will be determined by each teacher according to the project.

### Grading

Diocesan report cards will be issued on a trimester basis which means students in grades K-8 will receive report cards three times a year with progress posted for each student via Parent Access in grades 3-8 weekly. K-2<sup>nd</sup> grade will receive printed progress reports mid marking period. Report cards will be distributed to K-2<sup>nd</sup> grade and posted online for all other grades approximately every twelve weeks throughout the school year. **The signed report card envelope for K-2<sup>nd</sup> grade must be returned to the school after the first and second trimester acknowledging receipt.**

Report cards indicate student's progress or lack of it. The marking system is indicated on report cards. Frequent absences or lack of homework may result in lower student grades.

### Absence

It is important that children be present each day that school is in session unless illness or other serious reasons prevent attendance. A child who has been absent is required to present upon his/her return a note containing the date and explanation for the absence signed by the parent(s). For prolonged illness children should have a doctor's certificate.

Parents must call the school by 9:00 am if their child is going to be absent. Students are held responsible for all material covered in the regular class session and should obtain the necessary information for completion. Upon return from absence, a student should attempt to make up the work that is missed according to each teacher's policy.

Vacation period should be planned relative to school vacation schedule. Written assignments cannot replace class attendance. Teachers should not be expected to provide pre-planned material.

Since tardiness disrupts classes in session, please help us by having your child at school ON TIME. To address the problem of lateness, after school detentions will be issued to all students upon the sixth tardy of each marking period.

Excessive absenteeism disrupts the learning process. We urge you to make doctor, dental, and orthodontist appointments after school hours. If a child must leave school for any reason during the day, the child is to report to the office where the PARENT (or an authorized adult) MUST SIGN HIM/HER OUT. When he/she returns, the child is to report back to the office accompanied by the parent. If a child arrives after 8:00 am for any reason, he/she is to report to the office before going to his/her classroom.

Under the law, a child must be present one full hour of each session to be counted present for that session. This means that anyone who leaves before 9:00 am is absent for the day; anyone who leaves after 9:00 am but before 1:00 pm is considered absent for the afternoon; and anyone who comes in after 11:00 is considered absent for the morning.

*A student may not participate in or attend an extracurricular activity on the day he/she is absent from school.*

### Probation/Retention

- Any child may, at any time, be put on disciplinary or academic probation at the discretion of the principal after consultation with the child's teacher(s) and parents.
- A child on academic probation will be given one marking period to show improvement. If no improvement is shown, additional tutoring will be expected for promotion.
- Any student failing two or more major academic subjects for the year (i.e. Religion, Language Arts, Math, Social Studies, Science) shall successfully complete summer school or tutoring before receiving notification of graduation or promotion.

### Records

In 1975 the Buckley Amendment, also known as the Family Education Rights and Privacy Act gave parents the right of access of records. Opportunity for review of records will be provided in the School Office upon written request.

### Non-custodial Parent

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

### Communication

In keeping with the church's principle of justice, it is advisable that parents having a concern with a teacher communicate directly with that teacher before going to the principal. Faithful to this principle, teachers are also encouraged to communicate their concerns to parents. This kind of open communication will ultimately benefit our children. Trenton Catholic Academy uses a variety of forms of communication: website, monthly calendars, e-mail, telephone, conferences and notes sent home.

### Conferences

Parents who wish to meet with the principal, a teacher, or any member of the school staff, must contact the office to arrange a mutually convenient meeting time. For the sake of good order in the school, parents may not approach staff members during the school day without arranging an appointment beforehand.

Staff members who wish to communicate with the parents of a student may do so by phone, letter, email or at a mutually convenient appointment. Teachers will not schedule an appointment at times that could conflict with teaching or supervisory duties.

When appointments are made, both the parent and the staff member should be aware of the purpose of the conferences so that all concerned may be appropriately prepared. All parents will be provided with an opportunity to meet the teachers during regularly scheduled conferences. The teacher will notify parents of these dates.

### UNIFORMS

Trenton Catholic Academy school and gym uniforms must be purchased at:  
Flynn & O'Hara Uniform Company  
Main Office and Distribution  
10905 Dutton Road  
Philadelphia, Pa. 19154  
1-800-441-4122

### Boys, Grades Pre-K - 8

Regulation khaki dress pants, long or short sleeve white or navy polo shirt, long or short sleeve white dress shirts, coordinating school tie, navy blue sweater or vest. (October 15<sup>th</sup> to April 15<sup>th</sup>). Navy blue, black or white socks. Regulation khaki shorts may be worn from the beginning of school to October 15<sup>th</sup> and then again from April 15<sup>th</sup> until the end of the year.

### Girls, Grades Pre-K - 3

Plaid jumper or regulation khaki pants, long or short sleeve white blouse, white or navy polo shirt, navy blue or white socks or tights, navy blue sweater or vest (October 15<sup>th</sup> to April 15<sup>th</sup>).

### Girls, Grades Pre-K - 8

Regulation khaki shorts may be worn from the beginning of school to October 15<sup>th</sup> and then again from April 15<sup>th</sup> until the end of the year.

### Girls, Grades 4 - 8

Plaid skorts, plaid jumper or regulation khaki pants, long or short sleeve white blouse, white or navy polo shirt, navy blue or white socks or tights, navy blue sweater or vest (October 15<sup>th</sup> to April 15<sup>th</sup>).

**Jumpers and skorts should be hemmed no higher than three inches from the top of the knee.**

**All pants are to be docker style worn at the waist with a belt and shirt tucked in.**

**All polo shirts and sweaters are to be monogrammed with our school logo.**

**School sweatshirts may only be worn on gym day and may not be worn in place of the school sweater.**

### Shoes

Our uniform school shoes are a black, brown or tan oxford for boys and girls in Pre-K-8. No platform shoes or heels over 1" high may be worn. These shoes are sold in many stores including Flynn & O'Hara, Carella's, K-Mart, and Payless. You are free to purchase these shoes in the store of your choice. **Sneakers and athletic shoes are only allowed on gym days.**

### Gym Uniform

Trenton Catholic Academy navy blue shorts, Trenton Catholic Academy ash tee shirt and sneakers with navy, black or white socks may be worn to school on gym days from the beginning of school to October 15<sup>th</sup> and from April 15<sup>th</sup> until the end of the year.

Beginning October 15<sup>th</sup> to April 15<sup>th</sup> the students wear Trenton Catholic Academy navy blue sweat pants, Trenton Catholic navy sweat tops and sneakers with navy, black or white socks.

No chains, expensive necklaces, or hoop earrings may be worn on gym days - we will not be responsible for any lost or broken jewelry. Hooded sweatshirts are only to be worn to and from school and may not be worn in place of the standard school gym sweatshirt.

### THE FOLLOWING ARE NOT PERMITTED

#### Girls

- Excessive use of jewelry
- Large or dangling earrings
- Makeup
- Nonconventional hairstyles or color

#### Boys

- More than one earring in one ear
- Excessive jewelry
- Facial hair
- Hair length longer than collar or nonconventional in style/color

All neck chains are to be worn inside of shirt. School officials reserve the right to determine the appropriateness of student attire and hairstyles.

### CO-CURRICULAR ACTIVITIES

Our school offers many opportunities for the students to participate in co-curricular activities such as clubs and sports. It is important that all participants in co-curricular activities obtain a passing average in all subject areas. Behavioral requirements are consistent with our school philosophy.

A faculty member, or another adult designated by the administration, will moderate a specific club or student organization in the school. Adults who sponsor co-curricular activities will understand the various responsibilities and will conscientiously perform the duties. All adults who work with students must comply with the diocesan Criminal History Background Check procedures and attend diocesan Virtus workshops.

Any new club or organization needs the approval of the administration, who will consider its objectives prior to granting permission for its formation.

#### Athletics

In order to develop and maintain physical fitness/wellness, students are encouraged to participate in athletic programs. These CYO sponsored activities foster school spirit. Good sportsmanship must be a hallmark of all school-sponsored teams.

Athletic programs are developed in an effort to provide opportunities for maximum participation by the general school population. All interscholastic athletic programs must comply with local, state and diocesan athletic guidelines and requirements.

## FIELD TRIPS

Field trips are educational in nature and expand the learning process. These trips are a privilege and not a right and may be denied to any student if he/she fails to meet academic or behavioral requirements.

Prior to a scheduled trip, the official diocesan permission slip must be returned. Students who fail to submit the proper form will not be allowed to participate in the field trip. Parents may refuse to allow their child to participate in a field trip but other provisions must be made for childcare that day.

***Parents who chaperone field trips are not permitted to bring smaller children with them.***

## FINANCIAL OBLIGATIONS/TUITION POLICY

Through the support of fundraising efforts and financial assistance from the diocese, we have been able to keep tuition increases to a minimum. The tuition rates for each school year are available at registration. Trenton Catholic Academy recommends that families needing financial assistance apply to the Diocese of Trenton. All applications for Diocesan financial assistance are strictly confidential.

Tuition payments are made through FACTS Management. Tuition payments are due on the 1<sup>st</sup> or the 15<sup>th</sup> of the month depending on your prearranged tuition agreement. A late fee will be charged for payments received after the designated due date. A non-refundable registration fee is due at time of registration.

If financial obligations have not been met, report cards and transcripts may not be given and a meeting with the school administration may be required. Students may not participate in class trips or athletics if their financial obligations are not current.

Any family who falls two months behind in tuition payments will be excluded from school until their tuition account is brought current, or a written payment plan is arranged with the Business Office.

Trenton Catholic Academy reserves the right to engage the services of a bill collection agency to recover all outstanding debts and fees associated with efforts to collect such debts if the conditions in the above statement cannot be met.

All final tuition balances will be due by May 20<sup>th</sup> of the school year.

## USE OF SCHOOL GROUNDS

The safety of children is of prime importance for the school and parents. In recognition of this fact, students are to arrive at school no earlier than 7:40 AM, as there is no supervision prior to this time, unless the child is enrolled in the Before



School Program. Beginning at 7:40 AM, a teacher will supervise the children in the parking lot. The children may enter the building at 7:50 AM.

Students are dismissed at 2:20 PM, except on designated four-hour days at 12:10 PM. It is expected that parents of those who transport students by car be here on time. Any child on the premises at 2:30 PM must go to the After School Program and the parents will be billed for the service. Any parents arriving after 2:30 PM must go to the After School Program to pick up their child/children.

### CAR RIDERS

#### Arrival Procedures

1. All cars must enter through the driveway on Leonard Avenue by the gym. This is a **one-way** road.
2. Form a single line.
3. Drive all the way to the cones by the TCA entrance at the back of the building.
4. Students should exit car close to cones quickly and safely walk to the school entrance.
5. Parents exit using the driveway, turning left on Ferrante Lane to Kuser Road. Please drive cautiously, and keep the line moving to avoid unnecessary delays.

#### Dismissal Procedures

1. Enter through driveway entrance on Leonard Avenue by the gym. This is a **one-way** road.
2. Drive to the parking area next to the TCA main entrance. Follow the directions of the patrols. Please do not leave gaps in the car line.
3. Turn off ignition.
4. Cars will be dismissed in order of arrival, first in – first out. Exit only by way of the driveway to Ferrante Lane to Kuser Road. The access road through Kuser Park is not a thoroughfare, and cannot be used as such.

### BUS CONDUCT

Students being transported to or from school, a school sponsored activity, or for any other reason, for which the school has provided the transportation, will abide by the regulations established by the school and the owner of the bus company. The principal has the right to deny school bus transportation for reasonable amounts of time if a student's behavior on a bus jeopardizes his/her own safety or the safety of other students.

#### Charter for the Protection of Children

Every student will be educated in the aspects of what a safe environment constitutes; therefore the Diocese of Trenton mandates that every student, K-8 is taught these concepts in the following program: RCL Benziger Family Life.

Every student will experience monthly classes. The sessions will be held throughout the year in their Religion classes.

### EMERGENCY CLOSING PROCEDURES

If there is inclement weather or in the case of an emergency please follow the emergency procedures posted on our school website. The school supplies recorded emergency information at (609) 586-5888 and on our school website [www.trentoncatholic.org](http://www.trentoncatholic.org). Sometimes the decision is changed from a delay to a closing because the weather becomes worse.

Please do not call the Main Office concerning emergency closings. Parents will be notified of school closings or emergencies by telephone, cell phone or email by School Messenger as long as the correct information has been provided and kept up to date. Maintaining the accuracy of phone numbers will increase the ability of the school to keep you informed.

#### Procedure when school closes early

If the weather report predicts inclement weather before school is out:

- If you work please ask someone to pick up your child when notified by School Messenger at the time of dismissal.
- Because it is an emergency all children must be picked up - **there will be no After School Program.**
- Please tell your child/children who will pick them up – all children need the security of knowing what is going to happen.

### VISITORS

To enhance school safety, all doors are locked to outsiders. The front door of the Lower School must be used when entering school. All volunteers and visitors, including parents, must report to the Lower School Main Office and obtain a visitor's pass, which must be visibly worn while on the school grounds. **At no time may a parent go to a classroom to speak to a student or teacher during school hours.** Any important messages are to be given to the school receptionist or secretary who will then communicate it to the student or teacher.

To develop a sense of responsibility in our students, parents are not to bring forgotten articles such as gym clothes, supplies, homework, and projects to school. If necessary items such as lunch or glasses are delivered to the Main Office, the student will be called to the office to pick them up.

### TELEPHONE/CELL PHONES

Children are not permitted to use the office phone except in emergencies and with the permission of the principal, teacher, or secretary. Parents are asked to call the school to leave a message for a student only in an emergency. Students may not be called out of class for phone calls. Students must hand their cell phones to their homeroom teacher in the morning and are responsible for picking them up in the afternoon. Cell phones are not permitted to be used during the school day. Any student who is found to be using a cell phone to call, take photos, text message, or receive aforementioned, will have the phone confiscated and be subject to disciplinary actions.

### BIRTHDAYS

Invitations to parties may not be handed out in school unless every child in the class is invited to the party. The children may bring in a small treat for the class to celebrate the child's birthday with approval from the classroom teacher. No flowers or balloons may be delivered to school.

### DRESS DOWN or DRESS UP DAY

Students must always be properly and modestly attired on dress down days. Parents are asked to be attentive to the selection of clothing students make.

- Tank tops, cropped tops, tops with spaghetti straps, or tops that are too revealing are not permitted
- All shorts must have at least a seven inch inseam
- Girls' skirts must be an appropriate length
- T-shirts with inappropriate or suggestive sayings are not permitted

### LIBRARY

Besides regular library periods, students may use the library for reference work when the librarian is present. A fine of 10 cents each school day is charged for each book or magazine not returned on or before the due date. Lost or damaged books must be paid for. The cost of the replacement will be determined by the librarian.

### LOST AND FOUND

Items which are lost may be found in the TCA Lost and Found box in the Main Office. The uniform/items will be donated or disposed of if students/parents/guardians do not collect them by the last day of school. Please label all items so you can identify them if lost.

### HEALTH SERVICES OFFICE POLICIES

The health services office is staffed by a nurse who cares for the students who become ill or injured at school.

### Accidents and Illnesses/Emergency Information Cards

It is imperative for the school to have information on file as to where parents or other responsible adults can be reached in case of illness or accidents at school. This information is requested when we send home emergency procedure cards. These cards should be completed and returned promptly. On the reverse side of this card we ask that you provide the school with information regarding any chronic illness (asthma, diabetes, epilepsy) which might require attention during the school hours. Contact the school nurse immediately, should any of the information you provide on these cards change at any time. It is vital that we are able to reach you or any assigned contact name quickly by phone.

In the event a child becomes ill or is injured at school, the school nurse will contact the parents immediately. In case of a serious accident when the parents cannot be reached, the school will transport the child to the nearest hospital.

### Medication

Medication will only be administered to a student if the medication is in its original prescription bottle with the pharmacy label intact. Medication will not be sent back and forth everyday. In order for medication to be dispensed a physician must complete a Medication Administration Form. The parent or guardian must complete the top section of this form. All over the counter medications, including Tylenol, Motrin, cough syrups/drops, flu and cold medicines, eye drops, etc. must come to school in its original container and packaging. Medicine must be handed directly to the school nurse.

All medication will be appropriately maintained and secured by the school nurse. The nurse may provide the principal and other staff members who are concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best interest.

The school nurse shall maintain a record of the name of the student to whom medication may be administered, the prescribing physician, the dosage and timing of the medication, and a notation of each instance of administration. The sole responsibility of the school shall be limited to the provision of adequate and proper supervision in administration of said medication. The parent/guardian is invited to come to the school to medicate the student if the above procedure is not convenient. Please consult with the Principal or School Nurse concerning a student in need of medication while on a field trip. Any further medication regulations in the Diocesan Handbook will be adhered to.

### Asthmatics

Parents are required to return a completed Asthma Action Plan filled out by a physician to the school nurse. Should your child require Nebulizer treatments, you must provide a Nebulizer Kit (tubing, mask, inhaler, medication, etc.) We have a Nebulizer machine available in the Health Services Office.

### Contact Lens Wearers

If your child wears contact lenses, it is advisable that they maintain a supply of cleaning solution, moisture drops and a lens case in the Health Services Office. All items should be individually labeled with your child's name and grade, and placed in a resealable bag.

### Student Health Records

It is very important for parents/guardians to continuously update the health office regarding their students' health status. Please write a note to the school nurse with the child's name, grade, physician's name, and diagnosis if the child:

- Receives further immunizations
- Contracts a communicable disease
- Suffers a broken bone
- Develops Lyme disease, heart disease, a convulsive disorder, asthma, or any other significant problem

### State Mandated Screenings

During the course of the school year, the following procedures will be performed to comply with the State of New Jersey's mandates:

- Vision screening
- Hearing screening
- Scoliosis screening
- Height
- Weight

### Immunizations

Chapter 14 of the New Jersey Sanitary Code, "Immunization of Pupils of School," requires the following immunizations:

- Pneumococcal conjugate vaccine (PCV) needs at least one dose of PCV on or after their first birthday until 59 months of age
- Influenza Vaccine, at least one dose is required each year until 59 months of age
- 4 Diphtheria-pertussis-tetanus (DTaP) shot; one booster must be after the fourth birthday; plus one booster dose is required before entrance to grade six unless a student's birthday is after school starts and will thus be required as soon as they turn 11 years of age
- 3 Oral Polio doses; one booster must be on or after the fourth birthday
- 2 Measles, Mumps, Rubella; one on or after the first birthday, one prior to Kindergarten
- 1 Tuberculin (TB) test in Kindergarten, 1<sup>st</sup>, 8<sup>th</sup>, all transfer students
- 3 Haemophilis B (Hib)
- 1 Chicken Pox (Varicella)
- 3 Hepatitis B
- Meningococcal Vaccine – one dose needed for every child born on or after 1/1/97 and entering grade six

The school can only accept original/photocopied immunization records that have either been signed by a licensed physician, or signed/stamped by a physician's office or health clinic. Any student not meeting these requirements may be excluded from school. For religious exemption, please contact the school nurse immediately.

### Required Physical Exams

All Pre-K, Kindergarten and newly enrolled students are required to have a Physical Exam Form completed by a physician or health clinic. Following kindergarten, students are encouraged to have a Physical Exam Form completed every other year. By law, the school can only accept original/photocopied physical exam records that have either been signed by a licensed physician, or signed/stamped by a physician's office or health clinic.

### Reporting on Abused or Neglected Children

All school employees are required by law to report suspected abuse/neglect. As soon as an employee has reason to believe that a child has been abused, neglected, or otherwise needs protection, he/she must make a report through the principal to the Division of Youth and Family Services (DYFS). The obligation of the principal to report is not discretionary.

Anyone who reports suspected child abuse in good faith is immune from prosecution, liability, or criminal penalty. Failure to report under New Jersey law carries a penalty of up to \$500 fine and/or six months in jail.

## ASBESTOS MANAGEMENT PLAN

Please be informed that the School Asbestos Management Plan is located on site and may be reviewed during normal school hours. We have conducted the required periodic re-inspection of all the areas containing asbestos in the facility, and found no change in the status of the asbestos. All asbestos has been abated or removed and the facility conforms to all EPA regulations in managing the facility in regards to asbestos. You will be informed of the findings of our periodic re-inspections and any asbestos-related work to be done on the premises.

# **TECHNOLOGY ACCEPTABLE USE POLICY FOR THE DIOCESE OF TRENTON ELEMENTARY AND SECONDARY SCHOOLS**

## **INTRODUCTION**

“Technology must be at the service of the human person...in conformity with the plan and the will of God” ... “This is a precious resource when placed at the service of (humankind) and promotes integral development for the benefit of all.”  
(Catechism of the Catholic Church, #2293, #2294)

We believe that technology including the World Wide Web is a tool that needs to be respected and used for the enrichment of learning. It is important that we understand that schools are founded for faith development and that all tools are used in the education process.

The parent, student and school form a partnership that embraces the ideals of the Catholic faith in word and action. By signing the Acceptable Use Policy, the individual agrees to appreciate the resource advantage of all technology and not use it in any manner that violates these values and ideals.

Principals must follow the directives for the use of technology in Policy 2070.28, Responsibilities and Duties: Elementary and Secondary Principals.

Administrators, teachers and students are to follow all directions outlined in Policy 2070.28, Technology/Acceptable Use Policy and Appendix 2070.28, Technology Acceptable Use Agreements.

Definition: In this policy the term technology refers to all electronic devices including but not limited to digital media, software, network systems (between users and internet), electronic communications such as cell phones, texting and e-mail.

### **Purpose**

The purpose of school-provided technology, including World Wide Web access and electronic mail, network resources and software applications is to facilitate legitimate educational endeavors. To remain eligible as users, administrators, teachers, support personnel and students must restrict their activities to those which are in support of and consistent with the school's philosophy and goals. Access to all forms of technology is a privilege that entails responsibility on the part of the user.

The school considers the information gathered and obtained from the Internet and all other technology resources in the same manner as all other reference materials, in that such resources must enhance the learning environment. All schools acknowledge that their ability to restrict access to any and all inappropriate information is limited when

administrators, teachers, students and support personnel are actively encouraged to explore and manipulate these electronic resources as part of the curriculum.

Parent permission is required for posting students' pictures and information on the school website.

### **Administrator's/Teachers' Responsibility**

Administrators, teachers, support personnel and students' access to, and use of, the Internet as well as all other computer-related technology, will be at all times under the direct supervision of the administrators and professional educational staff.

Consequently, whenever possible, links to Internet sites will be fashioned to focus a student's attention to resources previously evaluated by the teacher. In all other cases, the user will be provided with guidelines and/or references geared to the particular learning objectives.

If the school develops a policy that allows the teachers and students to bring in their own electronic devices (BYOD) it is the administrators' and teachers' responsibility to ensure that this Acceptable Use Policy contents are adhered to by all administrators, teachers, support staff and students in the school. If the school has a local policy then that policy must be aligned with the diocesan school policy.

### **Student Supervision**

In order for a student to gain access to school-provided technology, hardware, software and network, he/she must obtain the written permission of the parent/guardian, who will have the option of denying their son/daughter Internet access by requesting an alternative assignment. All students will sign the Technology Acceptable Use Policy. Students utilizing technology resources are responsible for their behavior in accordance with the school's disciplinary policy. Users will not be permitted to use any technology in school while access privileges are suspended or revoked in school.

- Insofar as school administrators and faculty may review files and monitor all student computer, local area network, and Internet activity to maintain system integrity and ensure that users are acting responsibly. The privacy of students' files and electronic mail is not guaranteed in the school setting. Students violating policies governing standards of conduct or the use of technology, including the Internet and electronic mail, shall be subject to revocation of privileges and potential disciplinary and/or appropriate legal action.
- The school makes no assurances of any kind, whether expressed or implied, regarding any Internet services. Use of any information obtained via the Internet or other school-provided software is at the user's own risk. The school will not be responsible for any damages incurred by the user, including but not limited to, loss of data resulting from delays or interruptions in Internet or in-school network services and/or hardware failure.



- The school will not be responsible for the accuracy, nature, or quality of information stored on any electronic media. Further, the school will not be responsible for personal property used to access school stand-alone or networked computers nor for unauthorized financial obligations resulting from access to the school internet through the school or personal device they have brought to/into the school. These guidelines and all its provisions are subordinate to local, state and federal statutes. All users of the school's Internet access must also comply with agreements specified in the contract with the Internet service provider.
- Administrators, teachers, support personnel and students will not use any school technology including but not limited to: computers, networks, electronic mail or access to the Internet to create or transmit text, images or audio which could be considered as damaging to another's reputation, abusive, obscene, sexually orientated, offensive, threatening, inflammatory, discriminatory, harassing or otherwise illegal or contrary to school policy. Students will not use personal technology to send inappropriate messages, flyers or pictures through the school server.
- Administrators, teachers, support personnel and students will not post any photographs of the students without written permission of the parents. Students' photos that are posted on the internet should not have any identifying information connected to the photos without parent/guardian permission; such as but not limited to name, address, phone number, school, grade, hobbies and e-mail addresses.
- Administrators, teachers, support personnel and students will not intentionally damage, misuse, or tamper with any hardware or software, network system or any other technology, including any information belonging to others, nor allow others to do the same. Users will not deliberately interfere with the ability of other persons to send and receive electronic mail.
- Teachers, support personnel and students will not remove technology hardware or software from the school without permission of the administrator(s).
- Administrators, teachers, students and support personnel will not gain unauthorized access to resources or entities or invade the privacy of others, except as otherwise provided in this policy.
- Administrators, teachers, students and support personnel will not post anonymous messages or any material authorized or created by another person without his/her consent.
- Administrators, teachers, students and support personnel will not use a school network for commercial or private advertising.
- Students will not use the school technology in a fashion inconsistent with directions from teachers and other staff and generally accepted network etiquette.

- Teachers, support personnel and students will not subscribe or use fee based on-line services in school without the prior written approval of the school administrator(s).
- Administrators, teachers, support personnel and students will not use electronic media for any illegal activity, including but not limited to violation of copyright laws. Students will not forge any digital media.
- Administrators, teachers, support personnel and students will not transmit personal information including, but not limited to names, addresses and phone numbers without written permission from the individual, or his / her parents or guardians.
- Administrators, teachers, support personnel and students will not respond to unsolicited electronic media messages from any source that consists of obscene, suggestive, illegal, offensive, pornographic or objectionable content.
- Administrators may request that certain Internet sites are blocked or unblocked if they are deemed necessary for educational purposes.
- All students will be informed about policy 5050.9, Student Participation on Social Networking Sites.

### **Staff Responsibility**

All school staff members are responsible for supervising students using technology and are obligated to read, understand and adhere to the procedures and enforce the rules concerning acceptable use of school technology. Whenever a staff member in the course of his/her duties becomes aware of violations of the Technology Acceptable Use Policy, he/she is required to advise the user and address the matter in accordance with this procedure and the school's disciplinary code.

- All administrators must follow policy 2070.29, Administration Participation on Social Networking Sites.
- All staff, including teachers and support staff, must be informed of and agree to adhere to Policy 4260.1, Participating on Social Networking Sites.

### **Parental Responsibility**

Given the dynamic nature of technological advancements and the volatile nature of resources available on the Internet, the school acknowledges its inability to completely regulate and monitor the information received or sent by students, although appropriate filters are used. As such, the school cannot assure parents that students will be denied access to all inappropriate materials or sending or receiving communications contrary to the school's philosophy, goals, and educational mission.

Parents and guardians of students should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be held responsible.

## **Guidelines**

The educational value of the school's use of technology is the responsibility of the teachers as well as the students and their parents/guardians. Students are expected to use technology resources judiciously in accordance with the following guidelines. The school administrator(s) and his/her designees may remove/add applications, delete/archive user files, and/or modify hardware and software configurations without prior notice to maintain the operation of technology resources for all users.

- All use, whether or not explicitly enumerated within this policy, must be consistent with the philosophy, goals and educational mission of the school. The school administrator(s) reserve the right to make determinations that particular uses are or are not consistent with the purpose of the school. Students will report illegal or unauthorized use of the network to the supervising teacher or the authorized technical and information services administrator.
- Teachers, support personnel, and students will not make unusable or inaccessible any individual's computer data files and/or programs.
- Teachers, students and support personnel will not access another person's materials, information, or files without the implied or direct permission of that person. Users will not attempt to read, delete, copy or modify the data of any other person.
- Teachers, support personnel and students will not use or attempt to obtain another user's credentials.
- Teachers, support personnel and students will not use school technology for reasons of personal profit, unlawful purposes, such as the illegal copying or installation of software, or violation of copyright laws.
- Teachers, students and support personnel will not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software.
- The administrator/designee reserves the right to review all electronic communications for appropriate content.

## **Student Participation on Social Networking Sites**

Social networking sites are part of 21st century culture for students today. It is important that Catholic elementary and secondary students understand that they have a responsibility to participate in social networking sites in an appropriate manner. The values and ideals of the Catholic faith are to be followed in posting comments on a social networking site.

The following points, while not comprehensive in nature, provide initial guidance:

- Students are not to comment, post, join or otherwise affiliate with or publish any information on social networking sites, including (but not limited to) statements,

comments, photographs, groups, profiles, or links to third party websites that in the discretion of the school or the diocese contains inappropriate content.

- Students are not to infringe upon another's copyright or trademark without appropriate permission.
- Students are not to write or post anything that is sexual in nature.
- They are to refrain from postings that involve illegal, dishonest or unethical conduct and that involve the use of drugs or alcohol or support or sell drugs or alcohol.
- Students will refrain from postings that are offensive in nature or are considered discriminatory or harassing in nature.
- Postings are to be free from elements that harm the reputation of or cause embarrassment to the school, diocese, co-workers or teachers.
- Students are not to interact with current administrators or teachers on a social networking site. This includes but is not limited to, listing current administrators or teachers as friends or connections on Social Networking websites or posting any comments whatsoever on current administrators, or teachers' pages or profiles.
- Students shall screen, block and/or remove any comments that violate this policy.
- Students should critique any third party comments or postings prior to publication.

The school and diocese reserve the right to conduct periodic internet searches in order to determine whether students have violated this policy.

Signing the diocesan/school Acceptable Use Policy indicates students will comply with this policy.



*The Lower School at McCorristin Campus*  
177 Leonard Avenue ♦ Hamilton, NJ 08610  
Tel: (609) 586-5888 ♦ Fax: (609) 631-9295 ♦ [www.trentoncatholic.org](http://www.trentoncatholic.org)

### September

5<sup>th</sup> School Begins, Early Dismissal  
12:10 PM  
21<sup>st</sup> Back to School Night, 6:00 PM

### October

4<sup>th</sup> Early Dismissal 12:10 PM  
9<sup>th</sup> Columbus Day – No School  
13<sup>th</sup> Progress Reports  
27<sup>th</sup> Parent Conferences – No School

### November

22<sup>nd</sup> Early Dismissal 12:10 PM  
23<sup>rd</sup> -24<sup>th</sup> Thanksgiving Holidays  
No School

### December

1<sup>st</sup> End of Marking Period  
8<sup>th</sup> Feast of Immaculate Conception,  
No School  
20<sup>th</sup> Christmas Concert, 6:30 PM  
21<sup>st</sup> Early Dismissal 12:10 PM  
22<sup>nd</sup>-29<sup>th</sup> Christmas Holidays

### January

3<sup>rd</sup> School Resumes  
15<sup>th</sup> Martin Luther King Day,  
No School  
26<sup>th</sup> Progress Reports  
29<sup>th</sup> CSW Open House 8:30-10:30AM  
31<sup>st</sup> Early Dismissal 12:10 PM

### February

16<sup>th</sup> Teacher Inservice, No School  
19<sup>th</sup> Presidents' Day - No School

### March

1<sup>st</sup> End of 2<sup>nd</sup> Trimester  
5<sup>th</sup> -9<sup>th</sup> Terra Nova Testing  
15<sup>th</sup> PTA Meeting 7:00, Report Cards  
16<sup>th</sup> Spirituality Day, Students No  
School  
29<sup>th</sup> Early Dismissal 12:10 PM  
30<sup>th</sup> Easter Recess – No School

### April

2<sup>nd</sup> - 6<sup>th</sup> Easter Recess – No School  
9<sup>th</sup> School Resumes  
27<sup>th</sup> Progress Reports

### May

2<sup>nd</sup> Early Dismissal 12:10 PM  
25<sup>th</sup> Fun Day, Early Dismissal 12:10 PM  
28<sup>th</sup> Memorial Day – No School  
30<sup>th</sup> Early Dismissal 12:10 PM  
31<sup>st</sup> 8<sup>th</sup> Grade Graduation

### June

1<sup>st</sup> PreK and K Year End  
Celebration/last day of school for  
PreK and K  
8<sup>th</sup> Last Day of School 1<sup>st</sup> – 7<sup>th</sup> gr.  
Early Dismissal 12:10 PM

**School Begins 7:50 AM**

**School Ends 2:20 PM**

**Early Dismissal 12:10 PM**

Revised 6/1/17