



# K-4 Student Handbook

## Trinity Elementary East Trinity Elementary West

Private, Catholic schools, which holds as their **mission** to educate the whole student – mind, body, and soul.

Trinity's vision is to awaken greatness in her students.

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

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

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

### School Day

#### Trinity Elementary East

Start 8:15  
Dismissal 3:15  
Tardy 8:20

#### Trinity Elementary West

Start 8:05  
Dismissal 3:05  
Tardy 8:10

**NOTICE:** The doors lock 5 minutes after the listed start time. Once the doors lock, all children need to be escorted into the building by their parent/guardian and signed in at the office.

#### Trimesters:

End of 1<sup>st</sup> Trimester November 12, 2021

End of 2<sup>nd</sup> Trimester February 18, 2022

End of 3<sup>rd</sup> Trimester May 18, 2022

#### Parent/Student/Teacher Conferences:

November 22 & 23 for Grades K-4

February 28 & March 1 for Grades K-4

#### Trinity Elementary East

515 3<sup>rd</sup> St. East  
Dickinson, ND 58601  
701-225-9463

#### Trinity Elementary West

145 3<sup>rd</sup> Ave. West  
Dickinson, ND 58601  
701-225-8094

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## **Administration**

**Mrs. Marya Skaare**  
President

**Mrs. Jolyn Tessier**  
Principal

**Mrs. Tina Johnson**  
Business Manager

**Mr. David Laborico**  
Facilities Manager

**Mrs. DeAnn Scheeler**  
Director of Mission Advancement

### Trinity Elementary East/West Personnel

**Mrs. Amanda Steffes**  
Guidance Counselor

**Mrs. Haley Marsh**  
Interventionist

**Sister Rosemarie Dvorak**  
Librarian

**Mrs. Carissa Baustian**  
Music Instructor

**Mrs. Breanna Sisson**  
PE Instructor

**Mrs. Darcy Dahmus**  
Technology Instructor

**Ms. Marha Cusick**  
Trinity Extended Care Director

### **Trinity Elementary West Faculty and Staff**

Admin. Assistant	Tanya Tessier
Preschool	Janet Hofer
Preschool	Susanne Kirsch
Prekindergarten	Ashley Hilton
Prekindergarten	Michelle Leintz
Kindergarten	Amanda Medearis
Kindergarten	Cathy Senescall
Grade 1	Tara Berger
Grade 1	Kari Raab
Grade 2	Kayla Hecker
Grade 2	Laura Pachl
Grade 3	Tawney Hager
Grade 3	Joleen Praus
Grade 4	Alexa Fugere
Paraprofessionals	Justine Cofell
	Laura Ham
	Tracy Schagunn
	Mariah Schulte
	Cheryl Wosepka
Hot Lunch Head Cook	Carol Hawn

### **Trinity Elementary East Faculty and Staff**

Admin. Assistant	Deanna Jilek
Prekindergarten	Niki Hayes
Kindergarten	Peggy Mayer
Grade 1	Karen Seeger
Grade 2	Terri Deichert
Grade 3	Carol Brusseau
Grade 4	Angie Henke
Paraprofessionals	Susan Anderson Gayleen Frenzel Heather Heupel Nicole Kessel
Hot Lunch Head Cook	Charolette Carr

### **Introduction**

Welcome to Trinity Elementary East and Trinity Elementary West and the Trinity Catholic School system! We are pleased you have chosen to be a part of the Titan family!

There are expectations and privileges that come with being a member of a school community and family. As a member of the Titan family, you will be expected to follow the guidelines outlined in the handbook. These rules have been established to help ensure that all students are provided with an educational environment that fosters intellectual, spiritual, and human growth. We expect students to share in creating healthy, moral atmosphere by living those Gospel virtues taught by our Lord and Savior Jesus Christ. We expect students to respect others and to take their studies seriously. Motivated by the Gospel, our fundamental purpose is to prepare you for the world with the goal of attaining everlasting happiness in heaven. Our mission is to set the Standard for this generation of youth.

Please read through this handbook carefully and completely. It is the responsibility of each student and or parent to know the content of all the information, policies, and regulations. Being unaware of these rules can never be accepted as an excuse for their violation.

### **Historical Information**

Trinity Catholic Schools has over a 100-year history of providing a vibrant Catholic school education for the city of Dickinson and surrounding area. Catholic school education in the Dickinson community began in 1904 with the establishment of St. Joseph's School. In 2004, Trinity Catholic Schools formed a consolidated school system. The four Catholic parishes of the City of Dickinson are the pillars on which our schools stand. The four sponsoring parishes – St. Joseph's, St. Patrick's, Queen of Peace, and St. Wenceslaus – are the guiding patrons behind the school's existence.

### **Christian Formation**

Christian formation is an important part of education at Trinity. Trinity's program is structured to provide intellectual, spiritual, and human formation through her academic courses and the rigor of the spiritual and sacramental life of the Catholic Church. This particularly includes the sacraments of the Holy Eucharist and Confession, including regular, daily prayer. Fidelity to the Catholic Church is fundamental to our education and formation – including the academic curriculum and social-emotional formation.

In our Christian formation then, we listen with utmost reverence to Christ's words... **"apart from me, you can do nothing."** Gospel of Saint John 15:5

## 2021 - 2022 School Year Calendar

August	16	PreK-Grade 4 Open House 1:00-6:00
	16	TEE/TEW Professional Development Day
	17	TEE/TEW Professional Development Day
	18	First Day of School ( <b>12:30 Dismissal</b> )
September	1	<b>Early Release – 12:30 Dismissal</b>
	6	Labor Day - No School
October	6	<b>Early Release – 12:30 Dismissal</b>
	20	Diocese of Bismarck Catholic Convocation - No School
	21-22	No school
	27	<b>Early Release – 12:30 Dismissal</b>
November	10	<b>Early Release – 12:30 Dismissal</b>
	15	Veterans' Day observed - No School
	24-26	Thanksgiving Break - No School
December	1	<b>Early Release – 12:30 Dismissal</b>
	17	Last Day before Break ( <b>12:30 Dismissal</b> )
January	4	School Resumes
	12	<b>Early Release – 12:30 Dismissal</b>
	17	Martin Luther King Jr. – No School
	26	<b>Early Release – 12:30 Dismissal</b>
	28-30	Trinity Mardi Gras
February	1-4	Catholic Schools Week
	21	Presidents' Day - No School
	23	<b>Early Release – 12:30 Dismissal</b>
March	4	Parent/Teacher Comp Day - no school
	18	Parent/Teacher Comp Day - no school
	23	<b>Early Release – 12:30 Dismissal</b>
April	15	Good Friday - No School
	16	Easter Monday - No School
	20	<b>Early Release – 12:30 Dismissal</b>
May	15	THS Rose Mass & Graduation
	18	Last Day of school ( <b>12:30 Dismissal</b> )

## **Section 1 Organization of the School**

### **1.1 Philosophy**

The mission of the Trinity Catholic School system is to educate the whole student – mind, body and soul. The vision of our school system is to awaken greatness. In all that we do in our school, we are moved by our mission and pursue our vision. Our actions seek to live the values of: faith, honesty, confidence, integrity, joy, respect, kindness, love, gratitude, and charity. As we bring into focus our mission for the future of Trinity Catholic Schools, we warmly invite parents, students, staff, parishioners and patrons to believe as we believe so that we all live as Christ lived.

### **1.2 Authority of the Bishop**

The Bishop of Bismarck is the authority and chief teacher of the Catholic faith in the diocese. Trinity and its personnel are responsible to the bishop and his delegates in all matters concerning the Catholic faith.

### **1.3 Board of Directors**

Trinity Catholic Schools Board of Directors guides and governs the school system. The Board consists of the following nine members:

Five Clergy [Ex-Officio]

- Rev. Fr. Bill Ruelle, Pastor, St. Patrick Parish
- Rev. Fr. Robert Shea, Pastor, St. Wenceslaus Parish
- Rev. Msgr. Tom Richter, Pastor, Queen of Peace Parish
- Rev. Fr. Keith Streifel, Pastor, St. Joseph Parish
- Rev. Fr. Christian Smith, Chaplain

Four Lay Directors representative of each parish.

- Mr. Michael Kreitingger, St. Patrick Parish
- Mrs. Sheila Rothstein, St. Wenceslaus Parish
- Mr. Bill Jerome, Queen of Peace Parish
- Mr. Travis Leintz, St. Joseph Parish

Board of Directors meetings occur on a monthly basis, excepting the month of June. Meetings are public forum, with potential Executive Sessions closed to stakeholders. Non-voting members include the school president, Business Manager, Director of Mission Advancement, and building principals, all of which offer monthly reports. Stakeholders seeking agenda items are to contact corresponding administration members for procedural steps.

### **1.4 Approval**

Trinity Elementary East and Trinity Elementary West are approved schools by the North Dakota Department of Public Instruction.

### **1.5 Background Checks**

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

### **1.6 Fundraisers**

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

#### **Trinity Catholic Schools Operating Budget:**

- Mrs. Field's Fundraising: October
- Fall Gala Dinner and Auction: October
- Mardi Gras: end of January
- Butter Braids at Easter Time (PTO fundraiser)
- RACE for Education: May

- Calendar Raffle & Spring Raffle:

#### **Promotions:**

- **Scrip Cards-gift certificates** (available all year)
- **Box Tops for Education** - Box tops are worth 10 cents or more. The school receives a check twice a year.
- **Cashwise receipts** – labels for learning (bottom portion of receipt)
- **Family Fare receipts** – direct your dollars (full receipt)
- **Loaves 4 Learning** – UPC from Country Hearth brand
- **School Pictures** – The school receives a profit from the school pictures

### **1.7 Tuition and Fees**

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

All families must have an account set up in FACTS along with turning in a signed enrollment form. This information can be obtained in the Business Office and must be done prior to the student attending classes.

Please refer to your annual enrollment form for tuition and fees rates.

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

### **1.8 Tuition Delinquency (#3010)**

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

TCS adopts the annual enrollment form as its contract for payment of tuition and fees for all students.

Student records, diplomas and transcripts will be released only when all financial obligations to TCS have been met. If necessary, the student may be dismissed from attending TCS and/or the account turned over for collection.

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

Board of Education Policy Adopted: March 30, 2005

### **1.9 Withdrawal**

A two (2) week notice of intent to withdraw from TCS must be given in written form to the school office or your child's teacher. You are responsible for two (2) weeks of tuition from date of notice. You will receive a written notice from the TCS Business Office that we received your notice of intent to withdraw and your tuition owing or credit.

### **1.10 Parent/Teacher Organization (PTO)**

The PTO is a group, open to all parents with students enrolled in TEE/TEW. The PTO meets once a month. They are an organization that is here to support the elementary schools. They help bring in assemblies that are beneficial to the



students. They help raise money for playground equipment and many other areas. They also support the teachers in a variety of ways.

### **1.11 Crisis Management Policy (#1010)**

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

Board of Education Policy Adopted: November 29, 2006

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

**Fire:** Fire drills are conducted. Evacuation plans in case of a fire are posted in each room. When a fire alarm sounds, all persons in the building must walk out in silence. The school building will be evacuated. Each class is assigned a certain area. In the event of cold weather, Trinity East students will go to Roosevelt School, Trinity West students will go into St. Patrick's church.

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

**Toxic chemical spill:** Trinity Elementary Schools will follow directions given by the police and fire departments.

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

In the event of an emergency in which the school has to be evacuated, students at Trinity West will go to Berg Elementary, and students at Trinity East will go to Roosevelt School until it is considered safe for them to return to the building or other instructions are received from legal authorities as to the safe release of students to their parents/guardians.

### **1.12 Insurance**

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

The Trinity Catholic Schools carry primary liability coverage and the Diocese of Bismarck has an umbrella policy to cover major claims resulting from accidents or misfortune. When parents use privately owned vehicles to transport students on a field trip, they will be required to carry adequate liability coverage.

(Minimum of \$100,000 per person/\$300,000 per occurrence.) Volunteer drivers will be asked to sign a form indicating coverage.

## **Section 2 Catholic Identity**

### **2.1 The Catholic Identity of Trinity Elementary**

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

Catholic students are given preference in admission. In keeping with the orthodox teachings of the Catholic Church, all religious traditions are respected and, space permitting, students from other religious beliefs are welcomed into the school system.

## **2.2 The Teaching and Practice of Religion**

The Catholic liturgical tradition, sacraments, and prayer shall be taught as an integral part of the school's curriculum.

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

**Mass:** Trinity Elementary West students attend Communion service, prayer or lessons daily. The student led Mass is on Tuesdays at 8:25 am. Trinity Elementary East students attend Communion service or Mass daily at 8:15 am. The student led Mass is every Friday at 8:15 am. Students are active participants in the Masses. Parents and other family members are welcome to worship with the staff and students. Special services help to observe Advent, Catholic Schools Week, Lent, and Holy Week.

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

**Sacraments:** The sacraments of First Reconciliation and First Eucharist may be received in the second grade through the student's parish-based sacramental program, combining parish, family, and classroom study. Information and contacts should be made through the parish office. If your child was not baptized at one of our Dickinson parishes, a copy of the baptismal certificate will be needed.

## **2.3 Ethical Issues**

At all times, the conduct of the religious and educational programs of Trinity Elementary shall reflect adherence to the highest standards of ethical behavior. The reputations of all in the school community shall be considered sacred and shall be safeguarded at all times. All student records shall be kept in secure locations and only those school officials with a legitimate need to access the records shall be granted access to them.

## **Section 3 Admissions/Standard Dress**

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

Students wishing to enroll at Trinity should have all records and transcripts sent from the previous school attended, fill out official application forms, and fill out the official health form.

### **3.1 Preference for Catholics**

While Trinity admits students of many different religions to the school, it reserves the right to give preference in admission to Catholics. Trinity will utilize the following preference guidelines:

1. Siblings of students already enrolled

2. Catholics belonging to Dickinson Catholic parishes
3. Catholics belonging to other parishes
4. All others

### 3.2 Admissions

**Age:** Students entering Kindergarten must be age five before August 1 and age six for grade 1 according to ND Century Code. Should parents seek early entrance to Kindergarten or first grade, readiness testing through the Dickinson Public Schools is required. A birth certificate must be submitted for entrance to Kindergarten. A baptismal certificate is also requested.

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

**New Students:** New students who enroll at Trinity Catholic Schools are required to begin with a provisional period. After a nine-week period from enrollment (or sooner if need be), a meeting including the principal, respective faculty, and parents will be held to discuss how the student is adjusting to the new school setting, whether or not the student is demonstrating academic success, and whether or not the student is exhibiting behavior consistent with Trinity Catholic School standards. In the event that a student does not show adequate progress during this probationary period, the student may be required to withdraw from Trinity Catholic Schools.

### 3.3 Special Services

Trinity Catholic Schools has limited resources to serve students with disabilities. Trinity Catholic Schools will make every effort to work with your child within the range of services Trinity Catholic Schools can provide. The Administration reserves the right to formulate modifications and/or accommodations to the required curriculum as needs arise within the guidelines and regulations of the Department of Public Instruction Section 504. (Federal Education Act), and ADA, (American Disabilities Act of 1991), on an individual student basis. To help meet the individual needs of students, limited Title I and Special Education services are provided in our buildings by the Dickinson Public Schools. In order to receive these services, certain qualifications must be met by the student. Parents must be involved and give permission before any assessments or services are provided.

Academic services stemming from an Individualized Service Plan (i.e. ISP) may or may not be offered, depending on the services available at that time. Team meetings with Dickinson Public School Special Education personnel will be utilized to determine what Trinity Elementary will or will not offer a student on an ISP.

### 3.4 Lunch

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

**Cold Lunch:** Children may purchase white or chocolate milk or juice for a small fee to accompany their cold lunch. Carbonated beverages, fast food, and gum are not allowed in school unless approved by the teacher or administration.

**Lunch:** Student rate for lunch is set in the summer. Lunch balances owing will be billed through FACTS.

**Milk/Juice:** Juice/Milk is available to all students each day. Students may purchase one additional beverage with their meal each day.

**Snacks:** Students in all grades preschool through grade 6 will have a milk/juice break in the morning. PM preschool will also have this break. Parents are to provide a healthy snack such as fruit, crackers, cheese, popcorn, etc. Please try to avoid snacks that have high sugar content. Extra snacks are not allowed during lunchtime. No peanuts or tree nut snacks allowed.

### 3.5 Standard Dress

Trinity Elementary leadership recognizes that a student's grooming and the way he/she dresses have bearing not only on the student's attitude, but also influences the way other students and teachers react toward that student. Students at Trinity East/West are required to follow our Standard Dress guidelines. Our Standard Dress offers several clothing styles and a range of colors from which families can choose. There is a used clothing room on the 3<sup>rd</sup> floor of Trinity High School for families to use. It is run much like a rummage sale. There is also a Facebook group called "Trinity Uniforms Buy Sell Trade". New clothing items are also offered through Logo Magic (2068 3<sup>rd</sup> Ave West) of Dickinson as the exclusive supplier of our students' school clothes. A selection of styles and sizes are available for 'try on' at the store – pants, polos, micro-fleece, etc. No exceptions will be made. Options include the following:

#### Available bottoms:

Khaki/Black Pant (boys & girls)  
Khaki/Black Shorts ((boys & girls)  
Khaki/Black Skort (girls)  
Khaki/Black Capri Pant (girls)  
Khaki Jumper (girls)  
Red Dress (girls)  
Black Dress (girls)

#### Available tops:

Short Sleeve Polo (unisex) -  
Black or Red  
Long Sleeve Polo (unisex) -  
Black or Red  
White button-down oxford  
(boys & girls)  
¼ zips (unisex)  
Sweater vest or cardigan (unisex)  
Crewneck sweatshirt (unisex)

#### Sweatshirts:

Only crewneck sweatshirts purchased from Logo Magic with the Trinity logo and part of standard dress are allowed for all day use in school.

#### The following Dress Code basic rules apply:

1. Standard dress is mandatory for grades K through 4. Upon entering the building during school hours, students must dress in approved school clothes. Prekindergarten is required to wear standard dress tops only.
2. All clothing must be size appropriate (clothing must fit at the waist and be of reasonable length, etc.).
3. All clothing must be of good school quality, (free of holes, frays, stains, excessive fading, excessive worn knees, etc.).
4. Short sleeved white undershirts are acceptable under collared shirts. Only the collar of undershirts can be visible. Girls, who wear tank tops under their shirt, need to have those tops tucked in.
5. Shorts worn under jumpers may not hang out the bottom of the jumper.
6. Skirts, skorts, jumpers, and dresses are permissible year-round, however, during the months of October through March, leggings or tights are required to be worn underneath those items. Legging are encouraged to be black, red, khaki, gray, or white (with or without designs is ok) students and parents should use their good judgment to determine if the weather is such that students will be comfortable in school and at recess in shorts, skirts, skorts, dresses, or jumpers.

7. ¼ zip shirts and crewneck sweatshirts can have a shirt underneath that is of solid color. The color must be black, red, or white. No words should be shown. Any hooded sweatshirts may be worn outside only.
8. Socks of your choice are required.
9. Shorts for boys and girls are allowed only during the months of August, September, April, and May, unless leggings are worn underneath.
10. Students are required to tuck in their shirts for school Masses and other special occasions.
11. If we see children who are not wearing the proper uniform, the parents will be notified and asked to provide the correct clothing.
12. Boys' hair must be well groomed and of moderate length. It cannot hang over the collar or be hanging in the eyes. Ears should be showing. No tucking hair behind the ears.
  - Earrings and excessive jewelry are not allowed
  - No Mohawks or colored hair
13. Girls' hair should be well groomed and moderately styled.
  - No make-up and/or excessive jewelry are allowed
  - No colored hair, only natural hair colors are allowed
  - No headbands that have excessive design that stand up on the head such as cat ears, unicorns etc.
14. Tennis shoes are the best options for students – flip-flops, slip on shoes or slipper type shoes are not acceptable.
15. An extra pair of tennis shoes are recommended for PE.

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

## **Section 4 Curriculum /Academic Performance**

### **4.1 Curriculum**

Trinity meets all requirements of the laws of the state of North Dakota including the Department of Instruction. The school will ensure that her curriculum and standards will meet or exceed the educational standards set by the state of North Dakota.

**4.2 State Standards:** State standards are required for school approval in the areas of teacher certification, subjects offered, school calendar, and fire, health, and safety requirements. We strive to be approved each year. The course of study includes religion, science, mathematics, language arts (reading, phonics, literature, composition, spelling, handwriting, speaking), social studies, physical education, music, and art. Time allotments for each subject vary with the grades and are set by the North Dakota Department of Public Instruction.

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

- Math
  - Houghton Mifflin Harcourt GO Math
- Reading, Writing, Phonics, Spelling, Grammar
  - McGraw-Hill Reading Wonders
- Religion
  - Christ our Life
- Handwriting
  - K-3 Universal Publishing Writing Our Catholic Faith
- Science
  - Harcourt School Publishers
  - Mystery Science
- Social Studies

- Scott Foresman
  - Studies Weekly
- Fine Arts
  - Musicplay Curriculum
- Physical Education
  - SPARK Curriculum
- Technology
  - Technology Curriculum
  - Keyboarding & IXL
- Health
  - Personal Safety Awareness for Children & Youth
  - Sunrise Youth Bureau

### **4.3 Prekindergarten/Preschool**

Trinity Elementary West/East offers preschool opportunities focusing on the social/emotional development of children, religious guidance, and beginning academics. All preschool programs follow the school calendar. Parents provide nutritious snacks for the children. Milk and juice are available for an additional cost.

### **4.4 Kindergarten**

We strive to provide a balance between academics and social/emotional growth. Children entering Kindergarten must be five years of age before August 1<sup>st</sup>. Parents provide a nutritious snack for the children. Milk and juice are available for an additional cost.

### **4.5 Library**

The staff at Trinity East/West recognizes the importance of reading and library skills. The purpose of the school library is to make available to the children good literature and resource materials for educational as well as recreational reading. Our librarian also teaches our students library skills. Since the library books must be shared by all the students, these library rules are in place.

1. Books are checked out for various time periods and may be renewed.
2. When students have overdue books, they will not be allowed to check out additional books until the original ones are returned.
3. Students are responsible for the replacement costs of books that are lost or damaged beyond repair. Notices will be sent to students, and parents will be billed.

### **4.6 Music**

Each student attends music classes during the week. Students are expected to actively participate. Students are given the opportunity to perform at programs during the school year.

### **4.7 Physical Education**

Each child attends physical education classes during the week. If a child is unable to participate in this class, a written note from a parent must be given to the child's classroom teacher. A clean pair of tennis shoes is required for this class. Students may be asked to remove earrings, necklaces, or other jewelry

### **4.8 Counseling**

Trinity Elementary offers the services of a school counselor. If there is need for a referral, the counselor will confer with the parents and the principal. The counselor will teach social emotional lessons every other week in the classrooms.

#### **4.9 Supplies and Books**

Students are responsible for the materials in their possessions. In order to keep textbooks and library books in good condition, each student is required to use a school bag. Parents are urged to help their children be responsible for the books they use. Fines will be charged for lost or damaged books.

Students are expected to have the necessary items for classes. A list of supplies needed is given to the parents.

#### **4.10 Field Trips**

Field trips are an important part of a school program. They are selected and planned to supplement classroom-learning experiences. Your child's teacher is responsible for informing you each time a field trip is planned.

At Trinity East/West, field trips are considered a privilege, not a right. Students who cannot be trusted to follow the rules will have this privilege withdrawn. Moving out of the classroom into the field causes increased need for care.

Therefore, the following guidelines apply:

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

#### **4.11 Testing**

**North Dakota State Assessment (NDSA)** in language arts and mathematics are administered during the spring in grades 3 and 4. Science is also administered to grade 4 as required by the ND Department of Public Instruction. Results are shared with parents.

**NWEA – Measures of Academic Progress (MAP)** testing in reading, mathematics, and language arts grades K-4. The test takes place in the fall and spring.

#### **4.12 Promotion/Retention**

Trinity Elementary staff place a high priority on helping students find success in school. Retention may be considered if a student has lost considerable school time or if a student refuses to do the required work in a satisfactory manner. Consultation between parent, teacher, administration, and student will be held to determine what is best for the child.

#### **4.13 Grade Reporting**

Trinity Elementary utilizes PowerSchool software for student grades. Standards and grades are posted so parents of students can access them online. A password is given to parents for this purpose. Student skills in all curriculum areas will be evaluated using a scale from 1 to 4. (1=Below grade level expectation; 2=Approaching grade level expectation with support; 3=Meets grade level expectation with little to no support; 4=Exceeds grade level expectation). Life skills will also be evaluated using the same scale of 1-4 to represent student character performances. At the 4<sup>th</sup> grade level, we will use a combination of traditional letter grading and standards-based grading for an easier transition into 5<sup>th</sup> grade.

#### **4.14 Incomplete Grades**

A student who receives an Incomplete (I) on his/her report card will have two weeks to make up the work; otherwise, the Incomplete will be converted to a u (unsatisfactory).

### **Section 5 Student Rights and Responsibilities**

#### **5.1 Behavior Policy**

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

#### **Behavior Policy/Student Expectations:**

All students and parents must sign the behavior policy at the start of each school year.

##### **1. We take responsibility for learning.**

**This means...**

- We arrive at school on time.
- We are prepared for class.
- We demonstrate a serious and responsible attitude in daily work.
- We do our homework thoughtfully, carefully and complete it on time.
- We listen respectfully to directions from teachers.
- We listen when others are speaking.
- We use kind words towards others.
- We help others.

##### **2. We try to settle our differences in a peaceful manner.**

**This means...**

- We respect other people's property and personal space.
- We do not physically or verbally fight with other children.
- We do not take anything that does not belong to us.

##### **3. We follow the directions of adults in charge, the first time given.**

**This means...**

- We look at the speaker.
- We do not talk back to teachers or adults, which means substitute teachers, lunchroom and playground supervisors.

##### **4. We are sensitive to the needs and feeling of others.**

**This means...**

- We use appropriate language at all times.
- We do not bully, tease, or exclude other children.
- We never boo or whistle in the school, lunchroom, or gym.
- We are willing to help each other and ask others to join us.
- We can use Rock, Paper, Scissors to solve problems.
- We report serious situations, no tattling.
- We are kind, friendly and courteous.
- We share, take turns, and play fairly.
- We stand up for students who are being bullied or picked on.

##### **5. We are expected to move safely and quietly through the school.**

**This mean...**

- We do not play around in the bathrooms or hallways.



- We have one person per bathroom stall and give others privacy.
- We do not run in the lunchroom, hallways, or up and down stairs.
- We do not slide down the banisters.
- We use appropriate voice levels in the hallways.
- We walk facing forward.

**6. We are expected to be respectful and reverent during Mass.**

**This means...**

- We participate in Mass by listening, praying, and singing when appropriate.
- We respect property, which includes books and kneelers.
- We help keep the church clean.
- We enter and leave quietly and respectfully.

**7. Students are expected to be orderly, responsible, and respectful in the lunchroom.**

**This means...**

- We walk at all times.
- We leave our space clean when dismissed.
- We respect the gift of food.
- We show respect for lunchroom supervisors, cooks, and other adults.
- We use appropriate voice levels in the lunchroom.
- We use good manners like please and thank you
- We wait our turn and wait to be dismissed

**8. Students must dress appropriately for the weather.**

**This means...**

- Dry shoes must be worn in school; boots should be worn to keep feet dry and warm outside.
- Jackets, hats, snow pants, and mittens should be worn in colder weather. Students will not be allowed to sit in wet clothing in the classroom.
- Coats/jackets are required for 45 degrees or less. Students can wear just long sleeves outside if the feels like temperature is 46-55 degrees. Students can wear just short sleeves outside if the feels like temperature is 56 degrees or warmer.

**9. We are expected to follow playground safety rules.**

**This means...**

- We stay on the playground at all times.
- We let all children play. We will not exclude anyone.
- We play in designated areas of the playground.
- We do not use hard bats, hard balls, Frisbees, or other hard play items on the playground. Whiffle balls and plastic bats are allowed.
- We return all school equipment to the containers when finished playing.
- We travel in one direction on equipment.
- We understand that if we bring our own equipment from home, the school is not responsible if it gets lost or broken.
- We do not throw snowballs, rocks, or any objects that are not approved playground equipment meant for throwing.
- We line up quickly and quietly when the bell rings, which means we stop playing immediately.
- We do not use 'War' toys such as (guns, swords, etc.) nor play any games that include violence.

- We do not tackle or wrestle.
- We do not use skateboards or roller blades on the playground.
- We do not play on the following areas at Trinity West: the bike racks, the south steps to the school building, or private property to the south of the playground.
- We do not play on the following areas at Trinity East: the dumpsters, the bike rack, the west steps to the school building, the rocks, or the air conditioners near the church and the parish office.
- We do not play with equipment after school.
- We do not play with equipment while standing in line.
- We ask for permission if we need to enter the building during recess time.
- We do not play tag on the equipment.
- When we play **Kickball**: We can tag the person with the ball or throw it to the person on base to get the student out; however, we cannot throw the ball at the person to get them out.
- When we play on the **Slides**: We need to go up the steps. We must go down feet first and one person at a time. We need to make sure it is clear of any student before we go down.
- We show respect to the supervisors and teachers.
- We do not argue about the rules.
- We use appropriate voice level while entering the building.
- We respect all people and all property.

**10. Students are expected to help keep our school area clean, safe, and orderly.**

**This means...**

- We pick up litter on the floors.
- We keep our desk and work area clean and push in our chair.
- We hang our clothing up on hooks and put schoolbags and clothing in designated areas when finished using.
- We put all classroom and playground equipment in designated storage areas when finished using.

**Voice Level System:**

- 0 = No Talking
- 1 = Whisper/Soft Voice
- 2 = Classroom Voice
- 3 = Outside/Emergency Voice

**5.2 Discipline**

Discipline is the process through which parents and teachers guide and motivate students in a positive way to grow in personal and social responsibility. It is built on a caring relationship between parent, teacher, and student, in an atmosphere where everyone in the school and the home community is encouraged to develop the fullness of his/her potential. The initial process is based on internal motivation - a desire on the part of each person to do what is morally right - to be the person we want to be. The moral values of respect and responsibility are central to being a good human person. When a student does not respond to this process, appropriate consequences will be used. Students in grades K-4 will follow the **Tiered System of Discipline** and fill out a **"Think Sheet"** when indicated with the help of an adult, explaining what student expectation was not met, as well as what should have been done. Each teacher at the beginning of the school year will share with both students and parents the

classroom/student expectations and procedures that will be followed, as well as the Tiered system.

**Tiered System of Discipline:**

Tier 1 = only impacts the individual student

Tier 2 = impacts learning of others and an orderly environment (can lead to student leaving Trinity Catholic Schools)

Tier 3 = harmful and or illegal impacts the entire school body and environment (can lead to student leaving Trinity Catholic Schools)

Teachers will share in more detail the Tiered System with students at the beginning of the school year. A copy will also be sent home with students.

**5.3 Detention**

Automatic Detentions will be used for serious offenses such as: swearing, purposefully harming another student, outright and persistent defiance of an adult, bullying, and any other situations the principal feels warrants a detention. Detention will be served the day of the offense. Parents will be notified of the detention by a phone call from the school. Detention will be **held the same day as the incident, right after school for 30 minutes**, starting after dismissal. If the student attends TEC, you will still be charged for this time. Manual labor may be used if and when appropriate for the age of the student. For example, washing desks, sweeping the floor etc.

**Bottom Line Issues:**

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

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

**5.4 Homework**

A teacher often gives home study assignments to help reinforce what has been presented during the school day. It provides the parents an opportunity to follow their child's subject matter and progress in school. Students who do not use study time well during the school day will be expected to complete their assignments as homework.

Written work is not the only type of homework; study assignments may also be given, such as learning math facts, spelling words, or vocabulary for various subjects. Whatever is assigned, the student must realize that the quality of the homework is his/her responsibility and that it needs to be done consistently.

Emphasis should be placed on completeness, accuracy, and neatness.

Generally, make-up should be finished within a week of returning to school.

Reasonable expectations for time spent on homework are:

K	10 minutes
1	15 minutes
2	20 minutes
3	30 minutes
4	35 minutes

If your child is regularly spending more than this amount of time on homework, please visit with the teacher to discuss the reason and remediate the situation. Homework for students who expect to be absent will be given at the teacher's convenience. It is often difficult to prepare a student's assignments prior to instruction in the classroom.

## 5.5 Conflict Resolution

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

1. **Talk to the other student.** State clearly and firmly to the other student the unacceptable behavior. (e.g. "I do not like it when \_\_\_\_\_. Please stop." OR "It hurts me when \_\_\_\_\_. Please stop.")
2. **Go to the adult in charge.**
3. **Inform the classroom teacher.**

## 5.6 Controversial Issues in the Classroom (#4170)

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

Board of Education Policy Adopted: March 29, 2006

## 5.7 Money

Money sent to school should be in an envelope clearly marked with the name of the child, the amount, and purpose for which it is designated. Students should not have extra money with them in school. Should a student bring money inadvertently, he/she can leave it in the office for safekeeping.

## 5.8 Parties

**Birthdays:** A child may bring a snack/treat to share. Please - no gift exchange in school.

**Holidays:** Each classroom teacher will decide/plan celebrations.

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

**Party invitations:** These may be distributed on school premises only if all boys or all girls in the class are invited.

**Deliveries of flowers or balloons:**

The staff discourages deliveries to students at school, such as balloons and/or flowers. If such deliveries are made to the school for a student, they will be held in the office until dismissal time.

## 5.9 Pets/Animals in School

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

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

**Furthermore:**

- Any harm or damage done by the animal is understood to be the liability of the responsible party.
- Animals brought in by outside personnel for school presentations are the responsibility of the owner.

When animals are part of the academic curriculum, teachers will complete the **PETS/ANIMALS IN SCHOOL FORM** and present it to the Principal for prior approval.

### **5.10 Suspension/Expulsion**

Suspension or expulsion may be invoked at any grade. The school will follow the steps found in ND Century Codes 15-29-08 and 15-38-13. TEE/TEW wishes to instill a sense of responsibility and understanding in our students. To ensure the healthy and sanctity of our school community, disciplinary actions will follow inappropriate or unacceptable behavior. A description of inappropriate or unacceptable behavior follows. Conduct, including but not limited to the following, exhibited while on school ground, during a school-sponsored activity, or during a school-related activity is subject to suspension or expulsion. Note that these are only guidelines that may be adjusted depending on the severity of the infraction.

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

### **5.11 Technology and the Internet**

All students and guardians will need to sign an internet user contract before being allowed to use all forms of technology in school.

#### **Acceptable Use Procedures:**

The use of computers and the internet in our school requires that you abide by the following accepted rules of Network Etiquette:

#### **Be Polite:**

1. When you access information, you are a guest on another's computer.
2. When using information, always cite your Internet sources.
3. Use appropriate language when writing for the Net.

#### **Be Aware:**

1. Learn to question and judge information.
2. Just because it is on the Net does not make it accurate.
3. Get a second opinion.
4. Alert your teachers to anything suspicious.

#### **Be Considerate:**

1. Share your Net expertise with others.
2. Access to the Internet is a privilege, not a right.
3. Access to the Internet entails responsibility.

#### **Guidelines for Acceptable Use:**

1. Use the Internet only for school projects and assignments.
2. Inform the teacher about your purpose.
3. Treat others online with respect.

4. Notify the teacher if there is material that makes you uncomfortable or that is questionable.
5. Time on the Internet is valuable. Use it wisely.
6. Respect the privacy of others. Never try to learn or share another person's password. Never share your own or another person's address or phone number on the internet.

**Unacceptable Uses:**

1. Sending or displaying offensive messages or pictures.
2. Using obscene or offensive language.
3. Harassing, insulting or attacking others.
4. Damaging computers, computer systems or computer networks.
5. Violating copyright laws.
6. Trespassing in others' folders, work or files.
7. Intentionally wasting limited resources.
8. Using the Internet/Intranet when the classroom teacher is not present.

**Consequences:**

1. A first violation may result in loss of computer access at school. The time period may extend for the remainder of the quarter.
2. A subsequent violation may result in exclusion from school computer access for the remainder of the school year. The student will still be responsible for all class assignments.

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

**5.12 Telephone**

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

Decisions about students going home with a friend must be made before coming to school and be put in writing for the teacher. Phone calls will be limited to necessary home calls. The student needs a teacher's permission to use the phone. Students must have cell phones silenced and in backpacks/lockers during school hours. If students are found using them during school hours, cell phones will be held in the office for the parents to pick up. Trinity Catholic School is not responsible for any lost or damaged phones.

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

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

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

Abuse includes non-accidental physical injury of a person as the result of the actions of another. It also includes comments, statements, epithets and the like that are egregious or flagrant.

Verbal and/or physical harassment and/or abuse must not be tolerated. The principal/designee must respond promptly to complaints/allegations by students. If deemed necessary, the students involved should be separated until the investigation is completed. If, upon investigation, the allegation is founded,

disciplinary action up to and including expulsion may result.

Definitions:

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

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

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

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

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

Policy Adopted: December 20, 2006

### 5.14 Bullying Policy

**"Bullying" means:**

Conduct that occurs in a school, on school premises, in a school owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event and which:

1. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
2. Places the student in actual and reasonable fear of harm;
3. Places the student in actual and reasonable fear of damage to property of the student; or
4. Substantially disrupts the orderly operation of the school; or

Conduct that is received by a student while the student is in a school, on school premises, in an owned or leased school bus or school vehicle, or at any school or school sanctioned or sponsored activity or event and which:

5. Is so severe, pervasive, or objectively offensive that it substantially interferes with the student's educational opportunities;
6. Places the student in actual and reasonable fear of harm;
7. Places the student in actual and reasonable fear of damage to property of the student; or
8. Substantially disrupts the orderly operation of the school.

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

**Forms of bullying include, but are not limited to:**

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

**Prohibitions:**

The following is "prohibited behavior" under this policy:

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

- a. Engage in bullying; or
- b. Engage in reprisal or retaliation against:

1. A victim of bullying;
2. An individual who witnesses an alleged act of bullying;
3. An individual who reports an alleged act of bullying; or
4. An individual who provides information about an alleged act of bullying.

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

**Reporting:**

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

**Reporting Options for students and community members:**

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

1. Completing a written complaint form: A complainant will have the option of including his/her name on this form or filing it anonymously. The form may be returned to any school staff member, or filed in one of the school's main offices.
2. Complete and submit an online complaint form. A complainant will have the option of including his/her name on the form or submitting anonymously.
3. File an oral report with any school staff member.
  - **A complaint filed anonymously may limit the school's ability to investigate and respond to the alleged violations.**
  - **Report Forms are available in the School Offices.**

**Reporting to Law Enforcement & Others Forms of Redress:**

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

**Reporting Requirements for School Staff:**

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

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

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

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

**Documentation & Retention:**

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

**Investigative Procedures:**

School administrators (i.e., a principal, dean, or the President) are required to investigate violations of this policy (as prescribed under "Prohibitions"), when in receipt of actual notice of an alleged violation. Actual notice of an alleged



violation occurs when alleged bullying, reprisal, or retaliation is reported using the applicable method(s) prescribed in the reporting section of this policy. Upon receipt of a report of an alleged policy violation, the designated administrator shall first determine if the alleged policy violation is based on a protected class—whether actual or perceived. Reports involving a protected class shall be investigated in accordance with the school's harassment/sexual harassment policy, including the timelines contained therein.

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

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

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

#### **Disciplinary & Corrective Measures:**

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

1. Require the student to attend detention;
2. Impose in- or out-of-school suspension or recommend expulsion. Due process procedures contained in the school's suspension and expulsion policy shall be followed;
3. Make restitution if applicable
4. Refer the student to a school counselor;
5. Hold a conference with the student's parent/guardian and classroom teacher(s), and other applicable school staff;
6. Modify the perpetrator's schedule and take other appropriate measures (e.g., moving locker) to minimize contact with the victim;
7. If applicable, contact the administrator of the website on which the bullying occurred to report it.

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

For bullying initiated off campus and received on campus (e.g. cyber-bullying), the School only has authority to impose any of the above disciplinary measures if the bullying substantially disrupted the educational environment or posed a true threat. In all other cases of off campus bullying received on campus, the

School may only take corrective measures as described in items five through eight above.

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

#### **Victim Protection Strategies:**

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

1. Additional training for all students and applicable staff on implementation of this policy and/or bullying prevention.
2. Notice to the victim's teachers and other staff to monitor the victim and his/her interaction with peers
3. Assignment of school staff to monitor, more frequently, areas in the school where bullying has occurred.
4. Referral to counseling services for the victim and perpetrator.
5. Modification of the perpetrator's schedule and other appropriate measures imposed on the perpetrator (not the victim) to minimize the perpetrator's contact with the victim.

#### **Prevention Programs & Professional Development Activities:**

The School shall develop and implement bullying prevention programs for all students and school staff. The school shall include, in professional development activities, information regarding the prevention of bullying and shall provide information regarding the prevention of bullying to all volunteers and non-licensed personnel who have contact with students.

The school shall review and revise its policy as it determines necessary.

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

The Trinity Catholic School Board of Directors requires that weapons, other dangerous objects and look-a-likes be taken from students and others who bring them or possess them on school property and/or school related activities. For the purpose of this portion of the policy, the term "weapon" includes, but is not limited to, any implement, which could be used to threaten, endanger, or injure oneself or another person.

Parents/Guardians of students found to possess weapons, dangerous objects and/or look-a-likes on school property or school related activities should be notified immediately. Possession or confiscation of weapons or dangerous objects will be reported to law enforcement officials. Students will be subject to disciplinary action, which may include suspension or expulsion.

Students bringing weapons or possessing firearms in school or school related activities will be expelled for not less than one year. The president and principal have the authority to recommend this expulsion requirement be modified for students on a case-by-case basis.

The principal may allow authorized persons to display weapons, other dangerous objects and look-a-likes for educational purposes.

Reference: (No Child Left Behind, Title IV, Sec. 4141, P.L. 107-110 (2002))

Adopted: December 20, 2006

#### **5.16 Student Conduct**

At all times a student must conduct himself or herself appropriately and, in a manner, befitting the dignity of Christians. All students at all times are guided to

uphold the ideals as set forth by the Titan Standard. The attitudes and actions of Trinity students, on school ground or off school grounds, and at all times, must be consistent with the expectations included in the Student Conduct Policy, the manner of Christian morality, and the Titan Standard.

Off campus, if a student is present when wrongdoing is evident (such as but not limited to smoking, vandalism, use of alcohol or other illegal drugs, and so forth), then that student must remove himself/herself from that situation; otherwise, he/she shares in the consequence related to such behavior. Disciplinary action will follow the administrator's discretion when such wrongdoing occurs on Trinity's East or West campus.

### **5.17 Electronics**

Students are not allowed to bring electronic or battery-operated devices (e.g. cell phone, iPad, iPod, Apple watch, Gizmo etc.) to the classroom. Infrequent permission may be granted by a teacher to use a device in a supervised, teacher-directed activity, insofar as it directly relates to the classroom discipline and topic at hand.

### **5.18 Lost and Found**

Report of articles lost or found should be made to the office. Books, clothing, money found should be turned into the office. Lost and found items will be kept for 30 days and then donated or discarded.

### **5.19 Posters, Bulletin Boards, Signs and Notes**

Approval of the administration must be obtained before a student, or any other person, may place anything on school bulletin boards, walls, or other school property.

## **Section 6 Parent Information, Rights, and Responsibilities**

### **6.1 Arrival / Departure of Students**

Supervision begins at 7:45 am, and the doors will unlock at that time. After dismissal, any students still waiting for their rides after 3:20 (TEW) or 3:30 (TEE) will be sent to TEC (Trinity Extended Care) and will be charged accordingly.

**Arrival** Parents who need to bring their child/ren to school before 7:45 are asked to visit with the principal, indicating the time and reason for the need to see if accommodations can be made.

**Trinity Elementary West** students can be dropped off by the north Garvin Hall doors or the main entrance, located on the east side of the school building.

**Trinity Elementary East** students can be dropped off in the front or the back of the school building.

**Departure Trinity Elementary West** Parents of students who do not need help buckling up, may enter the south gate and proceed through the car loop picking up your child/children in the parking lot. Then exit the middle gate or the north gate to keep traffic moving. If you need to assist your child with buckling up, please park street-side either west or north of the building (not between bus sign) and walk to get your child/children. Students will be supervised in the parking lot as they wait for their rides. If students are not picked up by 3:20, they will go to TEC and be charged accordingly.

1. Preschoolers and their siblings will dismiss from the south side of the building (parents park along Highway #22).
2. Students are asked **NOT** to cross the street unless accompanied by an adult or be assisted by the crossing guard.
3. Bus students will wait for their buses on the northwest end of the parking lot by the crossing guard. If buses come after 3:20, they will wait inside the Garvin Hall doors with TEC supervision.

## Departure at Trinity East

1. Entering and Leaving the Parking Lot: Vehicles must park on the lower section of the parking lot. Children in grades Prekindergarten through grade 1 are restricted to the upper lot until their rides arrive. Vehicles enter from the West on 4<sup>th</sup> Ave through the gates and exit on the North. Students in grades 2-4, along with their siblings and bus students are to use 3<sup>rd</sup> Street (south of the building).
2. **NOTE – by City Ordinance** – No parking is allowed along the south side of Dupont Street (along the fence or by the evergreens).
3. Buses load and unload along 3<sup>rd</sup> Street on the south side of the building. Supervision is provided after school for bus students. Students are expected to wait safely: no chasing, no climbing on the railing or brick area, no play equipment, throwing objects or snow, etc.

## 6.2 Bicycles

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

## 6.3 Busing

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

## 6.4 Attendance

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

### Absence/Tardiness:

1. Every absence/tardiness must be verified either in writing or by telephone, by the parent before or after the absence. Written excuses should be dated and give the reason for the absence/tardiness.
2. If your child is to be absent, please notify the office by 8:15am. The office will contact parents of absent students before 8:45am if we have not heard from you.
3. Any child leaving school early must have verification in writing or by phone to the teacher with notification of the time and reason for leaving and the person who will be picking up the student. Students will not be released to persons who do not have legal custody or guardianship unless written permission is given by the parent.
4. All students need to be signed out in the office by the parent/guardian when leaving early. All students need to be signed in when coming late or returning.
5. **Tardiness** creates a problem for both students and teachers. Patterns of late arrival are disruptive to the entire educational process. **Tardiness guidelines are as follows: WEST-students who**

arrive after 8:05, but before 10:00, **EAST**-students who arrive after 8:15 but before 10:00, will be counted tardy for the morning. All students arriving after 10:00 will be counted absent for one-half day. Student leaving for the day by 1:30 will be counted absent for one-half day. Parents must accompany their child into the building to sign them in. Students riding the bus will not be considered tardy when the bus arrives late.

6. A student is not marked tardy for medical appointments when the teacher is notified in advance, and if the student returns to school promptly.
7. Students absent due to inclement weather (even when rural buses do not run) will be marked as an excused absence. Recorded absentees are merely a record of presence in the building.
8. Students are responsible for the mastery of the content covered in class during their absence.

### **6.5 Excused Absences**

Illness, doctor/dentist appointments, family bereavement or a family need, and severe inclement weather are considered excused absences. Any other reason not listed above is considered unexcused. Consistent unexcused absences may be considered truancy by the compulsory school attendance law, ND Century Code, and may be reported to authorities as educational neglect.

### **6.6 Communication**

Communication between home and school is essential in the development of good relationships in the school community. Concerns, improvement strategies, and successes in student performance should be shared on a regular basis to build support and success for our students.

**Classroom App:** Classroom teachers will either use Class Dojo or Class Tag as a means of communication with parents.

**Conferences:** Parent/Student/Teacher Conferences are formally held two times during the school year. Parents will sign up through Sign-up Genius to select a time that works best for them.

**Titan Train Newsletter:** Weekly system wide newsletter that announces events or important information that is necessary for families. Please sign up to receive this weekly communication.

### **6.7 Conflict Resolution**

#### **Parent/Guardian:**

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

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

1. Parent shall document in writing (including date/s) the fact that the staff member has been clearly informed of the complaint.
2. Parent shall share the complaint with the principal. The principal shall:
  - a. Arrange a conference with the parent(s) and staff member.

- b. Create a plan and timeline to resolve the complaint.
  - c. Document in writing the plan and give a copy to parent and staff member.
3. If the conflict cannot be resolved, further contact will be made in writing in the following order:
  - 1<sup>st</sup>: President of Trinity Catholic Schools
  - 2<sup>nd</sup>: TCS School Board Vice President

### 6.8 Custody/Court orders

In the event of separation and/or divorce among school families, Trinity East/West staff will serve as advocates of the child/ren to whatever extent possible. School personnel strive to be objective when conferring with either parent, and will not side with either one. The principal should be made aware when family difficulties arise. He/she is responsible for notifying staff as deemed appropriate.

Guidelines shall be developed to clarify the school's responsibility in regard to court orders, custody, and school records.

#### **Signed Court Order:**

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

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

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

### 6.9 Damages

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

### 6.10 Health

**Communicable Diseases:** When a student is identified with a communicable disease or head lice at school, parents will be called to take the child home. He/she is asked to remain at home until the doctor states that he/she may return to school.

**Head Lice:** Head lice checks are conducted as needed. Students who have head lice will be excluded from school until all head lice, lice eggs (nits), and egg cases have been removed.

#### **Illness:**

1. Students who are ill with contagious symptoms (such as: fever, pink eye, respiratory infections, diarrhea, vomiting, strep throat, etc.) should be kept at home in consideration for the student as well as others in the classroom. Students should remain at home until symptoms have been gone for at least 24 hours. Please contact the office no later than 8:30am to inform the school of your child's absence.
2. A student who has been absent for a lengthy period of time because of a contagious disease must have a note from the doctor when he/she returns to school.
3. Ordinarily, students who are not well enough to play outside during recess periods should be kept home. However, students who have been absent for an extended period of time due to illness may need to stay in from the cold air to facilitate full recovery. Please contact the teacher in writing if this is necessary. Notes to stay indoors will hold for one day only and are only for

extended illnesses. If you need your child to stay indoors, they are probably too sick to be in school.

4. Students who have permission to remain indoors will be expected to sit quietly in the classroom or in the school hall.
5. When a student becomes ill in school, a parent or person indicated on the Emergency Form will be notified to come and pick up the student in the office.

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

**Medication:** School personnel will administer medication only if parents put in writing the student's name, the name of the medication, instructions regarding date, time, and dosage, and the parent/guardian's signature. All medication must be in the original container with instructions and be kept in the school office and dispensed from there. A form is available, especially if medication is needed daily. Students who use asthma medications independently should keep inhalers in their personal possession.

**Health Screening:** The Southwest District Health Unit conducts the Fall Health Screening. Parents are notified of any concerns for further consultation. Scoliosis screening is also held for sixth grader girls at this time.

### **6.11 Inclement Weather/Storms**

Fresh air and exercise are good for all children except those with a medical condition. Recess periods may be shortened if the weather is very cold or if it is too wet to be outside or students may remain in the classroom. If a parent wishes for a recuperating child from an extended illness to stay indoors during recess time, the parent is asked to send a signed note to the teacher. The note is good for that day only.

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

**Weather Guidelines:** If the temperature is 0-10 degrees below, students will be going outside for a limited time. If the temperature is lower than 10 degrees below zero or 10 below with wind chill, students will remain inside the building. Indoor Recess Rules: Students will be allowed in their classroom to read, play board games, do homework, draw/color or other activities approved by their teacher.

### **6.12 Early Dismissal**

Trinity Elementary will follow the same policy for winter storms as the Trinity Catholic Schools, which is most likely the same as Dickinson Public Schools. When impending weather conditions may affect the safety of schoolchildren, the public-school administration will contact the weather service to secure all information available concerning weather conditions. After receipt of this information, the president or his designee will make the decision on school closings. If school is closed for the day, the local radio stations will be notified as early as possible in the morning, or in extreme cases, the preceding evening. Whenever the buses leave early due to weather conditions, parents who bring their children may also pick them up early.

If serious storm conditions develop during the day when the children are already in school, students will not be allowed to leave the building unless called for by an adult in person.

### **6.13 Allergy Aware**

There are children attending TEE/TEW who have life-threatening allergies to peanuts and tree nuts. We strive to provide a safe environment for all students. Therefore, your cooperation is requested to avoid exposure of these allergens to students. Parents are requested to avoid sending any snacks or items containing peanuts, peanut oils, and/or tree nuts with your child to school. We are **PEANUT/TREE NUT FREE** schools. NO nut items can be brought to school for snack or cold lunch. Available at the school, and to parents upon request, is a list of healthy alternative snack suggestions.

### **6.14 Vacations, Holidays, and Storm Days**

No credits will be made on tuition for scheduled holidays, vacations, storm days, and/or absences. We will not pro-rate for longer or shorter months. If Trinity Catholic Schools has a storm day in which school is cancelled due to bad weather, preschool will also be closed on that day. (Please listen to the local radio stations for cancellations.) You will be informed of any make-up days for storms. Please try to take vacations on no school days, so your child can receive classroom instruction. Absences more than 2 or 3 days, affect academic performance. Large amount of absences from vacation time, can result in retention if standards are not met.

### **6.15 Visitors**

Parents, Guests, & School Visitors are always welcome. All visitors, including parents, must enter the building and check in at the office before proceeding to the rest of the building. Students will only be released to authorized individuals from the office. Please do not instruct your child to leave the building to meet you outside. You must come into the building to pick up your child from the office and sign him/her out. Students going out for lunch must be picked up and signed out from the office.

### **6.16 Volunteers**

Parents, grandparents, and friends are encouraged to be involved in school functions giving service at a variety of fundraisers as well as volunteering in the school. Teachers welcome help with classroom projects, playground supervision, office aides, data entry, and especially after school supervision. Parishioners and neighbors are also welcome to be part of our school community.

### **6.17 Compliance with the Buckley Amendment (FERPA)**

Trinity Elementary complies with the provisions of the Buckley Amendment and parents may view their children's files upon request. No more than forty-eight (48) hours may elapse between request and review. Parents will be given copies of their children's files upon request. A reasonable copying fee may be charged to cover expense.

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

1. Parents and students (18 years or older) have the right to inspect and review the student's educational records.
2. Students or parents wishing a copy of the permanent record for personal use or to be mailed to another similar school or a school of higher education must complete a release of information form, which is available at the school the student attends. Eligible students (18 years or older) must sign the form for the release of record while parents must sign for students under the age of 18.



3. An eligible student or a student's parents have the right to seek to correct parts of the student's educational record which he or she believes to be inaccurate, misleading or in violation of students' rights. This right includes a request for a hearing to present the evidence that part(s) of the record be changed if the school district decides not to alter or refuses to change.
4. Specific directory information, such as student's name, address, telephone listing, date and place of birth, major field of studies, participation in officially recognized activities and sports, weight and height as member of athletic teams, dates of attendance, degrees and awards received, and the most recently previous school attended by the student, may be released by the school officials. The school district will make a reasonable decision whether or not to release information to various agencies or organizations. However, any eligible student or a student's parent may request in writing during the first two weeks of school to their respective principal, if it is felt any part of the information should not be released. The request will not cover pictures taken by news media related to school events.
5. Any person has the right to file a complaint with the Department of Education in Washington, DC, if the school violates this federal law. The school district limited the disclosure of information contained in a student education record except; a) by the prior written consent of a parent of eligible student, b) as directory information, or c) under certain specific circumstances as permitted by federal law.

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

#### **6.18 Wellness and Nutrition Policy (#1030)**

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

- The school district will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades K-4 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold or served at school will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, our district will participate in available federal school meal programs (including National School Lunch Program).

The school will provide nutrition education and physical education to foster lifelong habits of healthy eating and physical activity, and will establish linkages

