

**TRENTON CATHOLIC ACADEMY
at Mc Corristin Campus**

**175 Leonard Avenue
Hamilton, New Jersey 08610**

(609) 586 - 3705

Main Office Fax: (609) 586 - 6584
Athletic Office Fax: (609) 586 - 6224

2018-2019

REGULAR OFFICE HOURS
7:00 a.m. to 4:00 p.m.

SUMMER OFFICE HOURS
Posted on Front Door

The school reserves the right to amend the contents of this handbook and will inform its community via the website at www.trentoncatholic.org.

TABLE OF CONTENTS

Catholic Identity - 2
Admissions / Re-Enrollment - 3
Attendance - 4
Lateness - 4
Academics – 7
Service Requirement - 7
Guidance and Student Services - 10
Discipline Procedures – 11
Medical Services - 19
Student Safety - 20
Uniform Policy - 21
General Information - 23
Athletics - 25
Parent/Guardian Code of Conduct - 26

THIS HANDBOOK/CALENDAR IS THE PROPERTY OF:

STUDENT NAME _____

ADDRESS _____

GRADE _____

In order to be considered “on time” for school, students must report no later than 7:40 a.m. on all regular school days and 9:15 a.m. when there is a one and one-half hour delayed opening.

Dismissal is 2:20 p.m. on all regular school days, and 12:10 p.m. on scheduled half days.

MISSION STATEMENT

The mission of Trenton Catholic Academy is to educate a diverse pre-K to 12 student body to be responsible citizens of a global society through a challenging and relevant curriculum centered in Catholic traditions and values.

NON-DISCRIMINATION POLICY

Trenton Catholic Academy admits students of any race, color, religion, national and ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to students at the school. Trenton Catholic Academy does not discriminate on the basis of race, color, gender, religion, sexual orientation, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

ALMA MATER

by
Steven Edwards

Trenton Catholic Academy, Our Alma Mater will always be.
Hail to our hallowed school! We'll glisten for all to see.
With unity, diversity, opportunity, we will make a difference.
Our hearts and minds, let our spirit find the truth in every way.
We're Trenton Catholic Academy, Our Alma Mater will always be.
Hail to our hallowed school!
We'll glisten for all to see.

Trenton Catholic Academy, Our Alma Mater will always be.
In our hearts for all to see
Shining forth with God's great love
Our open minds and the truth we find
Our boundless faith in God almighty.
Helps us unify, let our spirits fly
And guides us every day.

*** We're...

RELIGIOUS EDUCATION AND RELIGIOUS SERVICES

Trenton Catholic Academy is a Catholic institution that teaches the Gospel message of Jesus Christ. All students who meet the admission requirements are welcome to Trenton Catholic Academy regardless of their religion. Non-Catholic students are expected to understand and agree that the school exists to educate in the framework of Catholic values. Non-Catholic students must participate in religious services according to the liturgical customs and traditions of the Catholic Church. All students must also participate in religion classes and perform required Christian community service. Failure to participate in the religious activities of the school will result in a student being asked to withdraw.

CHAPEL

The chapel is reserved as a place of worship. All students are encouraged to visit the chapel and are required to attend all chapel activities as part of the religious education curriculum. Students are also encouraged to participate at Mass. Because of the special presence of the Eucharist, the chapel must be treated with the utmost reverence at all times.

RELIGIOUS SECTS

Any student involved in a religious sect not recognized by the Catholic Church or any ethnic supremacy group will be asked to withdraw from Trenton Catholic Academy and/or be subject to expulsion proceedings.

PURPOSE AND USE OF THE HANDBOOK FOR PARENTS/GUARDIANS AND STUDENTS

This handbook exists to foster the efficient operation of Trenton Catholic Academy. To meet this objective, the Administration is given flexibility and the ability to exercise discretion. In appropriate circumstances, the Director 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.

ACCREDITATION

Trenton Catholic Academy is accredited by both AdvancEd and the Diocese of Trenton.

ADMISSIONS / RE-ENROLLMENT

Admission/Re-enrollment is decided by an annual administration review including, but not limited to, academics, attendance, and adherence to the code of conduct.

Immunization Requirements

DTP: a minimum of five doses.

OPV: a minimum of three doses, provided at least one dose is given on or after the fourth birthday.

Varicella (Chicken pox)

Hepatitis B –three shots

Measles vaccine: one dose administered on or after the first birthday.
Rubella vaccine: administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.
Mumps vaccine: one dose administered on or after the first birthday; children who were immunized before the first birthday are to be re-immunized.
AN APPLICANT WHOSE IMMUNIZATION RECORD IS INCOMPLETE IS SUBJECT TO NON-ADMISSION.

Health Requirements

All new students to Trenton Catholic Academy are required to have a complete physical. Additionally, all students participating in the athletic program are required to have an additional physical, which includes orthopedics. Specific forms are provided by the school.

New Applicants

Incoming freshmen or upperclassmen may be placed on, academic, attendance, and/or disciplinary probation as a prerequisite for admission to Trenton Catholic Academy. Under normal circumstances, transfer students are not accepted for senior year.

Important Requirements

A birth certificate must be submitted for proof of age. The student's Social Security Number is also required.

Catholic Applicants

A Baptismal certificate and verification of the reception of additional sacraments are required for proof of religious affiliation.

Re-enrollment Process

Students must reapply for admission each school year. Each student's re-enrollment file must be complete. Numerous forms are required and include, but are not limited to, the following:

- Transportation Form
- Book Form
- Course Selection Form
- Emergency Form

The Admissions Office will notify re-applicants of all necessary documentation. Acceptance of applicants will be contingent upon the satisfactory completion of the previous year, financial obligations are fulfilled, the completion of the re-enrollment packet and at the discretion of the school administration.

Re-enrollment of upperclassmen is normally conducted in February. Class scheduling is done on a first come/first served basis. Re-enrollment is due by April 1st. The registration fee for each returning student is non-refundable and will be announced in December.

Counselors are available each year to help students complete the re-enrollment form. Course Selection Forms are sent home for the Parents/Guardian's signature. Parents/Guardians are encouraged to schedule an appointment with a counselor to discuss the student's academic progress. Students are encouraged to choose their classes carefully. Students are expected to remain in the courses for which they have registered.

Financial Requirements

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 of the school year. Changes may be made to correct a clerical error and/or to solve a conflict in the schedule. A fee of \$75 will be charged for changes made for any other reason.

ATTENDANCE

Attendance in school every day of the school year is imperative. No one day of the school schedule is less important than any other school day. Every student must attend every class period. For this reason, it is important that no student make any appointments outside the school on the days school is scheduled. When a student has had three (3) or more consecutive days of absence, he/she is required to bring a doctor's certificate on his/her return to

school. A student must be in school for half the scheduled class periods in a given day or be considered absent for the entire day. Call the Attendance Office, **extension 260**, when you know your child will be absent. In the event telephone contact is not made, a note may be required.

Absence

The school cannot give a student permission to be absent. This is the responsibility of the Parents/Guardians. There is no such thing as a "class cut day."

Make-up Work

Students must consult with each teacher to determine the work missed during their absence, at which time dates will be established for completion of the work. Contact your child's guidance counselor if an illness will keep your child out of school for more than three days.

A student must be present in school and/or class 90 percent of the school days per semester in order to receive credit for the subjects enrolled. **A student may be absent due to illness approximately nine days per semester, eighteen days per year.** Any days beyond nine days per semester, eighteen days per year, or eighteen individual class periods, may result in loss of credit. For extended illness, parents/guardians should contact the Student Services Office for Homebound Instruction. In order to have credit restored, the student must attend an approved summer school program with additional cost to the student.

The Attendance Review Board, made up of the TRENTON CATHOLIC ACADEMY Administration, Guidance Counselors, and School Nurse, will review the attendance records each year to determine the appropriate course of action. The Administration will assign a student to one or two summer school classes in order to have credit restored.

Lateness/Tardiness

Lateness is determined by the bell/tone, not by individual clocks. A student is considered late for school if he/she is not present when attendance is taken when the bell/tone sounds. A student who is late must report to the attendance desk located in the main foyer to sign-in and obtain an

ADMISSION SLIP. Students who arrive after 8:00am must report to the Main Office and obtain an admission slip.

If a student is tardy for any reason, the parent/guardian must notify the Attendance Office by telephone or in writing, specifying the reason for the tardiness. Every reasonable effort should be made to make doctor's appointments after school or on weekends. *A student who reports to school after the late bell may be assigned general detention. An accumulation of seven latenesses and any thereafter, may result in general detention and suspension.*

Habitual Lateness

A student who reports to school after the late bell will be assigned to general detention after the first one to three lates. An accumulation of seven latenesses and any thereafter, will be assigned to general detention and/or suspension.

A student who is habitually late for school may be indicating that he/she cannot function within the framework of the school community. A student who is late or tardy five times in one quarter, or 18 times per year, with or without parent/guardian permission, may experience loss of credit, loss of privileges, and/or administrative review. Administrative review may result in further disciplinary action, including but not limited to, petitioning the Diocese of Trenton for expulsion or withholding the invitation to return for the following school year. The student may also be required to attend additional hours of school or a summer program, at additional cost to the parent/guardian.

Lateness to Class

A student who is late to class will receive a one-hour general detention. Habitual lateness to class may result in a loss of credit or further disciplinary action including, but not limited to, ISS, OSS, and a loss of privileges.

Early Dismissal of a Student from School

To be excused early from school, a student must present a note signed by a parent/guardian to the Main Office prior to the early dismissal. The note must contain the following information and be arranged in the following order: Last

name, first name, date of early dismissal, reason for early dismissal, time of early dismissal and the signature of the parent/guardian.

At the time of the early dismissal, a parent/guardian must sign the student out. For those students who drive, verbal permission will absolutely not be accepted unless a Pre-Authorization Form is on file. The Main Office may require proof of ID. If the student returns, he/she must return to the Main Office to sign in. Illness after arrival at school must be handled through the school nurse who will arrange for sign out and parent/guardian contact. **Please be aware that the attendance policy stated is in effect for early dismissals.**

Absence from School and Participation in School Activities

If a student is absent or late because of illness or disciplinary action, he/she will not be permitted to take part in extracurricular or athletic activities that day. If a student is absent from school for a reason other than illness or disciplinary action, or the student is late or has an early dismissal, the school reserves the right to make an individual judgment regarding same-day extracurricular and athletic participation.

College Visits

Seniors are permitted two college visits per marking period and are required to submit verification of the visit to the Student Services Office.

Family Vacations

The school calendar provides for several possible vacation periods during the year at Thanksgiving, Christmas, and Easter. Students should not take vacation trips outside of these periods. It is very important that students be present for all class meetings. This ensures continuity of the learning experience and prevents long gaps, which are most difficult and, at times, impossible to make up. The school cannot approve any vacation time. Faculty members are **not** required to prepare assignments for students on vacation.

Truancy

Truancy is absence from school without the knowledge of the parent/guardian. Truancy incurs automatic suspension.

Early Dismissals/Delayed Openings

All early dismissal days are listed on the school calendar. The purpose of these early dismissals is for faculty meetings and faculty in-service days.

Emergency Closings/Delayed Openings

On the days when weather conditions make driving hazardous, students/parents/guardians should listen to the radio (stations WBUD / NEW JERSEY 101.5 or WPST 97.5) or television (WPVI Channel Six or WZBN) for announcements of school closings or delayed openings. All parents/guardians will be notified by the school's School Messenger Alert System. You may also call the school office or check the school website. Delayed openings will be one and one-half hours. Trenton Catholic Academy will close or dismiss when Hamilton Township schools are closed or dismissed. If a delayed opening is announced, students are expected to arrive by 9:15 a.m.

SUPERVISION OF STUDENTS

The school's responsibility for supervision of students begins at 7:30 a.m. and ends at 3:00 p.m. For students participating in extra-curricular activities, athletic and non-athletic, the school's responsibility for supervision begins at 2:30 p.m. and ends at the specific time each coach/moderator informs the student. Each coach/moderator will inform the students of the beginning and ending times of practices/meetings. A written policy from each coach/moderator who has consistent practices/meetings will be given to the student to take home. It is imperative for your child's safety that you are on time to pick them up at the end of a specific practice/activity. Failure to pick up your child promptly may result in his/her removal from co-curricular activities. Loitering in the hall or on campus after 3:00 p.m. is NOT permitted!

HOME-SCHOOL COMMUNICATION

Parents/guardians who wish to meet with a teacher, or any member of the school staff must contact the individual to arrange a mutually convenient meeting time. For the sake of good order in the school, parents/guardians may not approach staff members during the school day without arranging an appointment beforehand. All visitors must sign in at the main office and wait in the main office for appointments with all school personnel.

Staff members who wish to communicate with the parents/guardians of a student may do so by telephone, email, letter, or at a mutually convenient appointment. In all cases, the Department Leader is copied on all such communication. Staff will not schedule an appointment at times that could conflict with teaching or supervisory duties. When appointments are made, both the parent/guardian and the staff member should be aware of the purpose of the conference so that all concerned may be appropriately prepared.

REGULAR COMMUNICATION WITH PARENTS/GUARDIANS

The school will communicate with parents/guardians regularly via the TCA website, e-mail, social media (Facebook primarily), School Messenger Alert System and the Parent Portal. Parents/guardians are asked to use the TCA website as much as possible as physical mailings will be extremely limited.

CUSTODIAL AND NON-CUSTODIAL PARENTS/GUARDIANS

The noncustodial parent has a right to discuss his or her child's progress with school or program personnel.

Trenton Catholic Academy abides by the provisions of the Buckley Amendment. Thus, the noncustodial parents will be given access to the academic records and to information on the academic progress of their children unless there is a court order specifically stating that the noncustodial parent is denied access to such information.

Court Orders:

If there is a court order specifying the rights and responsibilities of individual parents/guardians, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order. The school accepts no responsibility if a parent/guardian does not inform the school of court ordered custodial rights and arrangements in writing. The custodial parent/guardian may wish to supply the Student counselor, Attendance Officer, and Director with the "custody section" of the divorce decree if it contains information which may be useful to the school in fulfilling its obligations. However, the school **will not** become involved with divorce and/or separation decrees in the collection of tuition and fees. It is the

complete responsibility of the custodial parent/guardian to be sure the tuition and fees are paid in full.

Pick-up during school hours:

The school will permit only the custodial parent/guardian, or his/her designee, to pick up the student during the school day. The non-custodial parent/guardian will not be permitted to remove the student from school during the school day, unless there is written authorization from the custodial parent/guardian. The Main Office may require proof of ID at any time and for any reason.

ACADEMIC POLICIES

Curriculum or Course Offerings

Requirements for GRADUATION are as follows:

Religious Studies.....	4 years
Retreat.....	one day per year
Service Requirements:	
Senior Community Service.....	25 hours
Junior Community Service.....	25 hours
Sophomore Community Service.....	20 hours
Freshman Community Service.....	20 hours
English.....	4 years
Physical Education and Health.....	4 years
Social Studies.....	3 years
Mathematics.....	3 years
Science.....	3 years
World Language	2 years
Visual/Performing Arts.....	2 semesters
Career/Technical Education.....	2 semesters
Personal Finance.....	1 semester
* Elective Courses.....	up to 9 courses

* Depending on the level of classes taken throughout the four years.

Credits

Five (5) credits are granted for full-year courses; Semester courses receive 2.5 credits. For courses meeting more or less often, the credits are adjusted accordingly.

Internship

Students in their senior year may be eligible to apply for an Internship. This Internship will, in most cases, be one-semester during the afternoon session. Students must meet all requirements to be eligible for acceptance. For information, see the Student Service Counselor.

Course Level Offerings

DUAL ENROLLMENT:

Prepares selected students to take college credit courses. An additional fee is required for the dual enrollment courses.

HONORS:

Courses for the exceptional and industrious student who gives evidence of interest and ability and plans to pursue higher education after secondary school.

LEVEL 1

Courses for the average and highly motivated student who intends to pursue higher education after secondary school.

LEVEL 2

Courses for the student of average ability who intends to go on to higher education, post-high school training, or employment.

Christian Service Program

As a Catholic School transmitting the values of Jesus, who came to serve and not to be served, Trenton Catholic Academy requires all students to participate in the Christian Service Program. Each year, students must give 25 hours of volunteer service to a nonprofit institution. In addition, they must articulate in a reflection paper how they carried out the values and the mission of Jesus through their service.

A grade is issued every quarter for service:

- IP – In progress – the student has not completed hours and/or reflection paper.
- P – Pass – the student has completed the required number of hours and has handed in a paper which reflects on how his/her service continues the mission of Jesus.
- I – Incomplete – this grade is issued at the end of the school year, if the student has not completed the service requirement.

Service hours not completed one year must be completed the next year.

A reflection paper and 100 or more hours of volunteer service to a nonprofit institution are required for graduation. No diploma will be issued until this requirement is met.

The Service Coordinator offers many opportunities for service throughout the school year. Students are encouraged to participate in these activities. Please see the Service page of the TCA website for more information and for the form needed to record service hours.

Vocational-Technical School

Trenton Catholic Academy offers a vocational-technical program to Juniors and Seniors who apply to and are accepted, in cooperation with Mercer County Vocational Technical Schools. Students should check with their guidance counselor at the time of registration.

Rank In Class

Trenton Catholic Academy will adapt a rank-optional policy. Class rank will be available at the end of the student's junior year through the guidance department. Juniors and their parents/guardians will then sign a form indicating if they would like their rank reported on their final transcript and on college application forms for their senior year.

Academic/Carnegie Units

Four-year colleges usually require sixteen academic units for entrance. A unit is one year of study in a particular subject. Example: four years of English on the stated levels is equal to four academic units.

Academic Integrity

Students are required to perform honestly and truthfully at all times, including in their academic work. Lying or cheating on any type of academic project, assignment, exam, test, or quiz is a serious matter and will not be tolerated. This includes the use of cell phones or other electronic devices. Such actions will result in a failure for the project, assignment, exam, test, or quiz and can lead to a quarter, semester, or yearly failure. If a student chooses to not take an examination or cheats on an examination, then he/she will receive the unsatisfactory grade of 69 or F depending on the subject/class.

Plagiarism is stealing or representing the ideas or words of another as one's own without crediting the source. This includes, but is not limited to, any type of print, non-print, electronic, or computerized information whether textual, visual, or audio. As a form of stealing and cheating, plagiarism will not be tolerated. Such actions will result in a failure for the project, assignment, exam, test, or quiz and can lead to a quarter, semester, or yearly failure.

Grading

The scale below is the grading system in use at Trenton Catholic Academy. Kindly note our expectations are greater than those used in the public sector.

- A = 91-100
- B = 82-90
- C = 75-81
- D = 70-74
- F = Any grade lower than 70

Homework Requirements

Homework is considered an extension of the classroom activities. Every student should spend approximately two hours on homework every night. No matter the quantity, it is the attitude toward quality that is most important to future success. Being prepared for class involves reviewing class notes and reading ahead in the text even though not formally assigned.

Homebound Instruction

If a student is diagnosed with an illness that usually means an extended absence (operation, mononucleosis, etc.), the parent/guardian must call the

Student Services Office to make arrangements for Homebound Instruction. A student, while enrolled in Homebound Instruction, may not participate in extra-curricular activities including, but not limited to, athletics and the graduation exercises.

Quarterly Examinations/Final Examinations

Students will sit for cumulative quarterly examinations at the conclusion of quarters 1,2,3 and final examinations in June.

Academic Progress Check-in

Parents/guardians are required to sign up for Parent Portal through the guidance department. This will enable parents/guardians to have access to grades throughout the quarter. By checking progress frequently, parents/guardians will not be surprised by the quarterly report card.

Report Cards

Report cards will be mailed home at the end of each quarter. Please check in with the subject teacher via phone, email to arrange consultation regarding academic progress.

Valedictorian / Salutatorian

The valedictorian and salutatorian of the graduating class will be decided by the grades earned up to and including the third marking period of the senior year. The Administration reserves the right to make final decisions in the case of an especially close ranking.

Year End Failures

Failures must be made up in summer school before returning the following year. No student will be graduated with failures on his/her record. Any student who fails three or more subjects at the end of the school year may not be permitted to return to Trenton Catholic Academy. Credit may be granted only once for a subject.

An ADMINISTRATIVE FAILURE IS GIVEN to a student who displays complete disregard for scholastic achievement, neglects to do assignments, fails quizzes and tests consistently. This failure may be given for

absenteeism. The student who receives this type of failure FAILS FOR THE YEAR. The Director must approve this type of failure.

Use of a Private Tutor to Regain Lost Credit

To regain credit lost due to failure in a course that is not offered in an approved summer program, a parent/guardian may hire a teacher certified in the content area of instructional need. Contact the Student Services Office for specific information.

Honor Roll

The Honor Roll is calculated for each marking period and is based on quarter grades. The three levels of honors follow:

HONORS WITH DISTINCTION: A student must earn an average of 95 with no rounding and no grade lower than 90.

FIRST HONORS: A student must earn an average of 90 with no rounding and no grade lower than 85.

SECOND HONORS: A student must earn an average of 85 with no rounding and no grade lower than 80.

Late Work

It is up to the discretion of the teacher whether or not he/she will accept late work. This does not apply to students who are legitimately absent from school due to illness or family emergency.

National Honor Society

Trenton Catholic Academy has established the Trenton Catholic Academy Chapter of the National Honor Society. Membership in this prestigious organization "is an honor bestowed upon a student" who exhibits outstanding scholarship, character, leadership, and service. Students who meet the specific criteria outlined by the National Office are invited to become members. Students may not apply for membership. Membership is granted only to those students selected by the faculty council.

Additional Honor Societies

Students at Trenton Catholic Academy have the opportunity to qualify for other honor societies that are subject-specific. Specific requirements may be obtained from the Department Chair. These include: Quill and Scroll (High

School Journalist), Mu Alpha Theta (Math Honor Society), Spanish Honor Society, and Music Honor Society.

Senior Final Exam Exemptions

A senior may be granted an exemption from a final examination in courses in which he/she has an average of 95 or greater and has fewer than 10 absences in the semester. Teachers are not required to grant exemptions.

Graduation

Participation in graduation exercises at Trenton Catholic Academy is a privilege. Students may be excluded from participation in graduation ceremonies for a reasonable cause determined by the Administration. Such reasonable causes include violation of the school's discipline code, course failure, excessive absence or failure to meet financial obligations. No student may receive a diploma unless he/she has received a passing grade in all courses and completes required service hours and is in arrears.

Records and Transcripts

Viewing Records: A parent/guardian has the right to view his/her child's a) academic record, b) academic standardized test results, c) health records and d) emergency sheet (emergency phone numbers, etc.). These records can be made available upon request. (See page 6, Custodial/Non-Custodial parents/guardians)

Government Records: Records attached to publicly funded services provided through the local Board of Education such as Child Study Team Reviews, Comp Ed, Speech, ESL, etc., are the property of the Board. A parent/guardian who wishes to examine these records or to procure additional copies for his/her own use must apply to the Board. The school is not permitted to distribute this information to anyone, not even to a parent/guardian.

Permanent Records: A permanent record is maintained for every student who attends or has attended Trenton Catholic Academy. This record indicates all courses taken, grades, standardized test scores, and credits earned. Also included is a complete record of all absences as well as an account of tardiness. This is especially important to future employers who

use this as an index of student reliability. Additional information relating to college entrance and scholarship as well as standardized test scores are also on file. Any student or parent/guardian wishing to see or forward a copy of the permanent record (transcript) to a college or employer should contact the Student Services Office.

Copies of transcripts are available through the Student Services Office. Official copies, those bearing the school's raised seal, must be forwarded by the school. Transcripts which accompany college applications will not be given to the student. There is a \$5.00 fee for each copy of an official transcript requested and a \$2.00 fee for faxed and unofficial copies.

Withdrawal from School

The Catholic Church and this Catholic School 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 withdraw his or her child. This is a very serious decision that is not made lightly.

A student who is withdrawing from school for any reason must do the following:

- a. Arrange a parent/guardian conference with the appropriate counselor and obtain a Withdrawal From School form;
- b. Return all books, equipment, library materials, and/or any items that are the property of TRENTON CATHOLIC ACADEMY to the appropriate teachers who will initial the withdrawal form.
- c. Return all athletic equipment and extra-curricular equipment as appropriate to the Coach or Athletic Director.

A parent/guardian must arrange with the Student Services Office for the official transfer paperwork to be completed.

GUIDANCE and STUDENT SERVICES

All students are assigned a guidance counselor when they enter the ninth grade. The student's counselor, which may change annually, will monitor his/her progress over the next four years, be available to talk over any academic, social, or personal problems, and maintain his/her school records.

If you have concerns about any of these subjects, call the counselor, or make an appointment. If you face serious issues, the counselor can direct you and your child to a number of additional resources.

Referrals

If a possible learning problem presents itself, the counselor may refer the student to the Child Study Team (CST). With parent/guardian permission, the team will do extensive testing and suggest strategies which will help contribute to a student's success in school. Counselors, upon request, may also suggest outside agencies to be considered.

Compensatory Education

If a student scores below average in Mathematics and/or English on standardized testing, the counselor will strongly recommend that a parent/guardian allow their child to attend Compensatory Education classes. These classes are usually held once a week.

School Psychologist

TCA works with a full-time, certified School Psychologist. Any student who would like to speak with the psychologist should make an appointment to do so in the Student Services Office.

English as a Second Language

If English is not the primary language spoken in the home, the school may strongly encourage the student to be enrolled in an ESL class.

FIELD TRIPS / CLASS TRIPS

On occasion, Trenton Catholic Academy will sponsor and conduct field trips for the educational enrichment of the students. Participation in field trips is a privilege. The number of times a student may miss class for special, school-sponsored events will be limited starting in the 2018-2019 school year. No student may participate in a field trip unless a signed parent/guardian request slip for the specific event is submitted to the school no later than three days prior to the day of the field trip (there will be no adding of students on the day of the trip). This form is provided by the school. For overnight trips, a medical emergency form will be required. **No request by telephone will be accepted. Requests must be in writing. All applicable school rules will**

be in effect during trips. Any violations of the law will be handled by the local law enforcement officials. Parents/guardians will be notified and will then assume all further responsibility for the student.

DISCIPLINE POLICIES

Students are expected to conduct themselves at all times in a manner which brings credit to themselves, their families, and to Trenton Catholic Academy. This applies even at times when school is not in session.

A spirit of Christ-like charity, respect for authority and mutual cooperation are essential elements of the learning environment at Trenton Catholic Academy. Students are expected to act with courtesy and respect toward one another and toward all members of the staff. They must take seriously their obligation to develop lifetime habits of self-control and concern for the well-being of others. Home and school will work together to help students to learn and live the qualities of responsible behavior and the elements of good citizenship.

A student who chooses to disrupt the good order of the school or to violate a policy or regulation will have to accept the consequences of those irresponsible choices. Appropriate discipline is within the discretion of the Director, through the authority of the **Dean of Students**. Accountability for uncooperative, disruptive or unsafe behavior may take any of the following forms: misconduct referrals or warnings; denial of privileges; community/school service; detention; in-school suspension; out-of-school suspension; petitioning the Office of Catholic Education to begin expulsion/withdrawal proceedings.

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 immediate expulsion. If a student persists in violating basic obligations of courtesy, consideration, respect, cooperation or safety, a parent/guardian conference will be scheduled. All subsequent discipline, counseling, consultation (Discipline Review Board appointed by the Director) and corrective action plans will be viewed as positive home-school efforts to help the student improve behavior. If these cooperative efforts of parents/guardians and school staff prove

ineffective, the student will be subject to expulsion or may be denied readmittance to the school.

The discipline code is outlined below and identifies the action to be taken for each infraction. THE ADMINISTRATION, HOWEVER, RESERVES THE RIGHT NOT TO INVOKE SPECIFICS OF THE CODE IN THE DISPOSITION OF THOSE CASES THAT WARRANT SPECIAL CONSIDERATION. ALL STUDENTS MUST FOLLOW ANY REASONABLE REQUEST OR DIRECTIVE OF ANY STAFF MEMBER.

Guidelines for prohibited conduct are provided for, but not limited to, school-sponsored religious and social events such as dances, clubs, and sporting events, but not only limited to school-sponsored events. Further, these guidelines are not all-inclusive and the school will hold any student accountable for any conduct that does not positively reflect the reputation and values of the school, regardless of whether the conduct has been listed under prohibited conduct or if the infraction occurred off the school property.

School assemblies are events occurring during regular school hours that are considered privileges granted to students. All school assemblies are subject to the provisions under this policy.

The report of a student to the office on a discipline referral is considered serious and may result but is not limited to, detention(s), denial of school privileges and/or participation in assemblies, in-school suspension, or out-of-school suspension. Each case will be made to maintain communications with all appropriate individuals.

When a student is referred to the office, he/she will always be given the opportunity to state his/her side of the case. However, the disciplinary action taken by the Dean of Students will be in accordance with the code, and when several possible infractions are indicated, administrative discretion will determine the action to be taken.

Disobedience - Insubordination - Misconduct

The school considers the following conduct to represent some, but not all, of the types of acts that are prohibited:

- Any behavior, on or off campus, that does not positively reflect the

reputation and values of the school or that reflects poorly on or brings dishonor to the school;

- Failure to follow *classroom rules*, regulations, procedures;
- Failure to follow *general school rules*, regulations, procedures;
- Refusal to participate or do work in class;
- Failure to serve general or lunch detention;
- Failure to serve a teacher's detention;
- Failure to comply with the dress code;
- No public displays of affection, including kissing or prolonged hugging, are acceptable in the school or on school property, or at any school event;
- Hazing, as defined in the Anti-Harassment Policy;
- Sexually explicit dancing (i.e. grinding, front to back dancing);
- Displays of aggression toward any other student, faculty member, parent/guardian, or school employee (i.e. shadow boxing or similar behavior);
- Destructive behavior including hitting, drawing/painting graffiti, or defacing any property;
- Any other act or behavior judged by the administration to be disobedience, insubordination, or misconduct, including profane, violent, abusive, or vulgar comments;
- Any actions of students judged to be disruptive or in any way interfering with the educational process;
- Any form of harassment, as defined in the Anti-Harassment Policy, will not be tolerated;
- Displays of violent behavior such as threats, intimidating others, or provoking violent acts;
- Any computer/internet violations as defined in the "Acceptable Use Policy for Schools in the Diocese of Trenton" ;
Any unauthorized electronic communication;
- Any food or drink in the hallways or classrooms (water bottles must be kept in bookbags);
- Refusal to stand in a respectful manner for the Pledge of Allegiance and/or the National Anthem;
- Gambling;
- Possession of unauthorized audio or video recording devices;

- Possession of any electronic device not specifically sanctioned by the school.

Right to Waive/Deviate from Disciplinary Regulations

The administration reserves the right to waive and/or deviate from any and all disciplinary regulations for just cause at his or her discretion.

Disciplinary Procedures

Any student found in violation of this policy may be subject to remedial action.

All students have a right to enjoy an environment where they can respect themselves and each other. To achieve this goal, students must conduct themselves in ways that positively reflect the school's values.

Teacher Detention

Individual teachers have the responsibility to detain students for classroom infractions. Students who serve detention with a teacher must remain under that teacher's direct supervision until dismissed. Students assigned to a teacher detention must be given 24 hours notice.

The penalty a student who disregards serving a teacher detention will be serving a general detention. That student now becomes eligible for more severe consequences from the **Dean of Students**.

Suspension and Expulsion

Suspension from a Catholic school is a serious matter and will be administered only when circumstances warrant. The principal or his/her designee is responsible for determining whether an event warranting suspension has occurred. In determining whether suspension is warranted, and the duration and nature of the suspension to be imposed, principles of fairness and proportionality will be followed. Credit will be given for student work performed during suspension when work is required for grading purposes.

Expulsion may be warranted in the rare circumstance where either the student's interest would be better served in another environment or that the

individual's behavior is a serious threat to the school community. Further, any decision to expel a student will be based upon substantial evidence that the student committed the infraction with which he or she was charged.

While it is not possible to enumerate all cases that could result in expulsion, the categories of cases listed below should provide guidance as to behaviors that may rise to the level of severity warranting expulsion:

- Arson
- Assault of any kind
- Continued and willful disobedience or /defiance of authority
- Alleged criminal activity, including pending criminal charges or indictment
- Cyber-bullying
- Extortion or attempted extortion
- Fighting
- Gambling for financial gain
- Gross disorder including mob action
- Defacing or destruction of school property or another student or employee
- Harassment, of any kind, of students or personnel
- Hazing of a student or group of students
- Inappropriate use of cell phone
- Violation of the Acceptable Use Policy (use of the internet and digital devices)
- Improper use of social networking sites
- Noncompliance with behavioral contract
- Possession of a weapon or look-alike weapon
- Possession and/or trafficking of pornographic materials
- Possession, use and/or sale of an illegal substance
- Verbal and/or physical threats

If charges potentially warranting expulsion are brought, the student will be assigned an interim out-of-school suspension of not more than twelve school days pending the investigation, hearing and decision regarding expulsion or

voluntary withdrawal. Credit will be given for student work performed during suspension when work is required for grading purposes.

In all cases implicating expulsion, the school will work to ensure that the student and/or the parents/guardians have the opportunity to present the student's account of events and provide mitigating information during either an informal or formal hearing. Nonetheless, the school may decline to hear evidence offered by the student and/or his/her parents if, in its discretion, the information offered is irrelevant, inappropriate or vexatious. The decision to expel a student may only be made by the Superintendent of Catholic Schools following investigation, hearing and recommendation by the school.

A student and his/her parents/guardians have the right to appeal an expulsion within seven school days of the notice of expulsion. The appeal will be heard by a Diocesan Tribunal consisting of three diocesan school administrators and principals appointed by the Superintendent. Pending the outcome of the appeal, the student will remain "expelled" and will not be permitted to attend school.

Suspension can be imposed only by the **Dean of Students** and Administration. During a suspension the student may not participate in school activities, visit the school grounds or attend vocational school.

In-School Suspension

The In-School Suspension program may be used to deal with certain infractions of the Student Discipline Code.

1. In-School Suspension (ISS) will begin at 7:45 a.m. The student is to report to the Discipline Office and follow the assignment for the day.
2. A student on an In-School Suspension will not be excused for work, work-study programs, or Vocational School. In addition, the student may not participate in any co-curricular activities while on In-School Suspension without the permission of the Administration.
3. No school activities may be allowed until the In-School Suspension is served.

Probation

Although the Administration reserves the right to place a student on probation whenever the situation warrants it, a student may be placed on probation after two suspensions. Any more infractions may result in a total review of the student's academic and disciplinary record. A parent/guardian conference will follow to discuss the status of the student. The Director reserves the right to suspend, request a withdrawal or petition for expulsion of a student regardless of the number of violations accumulated.

Out-of-School Suspension

Some actions by an individual that retard Christian moral development are considered socially and morally undesirable behavior in need of specific procedures. These procedures will be recommended by the Administration while out-of-school suspension is enforced. The Administration reserves the right to place a student on Out-of-School Suspension for any reason. This suspension will count toward the student's attendance record.

Discipline Review Board

The Administration reserves the right to call a Discipline Review Board for any reason. The board is made up of five teachers who review serious infractions of the Discipline Code and recommend appropriate sanctions to the Director. Only the Director or his/her designee may call a Discipline Review Board hearing. Board hearings are called for any serious or repetitive infractions of the school discipline code. In cases where sanctions may include a recommendation for expulsion, the student is given a choice of a private administrative panel hearing or a Discipline Review Board hearing. Administrative panels will be made up of the TRENTON CATHOLIC ACADEMY Administration. Cases which could result in a request for withdrawal or recommendation for expulsion include, but are not limited to, the possession, use, or distribution of any controlled substance; the use or possession of a weapon; fighting within a school year; threats to the life of a member of the Trenton Catholic Academy community; sexual misconduct; stealing, gang activity, gang association, use of gang symbols, sayings or any type of gang representation or continued misconduct.

A student asked to appear before the board may be accompanied by a parent/guardian and one faculty member. This faculty member, chosen by

the student, will not vote with the board, but may act as an advocate. Because this is a hearing, not a court of law, no student may bring a lawyer, paralegal, or court stenographer. There is no requirement in student disciplinary cases to identify or to provide the names of student witnesses. School authorities may present reliable written statements of student witnesses or informants.

The Discipline Review Board will recommend appropriate sanctions to the Director/designee. When formulating its recommendations, the Discipline Review Board may take into consideration the attendance and academic records of the student. The Director or the designee will inform the parents/guardians and the student of the sanctions. These sanctions may include a recommendation that the school petition the Diocese for expulsion. The TRENTON CATHOLIC ACADEMY Administration may be in attendance to facilitate or observe. Parents/Guardians may appeal a board's decision to the Director/designee if they feel additional, pertinent information, not raised at the hearing, may have a bearing on the decision made. Appeals for Discipline Review Board decisions should be made in writing and must come within 48 hours of the decision. Decisions made by an administrative panel may not be appealed.

Cafeteria

It is a privilege to eat in the cafeteria and socialize and, as with any privilege, it can be denied. Lunch may be eaten only in the Cafeteria, unless specific permission is given. Students may purchase lunch or bring it from home. At no time may students bring quantities of food to be shared "party-style" at their lunch table. Therefore, it will never be necessary to store food in the cafeteria, lockers, or elsewhere, except individual lunch bags. Open cans, bottles, coffee/tea cups, are not permitted in the building. Students are expected to clean their own tables after they finish eating. Students sign-up for tables; therefore, they are responsible for leaving their tables and eating area in good order.

Class Cutting

Students are required to be present for every scheduled class. Failure to do so warrants an In-School Suspension. ANY STUDENT LEAVING THE

SCHOOL BUILDING WITHOUT ADMINISTRATIVE PERMISSION IS SUBJECT TO AN OUT-OF-SCHOOL SUSPENSION.

There is no such thing as "cut days." Any student participating in a cut day may be subject to suspension.

Probation

The Administration reserves the right to place any student on disciplinary probation due to the student's inappropriate behavior.

Expulsion

Situations which merit expulsion cannot all be listed. However, several categories are given for your guidance:

- Possession of a weapon, a laser pointer, gas or stink bombs;
- Continued and willful disobedience and/or defiance of authority;
- Gross aggression, disorder or disrespect;
- Possession of alcohol and/or other drugs;
- Criminal activity in or outside of school;
- Vandalism to any person or property on school grounds;
- Possession and/or trafficking of drugs, alcohol or pornographic materials;
- Terroristic threats - written, spoken or implied;
- Sexual harassment (see pg. 16);
- Gang activity/gang association, including wearing of colors and use of gang signs, symbols;
- Displays of aggression toward any school employee;
- Causing hysteria or panic in school;
- Unnecessarily pulling a fire alarm.

Fighting

Fighting is defined as a physical confrontation by two or more persons by mutual consent. Fighting is never an alternative to settling disputes. Students finding themselves in a volatile situation are advised to: 1) keep quiet 2) walk away 3) seek assistance from a staff member. Any student who strikes another for any reason is liable for immediate withdrawal from Trenton Catholic Academy whether the fight occurs during the school day, before or after school hours while on school property, traveling to or from school or at

any function. If the parent/guardian of the student refuses to withdraw the student, the school will petition the Diocese of Trenton to begin the expulsion process. The rationale for the policy on fighting is twofold:

1. Trenton Catholic Academy is a Catholic school where the school community strives to uphold the teachings of Jesus Christ: to love God and to love one another.
2. Every student attending Trenton Catholic Academy is provided with a safe learning environment.

If a student is involved in a physical fight, his/her parent/guardian will be called and the parent/guardian must pick up the student immediately. Suspension will continue until a final decision is made concerning the student's future at Trenton Catholic Academy.

Cellphones, I-pads, I-pods, Cameras, Video Recording Devices, Beepers (Remotely Activated Paging Devices)

No student may have a cell telephone or I-pod in his/her possession during the school day. Cell telephones and I-pods should be kept locked in the student's locker and students may not wear the empty cell phone holder on their person. Unauthorized use of a cell telephone or I-pod may result in the device being confiscated and returned to the parent/guardian. Disciplinary action, including detention or suspension, will result. Students must relinquish their phone or I-pod to any staff member who requests it. The student must switch the device OFF. Failure to comply will be considered a serious offense. As a rule, all personal electronic devices except calculators are banned during school hours. The school reserves the right to search any confiscated phones and/or devices. The school will take immediate action against any student who brings a beeper (remotely activated paging device) to school. Such devices will be confiscated and returned only to the parent/guardian.

Policy on Anti-Harassment, Discrimination, Bullying and Hazing For Students

It is the policy and practice of Trenton Catholic Academy to respect each individual. All students are responsible for insuring that our school is free from any form of harassment, discrimination, bullying and hazing. Such behavior in any form will not be tolerated. The school expects that all relationships during and after school hours will be free of bias, prejudice, and harassment.

The school encourages students to report all incidents of harassment, discrimination, bullying or hazing. Any student violating this policy will be subject to disciplinary action, which can include expulsion.

Definitions:

Harassment: Harassment (including sexual harassment) is defined as unwelcome comments, actions, or other severe or pervasive verbal or physical acts that are based on gender, age, sexual orientation, religion, ethnic background, race or color, physical appearance, and/or physical abilities by any person when:

- Faculty to student conduct that is used as a basis for any academic decisions affecting the individual
- Student to student conduct that substantially affects an individual's ability to reach their academic ability
- Any conduct that creates a physical or emotional hostile environment. This includes behavior by any student toward faculty, staff member, school volunteer, or any person acting in an official capacity in or for the school.

Hazing: Hazing is when anyone knowingly organizes, promotes, facilitates, or engages in any conduct that places someone in bodily danger or humiliates another person. Hazing includes, but is not limited to, causing mental or physical discomfort, embarrassment, fright, or ridicule with the intention of degrading someone. Hazing occurs even if both the victim and person performing, facilitating, or encouraging the hazing consent to the actions.

Discrimination: Discrimination includes any acts against another person based on gender, age, sexual orientation, religion, ethnic background, race or color, physical appearance, and/or physical abilities.

Prohibited Conduct

The school considers the following conduct to represent some, but not all, of the types of acts that are prohibited:

- Physical assault of any kind;

- Any verbal, written, or electronic message that is considered threatening;
- Intentional physical conduct, which may include touching, pinching, patting, grabbing, brushing against, or poking another's body;
- Inappropriate sexually-directed comments or innuendoes that include gestures, noises, whistling, remarks, or jokes;
- Discriminatory written, verbal, or electronic comments or innuendoes based on gender, age, sexual orientation, religion, ethnic background, race or color, physical appearance, and/or physical abilities;
- Verbal, written, or electronic communications that could be interpreted as slurs, slang words, threats or insults directed toward a particular individual or group of individuals;
- Displaying, bringing in or possessing posters, calendars, cartoons, cards, graffiti, objects, reading materials, or other materials that are threatening, demeaning, insulting, hostile, sexually suggestive, or pornographic;
- Displaying signs or other materials with the intention of segregating someone by race, color, national origin, age, or gender.

Procedures

A safe and civil environment is necessary for students to learn and achieve high academic standards. Harassment, intimidation, bullying, and like behaviors will not be tolerated as they are contrary to the mission of Roman Catholic schools to educate the whole child in a God-centered environment and to facilitate growth and self-actualization.

Definition of Harassment, Intimidation, and Bullying

Harassment, intimidation, and bullying can consist of any gesture, electronic communication, or written, verbal or physical act that is reasonably perceived as having the purpose or effect of either (1) creating an intimidating, hostile or offensive educational environment, or (2) interfering with a student's physical or emotional well-being or with the operation of the school. Harassment, intimidation, and bullying are serious incidents that amount to more than annoyances, disagreements, or disputes typical of a particular age group.

Cyber-bullying is a form of harassment, intimidation, and/or bullying under this policy. Examples of cyber-bullying include, but are not limited to: posting inappropriate pictures or personal information of a student or individual on the internet; using social media to post or send harassing, intimidating or inappropriate messages about or to another student or individual; and sending harassing, intimidating, or inappropriate text messages or email about or to another student or individual. In some cases, violations of the Technology Acceptable Use Policy may also violate this policy.

Retaliation

Retaliation for reports of harassment, intimidation, and/or bullying is prohibited. The procedures in place for addressing harassment, intimidation, and/or bullying apply with equal force to allegations of retaliation.

Reporting Incidents of Harassment, Intimidation, and Bullying

Individuals who have reason to believe that a violation of this policy has occurred, are to contact the student's teacher. School personnel are to report any violations of the anti-harassment policy to the administration within a school day.

Resolving Complaints of Harassment, Intimidation, and Bullying

In the course of resolving a complaint under this policy, the school will strive to balance the need to fully investigate the allegations with the privacy of the individuals involved. Therefore, information gathered during the investigation and resolution process will only be shared on a "need-to-know" basis.

Resolution of a complaint of harassment, intimidation, and/or bullying depends on the context and circumstances of each case. The school will strive to balance the interests of students involved as well as the needs of the school as a whole when confronting these issues. Disciplinary measures will be consistent with the school's disciplinary policies and diocesan guidance for student discipline. In addition, the school may consider implementing appropriate remedial and preventive measures in response to a finding that harassment, intimidation, or bullying has occurred.

Complaint Procedure

The student should discuss his/her concerns with a school counselor, administrator, or teacher. At that time, the student will be asked to provide specific information about the incident and may be requested to sign a written statement. While a written statement is preferred, verbal complaints will also be taken seriously and investigated. Prompt reporting of an incident has proven to be most effective in conducting an effective and thorough investigation.

Investigation Procedure

An authorized representative will conduct an investigation to determine if harassment, hazing, or discrimination has occurred. An investigation may include interviews with any other individual who may have witnessed or been involved in the reported incident. Efforts will be made to keep all information confidential. However, because the primary objective of the investigation is to discover what occurred, people may need to be identified on an "as needed" basis.

Disciplinary Procedures

Any student found in violation of this policy following an investigation may be subject to remedial action which may include, but is not limited to, referral to counseling, denial of school privileges and/or participation in assemblies, detention, suspension and/or expulsion.

Drugs, Narcotics and Alcoholic Beverages

Anyone under the influence of alcohol or any type of unprescribed drug or in the possession of such items in school is liable for dismissal from Trenton Catholic Academy. The consumption, distribution, or selling of illegal drugs and/or alcohol is not only in violation of school regulations, but also in violation of New Jersey State Narcotic and Alcohol Laws for the operation of New Jersey schools. Trenton Catholic Academy is subject to the provision of the New Jersey Comprehensive Drug Reform Act of 1987/Drug Free School Zone.

Any professional staff member to whom it appears that a student may be under the influence of alcohol or other drugs on school property or at a school function shall report the matter as soon as possible to the School Nurse, the

Director and/or his/her designee. Instances where the School Nurse or the Director are not in attendance, the staff member responsible for the school function shall be notified immediately.

The student shall be taken to a protective environment for observation by the School Nurse. The Nurse will visually and externally examine the student. A copy of the report shall be available for the parent/guardian and the Director. If the result of the Nurse's examination indicates the student is under the influence, the Director/designee will immediately notify the parent/guardian. Drug testing will take place at a laboratory identified by the school. The parent/guardian should accompany the student. If a parent/guardian is not available, the student is accompanied by two staff members designated by the Director to the emergency room of the nearest hospital for examination, or a laboratory identified by the school. Parents/Guardians are responsible for the costs of all testing. Failure or refusal to comply with the above provisions may be deemed a violation of school policy and subject to withdrawal and/or expulsion.

A written report of the medical examination, which may include the chemical screening, shall be furnished to the parent/guardian of the student and the Director by the examining physician within 24 hours. During the screening process, a staff member of the laboratory must accompany the student, even if a parent/guardian is present. The Administration shall determine, after considering all circumstances, whether the student shall be readmitted to school pending the receipt of the results of the examination. No diluted results will be accepted. The student will be subject to immediate re-test at their own expense.

Once it has been determined that a student was under the influence of alcohol and/or any other drug, either by the student's admission, or as a result of an examination, a conference will be scheduled with the school counselor and the parent/guardian to develop a plan to address specific needs of the student.

In addition:

--in compliance with disciplinary policies, the student shall be suspended and/or expelled from school;

- any readmission to school shall require continued counseling and support services from the school counselor for the purpose of determining the extent of the student's alcohol or other drug use and its effect on his/her school performance;
- it may be determined that any readmission to school shall require outside counseling;
- suspension from all extracurricular activities until the Administration deems it appropriate to return;
- the Principal/designee shall have the student's personal effects and school storage place searched.

The following steps will be taken if a student is suspected of possession or distributing alcohol, other drugs, or any other related paraphernalia:

1. The staff member shall report the suspected incident to the Dean of Students, Director, or his/her designee.
2. The parent/guardian shall be notified.
3. The Director/designee will remove the student from other students and shall detain him/her in an inconspicuous place; if at all possible, the Nurse's Office. The Director/designee shall have the student's personal effects and school storage place searched.
4. Any evidence found will be sealed in an appropriate container, labeled with the date, name of the student, and the name of the school official who conducted the search. A drug test will be required within twenty-four hours at a laboratory identified by the school.
5. Subsequent course of action taken by the Administration will depend on the cooperation of the student and his/her parent/guardian as well as the nature of the circumstances. A course of action may include notification of local law enforcement officials.
6. The student shall be suspended from school and subject to expulsion based on findings by the Administration and/or police.

7. Any readmission to school shall require continued counseling and support services from the school counselor for the purpose of determining the extent of the student's alcohol or other drug use and its effect on his/her school performance. The student will be suspended from all extracurricular activities until the approval of the Administration deems it appropriate to return to those activities.
8. The Director/designee reserves the right to take whatever appropriate action he/she deems necessary within the guidelines of state law and regulations of the Diocese of Trenton. This may include, but not be limited to, immediate contact of a state agency and/or law enforcement.
9. The school reserves the right to perform an on-site drug and/or alcohol screening.

Smoking

Township fire ordinances and insurance regulations prohibit use of tobacco (cigarettes, cigars, chewing tobacco, etc.) in the school and on the buses. Student use of tobacco is forbidden anywhere around the school property visible by the naked eye. A \$50.00 fine for a first offense will be imposed on anyone caught using tobacco of any type. Subsequent offenses will result in a \$100.00 fine per offense. Students may not use tobacco products while in school uniform. An In-School or Out-of-School Suspension may be necessary.

Vandalism

Vandalism of school property is most serious and will result in serious disciplinary actions. Students involved in any acts judged to be vandalism will be held liable for restitution of the damages and subject to suspension from school. A student may be recommended for expulsion.

MEDICAL SERVICES

The school nurse is on duty from 9:00 a.m. to 3:00 p.m. The medical suite is located on the upper level of the high school. If a student becomes ill or has an accident, the student will request a pass to go to the nurse. The teacher issuing the pass will indicate the time the student left the classroom. The student will present the pass to the nurse. Before discharging the patient, the

nurse will sign the pass indicating the time the student left the medical suite. If the nurse finds that the student is too ill to remain in school, parents/guardians will be called at home or at their place of employment to inform them of their child's condition. The student will be kept in the care of the nurse until a parent/guardian arrives to take the student home. The school will not permit a student to go home unless contact is made with a parent/guardian and permission is given for the student to leave school. Students and parents/guardians should inform the nurse of the actions to be taken in case of an emergency.

At the discretion of the school nurse, students having minor discomfort due to headaches, bruises, sprains, etc., may be given Tylenol or Advil with written orders from a physician and written permission from a parent/guardian. No student may carry or keep in locker a prescription or an over-the-counter drug including but not limited to aspirin, Motrin, antibiotics, Acetaminophen, vitamins, antihistamines or antacids. Student must bring any drug in its original pharmacy labeled container to the school nurse upon arrival at school. The parent/guardian and the student's physician must sign an "Authorization to Administer Medication" form available in the nurse's office.

All students who have been absent because of a communicable disease must have a doctor's certificate stating the diagnosis and the date for readmission to school. Students who have been absent three (3) or more days because of illness are required to report to the school nurse for readmission to school.

All requests for gym excuses must be addressed to the school nurse stating the reason and presented prior to the start of the school day. This note must be written and signed by a parent/guardian and may be valid for up to three days only. A doctor's certificate is required to extend this time.

STUDENT SAFETY

Arrival and Dismissal

The school day begins at 7:45 a.m. Students should enter the building no later than 7:40 a.m. in order to take care of all essentials before classes begin. The regular school day ends at 2:20 p.m. and half days at 12:10 p.m. After 7:45 a.m., the only entrance to the school is the front door on Leonard

Avenue. Those students transported by car should be dropped off on Leonard Avenue. For the safety of our students, no cars are permitted in the front school driveway at arrival and dismissal times without permission or to access handicapped parking.

Students must leave the school premises within **30 minutes** of dismissal from school or from an after-school activity. The main school building closes at 3PM daily. Students may not walk the halls, linger in the cafeteria, gym or any other part of the building after dismissal. Students waiting for rides must wait outside the building near the main entrance, but not blocking the main entrance. Students who loiter may be placed under supervision, if staffing permits, and will be billed accordingly (\$30.00 p/hour). Athletes are to be picked up at the back entrance locker room area.

Emergency Procedures and Drills

Orderliness is to be maintained at all times during a fire drill. Fire drills are scheduled regularly throughout the year. In the event of a fire drill or other emergency evacuation, students will go quickly and quietly to designated areas accompanied by their instructors. Specific directions regarding emergency evacuation must be carefully followed. Misconduct during an emergency evacuation drill is a serious offense and could result in In-School Suspension, Out-of-School Suspension, request to withdrawal or expulsion.

During an emergency or lock-down situation, Trenton Catholic Academy has established provisions to relocate students to appropriate places within school property as the situation necessitates.

Trenton Catholic Academy has established plans for a wide variety of emergency situations. We will continue to add or amend the current plans as the local, state, and national climate dictates. The following plans are currently in place: fire, severe weather, hazardous material, intruder in the building, and bomb threat.

Student Accident Insurance

This insurance, provided through the Diocese of Trenton by Bollinger, Inc., is included in the Activities Fee. This is a secondary insurance. Any injuries to students while in school or while participating in extra-curricular activities

must be reported to the School Nurse. Parents/guardians must use their own medical insurance as primary. Bollinger forms may be obtained from the School Nurse.

Suspected Child Abuse or Neglect

New Jersey State law requires that any person who has reasonable cause to believe that a child may have been subjected to abuse or neglect, must make a report to the New Jersey Division of Youth and Family Services.

Asbestos Management Plan

Trenton Catholic Academy Asbestos Management Plan is on file in the school office, as required by the federal Asbestos Hazard Emergency Response Act (AHERA). This document is available for examination upon request.

SCHOOL UNIFORM

WHEN STUDENTS ENTER AND LEAVE THE SCHOOL, THEY ARE TO BE IN COMPLETE UNIFORM AND MUST STAY IN COMPLETE UNIFORM UNTIL THEY LEAVE SCHOOL PROPERTY. **ALL UNIFORM PARTS MUST BE PURCHASED AT FLYNN & O'HARA.** ALL SHIRTS MUST BE TUCKED IN AT ALL TIMES.

Young Ladies

Black, brown, or tan shoes with a heel no more than 2" high are worn throughout the year. They MAY NOT be work boots and must be fastened and/or tied at all times. Shoes may not be on or above the ankle, and no dress heels are allowed. The upper part and sole must be all black as well as the laces. Only white shirts may be worn under skirts and shirts must be tucked in at all times. Uniform skirts may be no shorter than *2 inches above the knee*. Dates for Fall and Spring alternative shirt will be announced by the Administration.

Standard Uniform that must be purchased:

- a. 9th grade: Plaid 2 panel kilt* 10th-12th grade: Plaid 2 panel kilt* or skirt.
- b. Khaki flat front girls slacks
- c. Khaki knee-length shorts

- d. White long sleeve button down collar shirt w/TCA logo.
- e. Navy and white trim V-neck pullover sweater or button down sweater (seniors only) w/TCA logo.
- f. Navy with white trim V-neck sweater vest w/TCA logo
- g. Navy or white knee-hi socks
- h. Navy tights (plain)
- i. Dark brown or black belt
- j. Shoes: Black, brown or tan dress shoe is permitted. Heel no more than 2 inches. Matching laces *

Young Men

Black, brown, or tan shoes, purchased at a store of your choice. They MAY NOT be work boots. Shoes must be fastened and/or tied at all times. Shoes may not be on or above the ankle. The upper part and sole must be all black as well as the shoelaces.

Standard Uniform that must be purchased:

- a. Khaki poly/cotton men's pants
- b. Khaki knee-length shorts
- c. White long sleeve button down collar shirt w/TCA logo.
- d. Navy with white trim V-neck pullover sweater or button down sweater (seniors only) w/TCA logo
- e. Navy with white trim V-neck sweater vest w/TCA logo
- f. Appropriate tie
- g. Dark color crew socks
- h. Black or dark brown belt
- i. Shoes: Black, brown or tan dress shoe is permitted. Heel no more than 2 inches. Matching laces*

The following shirt (for young men and young women) is optional for the Spring and Fall ONLY (dates to be announced). The optional Spring shirt is a privilege and may be denied at any time.

White short-sleeve button down collar w/TCA logo* Appropriate tie – young men.

Only solid white t-shirts may be worn under the school shirt. No altering of the school uniform is permitted, including but not limited to, slicing off bottom hems. Belts must be visible. Any exceptions on shoe wear must be documented by an orthopedic surgeon or a certified podiatrist on the form provided by the Discipline Office. *Documentation by a general physician will not be acceptable.*

Failure to comply with the uniform code may result in being assigned disciplinary consequences and could result in the student being sent home or being denied attendance in class.

*** ALL STUDENTS ARE REQUIRED TO PURCHASE A SCHOOL SWEATER OR SWEATER VEST. The sweater is required from October 1st until the warm weather arrives.**

HABITUAL FAILURE TO COMPLY WITH THE DRESS CODE COULD RESULT IN THE STUDENT RECEIVING IN-SCHOOL SUSPENSION, OUT-OF-SCHOOL SUSPENSION OR FOR THE STUDENT'S WITHDRAWAL.

THE FOLLOWING ARE NOT PERMITTED:

- Hats, wave caps, headbands, sweatshirts and sweat jacket hoods;
- Excessive jewelry including, but not limited to, "big" earrings with names inscribed. Earrings may be no larger than 1" in diameter;
- Large exterior chains and medallions;
- No visible body piercing including, but not limited to, tongue, lips, eyebrows, nose, etc;
- Chokers, dog collars, or chains;
- Facial hair on boys;
- No visible tattoos, writing on skin and no visible under garments.

FACIAL HAIR ON BOYS MUST BE DOCUMENTED BY A CERTIFIED DERMATOLOGIST ON THE FORM PROVIDED BY THE DISCIPLINE OFFICE. DOCUMENTATION BY A GENERAL PHYSICIAN WILL NOT BE ACCEPTABLE. THE ADMINISTRATION RESERVES THE RIGHT TO ACCEPT/REJECT THE DOCTOR'S NOTE.

The Administration reserves the right to judge what is or is not appropriate dress or excessive jewelry. For safety purposes, we discourage wearing jewelry to school. All necklaces for boys and girls are to be worn inside shirts/blouses. They should not be visible!

Hair length and hair style must be conservative in nature and appearance and must not be perceived as a distraction by the Administration. The length of all hairstyles will be at the discretion of the Administration. Hair color on both boys and girls should not be extreme. The Administration reserves the right to determine what is and is not extreme. Hair should be one color. **Students must be well-groomed at all times.** The Administration will decide what is appropriate and will determine if a student is well-groomed.

Boys may wear a single, small stud earring in each ear. The Administration reserves the right to decide what is appropriate.

Sweaters may be worn at any time during the school year. Sweaters will only be "required" after October 1st until the spring uniform is permitted. **Therefore, everyone is required to purchase one.** No other sweaters, jackets, etc., will be permitted. Sweaters are to be worn properly, not tied around the waist.

On announced occasions, students are given the privilege of attending school out of uniform. Dressing appropriately for school is not the same as dressing for leisure outside of school. Anyone who comes inappropriately dressed to school will be sent home to obtain the proper attire.

"Spirit Day" Dress Guidelines

Class wear T-shirt must be worn on Spirit days. Appropriate outfits include properly fitting knee-length shorts or jeans. Please choose shoes or sneakers for comfort and safety. Gentlemen may wear properly fitting knee-length shorts or jeans, and shoes or sneakers. Rubber beach shoes are not permitted.

No student may wear torn clothing; excessive jewelry; ill-fitting pants of excessive length or leggings. Both shoulders must be covered. Open toe shoes are not permitted.

Physical Education

TCA shorts and TCA t-shirt must be worn during Physical Education classes. This attire must be purchased through **Flynn & O'Hara** only. Non-marking athletic sneakers only are to be worn during Physical Education class. Jewelry is not permitted during Physical Education class. Sweatshirt and sweatpants for outdoor classes must be purchased at **Flynn & O'Hara**. Sneakers must be worn during physical education class. Jewelry is not permitted to be worn during physical education class; therefore, it should not be worn to school!

ACCEPTABLE USE POLICY FOR SCHOOLS IN THE DIOCESE OF TRENTON

All students must follow the Acceptable Use Policy of the Diocese of Trenton. Please refer to the school website for specifics.

GENERAL INFORMATION

Car Parking and Registration

Driving to school is a privilege reserved for juniors and seniors. At time of publication, student parking is located in the lot next to the baseball field. However, we encourage students to seek alternate means of transportation. Students should give themselves sufficient time to arrive at school on time. We encourage our students to respect other people's property, including but not limited to, loitering, loud music, and smoking. Lack of respect for other people's property will be subject to disciplinary action. Students parked illegally will be subject to the rules and regulations of Hamilton Township and the state of New Jersey.

Students who drive to school and are late to school three times within a marking period may have their driving privileges suspended at the discretion of the Administration.

Parking and/or driving privileges may be revoked for any of the following reasons:

- Reckless or careless driving including speeding on school property;
- Improper use of an auto on school property and surrounding areas for such things as drinking, smoking, etc;
- Failure to park in designated parking areas;
- Lateness to school.

Any improper use of a motor vehicle or improper activity in a motor vehicle on or around school property could result in further disciplinary action including detention, suspension, loss of privileges, withdrawal and/or petitioning the Office of Catholic Education for expulsion.

Cameras

Cameras are not allowed in school during the regular school day. If a student is found to have a camera in his/her possession, it will be confiscated.

Care of Personal Property

Students are cautioned not to bring large sums of money to school. STUDENTS, NOT THE SCHOOL, are responsible for their personal property.

Extra-Curricular Activities

Social events are coordinated through and approved by the Administration. These events are open to all Trenton Catholic Academy students in good standing. Students from other schools may attend some functions only as guests of Trenton Catholic Academy students. Such guests must be registered with the Dean of Students by the hosting student. The Administration reserves the right to limit functions to Trenton Catholic Academy students only.

Activities sponsored by the school will be chaperoned by adults, and general school rules are in effect. Expenses will be borne by the student or class participating in the event. School and class activities of an educational or social nature scheduled during school hours are officially sanctioned by the school. Parents/guardians are informed of all school-sponsored trips. In order to participate in a school-sponsored trip, a parent/guardian and teacher request form must be submitted no later than 24 hours before the event.

A student who has been dismissed or who has withdrawn for disciplinary reasons may not attend any Trenton Catholic Academy social or athletic

function without receiving prior approval from the Dean of Students. Trenton Catholic Academy reserves the right to deny individuals the privilege of attending any social or athletic event.

All guests, including guests over 21 years of age, must follow Trenton Catholic Academy rules at all functions, including but not limited to, dances, proms, and athletic events. Students attending school proms must dress gender appropriate.

Iron Mike COLLABORATORY

The Collaboratory may be used before or after school and during lunch periods as a place to do research, to study, or simply to read. The library houses both a Promethean Board and a Polycom for subject instruction. Many computers are available for both research and word processing. Access to the Internet is also available. A copy machine for student use is available. A small fee is charged for printouts from the computers and copy machine.

LOCKERS

Lockers are the property of Trenton Catholic Academy and are provided by the school for the convenience of students. The locker must be kept clean and free of writing and stickers and must be locked at all times. To insure maximum protection for students' belongings, certain conduct regarding lockers is expected.

- Students must not give their lock combination to other students;
- Lockers must be locked at all times and no student may change his/her locker without permission of the Dean of Students. Books and other materials left outside the locker will be collected;
- Students should avoid leaving valuables in their locker;
- Students may not use non-school locks on their lockers. Such locks will be removed by school authorities;
- Locker-cleaning may be done at various times throughout the year;
- Trenton Catholic Academy is not responsible for any loss of student belongings from lockers.

Lockers are subject to inspection by school administration if there exists reasonable cause to believe that a student is in possession of unlawful items or substances. Lockers are also checked periodically to prevent unsanitary

conditions from occurring. ***Students may not go to their lockers during any class period.***

LOST AND FOUND

The school is not responsible for lost articles. Books and other items which are found are to be taken to the Main Office. All inquiries about missing items should be directed there. Students are encouraged to write their names inside their belongings for easy identification when found.

PARENT/GUARDIAN MEETINGS

Parents/guardians are encouraged to attend all the meetings listed in the school calendar such as:

- New Parent/guardian Meeting – August
- Back To School Night - September
- PTA functions at various times of year
- Parent/Guardian/Teacher Conferences, as scheduled or by appointment
- Special grade-level meetings for junior and senior parents/guardians
- Financial Aid Night

Attendance is taken at all parent/guardian meetings.

PLEDGE OF ALLEGIANCE/NATIONAL ANTHEM

Students are expected to stand when the Pledge of Allegiance is recited during the school day. Students are also expected to stand during the playing of the Alma Mater, National Anthem and/or reciting of the Pledge of Allegiance at all extra-curricular activities.

RESIDENCE

In order to be enrolled, students must be living with their parent(s)/guardian(s). This will be enforced even though the student may be 18 years of age. Any student not living with parent(s)/guardian(s) will be asked to withdraw from school.

STUDENT IDENTIFICATION CARDS

All students are photographed and given an ID card at the beginning of each school year. This card identifies students of TRENTON CATHOLIC ACADEMY and enables them to attend extra-curricular activities, etc. ID's

should be carried at all times. There is a replacement fee if you lose the ID or you request a second ID.

TELEPHONES AND MESSAGES

Students will be called to the telephone only in cases of serious emergencies. Students must obtain permission from the Dean of Student's Office for an emergency call. Emergency telephone calls from parents/guardians are accepted in the Main Office. Cell telephones should be kept in the student's locker. Parents/guardians should refrain from texting students during school hours.

TEXTBOOKS

It is the responsibility of each student to care for textbooks provided by the school. The Administration has the right to assess fines for books which have been abused or lost. If a student fails to pay such fines, his/her report card and/or transcripts will be withheld until the fines are paid. There is a \$75.00 fine for lost or damaged books. All fines are paid to the Finance Office. A fee of \$100 is charged for loss of graphing calculators. ALL TEXTBOOKS MUST BE COVERED!

VISITOR/GUEST PERMITS

Visitors and guests must receive permission from the Administration prior to their visits. On the day of their visit, guests must report to the Main Office upon arrival, sign in, and obtain a Visitor's Pass which must be worn.

WORKING PAPERS/PART-TIME WORK

Applications for working papers may be obtained in the Student Services Office and signed by the Director.. These must be processed through the local public school or the district in which the student resides. A full-time student cannot work more than twenty hours per week during the school year.

ATHLETIC POLICY

All participants in extra-curricular activities must present themselves in the manner which reflects the values and ethics of Trenton Catholic Academy. Participation in an activity or sport is an important part of one's total education. Participation is also a privilege which requires exemplary behavior. Students who participate in athletics must work harder and longer

than non-participants. Student athletes must be disciplined and dedicated to focused goals and offer unselfish efforts to their teammates, coaches and the community. The coaches and administration are sincerely dedicated to providing a positive growth environment in which to showcase a young adult's talent. In order to offer this environment, the participants in our programs must follow the code of conduct. Parents/guardians and participating students will be asked to sign the **Code of Conduct Contract for Parents/Guardians and Athletes**. A copy of the items of the code appears below:

ATHLETIC CODE OF CONDUCT

1. All students must complete a SPORTS physical and have parents/guardians sign a permission slip before they may participate in any phase of athletics. A personal physician may examine an athlete, but the SPORTS PHYSICAL FORM must be completed and given to the school nurse.
2. Students must be in good academic standing in order to be eligible for participation according to Trenton Catholic Academy and NJSIAA standards. No student may participate in athletics or activities if he/she has failed two (2) classes from the previous marking period. For example, if a student fails two classes in the first marking period, he/she is ineligible to participate in athletics or activities for the winter season. If a student fails two classes in the fourth quarter, he/she is ineligible to participate in the fall season – unless the student has retrieved the credit by attending a credited summer school. The fall season is September 1 to Thanksgiving Day. The winter season is December 1 to March 1 and the spring season is March 1 to June 1. A student may petition to return to an athletic team or club in writing to the A.D. at the time of progress reports. If the student has at least a 70 average in all classes, he/she may return to the sport. No student may participate in athletics or activities if he/she has not completed 27.5 credits from the previous academic year and 13.75 credits from the previous semester. If a student has a failure at the end of the previous academic year, it must be made up prior to September 1 of the following year. No student who has reached the age of 19 before September 1 can participate in athletics. Academics must always be a priority for any student.

3. Students must be in good disciplinary standing in order to participate. Excessive lateness, detentions, absence, and disciplinary referrals will affect the student's opportunity to participate. Any athlete who is ejected from a game may be banned from further participation in that sport for that season. Absolutely no profanity or obscene gestures will be tolerated. A student who is absent or suspended from school may not participate in athletics that day. This includes In School Suspension (ISS). A student who violates athletic policies may also be subject to school disciplinary action.
4. Athletes must function as a team unit at all times. Athletes are expected to travel to and from schools on the bus with the coaches. When traveling to an opponent's field or gym, all team members must stay together as a unit. An athlete should never leave the coach's supervision. If an athlete is injured and cannot play in a game, match or event, he/she is still expected to be with the team and dress in team attire. Athletes are expected to interact only with their teammates and their coaches. Unless there is an emergency, athletes should not be distracted by anyone else.
5. Athletes are to abstain from alcohol, illicit drugs, and tobacco use. Any athlete found in violation will be dealt with in accordance with the student handbook. The athlete will be suspended from the team pending an investigation. The Athletic Director reserves the right to dismiss the athlete from the athletic team.
6. Athletes and spectators are expected to display good sportsmanship at all times. Anyone who is in attendance at an athletic contest may not participate in booing, shouting negative comments or displaying rude gestures. **Officials should always be treated with respect.** An individual may be asked to leave an event if he/she does not cooperate. The athletic department reserves the right to refuse admission to any party that engages in offensive behavior.
7. Athletes are expected to care for school property and equipment. Athletes are to care for team uniforms, team equipment and facilities. Athletes are expected to keep the bus, their locker room facilities and field areas clean. Spikes are never to be worn in the gym or building.
8. The training room is for injured athletes only. The trainer is available during athletic practices and for home games. Athletes should report all injuries to their coaches.

9. Any student who is working toward a Division I scholarship for college must acquaint himself/herself with the NCAA Clearinghouse and its rules and regulations. Attention must also be paid to the number of "core classes" the student takes in high school.

PARENT/GUARDIAN CODE OF CONDUCT

Because parents/guardians play a vital role in the development of all children, we believe that parent/guardian behavior at school events (including athletics) must be beyond reproach. Specifically, parents/guardians need to:

- Be a positive role model to make sure all children have the best experience possible;
- Be a "team" fan, not a "my kid" fan;
- Weigh what children say as they may tend to slant the truth to their advantage;
- Show respect for all involved including opposing players, teachers and coaches, spectators, other parents/guardians and support groups;
- Be respectful of all official decisions;
- Allow teachers and coaches to do their jobs without interference;
- Praise the students in their attempt to improve themselves as students, as athletes, as club members and as young people of God;
- Gain an understanding and appreciation for the rules of the specific event;
- Recognize and show appreciation for an outstanding achievement by any of the young people involved;

- Help our children learn that success is oriented in the development of a skill, and we should make the student feel good about themselves, win or lose;
- Take time to talk with teachers / coaches in an appropriate manner including at the proper time and place. Parents/guardians are not permitted to enter locker rooms;
- Be sure to follow the designated chain of command which includes the adult in charge (teacher, coach, etc.), his/her immediate supervisor, principal and finally school president;
- Reinforce the school's drug and alcohol-free policies by refraining from the use of any controlled substances before and during school events;
- Refrain from abusive and inappropriate language;
- Remember that a ticket to a school event is a privilege that can be revoked for violations of this code of conduct.
- TCA Administrators reserve the right to dismiss/remove/exclude from attendance at school events anyone who violates this Parent/Guardian Code of Conduct

