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Holy Trinity Orthodox Christian Academy and Preschool

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

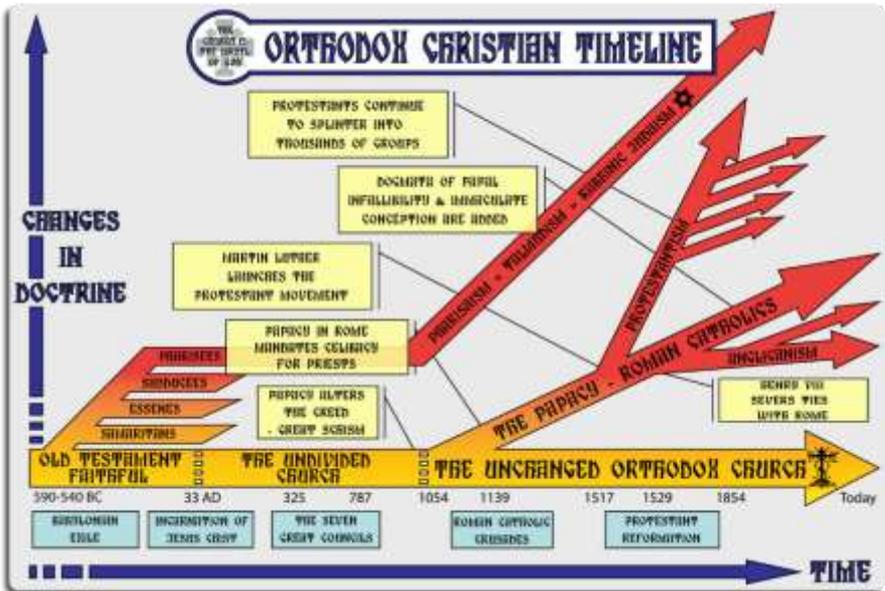
(330) 399-7642

EMAIL: secretary@htocaap.org

WWW.HTOCAAP.ORG

Nondiscriminatory Policies (3301-39-04 SEC. A [3][5] AND SEC. B[1])

The governing board of the Holy Trinity Orthodox Christian Academy School located at 175 Laird Ave NE in Warren, Ohio has adopted the following racial nondiscriminatory policies. The Holy Trinity Orthodox Christian Academy School recruits and admits students of any race color, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation. The Holy Trinity Orthodox Christian Academy School will not discriminate on the basis of race, color, national or ethnic origin in the hiring of its certified or non-certified personnel.



How to Contact Us

School Office Number & Email – (330) 399-7642 secretary@htocaap.org
 Spiritual guidance and support– Fr. Colin Barker 330-503-6585 and
 Father Brian Crivella 724-689-4550
 School Board Treasurer – Fred Anzivino (330) 872-4192
 Ohio Job & Family Services - (866) 886-3537

Administration and Staff

Principal- Mrs. Sonya Anzivino
 Preschool Director –Kayla Ventura
 Observations and Evaluations- Mrs. June Bagby and Velda Parsons
 Auxiliary Services- Mrs. Sonya Anzivino and Mrs. Kim Knupp
 School Secretary – Mrs. Kim Knupp
 School Nurse and Assistant Administrator- Mrs. Adrienne Vasil

Teachers:

- Father Colin Barker
- Mrs. Sonya Anzivino
- Mrs. Kayla Ventura
- Mrs. Susan Montecalvo
- Mrs. Amy Haroulakis
- Mrs. Kelly Worley
- Ms. Jennifer Brainard
- Miss Catherine Cleaves
- Miss Emily Anzivino
- Mrs. Kara DiBattiste
- Mrs. Adrienne Vasil
- Mr. George Mansour
- Mrs. Diana Riley
- Mrs. June Bagby

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.

Board Members for this school year are:

Omophorion- His Eminence Metropolitan Gregory of Nyssa
American Carpatho-Russian Orthodox Diocese of the U.S.A.

Spiritual Advisors - Father Brian Crivella, Fr. Colin Barker

President – Mr. Ben Rinehart

Vice President- Mrs. June Bagby
Treasurer - Mr. Fredrick Anzivino
Recording Secretary – Miss Cheryl Ciulei
Superintendent- Ms. Velda Parsons
Principal- Mrs. Sonya Anzivino
School Nurse and Assistant Admin- Mrs. Adrienne Vasil
Preschool Director –Mrs. Kayla Ventura
Auxiliary– Mrs. Sonya Anzivino
Volunteer Technology- Fred Anzivino and Mrs. Kelly Worley

Admissions and Enrollment

A Chartered Nonpublic school is a private school that holds a valid license issued by the Ohio Board of Education and maintains compliance with the operating standards for Ohio's Schools. These schools are not supported financial by any Diocese and require the family to pay tuition.

At the time of registration, the following is required:

- Registration fee, materials fee, and EdChoice fee (all that apply)
NO REFUNDS on FEES or TUTION
- 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)
- Holy Trinity Application/ EdChoice Application
- Previous report card, assessments, transcripts; including any documentation of psychological/behavioral/IEP services the child has received

Admission is made through formal registration in February with late enrollments based on availability.

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. With 2000 years of proven Christian philosophy, we believe that the Golden Rule, self-responsibility, hard work, humility and integrity, are key components in nurturing a well-rounded child. Our students develop a sturdy foundation built to live a meaningful life well beyond their academic years.

Signing the Handbook Policy Document represents your understanding of all information contained in this handbook.

Holy Trinity firmly believes that parental involvement is vital to a child's education, homework provides an opportunity for parents to actively oversee their child in his/her studies. **Homework will be given and will be graded.**

Young Fives and Advanced Kindergarten

1. Children entering Kindergarten should be five years of age by August 1st. All incoming kindergarteners will be screened to determine readiness.
 - a. Because children at this age come from all types of circumstances, learning environments, and have individual academic and social emotional needs we require all children to master the basic kindergarten skills in the **Young Fives Program (completed the 1st Kindergarten year)** to move to **Advanced Kindergarten (completed 1st or 2nd year of Kindergarten.)** We also provide a full day of school for young Kinders as such: ½ day of Kindergarten Classroom Academics and ½ day Preschool review and Social Emotional skills. For a full day Kindergarten a child must be ready: This includes,

but is not limited to: selfcare, consistently identifying numbers and letters (lowercase and capital,) basic phonics, basic writing skills, following directions and showing respect for self, the teachers, and others. Children may need to take a full year of the Young Fives Curriculum and another year for the Advanced Kindergarten where Reading, Writing, Math skills, and stamina for learning will be nurtured and will be the main focus to be ready for the 1st grade curriculum. Some children will complete the Young Fives and the Advanced Kindergarten in one school year.

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.
- Preschool and Academy Fundraising; A new board adopted policy starts May 17th 2018 which states: A \$100 fundraising fee per Academy family will be collected by the Parent/Student Orientation. of each new school year. This is a mandatory fee. Assessment, midterms, report cards, and transcripts will be held until all fees are paid. Details of the fundraising fee will be explained again each year at orientation.
- Assist in providing refreshments for the scheduled parties during the school year.
- At times parents will be ask to pay a small fee for student field trips.
- Maintaining awareness of student wearing proper uniform attire
- Students are not allowed to bring personal items such as toys that could be broken, stolen, or lost. Holy Trinity is not responsible for personal items.

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

Preschool - Children 3 years of age by August 1st and potty trained. Children may be enrolled under special circumstances as approved by the Preschool Director and Administration.

Kindergarten- Children entering Kindergarten should be five years of age by August 1st. All incoming kindergarteners will be screened to determine readiness.

First grade - Children entering Grade 1 must be six years of age by August 1st. First graders are also assessed for readiness.

After enrollment fees are paid in full, official transcripts are received from prior school by mail or fax to the school, and applications are complete the enrollment committee will review the data. If, at that time, we are able to meet the student's needs we will set up a meeting time for a family interview. After the interview we will schedule a day for the child to complete a readiness assessment.

Blessing of Attendance

I/We understand that my/our child's attendance at Holy Trinity Orthodox Christian Academy and Preschool is a blessing and not a right. If at any time my child's conduct, academic progress or cooperation with the School's teacher/staff/Administration is not in keeping with the School's requirements, regulations and/or Orthodox Christian Standards I/we understand that the school Principal, upon spiritual guidance and board guidance, reserves the right to expel

my/our child. Further, I/we agree that in the event that I/we cannot continue to support Holy Trinity Orthodox Christian Academy and Preschool relating to the progress of my/our child, and or the Orthodox Christian Doctrine, I/we agree to withdraw my/our child from Holy Trinity Orthodox Christian Academy and Preschool in a quiet and orderly fashion. I/We understand and accept that if I/we withdraw or are requested to withdraw my/our child, no refund of registration fees or used tuition will be made.

All displays of affection should reflect that of a Christ-like behavior. We are a preschool/elementary school, as such, we kindly ask you to refrain from displays of affection that could cause concern or confusion.

New Applicants/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 sign a request for the transfer of all records from the previous school, including any documentation of psychological/behavioral/IEP 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, new academy students/transfers 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.

Illnesses

If your child is sick in any way:

- Fever and chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Loss of taste or smell
- Sore throat congestion or runny nose
- Nausea or vomiting
- Diarrhea

You MUST keep them home and give them time to recover. With a signed doctor's excuse your child will not be counted absent for illness. Students cannot return to school until their fever is completely gone WITHOUT the aid of Tylenol, Motrin, or any kind of fever reducing medicine. A fever masked by medicine still could get a student or staff member sick.

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 or permitted family member 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. **All meeting with teachers and the principal, regardless of how brief, must be scheduled. In a special**

circumstances an issue may be addressed after release about 3:20pm if all parties are available.

We expect parents will support school by:

- Daily reading important letters and information in the teacher/parent communication folder
- Upholding the ethos and rules of the school
- Helping their child with any homework
 - Mandatory: K-6th grades will take part in our annual Spring Arts Festival which includes a large History/Social Studies project worth 25% up to 50 % of the 4th quarter's History/Social Studies/Grammar grade. Students are given a rubric or specific requirements of the project two to three months in advance.
- Respecting arrival and dismissal times
- Being polite and courteous to Holy Trinity Staff volunteers, parents, and children
- Talking to the school staff first if you have any concerns or compliments
- Please do not discuss the business of school, staff, or children attending Holy Trinity in any public forum including social networking especially posting students and staff pictures without permission.
- In all cases refrain from making statements or opinions that could affect the school's valuation, confidentiality or image. Please try to resolve issues appropriately. If you still feel there is an issue you have the right to go to the Board.
- Support the request of the teacher. For example: Each student is required to bring in a bag of oranges or provide a case of water for the classroom.

Custody Commitments

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

January 2021 a tuition increase was introduced. Tuition is now \$5,500.00 approved by the Board May 2021. The family assumes responsibility for all fees and the full tuition amount of \$5,500.00 approved by the Board May 2021.

*All self-pay families attending Holy Trinity before May 2021 are grandfathered in at the tuition rate of \$4,650. **Never send cash for any payments with a student or in a student’s folder. You are responsible for all payments to Holy Trinity to be sent by mail or handed to a staff member by the adult.**

Application Fees for all Students

A yearly registration fee of \$60.00 per child is due at the time of registration. This fee is non-refundable and has to be paid before EdChoice applications will be entered into the ODE system and/or start the process for new students and re-enrollment applications.

Deposits

There is no longer a deposit required for our Academy. Tuition payments for the Academy begin in July and are non-refundable in case of early withdrawal. Eleven monthly payments July –May.

Preschool Tuition Rates

\$1,360.00 / year - 3 Half-Days - 8:30am to 11:30am (Tue – Thu)

\$2,470.00 / year - 3 Full-Days - 8:30am to 3:00pm (Tue – Thu)

\$2,090.00 / year - 5 Half-Days - 8:30am to 11:30am (Mon – Fri)

\$3,800.00 / year - 5 Full-Days - 8:30am to 3:00pm (Mon – Fri)

1-Month of tuition is due at registration to hold place in class (used as May’s payment).

Activity Supply Fee: \$30.00 due by June 15th

Individual Full Day Session is available per request Afternoon Charge \$10.00 a day. **(Total fees are \$60 registration and \$30 Supply fee totaling \$90.00) No fundraising fee for preschool.**

EdChoice

All students are required to pay the non-refundable yearly \$60.00 registration fee.

NEW EdChoice students are not required to pay the full Academy deposit but are **required to pay a onetime \$100 materials fee.**

Returning EdChoice students DO NOT pay the \$100 fee.

Returning EdChoice students yearly fees are a \$60 registration & \$100 fundraising fee.

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: 175 Laird Ave NE, Warren OH 44483. 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/fee 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.

- Fundraising – An annual \$100 fundraising fee per Academy family is required no later than our Parent/Student Orientation the week before school starts.
 - Preschool does not have this fundraising fee
- 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 daily. Usually, *there will be a monthly EARLY RELEASE at 1:00pm for staff meetings , professional development, and Parent/Teacher conferences.*

The school’s building entrance is opened each day at 8:10 AM After 8:20 AM the school doors are locked. Students must be in their assigned homeroom BY 8:20am or they will be documented as late. **ONLY excuses signed by a physician warrant an official excused absence.** Tardiness/absences will be documented and used as data for re-enrollment.

Call the school office at 330-399-7642 for student call offs and leave a message. DO NOT contact a teacher/staff member personally or on the Remind application to call off a child.

Students will begin and end each day together in prayer. We all say a prayer before we eat and thank God when we are finished. Staff and students are taught how to bless themselves using the sign of the cross, venerating, and St Ephrem’s Prayer during Great lent. At that time, we teach the children how to prostrate is reverence of Christ. We will never make a child pray, venerate, or prostrate but participation is part of their faith grade.

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 kindly asked NOT 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 at release 3:00 PM. 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 if the child is tardy. 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.

When we release a child to the parent/caregiver, in the pick-up line, we will follow Ohio State Child Transportation Laws. We cannot assist a child 3-8 years of age into the car without a booster seat. In addition, we cannot assist putting a child 3-8 years of age in a front seat of a vehicle. Please have a booster seat and an area in the back seat for children 3-8 years of age.

As of Oct. 7, 2009, Ohio's children are required to use belt-positioning booster seats once they outgrow their child safety seats until they are 8 years old, unless they are at least 4 feet, 9 inches (57 inches) tall.

Ohio's child passenger safety law requires the following:

- Children less than 4 years old or 40 pounds must use a child safety seat meeting federal motor vehicle safety standards.
- Children less than 8 years old, unless they are at least 4 feet, 9 inches tall must use a booster seat.
- Children ages 8-15 must use a child safety seat or safety belt.

In addition, if a parent/authorized caregiver appears to be drunk or clearly under the influence of drugs (prescription or illegal) and it is apparent that s/he is not fit to drive or incapacitated to take care of the child, the staff must not release the child from her/his care and do the following:

1. Phone the emergency contacts, to whom the parent has given authorization to collect their child and...
2. In case of not being able to contact any emergency contacts, contact the Police and Social Care. The Police and Social Care agencies with statutory child protection powers, who will act quickly to secure the immediate safety of the child where there is risk to his/her life or likelihood of serious immediate harm.

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 but will be given blessed bread. The Orthodox faith consists of preparing for communion through fasting and prayer to receive the Eucharist.

Dress Code

Elementary students should be appropriately dressed for school each day. (Preschool students are not required to wear uniforms.) We wear a uniform so that nobody stands out above others. Also, wearing uniforms allows students to focus on their schoolwork rather than on what they, or others, are wearing.

Uniforms may be purchased at any store as long as they meet the guidelines below. Lands’ End, JCPenney, Old Navy and other local department stores carry school uniforms. **Clothing may not have any logos present (Nike, UA, etc) larger than the size of a quarter.**

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. Also, please consider sending a uniform sweater to keep at school during colder months. Students are not permitted to wear “outside” clothing (i.e. coats and jackets) in class or during hours, that does not meet the dress code. This way, the student will always have an option available to wear inside if they are cold. Please write your child’s name inside sweaters and coats.

School t-shirts 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.

Dress code will be enforced. If the child comes to school not in uniform, we will send a note home as a reminder. On the second offence, the parent/guardian will be contacted and will need to bring in proper attire or accessories that comply with the uniform requirements. You will be charged \$10 if your child is given a Holy Trinity t-shirt. If a third offence occurs, the parent/guardian will be contacted to bring in proper attire and a family meeting will be scheduled to review the uniform policy face to face and determine next steps.

In General

- **Nothing may be worn that interferes with learning, breathing, speaking, seeing, hearing, smelling including, but not limited to: full face masks, ear**

buds, sunglasses in the classroom, pacifiers, excessive thumb sucking, facial piercings (other than ears,) or any new product that may distract, cause harm, or interfere with learning. In addition, NO makeup is permitted. Chapstick is fine.

- Students may also wear crosses or prayer ropes and a watch. Please do not allow the students to wear other jewelry items to school or bring unnecessary items such as: play make-up, toys, or playing cards. **NO fake nails.**
- No cell phones without a written request. If permission is granted, the phone will remain on the Teacher's desk until dismissal. Phones are for emergency/aftercare needs for the students to have communication with their guardian.

Bottoms

- Colors must be black, khaki (tan), or navy
- Pants:
 - Must be dress slacks or colored jeans
 - NO denim jeans or
 - NO tight leggings worn alone. School color leggings under skirts and shorts are fine
- Skirts/Jumpers/Shorts:
 - Must be knee-length and uniform colors. Tops
- Colors must be black, white, navy, light blue, or red (denim not permitted)
- Long or short sleeve polo
- Long or short sleeve oxford
- Holy Trinity T-Shirt (available to purchase)
- Sweater/Jacket:
 - Can be zippered, button-down, or pull-over
 - Must be one solid color, without distracting designs

Shoes

- Everyday school shoes with rubber soles:

- Must be black, blue, or brown
- Sneakers / Tennis shoes:
 - Must be white, black, navy, or red or a combination of school colors
- NO flip flops, open-toed sandals, skate shoes, or clogs are permitted

Hair Accessories

- Hair ties, clips, beads, or bows, etc. must be red, blue, black or white. No hats or hoods are to be worn during school hours



Examples.

*Only the colors stated above are uniform colors. Shades of the above colors are not uniform

Lunch/Recess

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

The school facilities do not include a licensed commercial kitchen in daily operation. We do have a license to serve food on the premise for special events & restaurant deliveries. Daily students are required to bring a snack and lunch with them to school. We are not allowed to heat food. Accordingly, we do not serve breakfast so please have your child eat before coming to school. Any food delivered to school after 8:10am

cannot be given to the student until lunch or during a scheduled snack time.

Please send a lunch and a snack with your child daily. DO NOT drop off a lunch unless it is an emergency. If your child requires a hot lunch please purchase a thermos.

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. Please inform the student’s homeroom teacher.

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 Orthodox church services are scheduled especially during Great Lent, so that Orthodox families may attend without the pressure of homework.

Homework Detention - Daily teachers will routinely collect student assignments. Any student who fails to complete homework assignments will be required to complete the late work at home not at school. After 2 missed assignments the student will stay in during 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 to complete work at home. 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.

K- 2nd Grading Scale

Grading Key for K, 1st, 2nd	%
E = Excellent	90-100%
S = Satisfactory	80-89%
I = Improving	70-79%
N = Needs Improvement	60-69%
U = Unsatisfactory	0-59%

3rd -6th Grading Scale

A+	98-100%
A	93-97%
A-	90-92%
B+	88-89%
B	83-87%
B-	80-82%
C+	78-79%
C	73-77%
C-	70-72%

D+	68-69%
D	62-67%
D-	60-62%
F	59 & Below

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.

Book Contract, Damaged Property, Lost & Found

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 \$30.00 for any lost or damaged school/library book will be fined.

Damaged Property- Parents assume full responsibility for their child damaging any classroom materials, a teachers or peers items, supplies,

equipment, and/or books. A fine to replace the damaged property will be given to replace the damaged property.

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. We may search bookbags if warranted by the principal. Students are not allowed to bring personal items such as electronics or toys that could be broken, stolen, or lost. Holy Trinity is not responsible for personal items.

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 should try to schedule an appointment and 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. **EdChoice scholarship recipients are allowed 19 unexcused absences before losing their scholarship.** You would be responsible for the remaining amount of tuition the state will not pay us due to student absence. 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 office 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. **DO NOT contact a teacher/staff member personally or on the Remind application to call off a child.**

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

1. Illness of the student and /or quarantine for contagious disease with a signed physician’s excuse
2. Serious illness in the immediate family
3. Death in the family.

Students who are absent for the detailed reasons above will be permitted to make up schoolwork the same amount of days as their absence.

Unexcused Absence - An absence will be classified unexcused if it does not fit one of the school’s 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

days' 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. **If the student has been diagnosed with a medical issue requiring special alterations to a student's schedule, a physician signed reason must be presented and dated for the timeline of the extended needs.**

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 8:25am. 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 tardiness 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

- 1st, if weather looks bad and other schools are closing please watch local news for a Holy Trinity school closing. WKBN and WFMJ will have our closing by 6:30am.
- **When Warren City Schools close for an inclement weather day we close too.**
- We call the Transportation department to see if roads will be clear and speak with other administration to decide when to close.
- A significant staff shortage due to illness/emergency
- At times Warren City will not close during bad weather but we may. Check WKBN and WFMJ or your phone. As a courtesy our teachers will often let you know too.
- In addition, based on our students, their family, and staff needs each year we may close if we feel the roads are unsafe for the morning drop off. Many families and staff members travel 25-30 minutes to get to school. Many grandparents do the dropping off and picking up for school making their commute double driving from

home to the child's home and then to school. That's a lot of driving during bad road conditions.

- We may call an early release if the afternoon if weather becomes inclement during the school day.
- Because we don't have 2-hour delays, sometimes we have to close for the day if the morning transport will be difficult or its too cold.
- If it is -10 degrees or lower with or without a windchill during the morning hours of 6am-9am we will consider closing for the day.
- If there is bad weather or roads and we have not closed (and you don't feel comfortable driving,) please bring your child late. Call the office to let us know the child will be at school late.
- We will close if there is heating or water issues in our building
- Because our school is registered by the number of hours children are at school and not by the day we bank over 20 school days a year for emergencies and inclement weather.

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. **If the evacuation is caused by an intruder staff and students will meet at a designated area and guardians and parents will be informed.**

Our staff is A.L.I.C.E. trained as well as certified in CPR/First Aid and Communicable Disease.

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).

Emergency/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.

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 sign-up 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. Student's temperature will be checked daily. A temperature of 99.3 or higher will constitute a child being sent home immediately. Holy Trinity will follow all current CDC and ODE guidelines pertaining to schools in Ohio to ensure the wellbeing of our students and staff. 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, him /her 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:
 - Temperature of 99.3 or higher
 - Diarrhea
 - Severe coughing, causing the child to become red or blue in the face or to make a whooping sound. Coughing that disrupts the child's learning.
 - Difficult or rapid breathing
 - Yellowish skin or eyes, pink itchy eyes
 - Rashes
 - Conjunctivitis
 - Temperature of 99.3 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

The Board of Directors passed a No Nit Policy. Any student and siblings(exposed) with lice or nits will not be permitted back to school until the infestation has cleared completely. Discretely, the student will be checked for lice and nits once a week, thereafter, for the next 3 weeks.

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!

Behavior Management Plan

Holy Trinity's policy of discipline is based on the positive reinforcement of desired behaviors and to nurture virtues that will help the child lead a Christ-like life far beyond the fundamental years.

The policy is designed to ensure every student and teacher have the best possible learning environment. Our goal is to instill in each child a sense of self-discipline and a positive growth mind-set.

Young children who are disruptive will be given a calm down time in a designated area in the classroom. The teacher will talk to the child about the unacceptable behavior and the reason for the calm down/reflection time.

If the child is the age of 3 or 4 years old and has difficult time calming down on their own a teacher may sit with him or her until the child has calmed down and is ready to join the rest of the group.

If the behavior is of concern to the teachers/ providers or is ongoing and the child is becoming a threat to himself/herself, others, or the behavior is disrupting the children's playing or learning then the following steps may be taken:

- The child will be directed to a safe and calm area to reflect with guidance.
- A conference will be held with the teacher, the parent, and director/administrator to discuss various ideas that may help the child from exhibiting the negative behaviors.
- Parents will be asked to talk with the child's physician regarding the behavior and report back to Holy Trinity with the comments or suggestions of the physician and give the center a copy of the physician's comments to help in the child's learning

The teacher handles the first and second undesired offences by contacting and documenting the behaviors, and any communication or action taken with student and parent.

Continued offenses will be addressed by the Director/ Administrator by meeting with the teacher and the parents/caregivers of the child.

Unacceptable Behaviors Include

- Disruption to self and/or others of the learning process or activity
- Verbal or physical assault

The child/family will be referred to Help Me Grow, Child Guidance/Family Solutions at Green Tree Counseling, or the child's pediatrician, depending on the age of the child.

If the parents refuse to follow through with referral in a timely manner or not at all the child may be dismissed from the center. The child may be dismissed from the center even if the family follows through with the referral if no improvement in the child's behavior is observed.

A child may be dismissed from the center prior to a referral being made if the behavior is severe enough. However, this dismissal will not be done without any prior discussion with the parent regarding the child's behavior.

Student or Parent Threats

Have counseling plans in place for students and staff following a threat or violent event if needed.

Methods of Discipline Used:

- Redirection to another activity
- Time out/ Cool down area
- Losing a privilege
- Notifying a parent/caregiver
- Removal for the day
- Suspension
- Dismissal from center/program/school

Promoting Resilience and a Positive Growth Mindset:

- Demonstrate self-control
- Demonstrate positive coping skills
- Teach cooperation
- Focus on team building skills and community fellowship

Methods of Discipline NOT used:

- Cruel or harsh punishment
- Spanking

- Restraints on a child
- Leave a child unsupervised
- Humiliate or use verbal abuse

Basic School 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 – (K to 6th)

The first two weeks of school the teacher will model and review rules & procedures multiple times throughout the school day. Expectations are always explained, practiced by students and demonstrated in class for understanding. The students are given ample opportunities to understand and practice school rules and routines by acting out desired and undesired behaviors during character-building lessons. Many teachers will include the students in creating the classroom rules. With guidance, the students have ownership when they participate in making the rules. After the first and second week of school students are capable and expected to follow the rules. We do not yell, belittle, or try to embarrass a student when they have made an undesirable choice. We treat the student how we would want to be treated when we make a mistake.

Extraordinary Circumstances

Parents/guardians may 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. Wrongful physical contact
8. Abusive and violent behavior, spitting
9. Sexual harassment
10. Vandalism
11. Improper use of technology
12. Uncontrollable emotional breakdown/tantrum
13. Purposefully damaging school property or others property

After the conference, if the undesired behavior has not improved, a 1 day in school suspension will be implemented with homework. If behavior continues a 3-day suspension at home will be implemented. Expulsion procedures will precede if the student continues to be carefree (below) upon returning to class . You will forfeit any tuition paid if the child is expelled.

Suspension and Expulsion Procedures

Suspension

The Principal may suspend a student for not more than 5 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 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. The following violations will result in expulsion:

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

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 field trips
5. Special treats/ rewards
6. Free time / party reward
7. Certificates and awards

Dress Down

Dress Down will be announced .

Additional Guidelines

Questions regarding the policies outlined in this document, the school's overall curriculum, and philosophy, and/or teacher conduct should be addressed to the school administrator. They will present concerns to the school board and/or Partners in Education as needed. Questions regarding specific reading and writing assignments, projects, field trips, and/or student's performance should be addressed to the classroom teacher. **Teachers should not be contacted at home after hours with the questions above.**

Preschool Policies and Procedures

- (A) The program shall be guided by written policies of the board which are consistent with applicable statutory requirements contained in the Revised Code and the rules adopted by the state board of education.
- (B) Policies shall be in accordance with policies and procedures established by the governing body or board of education and approved by said governing body.
- (C) Each school district or eligible nonpublic school that operates a program shall assign responsibilities for implementing policies and procedures.
- (D) Policies shall be appropriate for children enrolled in the program shall at a minimum include, but not be limited to preschool policies described in the rule:
 - (1) Staff which at a minimum meets the requirements of rule 3301-37-04 of the Administrative Code; and
 - (a) Address staff awareness of each enrolled child's cumulative and health records required in rule 3301-37-04 of the Administrative Code;
 - (b) Include procedures for checking references of potential employees.
 - (2) Cumulative records which at a minimum meets the requirements of rule 3301-37-08 of the Administrative Code;
 - (3) Developmentally appropriate program planning which at a minimum meets the requirements of the rule 3301-37-03 of the Administrative Code; and
 - (a) Addresses developmentally appropriate materials and equipment;
 - (b) Addresses selection and use of developmentally appropriate materials, equipment, and resources that meet the intellectual, physical, social, and emotional needs of the preschool child.
 - (4) Health and safety procedures, which at a minimum meets the requirements of rules 3301-37-11 and 3301-37-12 of the Administrative Code; and provides for the following:
 - (a) Ensuring that the health and safety of the children are safeguarded by an organized program of the school health services designed to identify child health problems and to coordinate school

community health resources for children, as evidenced by but not limited to:

- (i) Requiring immunization records and compliance with emergency medical authorization requirements in accordance with rules adopted by the state board of education under section 3301.53 of Revised Code;

Programs funded through the department of education shall include requirements for health and development screening as described in the early learning program standards (2009, education.ohio.gov).

- (ii) Providing and posting procedures for emergency situations, including fire drills, rapid dismissals, and tornado drills in accordance with section 3737.73 of the Revised Code, and keeping records of such drills or dismissals;

- (iii) Posting medical and dental emergency procedures in each school room and by each telephone and making such available to school personnel, children, and parents;

- (iv) Posting emergency numbers by each telephone;

- (v) Supervising grounds, play areas, and other facilities when scheduled for use by children; and

- (vi) Procedures for providing written notifications to parents when a child is injured and maintaining a log of injury reports.

- (b) Providing first-aid facilities and materials.

- (c) When administering a medication, food supplement, modified diet, or fluoride supplement, the program shall:

- (i) Prior to administration:

- Secure the written instructions of a licensed physician or licensed dentist as appropriate for the administration of any medication, food supplement, modified diet, or fluoride supplement; and

- (ii) Each time medication is administered, a written record or log including dosage, date, and time shall be made. That record or log shall be kept on file for one year.

- (iii) Only employees who are health professionals or have completed drug administration training may administer medication pursuant to section 3313.713 of the Revised Code.

- (iv) Medication should be stored in a designated locked storage place, except drugs requiring refrigeration shall be kept in a refrigerator not accessible to children.

(d) All preschool staff members shall wash their hands with soap and running water after each diaper change, or after assisting a child with toileting; after cleaning; after toileting; before preparing or eating food; before feeding any child; and when hands have been in contact with nasal or mucous secretions. Disposable towels or an air hand dryer shall be available at all times.

(e) Preschool program with swimming and water play activities in bodies of water two or more feet in dept, shall:

(i) Have a written permission form from the parent or guardian of the child before the child shall be permitted to swim or otherwise participate in water play activities. The written permission shall be signed and dated, and shall include the following:

(a) The child's name;

(b) A statement indicating whether or not the child is a swimmer; and

(c) That the parent or guardian grants permission for the child to participate in water activities.

(ii) The program shall provide enough preschool staff members to meet the requirements of rule 3301-37-04 of the Administrative Code at all times during swimming and water play activities.

(f) Swimming activities at sites other than the preschool location, shall:

(i) Have preschool staff members shall always accompany and supervise children at swimming sites, including, but not limited to, public or private swimming pools, lakes, and rivers.

(ii) Swimming sites removed from the program shall be approved and supervised by local authorities.

(iii) Activities in bodies of water two or more feet in depth shall be supervised by persons who are currently certified as lifeguards or water safety instructors by the "American Red Cross" or an equivalent water safety program.

(iv) The program shall enough preschool staff members to meet the requirements of rule 3301-37-04 of the Administrative Code at all times during swimming and water play activities.

(5) Admission and attendance which at a minimum meets the requirements of:

(a) Supervising each child's admission, placement, and withdrawal according to established procedures.

(b) Preparing at least once annually for each group of children in the program a roster of the name and telephone number of the child and of

the child's parent and, on request, furnishing the roster for each parent.

(c) Preparing a similar roster of all children in the program and, on request, make it available to each parent with a child in the program.

(i) Securing from each parent a signed statement indication whether such individual desires to be included in rosters prepared in accordance with this paragraph.

(ii) Ensuring that a roster is not furnished to any person other than a parent.

(6) Behavior management/discipline which at a minimum meets the requirements of rule 3301-37-10 of the Administrative Code;

Discipline Restrictions: (a) Discipline shall not include **withholding food, rest, or toilet use, and food shall not be used as a reward** for behavior. (b) **Separation**, when used as discipline **shall be brief in duration** and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well ventilated space. (c) The **school should not abuse or neglect children and shall protect children from abuse and neglect** while in attendance in the preschool program.

(7) Management of communicable disease which at a minimum meets requirements of rule 3301-37-11 of the Administrative Code; and

(a) In each building in which a program is operated there shall be readily available at all times at least one preschool staff member who has completed a course approved by the state department of health (www.odh.ohio.gov):

Isolating and discharging an ill child: A child isolated due to suspected communicable disease shall be: (a) Cared for **in a room not being used** in the preschool program; (b) **Within sight and hearing of an adult** at all times. No child will be ever left alone or unsupervised; (c) Made comfortable and **provided a cot**. All linens and **blankets used by the ill child shall be laundered** before being used by another child. After use, the **cots shall be disinfected** with an appropriate germicidal agent, or, if soiled with blood, feces, vomit, or other body fluids, the cot shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent; (d) **Observed carefully** for worsening condition and; (e) **discharged to a parent**, guardian, or person designated by the parent or guardian as soon as practical.

Notification to Parents: Exposed to Communicable Disease: Parents of all enrolled students will be notified and made aware through a formal letter if their children have been exposed to a diagnosed communicable disease such as pink eye, ring worm, chicken pox, or lice.

(ii) Prevention, recognition, and management of communicable diseases.

(b) In each building in which a program is operated, there shall be readily available at all times at least one preschool staff member who has completed a child abuse recognition and prevention course based on approved curriculum.

The curriculum used in the course may be consistent with requirements as established by section 3319.037 of the Revised Code or appear on the approved curriculum list posted on the department's website. Consistent with requirements as established by section 3319.073 of the Revised Code, such staff shall complete at least four hours of in-service training in child abuse recognition and prevention within two years of employment and every five years thereafter.

(8) Transportation and field trips.

(E) Any parent of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his child, evaluate the care provided by the program, the premises, or for other purposes approved by the director. Upon entering the premises, the parent shall report to the school office.

(F) A preschool program serving a preschool child with a disability in a public school shall do so in accordance with Chapter 3301-51 of the Administrative Code and a preschool program serving a child in an eligible nonpublic school shall do so in accordance with the child's service plan concerning care of children with disabilities or health conditions.

Holy Trinity Orthodox Pre-School Mission, Procedures, and Policies

ALL PROCEDURES AND POLICIES WILL BE
REVIEWED EACH SCHOOL YEAR TO
ENSURE ALL NEW AND REQUIRED
GUIDELINES FROM THE ODE ARE
UPDATED AND MET.

OUR PROGRAM AND SUCCESS

It is also our policy to have no more than 15 students per teacher in any academy classroom, and no more than twelve in a preschool class. We understand the importance of one-on-one classroom attention.

Rather than a student getting overlooked in a crowded classroom, our environment allows the child to excel at their own pace as well as allows our teachers to work with the strengths of each child on an individual basis. This can help us identify areas of need, while propelling them forward in subjects inherently strong to them.

We have a faith-based education using the Classic Curriculum and utilizing modern teaching techniques, with a 15 student limit per class. Using this proven system, our students rank at or above the 96th percentile of all private schools in the United States, all while maintaining spiritual growth and morality. We have since focused on our preschool to bring in young children and parents, hoping they will grow into students of our Academy.

OUR VISION

A STRONG ORTHODOX CHRISTIAN FOUNDATION

A healthy education is built alongside a strong Christian character. Education means little when one doesn't have the common sense to put it to good use. With 2000 years of proven Christian philosophy, we believe that the Golden Rule, self-responsibility, hard work, humility and integrity, are key components in nurturing a well-rounded child. Our students develop a sturdy foundation built to live a meaningful life well beyond the academic years.

al development of students by their participation in the Orthodox community and liturgies.

OUR MISSION and WHAT WE STAND FOR

We believe that our mission is to act as a facilitator to parents providing an education to their children. Having gone well beyond academic excellence, we immerse our students in a spiritual, loving, and fun environment allowing the child to grow spiritually and morally as well. We believe this to be an extension and fulfillment of the primary, parental responsibility. As the ONLY Orthodox Christian school in Ohio, we believe as an *extension and fulfillment* of the primary parental responsibility for their children, is to provide an education that:

Our primary goals include teaching children to:

- Grow in an understanding and appreciation of God’s love through authentic experiences to see God in all things, in all people, and in one’s-self
- Learn to listen and follow directions
- Enjoy creative expression through music, art, and other activities
- Create and nurture positive social and emotional experiences that model Christ in loving all people
- Develop gross motor skills along with body and space awareness
- Think and make choices for individual and small group activities
- Feel confident, secure, and loved in the school setting
- Establish healthy eating and handwashing habits
- Develop a lifelong love for learning and exploration

“The staff members of the Holy Trinity share a common philosophy that children learn best when they can actively interact with their environment. We share a common commitment to helping each child

develop fully – physically, socially, emotionally, and cognitively. Each child is valued as a unique individual.

Children can explore the materials, solve problems, develop skills, increase knowledge, or be creative in ways that help them to solidify their abilities at one level to be ready to move on to the next. The teachers engage with the children in ways that develop strong language skills.

All activities are developmentally appropriate and allow children to engage in activities at their own levels. Every child is able to develop fully according to his/her own interests and capabilities.”

OUR PROGRAM

We have created thematic curriculum with a yearly theme calendar with a letter of the week, color of the week, and theme or concept for the week that will be of interest to our children. This allows our teachers to develop curriculum and concepts, classroom special learning centers, motor skill projects, pre-reading, pre-math skills based on the age and ability of the child. The teacher is responsible for providing experiences and opportunities related to the child’s level of learning. Each teacher plans the daily, weekly, and monthly learning activities, which will be posted on the board outside their classroom door. Our pre-school classroom has circle time and calendar math, adapted to their age group.

COMMUNICATION

Our program was created to serve parents as well as children. Parents are encouraged to participate in their child’s activities whenever possible. We would like parents to let us know how you can help bring activities or projects into the classrooms. We encourage parents to share concerns about your child with teachers and staff. Parent, teacher or director conferences and phone calls can be scheduled at any time a need arises by calling the Holy Trinity office.

Constructive criticism of the Holy Trinity is welcome when it is motivated by a desire to improve the quality and efficiency of our program. The first step is addressing the concern immediately with the teacher or staff member. The next step would be with the Director, either in casual conversation, email, text, or a scheduled meeting. The third step is a meeting with the director, staff, and the parent together. The fourth step would include our Principal, and the final chain of command for resolution and disputes would be a scheduled meeting with the Board.

Please remember to update the teaching staff and director of any family issues (death, illness, travel, and separation/divorce) that may cause changes in the behavior of your child. Children can be extremely sensitive to the changing environment. It helps our staff know which child needs the extra patience, attention and love.

Preschool Classroom Management Plan

Student’s behavioral expectations are established at the beginning of the school year using stories and examples.

Classroom rules are reviewed and posted for the children.

Classroom rules are as follows:

1. Follow Directions
2. Walk
3. Be Kind and Helpful
4. Use Inside Voices
5. Share with Others

The preschool staff looks for desirable behaviors and verbally reinforces those behaviors on a daily basis. (For example: “You are a great listener. You followed my directions.”)

The following techniques are used to correct unacceptable behaviors:

1. Staff member lightly touches child, gets child's visual attention, and states behavioral expectation.

2. Staff member may give physical prompt to facilitate desired behavior, i.e., guides child to line up, etc.

3. Staff member may ask if child would prefer to comply with stated request/expectations or sit in time out. (Child's request is honored and child is invited to rejoin group as soon as behavior is acceptable and/or willingness to comply with the behavioral expectation is evident.)

4. Child is immediately removed to a time out chair/location if behavior endangers or injures another child.

5. Parent is always notified if child behaves in an unusual (for that child) or bizarre manner.

In addition: After attempts have been made using positive communication where choices as well as & positive reinforcement are explained in a developmentally appropriate manner with the child:

- But now the child is making the learning environment unsafe for themselves or others, the child will be taken out of the classroom and to the main office for a supervised timeout. We will let the child know verbally that they need to walk or a staff member will carry the child to a safe area. We will explain why the behavior is dangerous or unsafe. If the child refuses to walk on their own a staff member will record the child being lifted up by a staff member in a safe manner for the child and staff member. An incident report would be written and a requested parent signature for file would be required.

Special Needs including Gifted:

The *Individuals with Disabilities Education Act (IDEA)* is a federal law that requires each state to ensure that a free appropriate public education (FAPE) is available to all eligible children with disabilities residing in that state.

Children with disabilities who are enrolled by their parents in private schools, including religious schools, the provision of FAPE is not at issue. In *IDEA*, these children are often referred to as “parentally placed private school children” with disabilities, and the benefits available to them differ from the benefits for children with disabilities in public schools.

As stated in the Ohio Nonpublic Guidelines, “**Determination of Services.**” A child with a disability attending a nonpublic school does not have an individual right to receive some or all of the special education and related services that the child would receive if enrolled in a public school.”

The local school’s obligations to private school students with disabilities are different from its obligations to those students enrolled in public schools or to students with disabilities placed in a private school setting by a public agency (rather than by parents) by way of providing Free Appropriate Public Education. Students with disabilities whose parents enroll them in a private school are not individually entitled to services they would have if they were enrolled in a traditional public school.

Holy Trinity cannot provide accommodations for all students wanting to enroll with an existing IEP. If, under special circumstances a student is accepted for enrollment at Holy Trinity the parent/caregiver will be responsible in contacting their child's IEP Team and signing the appropriate documents, no longer excepting the public school's services: Understanding the public-school services will cease at the time of enrollment at HTOCA. We require a copy of all current IEP documents.

At times, when a child is expressing a need unknown at enrollment, Holy Trinity will work with the family to provide services to the best of our ability by scheduling a parent conference to collaborate the needs of the child, goals to reach the child's needs, specific strategies to assist the child, parent, and staff all in a collaborative effort to give the child a nurturing education.

If, after enrollment, we observe previously unknown behaviors and/or needs above our ability we will call a parent conference immediately. It is a disservice to the child and family to withhold information that will help a child be better served with a specific plan or in a more resourceful learning environment. This is specifically why we communicate daily with parents on progress and behavior. The beautiful child may have needs that outweigh our ability to serve the child. We never want a child to leave us. We will do everything we can to nurture a child at Holy Trinity and when necessary, we will make the transition to a new school as smooth as possible and sharing all the observational data collected to help the new team of educators.

If we feel we have the staff and resources to create a service plan, the following steps will be taken; During the first meeting the preschool teacher will explain the purpose of the meeting and express any concerns with specific examples. Next, we will take note on the parent's impute/perspective as it is extremely valuable finding ways to help the child meet developmental milestones and/or learning to nurture desired behaviors. In all individual plans: Positive directives and

reinforcement as well as taking time to communicate with the child while modeling for the child how to communicate is essential for development and a positive growth mindset. After the teacher and parents have discussed and agreed on a plan the preschool teacher will write a plan and have the parent sign for confirmation of the plan that we will all work on together. The parent is also responsible to comply with the agreed terms or the child will not fully benefit in the discussed plan. The preschool teacher will communicate with the parent daily on behavior, needs, and goals met for the day. Two weeks later the parent and teacher will come back together to discuss progress. At any time, a parent may decide to enroll at a different school as Holy Trinity also holds the right to let a family go if the parent is noncompliant of the agreed plan or the child's needs exceed Holy Trinity's resources making the learning environment unsafe for the said child, peers, and/or staff. At times, a child may be identified with a specific disability while at Holy Trinity by a pediatrician or the local school districts IEP team. If that is the case, Holy Trinity will always be willing to assist in a transition of a child into a new preschool upon the request of the parent.

Every applicant, on the HTOCA application, is required to answer the question:

Special Needs – Does this student have any special educational needs?

Yes_____ No_____

If “Yes” please provide a complete description on a separate sheet as well as a copy of the IEP if applicable. This includes any special testing results done at Cleveland Clinic, Akron Childrens or likewise.

If the HTOCA application is falsified in any way or is misleading the child may be asked to leave during the current school year and will not be accepted the following year. If HTOCA is unaware of an existing IEP or any special needs including but not limited to social/emotional, behavioral and/or special physical needs and accommodations of a

student, the parent will be responsible for any accommodation for the child's needs off site.

If a child has a special need arise during the school year due to an injury or unexpected event, we will make the parent aware of the child's needs and how we are able to accommodate those needs based on the current staff and funding. If we feel the child would not be given the best services possible under our care, we will then direct the parent to a school or facility that would give the child the best educational services to meet their needs.

Print Parent/Guardian Signature Parent/Guardian Signature and Date

OTHER GENERAL PRACTICES

ABSENCES

There will be *no reduction in tuition* fees due to family vacations, sicknesses, absences, or inclement weather.

ALLERGIES

Parents must provide copies of all necessary information associated with a child's allergy. This includes doctor's excuse, explanation of care and treatment, medicines used, and continuity of care. Parents must inform the school of any changes that may occur immediately after notification of the changes.

- Children with asthma should have an asthma action plan completed by their pediatrician and kept on file at the school.
- Parents of students with food allergies need to provide a physician plan in writing for the student's specific needs.
- Students requiring the use of an Epi-pen or Inhaler must have current information and the prescription medication in the director's office.
- Parents of students with food allergies are required to provide the substitutions needed for their diet.

- We will not withhold any food or milk from a child without a written physician plan or doctor's note.

BIRTHDAY POLICY

We love any reason to celebrate! Birthdays are a very special day for your child. Please notify the teacher in advance of any party plans. However, formal parties and swapping gifts are not allowed at school. Parents may furnish store-bought (no homemade) mini-cupcakes or cookies for their child's class for dessert after lunch or afternoon snack. Fresh fruit, cheese cubes and other healthy treats are preferred; or books, crayons, stickers and non-food treats. Please think outside of the box as well! You can donate books or supplies in honor of your child on their birthday, or come to school as a surprise special reader. Check our themed weeks and think of something related to our school theme. The possibilities are endless! We will gladly send home party invitations provided ALL children in the class are invited.

BITING POLICY

Although it is not uncommon for very young children to bite, it is a behavior that is taken very seriously, and is strongly discouraged. Whenever a child is bitten, the teacher's first task is to comfort and reassure the bitten child. Next, the wound will be washed with anti-bacterial soap. If the bite has broken the skin, first aid will be administered. Both sets of parents will be advised of the incident at dismissal, or sooner if the bite was severe. Teachers will closely monitor the situation, hoping to intercept the next bite to correct the situation. When an older child bites, the preschool's policy is the child who bites will quickly be placed in time-out while the teacher comforts the child who has been bitten, and attends to cleaning the bite. Then, the teacher will return to time-out and speak with the offending child about what has happened. The child is reminded that

teeth are for eating, not for biting. Both sets of parents will be told of the incident.

The child who continuously bites cannot be tolerated. If biting continues to be a problem teaching staff will meet to determine the next step, including possible time at home to work on redirection and to break biting habit. If it continues, Holy Trinity staff may recommend behavioral therapies or removal from the program for the remainder of the school year.

CARE OF SCHOOL PROPERTY

Parents will be responsible for any property witnessed to be maliciously damaged by their child.

CHILD ABUSE and NEGLECT

We are required by law to report any suspected neglect or abuse.

CLOTHING

Please send your child in comfortable clothing that can be handled by the child alone. Preschool can be active and messy, and neatness is not guaranteed. Long dresses can be hazardous on play equipment. Comfortable closed toe tennis shoes should be worn. Boots, slip on shoes, flip flops and cleats can be distracting to preschoolers, and can make it hard to run and play.

We will go outside if it is above 32 degrees. Always dress your child for the weather outside. We recommend hats for sunny days, if desired. Parents are asked to apply sun screen on their children before arrival.

We ask that each child send a change of clothing (something old), underpants, socks, ALL LABELED in a clearly marked Ziploc bag at the beginning of the school year. These clothes will need to be updated with each weather change.

CUSTODY ISSUES

The custodial parent has the responsibility to keep the teaching staff and director informed of any changes or pertinent information. Non-custodial parents will not be permitted to use the school/center for child visitation.

DAILY ACTIVITIES

A consistent daily schedule is planned to offer a balance of learning activities. Learning is both formal and informal. Play is planned for every day. Listening is balanced with talking, group activities with solitary time, indoors with outdoors, quiet play with noisy play. Your child will have the opportunity for the following types of activities every day:

- Large and Small Group Activities
- Self-directed Play

Amendment Effective: 11/03/2020

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Rule Amplifies: 3301.52 to 3301.59

Prior Effective Dates: 8/5/88, 5/25/04, 6/25/2009

***Parents may request a copy of any of the following reports: inspection reports, preschool compliance and licenses, and K-6th license.**

Principal's Right to Amend

The principal retains the right to amend the handbook for just cause. In such a case, the parents will be given prompt notification of any changes.

Notes
