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Holy Trinity Orthodox Christian Academy and Preschool

175 Laird Avenue NE – First & Second Floor
Warren, OH 44483

PO BOX 1712
Warren, OH 44482

(330) 399-7642
Fax: 330-286-0232

WWW.HTOCAAP.ORG

How to Contact Us

School Office & Fax Number – (330) 399-7642 Fax (330) 286-0232
Chaplain – Fr. Ken Bachofsky – (330) 372-6240
School Board Treasurer – Fred Anzivino (330) 872-4192
Ohio Job & Family Services - (866) 886-3537

Administration and Staff

Principal – Mrs. Afrodete Gentis

Administrative Assistant- Sonya Anzivino

Preschool Director/Teacher – Ms. Velda Parsons

Teachers:

- +presvytera Vasiliki Constantine
- +presvytera Melanie Destefano
- Mrs. Sonya Anzivino
- Ms. Velda Parsons
- Ms. Kelli Funtulis
- Mrs. Wendy Sfikas
- Maria Diamandis- Educational Aid

School Board

The Holy Trinity Orthodox Christian Academy Board shall function as an advisory board to the Principal whose purpose is to assist in developing and defining the policies, which govern the operation of the school (i.e. planning, determining the budget and tuition rates, etc.)

All regular board meetings are held on the Third Thursday of each month at the school. Nominations to the school board are held in August. Election of Officers is held in September of each school year. Members for the 2016-2017 school year are:

Spiritual Advisors - Fr. Ken Bachofsky, Fr. Dan Rohan, and Fr. Andrew Gall

President – Kelli Funtulis

Vice President- Mary Pitinii

Treasurer - Mr. Fredrick Anzivino

Secretary – Mrs. Angela O’Brien
Principal - Mrs. Afrodete Gentis
Preschool Director - Ms. Velda Parsons

Admissions and Enrollment

**Admission is made through formal registration in February
late enrollments will be based on availability.**

At the time of registration the following is required:

- Birth Certificate (copy)
- Baptismal Certificate (for Orthodox students, copy)
- Health forms, physical examination reports, and immunization records **MUST be turned in before the 1st day of school** (may be provided at any time before the start of the school year)

Though not required to be Orthodox Christians, the parents and/or guardians of students in HTOCA Inc. schools should have a clear understanding of the philosophy and purpose of the ministry. This understanding includes a willingness to have their child exposed to the clear teaching of the Orthodox Christian Faith in various and frequent ways within the school’s program.

Parents/Guardians of Students Responsibilities

- Uphold and follow the school policies and procedures outlined in this document and any updated policies that may become necessary.
- Attend/help at least 2 of the 4 fundraisers held each school year.
- Assist in providing refreshments for the scheduled parties during the school year.

Admission Priorities

Homeroom classroom enrollments will not exceed 15 students. A waiting list is established once a class size maximum has been

reached. Students will be accepted into HTOCA Inc. schools (e.g. the chosen campus) on the basis of the following priorities:

- Children who have siblings attending the school
- Children of Orthodox families according to the date of application
- Others

Initial Enrollment

1. Preschool - Children 3 years of age by September 30 and potty trained. Children may be enrolled under special circumstances as approved by the Board.
2. Kindergarten - Children entering Kindergarten should be five years of age by September 30. All incoming kindergarteners will be screened to determine readiness. Students not meeting this requirement will be admitted on a case-by-case basis.
3. First grade - Children entering Grade 1 must be six years of age by September 30. First graders are also assessed for readiness.

Transfer Students

A new student application must be completed and signed at the time of registration. Upon entrance to the school, a transfer form and the report card from the previous school attended must be presented. Parent must request in writing the transfer of all records from the previous school, including any reports of psychological services the child has received. In the case of students transferring from other private schools, all financial obligations must be met at the previous school before acceptance.

Due to the rigorous nature of the academic program, transfers into kindergarten will not be permitted after the sixth week of school.

Withdrawal

If all financial obligations are met at the time a student withdraws; parents will be given a report card to present to the receiving school. A copy of the permanent report card and health record will be sent directly to the receiving school upon the

receipt of a written request from the parents and/or the receiving school.

Family Orientation and Visitation

A meeting for parents will be held at the beginning of the school year. At this time teachers will explain curriculum, procedures, expectations, and other concerns particular to each grade level. Attendance at this meeting is required for at least one parent/guardian of each student. School supply lists and details of this meeting will be included in a letter that will be sent to each family midsummer.

Any parent of a child enrolled in Holy Trinity Orthodox Christian Academy or Holy Trinity Preschool program shall be permitted access to the school during its hours of operation to contact their child, evaluate the care provided by the program, the premises, or for other purposes first approved by the principal/director. Upon entering the premises, the parent shall report to the school office.

Custody Issues

In order to properly accommodate the parents of our students, it is necessary for the school to have accurate custodial information on file. In the absence of a court order to the contrary, the school will provide the non custodial parent with access to academic records and other school information regarding his or her child. It is crucial that the faculty and staff know who may or may not pick up their children. It is the custodial parent's responsibility to provide the school with a court-certified copy of any pertinent court orders.

Finances & Tuitions

Academy Tuition Rate & Responsibility

The family assumes responsibility for the full tuition amount of \$4650.00.

Application Fees for all Students

A one-time application fee of \$30.00 per new student and is due at the time of registration. This fee is non-refundable.

Deposits

A deposit of \$465.00 (or 10%) per elementary student and 10% preschool tuition is due by May 15th. This fee is applied toward tuition but is not refundable in case of cancellation.

Preschool Tuition Rates

\$1,250.00 / year - 3 Half-Days - 8:30am to 11:30am (Tue – Thu)

\$2,250.00 / year - 3 Full-Days - 8:30am to 3:00pm (Tue – Thu)

\$1,850.00 / year - 5 Half-Days - 8:30am to 11:30am (Mon – Fri)

\$3,400.00 / year - 5 Full-Days - 8:30am to 3:00pm (Mon – Fri)

10% preschool tuition is due by June 15th

Activity Supply Fee: \$25.00 due by June 15th

Individual Full Day Session is available per request Afternoon Charge \$10.00 a day.

EdChoice

All students are required to pay the non refundable \$30.00 Application fee. EdChoice students are not required to pay the Academy deposit. EdChoice students are required to compensate \$100.00 of the tuition to ensure a seat in the Academy. EdChoice students will be refunded the \$100.00 of the Academy tuition if NOT accepted for the EdChoice scholarship or by the last day of school...upon the last payment from EdChoice.

Tuition Payment Due Dates

The monthly payment plan runs eleven months for Academy(July thru May) and ten months(August thru May) for Preschool, August thru May Payments are due of the 1st of each month. A \$35.00 Late Fee will be charged for late tuition payments. **Tuition payments should be mailed in to: PO Box 1712 Warren OH 44482. Do not send your tuition payment to school with your student. You may put a labeled payment in the drop box at Holy Trinity.**

Penalties for late tuition payments or not meeting requirements of your signed fundraising contract.

Students' records and report cards will be withheld until all payment is complete. Registration for the following school year is not considered until all financial obligations are met. If there is a problem meeting tuition payments, parents/guardians are asked to meet with the school treasurer, or administration to discuss adjustments in payments. Such discussions will remain confidential.

Other Fees

- Returned Check - \$25.00 fee added for each returned check.
- Late Pickup - A late pickup fee of \$25.00 will be charged if student(s) are not picked up by 3:15 PM. If are going to be late due to an emergency or other circumstance you must call and inform a teacher and will not be charged the fee the first time.

School Operations and Student Life

School Hours

School is in session from 8:10 AM to 3:00 and 3:10 daily. Teachers, students – and parents/guardians, if they can stay-begin and end the day in prayer, by participating in the Third Hour (8:30 AM), and the Ninth Hour (2:45 PM). Prayers last 15 min. *Every third Friday of each month is an **EARLY RELEASE** for staff meetings and professional development.*

The school's building entrance is opened each day at 8:10 AM After 8:20 AM the school doors are locked.

Preschool

3 Half-Days (Morning) - 8:10am-11:30am (Tuesday – Thursday)

3 Half-Days (Extended) - 12:00pm-3:00pm (Tuesday – Thurs)

3 Full-Days - 8:30am to 3:00pm (Tuesday – Thursday)

5 Half-Days (Morning) - 8:10am to 11:30am (Monday – Friday)

5 Half-Days (Extended) - 12:00pm-3:00pm (Tuesday – Thurs)

5 Full-Days - 8:10am to 3:00pm (Monday – Friday)

All students should not arrive before 8:10AM. K-6th grade parents are NOT permitted to put lunches/book bags away for their children. The teachers will assist the children. Parents are asked to request a meeting/visit to enter the child's classroom. All visitors/parents have to be accounted for at all times. Parents are required to go to the office first to request to see the teacher. The teacher will be notified as soon as appropriate. ***Please be prompt in dropping off your child and dress appropriately; no pajamas, or revealing clothes as this would cause unnecessary bodily exposure to the children.***

Student should be picked up promptly following dismissal from the Ninth Hour at 1st release P-2nd 3:00 PM and 2nd release at 3:10. Students may not stay past dismissal without the supervision of their own parent/guardian or a responsible adult designated by the parent. Our school teachers cannot be responsible for the supervision of students past dismissal. **After 15 minutes after release, the school will charge \$25 for a late pickup fee. Due to having to pay a teacher to stay after hours.**

At the beginning of the school year, parents should fill out the Student Release form, which lists all individuals that are permitted to pick up their child. Parents must sign their children out each day. Parents are asked to call the school or provide a note if their child is being picked up by someone other than an individual listed on this form. **Students will not be permitted to leave with any individual not designated by the parent on this form, by phone call or note.**

Transportation

All students attending Holy Trinity Orthodox Christian Academy are driven to school by their parent/guardian or they are bus riders. Please do not let your child walk from the parking lot to the classroom alone. Parents are asked to walk their child up to the school floor for drop off each morning. The school must be notified if your child will be walking to school or home from school. All families will receive the **Transportation Services for Nonpublic School Students** information sheet at the

beginning of each school year. Please request a bus transportation form in the office if your child is a bus rider.

Church Services

All elementary students are expected to attend and participate in church services held during the school day. If the student is not present at the church service, the student will be marked absent. At the discretion of the priest, some Orthodox boy students may be asked to serve in the altar. Others may stand in the nave or, with permission, sing with the cantor/choir. Students are expected to behave properly in the house of God, not disrupting the prayer of others or leave the nave unnecessarily.

Orthodox students should prepare to receive Holy Communion at Liturgies. (Non-Orthodox students do not partake in Holy Communion.)

Dress Code

Elementary students should be clean and appropriately dressed for school each day. Hair ties/bands must be red, white, black, or blue. The uniform dress code is as follows:

- Dress slacks
- Skirt (knee-length)
- Jumper (knee-length)

Permitted colors for the pants / skirts are black, khaki and navy

Dress Code – (Shirts)

- Polo (long or short-sleeved)
- Oxford shirt (long or short-sleeved)
- Sweater/Jacket (zipper, button-down or pull-over)
- Holy Trinity Tee shirt
- Turtle-neck

Permitted colors for the shirts are black, white, red and light and navy blue

- **Shoes:** Everyday school shoes should be loafers, deck shoes, or dress shoes in black, blue or brown. White or black sneakers only. Black, red, or navy blue Crocs are acceptable. Multicolored, skate shoes, open-toe shoes, sandals, and clogs are not appropriate.

Uniforms may be purchased at any store as long as they meet the above guidelines. Lands' End, JC Penney, Old Navy and other local department stores carry school uniforms. Preschool students are not required to wear uniforms.

During the cold weather months, students should wear warm coats, hats, gloves or mittens, and any other appropriate clothing. The students are taken outside for recess throughout the winter so it is essential that appropriate clothing be sent to school.

School T-shirts, sweatshirts and polo shirts with our school logo on them are available for purchase. Child and adult sizes are available. All elementary students are asked to purchase the school t-shirt. These t-shirts are to be worn when field trips are taken. Order forms and prices are available at the school office.

Students may also wear crosses or prayer ropes and a watch. Please do not allow the students to wear other jewelry to school or bring unnecessary items such as: make-up or toys. Students should not bring money to school except to purchase candles and/or field trips.

Lunch/Recess

Academy and Preschool students eat lunch together following mealtime prayers at 11:30am – 12:45pm. Mealtime is used for quiet conversation and fellowship, as well as an opportunity to learn and practice good table manners.

Because the school facilities do not include a licensed commercial kitchen in daily operation, students are required to bring a sack lunch with them.

Fasting - During the Nativity fast, the Great Fast, and on Wednesdays and Fridays, parents and guardians could pack appropriate “fasting food” lunches (e.g. jelly sandwiches and fresh fruit). Check with the school’s spiritual advisor if there is a question regarding appropriate foods.

Special Occasions

Students may wish to celebrate their birthday, baptismal anniversary, or patron saint’s day with their classmates. Parents/guardians may bring in a hot lunch for all students including; main dish, drink, vegetables and/or fruit. Also/or cookies, cakes, cupcakes, or frozen desserts on that day - enough for each student - along with “party” plates, napkins, etc. Special treats will be eaten in the afternoon, before dismissal or during lunch break.

Homework

The classical curriculum used at HTOCA Inc. schools assumes that reading, writing, and learning will be done throughout the day, not just during school hours. Parents/guardians should plan on their children having daily homework assignments. Parents should also encourage recreational reading and study as well.

The majority of homework assignments will not be given on evenings when church services are scheduled, so that families may attend without the pressure of homework.

Homework Detention - Every morning teachers will routinely collect student assignments; including those for outside classes. Any child who fails to complete homework assignments will be required to complete work at home. After 2 missed assignments the student will stay in during noon recess for quiet reflection on making better choices for their education. However, if an assignment is incomplete due to illness, family emergency, or any other acceptable excuse, the parent is to note this in the student’s assignment notebook and extra time will be given to that student. Parents will be notified if their child receives a detention by a written form.

Make-up Work - During or following an excused absence, parents may ask the teacher for a summary of the work/assignments their child has missed. Parents and students should work together at home to discuss new readings, and complete written work used to reinforce new knowledge. Make up work needs to be completed in the same amount of days as the student's absence, unless adjusted by classroom teacher.

Grade Reports

Both interim reports and report cards will be sent home, as indicated on the school calendar. Parents/guardians should note that these are a formality only; your continuous involvement in the educational process insures your awareness of the progress or shortcomings of your child well before 'grades' are issued.

Parent Teacher Conference

Parent Teacher conferences are scheduled two times throughout the school year during the fall, and spring. The parent or caregiver is required to meet with your child's teacher(s) for each of these conferences. If you can't make it you must schedule an appointment to meet with the teacher. A signup sheet is posted with dates and times available for parents to schedule their conference.

You can request to meet with any teacher at other times throughout the school year. Please see your teacher should a need arise.

Parent Cooperation

The education of a student is a partnership between parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken. In such a case, the school is not obligated to refund tuition.

Miscellaneous

Book Contract - A School Book Contract will be obtained from each family at the start of each school year. Elementary students

are responsible for all classroom books they are using for the year. They will also be responsible for any damaged classroom books or library books they check out. A charge beginning at \$5.00 for any lost or damaged school/library book will be fined.

Lost and Found - Unmarked items (e.g. books, backpacks, sweaters, etc.) left in the school common areas or classrooms will be put in a designated “lost and found” area.

Lockers and Desks – Lockers and desks are the property of the school. We maintain the right to open and search them at any time.

Publication Release

The school reserves the right to use student pictures in publications and on the school’s website. Any parent who does not wish his or her child’s picture used must notify the headmaster in writing by the end of the first week of the school year.

Visitors – All visitors must report to the school office upon entrance into the school. They must sign the visitor’s log.

Absence and Attendance

Attendance is one of the most important parts of a good educational experience. The students should be in school on all days that school is in session. The only time a student may be out of school is if prior arrangements have been made and the student is excused by the Principal. **Parents/guardians of all students (preschool and elementary) must call the school by 9:00am to report the absence of their child.** Parents must also notify the school if their child had a contagious illness (e.g. strep throat, chicken pox, etc.) The school will then make the effort to notify

other parents. Absences, late arrivals, or early releases from school should be explained in writing to the school upon the child's return.

Excused Absence - Absences will be excused for the following reasons:

1. Illness of the student.
2. Illness in the immediate family
3. Death in the family.
4. Quarantine for contagious disease.
5. Religious holiday.
6. Other absence approved in advance by the principal.

Students who are absent for the detailed reasons above will be permitted to make up schoolwork the same amount of days as their absence. Any student absent 2 or more consecutive days will require a doctor's excuse. Failure to provide it will result in these absences being considered unexcused.

Unexcused Absence - An absence will be classified unexcused if it does not fit one of the school's six reasons for an excused absence or if the proper attendance policies are not followed. The student will not be permitted to make up schoolwork. The student is unexcused if he/she:

1. Leaves school during school hours without permission;
2. Does not attend class; or
3. Fails to comply with the school's attendance procedures.

Absences for Other Reasons – When parents wish to take their student out of school for several days for personal and/or medical reasons, the parents should discuss the student's progress with the teacher. When the student returns, make up work will be given and time limits set. The responsibility for such make up work belongs to the parent(s) and student.

Families should not schedule family vacations except during the regularly scheduled breaks. Teachers are not responsible to compile a week's worth of lessons ahead of time. You will

be required to make up the work when you get back from vacation.

Anticipated Absence – Students who miss class regularly or take extended vacations during the school year cannot demand the privilege of making up work by special, individual, assistance from the teacher. **Students should not expect to receive assignments in advance.** When the student returns to school, assignments must be completed and returned to the teacher within the time specified by the teacher.

Medical Excuses / Appointments – Medical appointments should be made outside of school time if possible. A written note must be presented to the office before school if the student is to be excused for an appointment during the school day. Students must be picked up at the office and signed out by the person specified in the note.

Absenteeism Policy – According to ORC 3321:13 each non-public school shall set its own number of days a student will be permitted to be absent within a school year. HTOCA has established this parameter as not more than 5 consecutive days without just cause or 8 days within one quarter. The student will be placed on academic probation after having exceeded the set number of days. Promotion to the next grade will not be granted unless all academic standards have been met.

Tardiness – Students are to arrive for school at 8:10am. Morning Hours begins at 8:30am. If students arrive after 8:20 they will be marked as arriving Tardy. Three (3) tardy days equals one absent day. **Arrivals after 8:30 am cause unneeded interruption of the staff and peers during morning prayers and Faith class. Failure to be on time 3 days in a row will result in a mandatory meeting with the principal.** Ongoing tardies after the meeting will result in suspension. Set a good example for your child and be prompt.

Excessive Absence – Any student, who is absent (unexcused) more than 5 times per quarter, will receive a written notice from the principal. Unexcused absence/tardiness beyond five days will

result in a mandatory conference with parents, students, and administrator. Refusal of cooperation by parents/student will result in the school reporting to the local truancy officer.

Our winter and spring breaks are scheduled to allow families to be together for the Nativity of our Lord and it's after feast, and for Holy Week. This "togetherness" includes family attendance at feast days and special services that fall during the breaks from school (e.g. Circumcision, Theophany and the Holy Week services).

Emergency Closing Procedures

If the Warren City Schools are closed due to inclement weather, Holy Trinity will also be closed. School closing will also be posted on Channel 3 (I Alert) and Fox 8. All after school activities or programs will be cancelled for that day. Families will be notified as soon as possible by phone if school will not be in session for any other reason.

Evacuation

Should a need arise that we need to evacuate our school building; arrangements have been made for our students to walk to the Sts. Cyril and Methodius Church. At that time parents will be notified as to the evacuation and further instructions.

Weather Recess Information

Whenever possible, students will have outdoor recess. During the cold winter months, the following guidelines will be used to determine if students will go outside for recess:

--Temperature above 20 degrees – 30 minutes outside recess
--Temperature with or without wind-chill factor between 10 and 20 degrees – 15 minutes outside and 15 minutes inside recess

--Temperature or wind-chill below 10 degrees – indoor recess

Please make sure that your child is appropriately dressed for the cold weather (i.e., hats, gloves, and mittens, warm coat).

Snow/Calamity Day Make-up

Nonpublic schools are not required to report calamity day data to ODE. State law does not specifically state that nonpublic schools may waive days due to calamities such as hazardous road conditions; therefore the law is subject to interpretation.” (www.ode.state.oh.us)

As we ***must*** follow the Ohio Department of Education standards and regulations at a minimum, which we exceed by far in many areas, every decision that has to do with our students is thought-out and decided with great concern and under the guidance of the ODE rules and regulations.

Field Trips

Parents/guardians complete emergency procedure forms. However, details of specific field trips will be provided as soon as they are planned.

Chaperones/assistants may be required for some field trips; younger siblings are welcome to join us whenever possible. Please complete the Field Trip Volunteer form and return it to the office and you will be notified when field trips are approaching. If you are a driver on field trips please review the following Field Trip Guidelines:

1. Know the names of the children in your field trip car pool.
2. Have the children enter and exit the car from the driver's side of the car when possible.
3. In the car, every child under 8 years old must ride in a booster seat or other appropriate child safety seat unless the child is 4'9" or taller. Every child from 8 to 15 years old who is not secured in a car seat must be secured in the vehicle's seat belt. The Field Trip Child Restrain Statements

will be taken on each field trip with the Emergency Transportation Authorizations and Permission Slips.

4. Lock all doors while driving.
5. Keep children with you at all times while on the trip. The teacher is counting on you to help maintain order of your small group for the safety and enjoyment of all.

*** In accordance with 5101:2-12-48, a permission slip must be completed by a parent for the child to travel on any field trip. Permission slips will be distributed at least one day prior to the field trip.*

Students are expected to behave properly on field trips, using the same standards set for church services and the classroom.

Parent Partnerships

Fundraising

All families are required to be involved in the school fundraising activities. Meetings are held to discuss fundraising opportunities and coordinate the events. The fundraising money will be used for the needs of the students at school, such as field trips, school programs, parties, classroom needs. Fundraisers may include Aussie Quiz Nights, Spring Arts Festival, Bake Sales, etc.

Tentative Fundraising Events

September Annual Kick-Off Dinner with guest speaker

November Aussie Quiz Night

December Christmas Nut roll Sale

May Dinner and Raffle

A signed fundraising contract is mandatory.

Volunteering

Different kinds of knowledge, skills, interests and experiences are required to provide a well-rounded education for your children.

Volunteers can participate in many ways – reinforcing skills, monitoring small groups of students, assisting in the lunch room and playground, health screening and much more. We welcome and deeply appreciate parental involvement. Volunteer signup sheets will be sent home or posted on an as needed basis.

When volunteering in the school, upon arrival, please report to the office to sign in and sign out when leaving.

According to our Insurance Policy, all school staff and volunteers who have care, custody and control of students must have on file a current Bureau of Criminal Investigation criminal background check and fingerprinting.

Volunteers such as you are indispensable to our program. Your participation will help to ensure the safest possible environment for our students.

Health and Accident Procedures

1. Parents/guardians must submit completed health forms, physical examination reports, and immunizations records prior to the start of the school year, and update them as necessary to keep information current.
2. If a student becomes ill or has a minor accident during school hours, he/she where first aid will be administered and, if warranted, parents/guardians will be notified. If necessary, the student will be sent home with the parent/guardian or specified emergency contact.
3. In the case of serious illness or major accident, the Fire Department/ Emergency Squad will be summoned via 911 to assist.
4. Procedure for child suspected of having a communicable disease. A child with any of the following signs or symptoms will be immediately isolated and discharged to parent or guardian:

- Diarrhea
 - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound.
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Conjunctivitis
 - Temperature of one hundred degrees Fahrenheit taken by the auxiliary method when in combination with any other sign of illness.
 - Untreated infected skin patches
 - Unusually dark urine and/or grey or white stool
 - Stiff neck
5. When students have been exposed to a communicable disease or infestation, a notice including incubation time and/or symptoms will be sent home.
6. A child with any of the following signs or symptoms of illness shall be immediately isolated from other children and observed for worsening condition:
- unusual spots or rashes
 - sore throat or difficulty in swallowing
 - elevated temperature
 - vomiting
 - evidence of lice, scabies, or other parasitic infestation
7. The school shall follow the Ohio Department of Health “Child Day Care Communicable Disease Chart” for appropriate management of suspected illness. The chart is posted in the hallway.
8. A child who does not feel well enough to participate in activities but who is not exhibiting any symptoms listed above will be permitted:
- To sit or lay quietly in a quiet corner of the classroom
 - To sit or lay quietly in a quiet corner of the office until the child feels well enough to return to his activities.

9. A copy of this policy is given to all staff members and is available to parents.
- 10. Students may not attend school if they have been ill with fever, vomiting, and/or diarrhea within 24 hours of the start of the school day. Likewise, students under a doctor’s care for infection may not return to school for 24 hours after medication is first administered (e.g. they must complete a full day’s dosing of antibiotics, as prescribed by their doctor).**
11. Parents/guardians should make every effort to time the dosing of prescribed medications so they may be given at home. If this is **not possible, parents must fill out a Medication Form (available at the office)** for each individual medication that must be administered by the school clinic during school hours. Medications must be clearly marked with the student’s name and dosing instructions, and whether the medication must be refrigerated or not.
12. Students may not have any prescription or non-prescription medication in their possession during school hours.

No Nit Policy

In October 2009, the Board of Directors passed a No Nit Policy. Any student with lice or nits will not be permitted back to school until the infestation has cleared completely.

Student Conduct and Discipline

At Holy Trinity Orthodox Christian Academy and Preschool, we are committed to creating an environment where teachers can teach and students can learn. It is our intent to reinforce positive behaviors and this system allows us to accomplish this. Please reinforce the idea that each child is responsible for his/her

behavior. Self-discipline is one of the best lessons a child can learn!

Discipline Policy

1. There shall be no cruel, harsh, or unusual punishments.
2. No discipline technique shall be delegated to any child. No physical restraints shall be used to confine a child.
4. No child shall be placed in a locked room.
5. No child shall be humiliated or subjected to profane language or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not unnecessarily humiliate shame or frighten a child.
8. Positive verbal reprimands will be given for negative behavior.
9. The Teacher will contact and have a conference with the parents of a child with a continued negative behavior.

Class Rules

1. I will listen to and follow directions.
2. I will raise my hand and wait for permission to speak.
3. I will stay in my seat unless I have permission to do otherwise.
4. I will show respect to our classmates and all adults.
5. I will work quietly and control my actions.
6. I will always do my best and turn in quality work.
7. I will come to class prepared.

Violation of Classroom Rules – (*Pre-K to 6th*)

The teachers will always give a warning with a kind reminder of the consequence of the child's good or bad choice. After the warning the 2nd offence will warrant a Walking Ticket which is a ticket with the child's name, reason, date, and minutes up to 30 where they have to walk during recess time. The walking ticket provides the child with exercise instead of sitting in a time out.

The child will be told why they are receiving the Walking Ticket and be expected to restate, at the end of the walking exercise, why they were received a walking ticket and what they will do next time to prevent the same undesired behavior. If the child reaches the 30 minute Walking Ticket maximum and/or receives more than one walking ticket, the parent will receive a letter explaining their child's behavior and what is expected thereafter. A weekly behavior status report goes home to the parent/guardian communication folder for all students.

- 1st Infraction - Verbal warning
- 2nd Infraction – receives a Walking ticket of 5 to 30 minutes

After the 1st week of classes and your child has received more than 3 Walking Tickets, a parent conference will be called with the teacher and principal.

If the undesired behavior does not change, after the meeting, for the next 3 days, a 2 day in school suspension will be implemented with homework. If behavior continues a 3 day suspension at home will be implemented. Expulsion procedures will proceed if the student continues to be carefree (below). You will forfeit any tuition paid if the child is expelled.

Extraordinary Circumstances

Parents/guardians will be called immediately for a conference with the teacher and principal to determine appropriate disciplinary measures which may result in immediate suspension or even expulsion from the school for the following major offenses:

1. Bullying/Being disrespectful; using your body to be aggressive or using body language to be hurtful. Any words written to hurt a peer or teacher are also considered bullying.
2. A Parent completing work for the child.
3. Discovered cheating on at-home assignments or during an examination
4. Intoxicated or under the influence of non-prescribed drugs;
5. Found in possession of any gun, knife or other weapon;

6. Stealing.
7. Abusive and violent behavior.
8. Sexual harassment.
9. Vandalism.
10. Improper use of technology.

Technology and Internet

Holy Trinity provides access to certain technologies to enhance the education of its students. Use of this technology, however, is a privilege and not a right. Improper uses can result in a suspension of such access. Improper uses include the following:

- Sending, displaying or downloading offensive messages or pictures;
- Using obscene language;
- Harassing, insulting, or threatening others;
- Damaging computer systems or computer networks;
- Violating copyright laws;
- Submitting documents from the internet as a student's personal work;
- Using another person's sign-on or password;
- Chatting online
- Trespassing in someone else's folder, work, or files;
- Using the network for commercial purposes;
- Intentionally wasting limited resources;
- Revealing a personal phone number, name or address of one's self or another.

Copyright and Citation

Students should follow the guidelines from the MLA Handbook for the citation of Internet resources and adhere to established legal and ethical rules regulating the use, copying, and distribution of any copyrighted materials.

Rewards

1. Positive notes sent home
2. Good Conduct Grade

3. Recognized with other students by our principal at the end of the 9 weeks
4. Special treats/ rewards
5. Free time / party reward

Dress Down

Dress Down will be announced on special occasions only.

Suspension and Expulsion Procedures

Suspension

The Principal may suspend a student for not more than ten days for the following reasons:

1. Violations of written rules and regulations of the school.
2. Interference with the learning opportunities of other students.
3. Refusal of disciplinary action for violation of school and/or classroom rules.
4. Failure to follow the directions or instructions of teachers or administrators.
5. Harassment or intimidation of another student or staff member. This includes verbal, nonverbal, physical, or sexual harassment.
6. Committing a major offense.

7. Any physical contact to a student or a teacher.

Expulsion

The following violations will result in expulsion for a period not to exceed eighty days. The length of the expulsion will be determined by the Administrator and Board members. Students who have been expelled from school cannot make up work/tests for credit. The following list is not all-inclusive.

- After in school and at-home detentions/ suspensions.
- Committing a major offense.

Addresses of Area Orthodox Churches

St. Nicholas Orthodox Church

Father Ken Bachofsky
2053 North Road NE
Warren OH
(330) 372-6240

St. Demetrios Orthodox Church

Father Constantine Valantis
429 High Street NE
Warren OH 44481
(330) 394-9021

St. John the Baptist Orthodox Church

Father Jonathan Cholcher
2220 Reeves Road NE
Warren OH 44483
(330) 372-3895

St. John's CR Orthodox Church

Father Andrew Gall
725 Cedar Avenue
Sharon, PA 16146-2521
(724) 346-4457

Saint Mark Antiochian Orthodox Church

Father Dan Rohan
3560 Logan Way
PO BOX 148
Youngstown, OH 44501
(330) 759-8383

Archangel Michael Greek Orthodox Church

401 12th St
Campbell, OH 44405-1454
(330) 755-3596