

# **TRINITY CATHOLIC SCHOOL**

*Excellence in Education*

## **PARENT/STUDENT HANDBOOK**

**2009- 2010**

**TRINITY CATHOLIC SCHOOL**  
A MINISTRY OF BLESSED SACRAMENT CHURCH  
**706 EAST BREVARD STREET**  
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## **SCHOOL POLICY AND PRINCIPAL'S RIGHT TO AMEND**

**Any student action that is not in keeping with the philosophy/objective of Trinity Catholic School is subject to the review of the administration and may lead to withdrawal from school.**

**Since situations can arise that were not foreseen at the time of writing this Handbook, the school reserves the right to initiate, change, or modify the policies as needed. Parents and students will be notified of any amendments.**

**The Principal and/or Pastor is/are the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his and/or her discretion.**

## PRINCIPAL'S MESSAGE

Trinity Catholic School, a ministry of Blessed Sacrament Church, provides a Catholic education for students from all Tallahassee and area Parishes as well as Non-Catholic students. Trinity Catholic is part of the school system of the Diocese of Pensacola-Tallahassee and is under the direct supervision of the Bishop and the Superintendent of Schools.

"The Church's involvement in the field of education is demonstrated especially by the Catholic school. No less than other schools does the Catholic school pursue cultural goals and the natural development of youth. But it has several distinctive purposes. It aims to create for the school community an atmosphere enlivened by the gospel spirit of freedom and charity. It aims to help the adolescent in such a way that the development of his/her own personality will be matched by the growth of the new creation which he/she became by baptism. It strives to relate all human culture eventually to the news of salvation so that the light of faith will illumine the knowledge which students gradually gain of the world, of life, and of mankind."

Taken from Section 8 Declaration  
Christian Education of the Documents of Vatican II

## MISSION STATEMENT

The mission of Trinity Catholic School is to make the Gospel values of our Catholic faith the cornerstone of our students' lives. We challenge Trinity students to develop spiritually, intellectually, emotionally, and physically in an atmosphere of love, safety, and understanding.

## PHILOSOPHY

Trinity Catholic School is committed to a program of Catholic spirituality and worship, academic excellence, and social justice. Faculty and staff are dedicated to a core knowledge curriculum using traditional teaching methods and innovative teaching techniques.

In keeping with the teachings of the Catholic Church, we welcome our partnership with the family in a teaching ministry. As a Christian community, we strive to nurture the talents and interests of each child at every developmental level. We promote understanding of each person's unique personal worth.

United in spirit and ideals our heartfelt desire is to encourage Trinity students to grow in knowledge and skills, Christian faith, service, and love.

# ADMISSIONS

## NON-DISCRIMINATORY NOTICE

The eleven schools of the Diocese of Pensacola-Tallahassee admit students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The schools do not discriminate on the basis of race, color, national, or ethnic origin in administration of educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

## ADMISSION POLICY

Given the mission of the school as an agent of Catholic Christian formation, the school will accept only those children whose parents demonstrate an understanding of the specifically Christian nature of the school and a desire to participate in that mission.

Some students may not be accepted because the school's educational program and facilities are not able to meet the needs of the child. All new students in grades 1-8 will be placed conditionally for the first marking period in which they attend. At the end of that first marking period, a final decision will be made as to the student's placement.

In matter of admission and registration, the decisions of the local Pastor/Principal are final.

Re-registration of families currently attending Trinity Catholic School (TCS) will be held in January. A non-refundable, re-registration fee per student is due along with the re-registration form.

New student registration will begin January 4 for the school year that begins the following August. According to Florida law, Kindergarten students must be five on or before September 1, and first grade students must be six on or before September 1.

In addition, students in the TCS Pre-Kindergarten 3 & 4 year old programs must be three and four respectively on or before September 1. If needed, a blind lottery will be conducted to establish the initial waiting list on February 10. All applications received between January 3 and February 10 will have an equal chance in the drawing of names for the waiting list in their respective category. Applications submitted to TCS after February 10 will be added to the appropriate list in the order they are received.

## Registrations Categorized as Follows:

### Category A

- ✓ Siblings of families currently enrolled
- ✓ Sons and daughters of faculty and staff members have priority after siblings
- ✓ Students who were withdrawn due to a parent's sabbatical have priority after the above students

### Category B

- ✓ Participating Catholics of Blessed Sacrament Parish

### Category C

- ✓ Participating Catholics of other Catholic Parishes

### Category D

- ✓ Non-participating Catholics

### Category E

- ✓ Other religious affiliations

All presently enrolled students in Pre-Kindergarten through seventh grade in good academic, behavioral, and financial standing will be guaranteed a place for the next school year.

Siblings of students enrolled at TCS have priority for admission. Siblings are guaranteed a place so long as a class size of 32 is not exceeded. Pre-Kindergarten classes cannot exceed class limits at any time even for sibling priority. All siblings not placed due to class size will be on a Category A waiting list. If there are not enough openings for the siblings that apply, spaces will be filled in the order of lottery number. All students on the waiting list as of January 30 who applied prior to June 1 of the previous year can remain on the waiting list in their current standing by reapplying when notified by the school. No new registration fee will be required.

Parents will be notified as to a student's acceptance or placement on a waiting list as soon as possible. As spaces become available, students on the waiting list will be notified.

Returning students who have withdrawn and wish to return will be accepted in the following order of priority: **(1)** Any student who has withdrawn from school for financial or transportation difficulties shall be considered for re-admission on a space-available basis at the discretion of the Principal in consultation with the School Advisory Board. **(2)** Any student who has withdrawn from school for academic or disciplinary reasons shall be considered for re-admission on a space-available basis at the discretion of the Principal in consultation with the School Advisory Board.

## AFTER-SCHOOL CARE

"Beyond the Bell" is a program designed as an after-school enrichment opportunity for Trinity Catholic School students in grades PK-8. The program will run from dismissal time until 6:00 p.m. on most school days. Parents may pick up their student(s) at any time during those hours. Families may register their student(s) on a monthly basis or on a drop-in basis. When registering on a drop-in basis, a 24-hour notice of the student's attendance would be appreciated so that the proper amount of food will be provided at snack time. Complete information about the Beyond-the-Bell Program is available from the school office.

## ANNOUNCEMENTS/MESSAGES

Announcements will be made at 8:00 a.m. and at 2:40 p.m. via the public address system. It is the student's responsibility to come to the office after school when called during the afternoon announcements to get his/her messages. Urgent or emergency messages will result in the student being called to the office at the time the message is received.

## ATTENDANCE POLICY/ABSENCES

Florida law requires 180 school days per year. If a child is absent from school, parents are required to call and notify the school office. Absences not reported by 9:00 a.m. will result in the school calling the parent to verify their child's absence. **A student returning after an absence MUST have a dated note, signed by a parent or guardian, explaining the reason for the absence.** It is the student's responsibility to bring the note to the office for re-admittance to class. Students without a note must also report to the office for re-admittance to class. However, their absence will be considered unexcused until a note is sent.

Students who are absent to "shadow" at another school must bring documentation from the school visited to qualify for an excused absence.

A statement from a physician may be requested if there is any question regarding a communicable disease (head lice, conjunctivitis, etc.) Also, a doctor's note is required after continuous absence of one week or more.

**According to Diocesan guidelines, a student who is absent more than twenty (20) days in one school year MAY be retained.**

Dental and medical appointments should be scheduled **after school** if possible. If a student must leave the campus during school hours, a note from a parent must be given to the homeroom teacher at the beginning of the day and to the teacher whose class the student will be leaving (if different) at the beginning of that class. **THE PARENT MUST COME TO THE OFFICE TO SIGN THE STUDENT OUT BEFORE THE STUDENT LEAVES CAMPUS.** The student will be called to the office **UPON THE PARENT'S ARRIVAL IN THE OFFICE.** If the student returns to campus after the appointment, the **parent and student** must enter the Main Office where the parent will complete the "sign-in" portion of the sheet; and the student must obtain a pass for admission to class. **A STUDENT MUST BE PRESENT FOR AT LEAST FOUR HOURS OF THE SCHOOL DAY IN ORDER TO BE COUNTED AS "PRESENT" FOR THAT SCHOOL DAY.**

Please check the School Calendar for Standardized Testing dates to avoid possible conflict with appointments or trips.

Family trips should be arranged to coincide with established holidays. Teachers are not required to prepare assignments prior to a trip that occurs outside these dates. Students should request assignments upon their return to school. Work must be turned in on or before the deadline date set by the teacher to receive credit.

**Student siblings are not excused from class to attend special school functions such as First Communion, Around-the-World Luncheon, Step-Up Celebrations, etc.**

## BISHOP'S CHARTER REQUIREMENTS

All employees and volunteers working with children, youth, elderly, vulnerable adults, and those responsible for the instruction and guidance of children and youth must complete ALL

requirements from the Diocesan Charter BEFORE they can participate in a ministry. The requirements are:

- Fingerprinting and Criminal Background Check (repeated every 5 years)
- Sexual Abuse Prevention Workshop
- Safe Environment Workshop (additional requirement for certain ministries)
- Read Diocesan Code of Conduct and the Policy and Procedural Guidelines and sign required forms

In addition, volunteers who drive youth, children or vulnerable adults to/from appointments, church, field trips, etc. must complete an ANNUAL Driver's license check and have the required minimum insurance prior to driving.

Workshops available online <http://www.ediocese.net/> The Code of Conduct and Policy and Procedural Guideline information is available at: <http://www.ptdiocese.org/protecting-children/protecting-children.shtml>

## BIRTHDAYS

As a courtesy to students, all invitations to parties not related to school must be given to **ALL** students in the class after checking with the homeroom teacher; otherwise, invitations should be handled away from school. Please do not send any treats without first checking with the teacher. **Sending balloons, flowers, etc., to school is discouraged, as these items must remain in the Main Office until the end of the school day. Office personnel cannot guarantee care and delivery of such items.**

## BOOK BAGS

All students are required to have a book bag to protect books and school supplies being transported to and from school. Book bags on wheels are not allowed in grades K-2.

## CASH PAYMENTS

No student should bring cash to school unless it is for an approved collection or fundraiser. It is highly recommended that all payments be made by check. The school cannot be responsible for money that is lost or stolen. All payments must be in an envelope labeled with the student's name, homeroom, and reason for payment.

## CLASSROOM VISITS/OBSERVATIONS

Parents who need to speak with their student must check in at the office so that their student can be called to the office. Visits to the classroom by parent(s) must be arranged by the parent contacting the teacher to arrange for such a visit.

## CLINIC/HEALTH ROOM

A clinic staffed by a part-time Registered Nurse and volunteers is provided for students who become sick or are injured during school hours.

Parents will be notified immediately in case of any head injury or an illness or injury that appears serious. **Parents must ensure that the school has current and correct information for emergency contact.** The school is not permitted to send a student to a doctor for emergency treatment without express permission from a parent or guardian unless the emergency is deemed life threatening.

Students who come to the clinic complaining of minor ailments may be allowed to lie down. **If a student vomits OR if the thermometer registers over 100 degrees, the parent(s) will be called to take their student home.** Students will not be allowed to remain in the clinic for more than 30 minutes. If after 30 minutes the student still does not feel well, the parent will be contacted. It is the parent's responsibility to arrange for the prompt pick up of their student who is ill or injured. Parents should not ask the clinic personnel to care for these students until dismissal time. This is not fair to the student who needs care or to the clinic personnel and other students who may be exposed to a contagious illness.

**The school may require a doctor's signature for a student to return to school if there is any doubt by either party that the student could have been exposed to a contagious disease (this could be a sibling or anyone who had contact with an infected host.) Please be sure to obtain an "o.k." to re-admit a student while at the doctor's office as new privacy laws prohibit transfer of such information by fax. In case of fever, the student must be fever free for 24 hours before returning to school. It is not the school's intention to offend or inconvenience a parent, but our goal is to insure the physical welfare of all of our students.**

## LICE POLICY

Trinity Catholic School has a "no nit" policy. Any student found with head lice or nits will be sent home and may return to school only after being re-checked by the school and found to be free of lice and nits.

## MEDICATION PROCEDURES

The administering of medicine to a child outside the doctor's office or health institution is a parental responsibility and should not be delegated to school personnel except under unusual circumstances. Parents should ask their physicians if it is possible to prescribe medication so that it can be administered at home. **Only when absolutely necessary is the school willing to accept responsibility for administering medications, and then under the following guidelines:**

The school will **NEVER** administer/dispense medicines (including "over the counter" drugs) to a student without specific authorization by **BOTH a licensed physician and the parent(s) of the student (there will be NO exceptions.)** An "Authorization of Medication" form must be completed and submitted by the parent. The name of the medication and the dosage must be indicated on this form.

Medications to be dispensed by the school must be labeled with the child's name and the exact dosages. All medications will remain in a secure location. By exception, students who are asthmatic may carry a prescribed inhaler with them during the school day. A written log will be kept of dispensed medication. Medications of any kind including ointments, lip balm, pills, vitamins, or liquids may not be placed in a student's lunch box or carried in the student's pockets, purse, or book bag. If a student is found to have any medication, the item will be taken from the student and put in the office to be picked up by a parent only.

## COMMUNICATION

### PARENT-TEACHER CONFERENCES

Communication between parents and teachers is extremely important. Conferences may be arranged on an individual basis by appointment so that the teacher may give his or her full attention to addressing any problems the student may be experiencing.

Appointments may be made directly with the teacher by a written request, e-mail, or a phone call to the office. In middle school, unless you wish to speak with only one teacher, it is better to let the homeroom teacher coordinate this for you. Morning (7:10) or after school (3:05) on Wednesday, or Thursday are usually the best times to schedule conferences. Sometimes a telephone call is sufficient to solve the problem.

### PARENT-PRINCIPAL CONFERENCES

Parents and students should feel free to confer with the Principal about school matters. An appointment with the Principal is arranged by calling the school's Main Office and speaking with the Office Manager.

### GENERAL COMMUNICATION

Most information for parents (academic warnings, report cards, demerits, information sheets, notices, field trip permission forms, etc.) is sent home directly with the student. Some items require parent signatures. **Be sure to check with your child each day as to forms or notifications they may have received.**

Another critical way that information is disseminated is through the Trinity Catholic School Website. Parents are urged to check the Website weekly for news and information. The Student Information System (SIS) will be open to parents. Each student will have a secure password that will allow parents access to their child's grades and impending tests and projects. Parents are encouraged to check their child's information page often to monitor the progress of their child.

## COMPUTERS

An Acceptable Use Policy for computers is distributed annually to students and requires a parent and student signature. Any misuse of the computer may result in loss of this privilege.

Computers for student and faculty use are located in the classrooms and the Media Center and Room 8 of the Middle School building. Students are encouraged to use the computers for class assignments. Computer classes and activities are integrated into the curriculum. Students in Grades 1-6 have scheduled computer classes. Although Grades 7 & 8 do not attend scheduled computer classes, a computer grade is calculated based on assignments within the subject areas.

## COUNSELOR

A part-time Counselor is on staff to work with classes, groups, teachers, and parents for the developmental and guidance needs of students. Please call the main office to contact the Counselor.

## CURRICULUM

The standard curriculum set by the Diocese includes the major subjects of Religion, Language Arts, (oral and written communication), Mathematics, Science, and Social Studies, and minor subjects of Handwriting (lower grades), Music, Library Skills, Art, Spanish, Computers, and Physical Education. Students at Trinity Catholic School not only cover the core curriculum but are challenged by stimulating enrichment activities that allow them to exceed the standard curriculum.

## DISCIPLINE

A student at Trinity Catholic School should be characterized by a commitment to the following:

- love of God and neighbor
- respect for self and others
- self-discipline
- honesty with self and others
- unselfishness in relationships with others
- academic and intellectual growth

As discipline is the regulation of one's conduct in accord with Christian principles, it is a primary concern that teachers and students work together to maintain a suitable climate for learning. Mutual respect and consideration for the needs of each individual person foster this climate.

### **LEVEL ONE OFFENSES**

Minor offenses usually related to classroom rules.

### **LEVEL ONE CONSEQUENCES**

Consequences imposed by teacher. In the Middle School, a citizenship log and a check system may be used to modify behavior. Demerits are a separate issue and are given for serious

offenses. Failure to report on time to serve a lunchtime restriction or detention will result in another restriction or demerit.

### **LEVEL TWO OFFENSES (Examples)**

Foul or abusive language or gestures  
Minor destruction of school property (reimbursement is required)  
Dishonesty of a serious nature

### **LEVEL TWO CONSEQUENCES**

Administrator, teacher, parent, and student conference  
The assignment of an appropriate punishment

### **LEVEL THREE OFFENSES (Examples)**

- serious and/or repeated disrespect to persons in authority: faculty, staff, volunteers, etc.
- bullying/harassment of other students
- major destruction of school property
- disruptive, immoral, or indecent behavior
- any actions dealing with drugs, alcohol, or weapons
- possession of any type of weapon
- vandalism
- truancy
- leaving school grounds during the school day without permission
- possession or use of alcoholic beverages, drugs, tobacco products, incendiary devices on school or church grounds or at school-sponsored activities
- Any other infractions deemed serious by the Principal

### **LEVEL THREE CONSEQUENCES**

After a conference with the parents, the student will be placed on probation, suspension, or expulsion. The punishment will be determined by the gravity of the offense and the decision of the Principal.

Probation is a trial period set for a limited time during which a student must demonstrate good behavior and a willingness to cooperate with the school's code of conduct. Daily or weekly reports will be sent home during the probation period. Scheduled conferences must also be held during the probation period.

Suspension is a serious disciplinary measure. Suspensions are of two kinds: "in school" and "out of school." Parents or guardians are notified by telephone of the suspension and will be requested to come to the school for the student unless the suspension is "in school." All concerned parties may meet to discuss the problem and seek a solution. Each school in the Diocese sets the policy as to the time of suspension, which in ordinary circumstances should not exceed five days. A student on suspension receives zeros for all assignments and tests administered during the duration of that suspension. A written record of the reason for the suspension together with the date and the time of the parent conference will be filed by the administration.

Expulsion is a disciplinary measure which is used only when incorrigible behavior or conduct threatens the physical or moral welfare of other students or seriously affects the learning process. A parent conference is imperative when such a problem is discovered. The Principal with the approval of the Pastor may expel a student for a grave reason. All other avenues of assistance should be exhausted before an expulsion is necessary. The Superintendent of Schools is made aware of such problems prior to the parent conference.

## **DEMERIT POLICY**

One of the tools available to faculty and administration to maintain a safe and orderly learning environment is the demerit system. Demerits are automatically issued for Level Two and Level Three offenses and may be necessary for Level One offenses when patterns of misbehavior develop. Demerits may be issued for the following infractions:

- cheating
- stealing
- disrespect in church
- fighting
- teasing, bullying, name-calling, harassment
- disrespect/rudeness to teachers, substitute teachers, or other adults
- failure to observe silence during fire drills
- any classroom behavior which interferes with an effective learning atmosphere
- pattern of failure in bringing books or materials to class
- pattern of being out of uniform in any respect (refer to uniform guidelines)
- reckless running or playing in hallways and breezeways
- repeated eating outside of designated time and place
- repeated chewing gum on school property

In grades three through five, each demerit requires serving one detention period of thirty minutes after school on a designated day during the week after the demerit is issued. Changes due to holidays, etc., will be announced in sufficient time to arrange transportation. Failure to report on time to serve a detention will result in another demerit.

If an elementary school student receives three demerits in one quarter, a parent conference is required and will be arranged by the teacher. If a student receives five demerits, a conference including the Principal, teacher, and parent(s) is required. Probation may follow this conference.

In middle school each demerit requires the following:

- Serving five consecutive lunch period restrictions beginning the day after the demerit is issued, and
- Serving one detention period of 45 minutes after school on a designated day during the week after the demerit is issued.
- Restriction from participation in sports or clubs for 1 week or as designated by the principal

Failure to report on time or serve a restriction will result in another demerit.

If a middle school student receives a demerit, a parent/teacher/student conference may be required and will be arranged by the issuing teacher. This conference may be a telephone conference. After the **second** demerit, a personal conference including the issuing and homeroom teachers, parent(s), and student may take place. An administrator may be present. If the student receives a third demerit during the year, a conference including the Principal and/or Assistant Principal, the issuing teacher, the homeroom teacher, student, and parent(s) is required. The issuing teacher will arrange the conference. Suspension or probation may follow this conference.

## **DISCIPLINE COMMITTEE**

The Discipline Committee may act as an advisory group to the Principal. Discipline problems of a serious nature may be referred to the Discipline Committee by the Principal for review and resolution. The Discipline Committee shall consist of one faculty member from each of the three divisions and the Assistant Principal. These members make recommendations to the Principal. The Principal is the final recourse for all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

## **ADMINISTRATIVE DISCIPLINE**

At such time that a discipline problem becomes more than which the classroom teacher can cope, the student will be sent to the Principal's office.

A student/Principal conference will result in a notice to the parents advising the parents of disciplinary action taken or to be taken. Possible administrative disciplinary actions may include work detail, suspension, confiscation, immediate parent notification, or exclusion from extracurricular activities such as sports, dances, field trips, or end-of-the-year functions.

## **DROP OFF POLICY AND PROCEDURE**

Pre-Kindergarten and Kindergarten students are dropped off **only** at their respective classrooms.

Parents of students in grades 1 through 8 are to use three driveways to leave student(s) off between 7:15 a.m. and 7:45 a.m. The driveways that may be used are the Main Office "U" and the Brevard Street church driveway, and the Miccosukee Parish Hall parking lot. **Do not allow your student(s) to cross any street.** Always pull into the driveway and let your student(s) off in the driveway. See "Arrival and Dismissal Procedures" on the Trinity Website for a more detailed explanation.

## **EVALUATIONS**

### **REPORT CARDS**

Pre-Kindergarten students receive two evaluations through conferences per year. Kindergarten students receive two conferences and two report cards per year. First grade students are also scheduled for two conferences during the year.

Students in grades 1 through 8 receive report cards at the end of each nine-week quarter. Academic Warnings are sent home approximately midway through each quarter to parents of students who have grade averages of C or below. These academic warnings are designed to inform the student and parents of problem areas that might profit from extra attention before the end of the quarter. Report card grades become part of the student's permanent record—academic warnings do not.

Some teachers may require that certain papers be signed by a parent to ensure that the parent is kept aware of the student's progress. Parents are encouraged to keep informed of their student's progress by monitoring papers, notebooks, and planners (assignment books) on a regular basis.

## **STANDARDIZED TESTING**

The Iowa Test of Basic Skills (ITBS) standardized achievement test is administered in the fall to all students in grades 3 through 8. Results of these tests become part of a student's cumulative record, and a copy is sent home to parents. Parents may request a conference with the teacher if further clarification or explanation is needed.

## **GRADING CODES**

Pre-Kindergarten and Kindergarten grading codes are unique to those grade levels. An explanation and grading key are included with those evaluations. In grades 1 and 2, the following grading codes are listed on student report cards:

E	Excellent
G+	Very Good
G	Good
S+	More than Satisfactory
S	Satisfactory
N	Needs Improvement
P	Poor

In Grades 3 through 8 letters A-B-C-D and F will denote grades. The correspondence of percentages and letter grades is as follows:

A	100 - 94
B+	93 - 90
B	89 - 85
C+	84 - 80
C	79 - 75
D	74 -- 65
F	64 and below

## **CITIZENSHIP**

1. Consistently follows class and school rules
2. Inconsistently follows class and school rules
3. Does not follow class and school rules

## HONORS

Special recognition, All Stars, is given to students in Grades 3-5 who achieve all A's and B's in subject areas and all 1's in conduct.

Requirements for Middle School Honors **per grading period** are as follows:

- All A's and 1's in citizenship (Principal's Honors)
- A maximum of 2 B's and the rest A's (First Honors)
  
- A maximum of 5 B's and the rest A's (Second Honors)
- More than 5 B's combined with the rest A's (Commendable Achievement)
- Good Citizenship is a hallmark of an Honor student. Therefore, 1's in Citizenship are expected. However, a grade of 2 in one or more classes will not restrict a student from honors unless the grade of 2 is reported for 2 consecutive quarters in the same class(es)
- No demerits

Middle school students who achieve Principal's Honors all four quarters are awarded a plaque and a gold medal. Those who achieve First Honors all four quarters are awarded a gold medal at the end of the school year. Those who achieve a combination of First and Second Honors receive a silver medal, and those who achieve Second Honors through the school year receive a bronze medal. A student can earn a Commendable Achievement medal for receiving all A's and B's for four quarters.

## FIELD TRIPS/AFTER SCHOOL SPORTS TRIPS

Field trips provide students with valuable opportunities for educational enrichment and will be scheduled as deemed appropriate by the teacher. As field trips are privileges afforded to students, participation can be denied to students who fail to meet academic and or behavioral requirements or expectations.

Parents who have submitted the "**Driver Information Sheet**" which verifies that their car insurance covers all passengers in their car (according to Diocesan regulations **\$100,000/300,000 minimum bodily injury liability coverage**) and so that motor vehicle record may be checked annually, have completed the **Sexual Abuse Workshop**, have read the Diocesan Code of Conduct for Church Personnel and Volunteers, and have been **fingerprinted within the last five years** are welcome to respond when asked to provide transportation for field trips.

**\*Please note that all of the above documentation must be cleared by the Diocese and returned to Trinity PRIOR to driving students on field trips. This process takes a minimum of two months. Parents who intend to drive should complete the necessary driver information requirements at the beginning of each school year.**

Students will be given field trip permission slips from the school for school-sponsored outings. These must be signed by a parent or guardian and returned to the homeroom teacher before

leaving on the trip. Phone calls or written communication other than the specific form given to students for field trip permission are not acceptable.

## GRADUATION

Activities preceding graduation day are planned by the teachers and room mothers, approved by the Principal, and earned as a privilege by the students. There is a fee for eighth grade graduates to cover the cost of graduation activities. Parent(s) will be notified in a timely manner of the date of graduation and the activities preceding the eighth grade graduation ceremony.

## HANDBOOK AGREEMENT

The last official act of enrollment and acceptance of each student of Trinity Catholic School is the signing of a contract that states this handbook has been read and accepted as the governing vehicle between home and school. This contract must be returned during the first week of classes. The form “**Handbook Governance Agreement Clause**” can be found at the end of this Parent/Student Handbook. Two of these forms are provided for you. If you need additional forms, please go to the school Website ([www.trinityknights.org](http://www.trinityknights.org)) and click on “Policies and Events,” then click on “Forms,” and then click on the Handbook Governance Agreement Clause and this form will be provided for you to print and then sign for any additional child that you may have enrolled at Trinity Catholic School. Each form is to be returned to each student’s homeroom teacher. If the handbook agreement form is not signed and returned, a conference with the school administration will be scheduled to determine appropriate action.

## HOME AND SCHOOL ASSOCIATION

This association is composed of parents and friends of the school. Home and School activities include providing lunch on designated days of the week, sponsoring various fund-raising activities, and assisting the School Advisory Board, Principal, and faculty as needs arise. The officers of the association draw up a calendar of informative meetings and events annually. Parents are strongly urged to attend quarterly meetings to keep informed and dialogue with administration, teachers, staff, and one another.

## HOMEWORK

Teachers may give homework to reinforce a lesson taught, strengthen study habits, review for a test, or enrich the student's knowledge with research. Each teacher will explain his/her homework policy to the students. Parents should encourage some home study each day but should leave the responsibility of producing the work to the student. If a parent believes the student is spending an inordinate amount of time on homework, the teacher should be consulted. Students are required to use the official school planner to record assignments. Parents should check their child’s planner regularly and help the school enforce its use.

A student must be absent **TWO DAYS** before requesting make-up work. After your student has been absent two days be sure to call the office **BEFORE 9:00 a.m.** on the **third day** of absence

requesting make-up work. If the call for make-up work is made after 9:00 a.m., the assignments will be available for pick up the next day. **Books and assignments may be picked up in the Main Office between 2:45 p.m. and 3:15 p.m.** Teachers will be as helpful as possible in assisting the student with missed work; make-up work, however, is ultimately the student's responsibility. Parents of primary grade students may need to assist in obtaining and completing missed work. However, if an extended illness or recuperation period occurs, it may be necessary for the parents to seek outside assistance from a private source to work with the student.

## INSURANCE

The Diocese of Pensacola-Tallahassee has purchased an accident medical insurance plan which protects each student: 1) at school, 2) when traveling directly to and from school, and 3) at school-sponsored activities including interscholastic sports sponsored and supervised by the school. The supervisory teacher, staff, or coach is responsible for reporting all accidents to the office using the accident report form provided. The claim must be submitted to the insurance carrier within 90 days of the accident for benefits to apply.

This coverage has been purchased on a Full Excess Basis, which means that in the event of an injury to your student, you must first claim benefits under any other coverage you have. If there is a balance due after your carrier has made payment, you may then submit all receipts of payment from your insurance along with the itemized bills to the school for consideration.

Please notify the school office immediately after an accident. A report must be promptly filed with the Diocese. Part I of this form will be completed by an office staff member and signed by administration. Part II is the responsibility of the parent for obtaining the necessary documentation from the physician. Completed claim forms should be returned to the office to be forwarded to the insurance carrier.

## KNIGHTS OUT

One day a month, Trinity has an early release day with dismissal at 12:15 PM (Pre-K & Kindergarten at 12:00 PM.) This day is called a "Knights Out". Beyond-the-Bell is available on these early dismissal days; however, the program at Lafayette Park is not open to accommodate our students at 12:15 PM.

## LEGAL ISSUES

### PARENTAL RIGHTS

Trinity Catholic School, in accordance with Florida Statute 61.13(3), will make school records and in-person conferences available to both parents unless a court order specifically revokes this right, in which case it is the responsibility of the custodial parent to provide the court order to the school. It is the parents' responsibility to inform the school of the addresses where the student's records should be sent.

## **COOPERATION WITH LEGAL AUTHORITIES**

It is the practice of the school to cooperate with any local, state, or federal investigators or law enforcement officers that contact the school in the course of any criminal investigation.

The school will attempt to notify the parents of any student sought to be interviewed in the course of a criminal investigation on the school premises, unless directed by an investigator or law enforcement officer to the contrary, which is usually the case in investigations involving reported sexual or physical abuse. The school will attempt as well to have a representative present during such an interview, unless this is not permitted by the investigators, which is often the case in these types of investigations.

## **REPORTING PHYSICAL/SEXUAL ABUSE**

Parents and guardians should understand that State Law requires a teacher or administrator who has reasonable suspicion that sexual or physical abuse has occurred to report this to the Division of Children and Family Services. The teacher or administrator who fails to fulfill this responsibility can be charged with sexual or physical abuse because the silence contributes to the crime.

## **RESTITUTION LIABILITY**

According to Florida State Law parent(s) are liable for up to \$2,500 for damage done by a student. Trinity Catholic School students and their parent(s) will be required to pay for loss of or any new damage to textbooks and library books that are assigned to them or checked out by them.

Any destruction or defacing of school property, buildings, equipment, or materials must be paid for by the student responsible for the damage and/or by his/her parents.

Parent(s) of and any student(s) responsible for the injury of another student or students will be held liable for medical expenses.

## **STATEMENT ABOUT SUBPOENAED FACULTY**

It is the policy of Trinity Catholic School to have school personnel represented by its attorney when their presence is required to attend legal proceedings. Whenever school personnel are compelled to participate in divorce or custody proceedings, any and all legal fees and/or costs incurred by Trinity Catholic School will be charged to and become the responsibility of the parents.

## **LIBRARY/MEDIA CENTER**

The Media Center is open every school day from 8:00 a.m. until 3:15 p.m. As a supportive force to the school curriculum, the media program strives to make available to teachers and students adequate and appropriate media at all levels as well as to teach basic library skills and techniques. A fine may be imposed for overdue books. Parents are billed for lost or destroyed books. It is the student's responsibility to inform his/her parents when fines are assessed.

Grades K through 5 have a scheduled time for using the Media Center each week. Students in grades 6 through 8 may use the Media Center on a pass basis. In addition, the Media Center is available during operating hours for individual and small group research and study. The Media

Center may also schedule days after school access. A schedule of these days will be posted on the Media Center Website.

## LITURGY

Students in grades K through 8 participate in Mass weekly. The entire student body (except Pre-K and K) attends an All-School Mass once a month, on Holy Days, and on special occasions. Later in the year, Kindergarten students may attend as a class and usually are coupled with older students. Information regarding liturgies will be communicated through the newsletter and over the public address system during announcements.

Dress uniforms must be worn on days students attend Mass. Parents are encouraged to attend Mass with the students. (See UNIFORMS)

## LOCKERS/LOCKS

Middle school students are assigned lockers for books, lunches, and gym clothes. Lockers are subject to inspection by teachers for neatness at any time. Students are never permitted to switch their assigned locker, to open another student's locker, or to use unassigned lockers. The administration has the right and authority to search lockers in order to insure the safety and security of all its students.

Combination locks are issued at the beginning of the school year and are the only locks which may be used. Lock combinations should never be disclosed to other students. Students must keep lockers locked unless actively accessing contents. Students must immediately turn in locks found off lockers. Lost locks must be replaced with another school-issued lock, for which a \$6 fee will be assessed. The fee is refunded if the lock is found. Locks will be collected at the end of the school year.

## LOST AND FOUND

All items (clothing, jewelry, glasses, shoes, etc) that are found on the Trinity campus are brought to the **Main Office**. Items that can be identified are returned to the students. All items that are unidentifiable are kept in the office. Uniform items (sweatshirts, shirts, etc.) that have no name labeled in them are kept in the Main Office for a period of about two weeks; and then if not claimed, are donated to the Uniform Closet. **It is very important that all of your student's personal items are labeled with their name.**

## LUNCH PERIOD

The Home and School Association is responsible for the Lunch Program at Trinity Catholic School. Lunches through Home and School must be preordered and prepaid each month. Students who do not purchase lunch should bring a nutritious lunch to school in a soft lunch container or bag that should be **clearly labeled with the student's name**. Glass containers

are prohibited. Soda is also prohibited. Students who lose or forget their lunch can obtain a snack in the office. It is the student's responsibility to inform the teacher, supervising adult, or the office when he/she has no lunch.

Snack time is provided in the elementary grades. Please send nutritious finger foods only such as fruit, crackers, pretzels, or granola type snacks. Please, no yogurt, Jello, pudding, or cottage cheese. These items tend to be messy and interfere with the class activity.

## **LUNCH PARENTS**

Teachers in grades kindergarten through eight have volunteer parents help supervise the students during their lunch and recess period. Parents are encouraged to sign up on Orientation Day to help with this responsibility.

## **MIDDLE SCHOOL EXTRA-CURRICULAR ACTIVITIES AND ATHLETIC POLICY**

Trinity Catholic School offers a variety of extra-curricular activities to meet the needs of our diverse student population. Extra-curricular activities may include the Brain Bowl Team, Spanish Club, Science Fair, Spelling Bee, Geography Bee, History Fair, Chorus, Student Government, Talent Show, Christmas Program, Passion Play, Cheerleading, Volleyball, Soccer, Basketball, Track, Baseball, Softball, Golf, and Tennis.

Membership and participation in extra-curricular activities is a privilege. Any behavior deemed inappropriate by the administration may result in forfeiture of the right to represent the school in these functions.

Any student in grades six through eight, who intends to try out for any sports team during the year, must have proof of a physical on file in the office at the beginning of the year. Appointments for physicals should be made during the summer after the first week of June and be documented on a FHSAA form available in the office and on the Website: [www.trinityknights.org](http://www.trinityknights.org)

All students must maintain an overall "C" average with no "F's" and no 3's to be eligible for extra-curricular clubs and sports. Each mid-quarter and again at the end of each quarter progress reports and report cards will be reviewed by the teachers and Athletic Director to ensure that a student has acceptable grades in order to participate in tryouts or continue membership in these affiliations. Once a student has disqualified him/herself from team membership for whatever reason, a minimum of one week must pass before being reconsidered or re-evaluated to resume team membership.

Students participating in athletics will be required to pay a sport fee to help cover referee fees, uniform rental, and awards. This fee is due before the first game. Once a student is selected for a team the fee is non-refundable. This fee and all policies stated in this contract apply to all members of the team—including managers.

Students may participate in only one sport per season. Exceptions may be made if a sport is in danger of being cancelled due to a shortage of players. A student must satisfy membership responsibilities to each organization of which he/she is a member. Each coach or sponsor will set his/her own policies regarding excused or unexcused absences. It is the student's responsibility to contact the adult in charge at least one day prior to an expected absence. Following an unanticipated absence a parental note should be presented to that person.

**Students may not participate in tryouts, practices, games or extra-curricular activities, if they were not present for at least four hours of the school day unless they were absent for a school related activity such as the Science or History Fair.**

Students are never excused from detention in order to participate in any facet of extra-curricular activities; in particular try-outs, practices, and games. Neither will a student be allowed to participate in these functions for one week following the issue of the demerit or for a period of time specified by the administration. Students who receive lunchtime restrictions consistently because of checks will jeopardize their membership in extra-curricular activities or sports.

A student forfeits his/her right to team membership for the rest of the year after the third demerit. A student acquiring 2 demerits must obtain administrative approval to continue participating in any extra-curricular activity including but not limited to sports.

Members of all TCS organizations are ambassadors of the school. The school as a whole is often judged by the department of its athletes and spectators in particular. Therefore, any athlete exhibiting unsportsmanlike conduct or disrespect toward adult authority or spectators will be immediately suspended from the team until an administrative review can determine proper and fitting consequences. This policy of respect and conduct applies to all activities in which students represent Trinity.

The school is unable to provide supervision after school hours. Therefore, arrangements must be made **to pick up siblings of students** who participate in after-school activities while these students are involved in games or practice. Under no circumstances may a sibling be left after school unattended while the other child attends their extra-curricular activity.

Parents may provide transportation from school to team activities and games. Any carpool arrangements must be made ahead of time by the parents. The school may not arrange transportation for individual students. A parent who transports children other than his/her own must have the Insurance Verification Form on file in the office indicating that the proper Bodily Injury Liability Coverage amounts as mandated by the Diocese are fulfilled. It is important and critical for parents to pick up their child promptly from team activities as well as practices and games so that the coach will not be detained. Coaches may never leave until every child has been retrieved by an authorized adult. Coaches and teachers are not allowed to transport students.

Athletes are responsible for the proper care of their uniforms. If a uniform is lost or damaged due to student negligence, the student is responsible for cost of replacing the uniform. **Uniforms must be turned in to the coach after the last game.** A student will not be allowed to try out for additional sports if he/she has not turned in their former sports uniform. End-of- the-year activities may be denied to students who have not returned their uniforms in a timely manner.

## OFFICE HOURS

The school office is open and the telephone will be answered from 7:15 a.m. until 3:30 p.m. on regular school days. Summer office hours are from 9:00 a.m. until 1:00 p.m. Monday through Friday.

## PERSONAL POSSESSIONS

Students should refrain from bringing toys to school unless a teacher has issued a special request to bring items to share. Also banned are beepers, radios, CD's and CD players, handheld games, cameras, tape recorders, etc., unless special permission has been obtained from the faculty or administration. Such items may be confiscated for a length of time to be determined by the principal and a parent will have to come to the Main Office to retrieve the item.

**Cell Phones:** Cell phones may be necessary for some students to communicate with their family from sports practices or off campus locations. Parents who want their middle school student to have a cell phone for after-school use must complete the cell phone permission form. Cell phones are not allowed to be used on school grounds at any time. They are to be turned off and left in the students' book bag until the student is off of school grounds. If there is any deviation from this guideline, the phone will be confiscated for a period of no less than 24 hours. After which time a parent must retrieve the phone and the phone must be checked into the school office whenever it is brought to school. A second offense may result in forfeiture of this privilege altogether. Students who need to call home during school hours must use the school land lines.

## PHOTO PERMISSION

Parent(s) or Guardian(s) of students who attend Trinity Catholic School grant permission for all photographs taken during the academic school year to be used by the Diocese of Pensacola-Tallahassee and/or Trinity Catholic School for either publicity or advertising. Permission forms must be completed annually and be kept on file in the school office. If a child's photo is selected for publication, the school will attempt to notify the parent prior to publication.

## PHYSICAL EDUCATION

The school provides a physical education program that includes supervised games and free play. **Middle school students must change into regulation monogrammed gym clothes and sneakers and socks for classes.** These are available at the Clothesline, 1369 E. Lafayette Street, telephone 877-9171. Students are not allowed to lend or borrow gym clothing for health reasons. Gym clothes should be laundered at least once a week. **FAILURE TO DRESS OUT WILL AFFECT A STUDENT'S ACADEMIC STANDING IN P.E. CLASS;** and therefore, possibly jeopardize their eligibility to participate in after-school sports as well as academic honors.

## PHYSICAL EXAMINATIONS

Florida statutes require that every child entering school for the first time (Pre-Kindergarten, Kindergarten, or grade one) have a physical examination. These forms are in doctors' offices and upon completion should be turned in to the Main Office where they will then be given to the school nurse. The statutes further require that all children attending public or private schools in Florida for the first time must show proof of immunization for diphtheria, mumps, pertussis, tetanus, polio-myelitis, rubella and rubeola (measles), and chicken pox.

New students in grades 2 through 8 must meet immunization requirements. See or call the school nurse for more information.

Grade 7 students must have current immunizations as required by Leon County Health Department. These include Hepatitis B shots, a second MMR, and a tetanus booster.

Students trying out for after-school sports are required to have a physical examination annually dated after the first week of June. The required FHSAA forms may be obtained on the Trinity Web site or in the Main Office.

## PICTURES

Early in the fall pictures of the students in their school uniform will be taken. Purchase of the pictures by parents is optional. Retakes are available for pictures taken in the fall and require written authorization from a parent. Class pictures and individual pictures are taken in the spring. Order forms are sent home with the students and information is given in the newsletter as to the date when these pictures will be taken and what attire is permissible. Purchase of the spring pictures by parents is also optional.

## PLAYGROUND

Sports and play areas include three separate playgrounds for Pre-Kindergarten, Kindergarten, and grades 1-5. Basketball courts, a volleyball court, a baseball area, and an open space for games are also available. During lunch periods some areas of the playground may be reserved for physical education classes. Students may not leave the playground or re-enter the buildings during lunch periods without permission from the supervising teacher or lunch parent. Students must travel in pairs when permission is granted. The students must report back to the adult who granted permission.

## PRAYERS

Formal prayers are taught in all grades. These are usually found in the back of the religion book for each grade. Parents are encouraged to help their student(s) learn these prayers. Each day begins and ends with prayer, and grace is said before the lunch period. All Middle School classes begin with prayer or meditation.

## PROMOTION

Promotion to the next grade is contingent upon the student's satisfactory completion of the grade level curriculum as indicated by earning passing grades. When retention is a possibility, parents will be contacted before the fourth quarter. A student whose end of year average is F in one or more of the seven major subject areas (Religion, Reading/Language Arts, Literature, Math, Science, or Social Studies) must attend summer school or be remediated by a certified teacher. A minimum of 30 hours instruction and a passing grade on a school-administered test are required. Trinity must be provided with official documentation before the student will be permitted to advance to the next grade.

## RELIGION CLASSES

Religion and the value system inherent in our faith is a definitive part of the curriculum. Religious instruction is authentic in doctrine and contemporary in presentation. Religious education strives to be more than an accumulation of facts, although a certain body of knowledge is necessary. The report card grade reflects knowledge of the Catholic faith, classroom attitudes, and willingness to participate. It is not a judgment of the student's faith in God. All students, including Non-Catholics, are required to participate in a religion class and receive a grade. All students, including Non-Catholics, are required to attend Mass during the school week. Students will also have opportunities to receive the Sacrament of Reconciliation (Catholic students only), to pray the Rosary, Stations of the Cross, and attend Eucharistic Adoration. It is the Catholic parent's responsibility to ensure their children attend Sunday Mass and the Sacrament of Reconciliation in their own Parish. Students eligible to receive the Sacraments of Confirmation, Reconciliation or Eucharist for the first time must make arrangements through their own Parish.

## ROOM PARENTS

Each classroom has volunteer Room Parents who assist the teacher in organizing field trips, holiday events, and end-of-year activities. A telephone tree is organized, tested and maintained by the homeroom parent to facilitate communication to all parents as the need arises. Room Parents also make phone calls to parents for Home and School projects. Volunteers are asked to sign up on Orientation Day.

## SCHOOL ADVISORY BOARD

The School Advisory Board meets regularly in the school Media Center. The dates and times of these meetings will be published in the school newsletter. Parents and teachers are welcome to attend and observe. The School Advisory Board assists with the planning, expansion, improvement, financing, construction, and maintenance of the physical plant of the school. It approves the budget, tuition, financial reports, audits, and major expenditures. The School Advisory Board operates under the Diocesan Commission of Education. Items to be brought before the Board must first be presented to the Board chairperson or administration for placement on the agenda.

## SCHOOL HOURS

The first bell will ring at **7:50 a.m.** and all students (grades 1 through 8) should be on the blacktop lined up by class at that time. Students will recite the Pledge of Allegiance. Then teachers will escort their students to their classrooms. A tardy bell will ring at 8:00 a.m. **Students arriving after 8:00 a.m. are considered late** and must be checked in through the Main Office by an adult. If a pattern of lateness is noted, a meeting with school administration will be required to develop an action plan to assist students in timely arrival. Morning prayers and announcements will begin at 8:00 a.m.

Dismissal is at 2:30 p.m. for Pre-Kindergarten and Kindergarten students and the rest of the students are dismissed at 2:45 p.m. Students are required to come to the Main Office outside porch area when their ride does not appear. **The school cannot be responsible for students left unsupervised on the school property after 3:15 p.m.** At 3:15 p.m. any student who has not been picked up will be placed in the after-school program, Beyond the Bell, on an “emergency drop-in basis” and a fee will be charged per student. Following a student’s second placement in Beyond the Bell a registration fee will be collected per the drop-in policy for after-school care.

## SECURITY

Trinity Catholic employs a full-time Security Officer. All visitors and parents are required to sign in at the Main Office when visiting or volunteering on the school campus.

## SPIRIT DAY

The first Friday of each month is scheduled for Spirit Day. The students may wear a school spirit shirt in place of uniform shirts. Shirts are available for purchase from the Sports Association Spirit Shop. Spirit Shop order forms are available both on the Trinity Website and in the Main Office. The Spirit Shop is also where you may purchase Trinity sweatshirts for your student(s) to wear on cooler days.

## STUDENT INFORMATION SYSTEM

The school participates in the diocesan student information system know as PowerSchool. All student information is maintained on the school computer network. Attendance and grades are filed electronically by teachers and administration for grades 1-8. Parents may access their child’s grades at any time by accessing the parent portal. A personal password will be issued to parents for each of their children who attend Trinity. Parents may also communicate with their child’s teacher(s) using this portal. It is the responsibility of the parent to insure their child’s privacy by protecting the password. If your child’s password is compromised, a new password may be requested by contacting the technology specialist.

The school and/or diocese may deny access to the system if it is deemed necessary. In addition, the system may shut down from time to time for maintenance and/or upgrades.

# STUDENT WELFARE POLICY

## **GOAL:**

The goal of the Trinity Student Welfare policy is to ensure students can learn in a supportive, caring, and safe environment without fear of being bullied.

## **DEFINITION:**

Bullying is defined as deliberate, repeated, hurtful behavior where it is difficult for those being bullied to defend themselves.

## **THE MAIN TYPES OF BULLYING ARE:**

- Physical (hitting, kicking, theft, pushing, shoving, tripping, throwing things, any hands-on situations)
- Verbal (name-calling, prejudicial remarks)
- Relational (spreading rumors, excluding someone from social groups, threats)
- Playful behavior, which turns into fighting, should also be construed as bullying.

## **SIGNS OF BULLYING:**

Students who are being bullied may show changes in behavior, such as:

- Becoming shy and nervous;
- Feigning illness;
- Taking unusual absences;
- Clinging to adults;

Changes in work patterns, such as:

- Lacking in concentration;
- Truancing from school.
- Missing books/work

Parents will be encouraged to report to the classroom teacher if they become aware of signs of bullying in their children.

## **DUTY OF TRINITY CATHOLIC SCHOOL:**

Trinity Catholic School's teaching and ancillary staff shall be alert to the signs of bullying and shall act promptly and firmly against it in accordance with school policy. Only when all issues of bullying are addressed will students be able to fully benefit from the opportunities available at Trinity. The Student Welfare policy will be promoted and implemented consistently throughout the school and throughout the school year.

**Administration shall** have the responsibility of tracking individual cases of ongoing instances of bullying and documenting same. Administration shall be responsible for keeping staff updated on student welfare policies. They will also implement programs to educate parents, faculty, and students on all pertinent issues regarding bullies and bullying.

**Faculty and staff** have a duty to actively address bullying. They have a duty to educate others about the Student Welfare Policy and to implement this policy on a consistent basis.

The school will raise the awareness of the nature of bullying in an attempt to eradicate such behavior through assemblies and within the curriculum.

**Students** will be taught how to be assertive, not aggressive, and that it is within their right not to be bullied. They will be taught that differences shall be acceptable and never a cause for bullying. Children will be rewarded and encouraged to celebrate individuality.

**Parents** will have an opportunity to learn about this issue through workshops (eg. Home-School Association Meetings) and will have a responsibility to read a copy of the Student Welfare Policy annually. Parents have a responsibility to keep the principal informed of any ongoing acts of bullying encountered by their child(ren.) Parents have a responsibility to address any proven incidences of bullying at home.

### **IMPLEMENTATION:**

At the start of each school year, children and parents will be given the Student Welfare Policy and advised that bullying in any of its stated forms will not be tolerated in the school, on school grounds, or any school-related activities.

Everyone associated with Trinity Catholic School will be expected to address all alleged incidents and follow through with established policy and procedures.

The classroom teachers and/or guidance counselor shall have students discuss bullying and the school policy addressing the issue. It is important to note that occurrences dictate a need to tell, and should not be viewed as "tattling." Telling should be viewed as a protective mechanism for oneself and for someone else.

### **SOME STRATEGIES ARE:**

- Educating students on the structure and behaviors of bullying groups and individuals. Bullying groups usually have a leader with other children as bystanders. Positive peer pressure can be an effective tool for preventing and breaking up bullying groups.
- Have classes discuss and set rules for appropriate behavior.
- Classes can set consequences for inappropriate behavior.

### **THE FOLLOWING STEPS SHALL BE TAKEN BY THE SCHOOL WHEN DEALING WITH BULLYING INCIDENTS:**

- When bullying has occurred and is reported, the staff member will address the issue as soon as possible.
- The staff member will complete an incident report.
- The principal will be notified and will interview all parties concerned and will record the incident.
- Parents of all parties involved will be informed after the incident occurrence.
- Age-appropriate disciplinary measures will be used to reinforce policy.

### **STUDENTS WHO HAVE BEEN BULLIED WILL BE SUPPORTED BY:**

- Being offered opportunity for discussion, reassurance, protection, and support;
- Being offered an opportunity to confront the bully in a safe setting, if appropriate;
- Receive a verbal and/or written apology by the antagonist.

## **STUDENTS WHO INITIATED THE BULLYING WILL:**

- Have an opportunity to be heard;
- Have an opportunity to help isolate the reason for the bullying behavior;
- Have an opportunity to acknowledge his/her wrongdoing and the need to:  
change behavior;  
confront the victim and offer an apology for the offensive behavior,  
have parents/guardians actively involved in promoting change in the offending  
student's attitude.

## **THE FOLLOWING DISCIPLINARY STEPS MAY BE TAKEN:**

- Detention and call home;
- Exclusion from playground, activities, computer lab, library, extra-curricular sports and other school-based activities;
- Referral to administration;
- Work details;
- Suspension;
- Expulsion

## **MONITORING, EVALUATION, REVIEW:**

Trinity Catholic School will review this policy annually and assess its implementation and effectiveness through feedback from students, parents, faculty, and staff.

## **SUBSTANCE ABUSE POLICY**

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school-sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include dismissal from school—even if it is the first offense.

Any student selling drugs on school property or at school functions will be immediately expelled.

All Diocesan schools are committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms or is suspected of substance abuse, the school may require that the student undergo substance abuse testing. A student who acknowledges his/her substance abuse may not need to be tested and will be assisted according to school policy. If results of the test suggest abuse (and the substance was not used on or brought to campus), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in dismissal from the school.

At times the school may choose to conduct random drug testing of the student body. While this measure may not often be implemented, the scourge of substance abuse in our society

is so serious that the Administration may consider it an effective and justifiable way of combating the problem.

**The school may conduct random searches of students' lockers or possessions.**

## SUPPLIES

A list of school supplies needed for each grade is given to parents at the beginning of the summer via the Website. These supplies should be brought to school on Orientation Day.

As a convenience, the Home and School Association will provide these supplies and deliver them to the student's classroom for a fee. Although coming to school with appropriate materials is the student's responsibility, parents should check to see that their student(s) has/have what is required. Parents are expected to check regularly to see if their child's supplies need to be replaced. It is not unusual for students to need new supplies throughout the school year. **No other items should be brought to school.** Students who bring unauthorized items to school will forfeit said items for a period of time to be determined by the teacher or administration. The defacing of desks and classroom furniture has become a serious problem especially in the Middle School. Most of this has been done with "Sharpies" or permanent markers. Therefore, Permanent Markers and Sharpies are not permitted on school grounds. They will be confiscated and NOT returned. (See **PERSONAL POSSESSIONS**)

## TELEPHONE CALLS

Use of the Office phone by students requires the permission of the Office Manager, a faculty member, Assistant Principal, or Principal.

Parents calling the school with a message should give the name and grade of the student or teacher who is to receive the message. Although office personnel are willing to be of assistance when unexpected developments necessitate changes in arrangements, students should be made aware of the day's pick-up or after-school procedure and rainy day alternatives before they arrive at school in the morning. Valuable educational time may be wasted if a child is concerned about after school arrangements.

Teachers are not called out of class to speak with a parent. Teacher's messages are placed in his/her mailbox.

## TEXTBOOKS

Textbooks for all classes are loaned to the student who is then responsible for them until the teacher collects them. All textbooks must have a functionally protective cover at all times. Clear book covers with adhesive backing are never permitted as they leave a sticky residue on the textbooks. Middle school students arriving to class with uncovered books are subject to appropriate consequences. Books damaged by clear contact paper or other damage/loss will require a full replacement fee. Tape should never be applied to the book's surface, inside or out.

“Sox” covers must be an appropriate size for the textbook; otherwise, too small a covering can cause too much pressure on the book’s spine and damage the binding.

It is also important that parents, students, and teachers note and document a book’s condition when they are assigned as this determines whether a student will be responsible for replacing the book at the end of the year.

## TRANSFERRING STUDENTS

When a student is withdrawn from school during the school year, the homeroom teacher will request that all textbooks and library books loaned to the student be returned. Tuition paid for any month subsequent to the student's withdrawal will be refunded. Any partial month’s tuition will not be refunded. The first (July) installment is non-refundable. Records will not be transferred to another school unless a withdrawal form is filled out during an “exit interview” with either the Principal or Assistant Principal. If you find it necessary to withdraw your student(s) from Trinity Catholic School, please call the Registrar to set up an appointment for your exit interview.

## TRANSPORTATION

Trinity Catholic School does not offer bus service; therefore, parents must arrange for the transportation of their student(s).

Students should never ride with another parent/adult unless the parent has provided the school with specific written instructions. **A PARENT WHO AGREES TO DRIVE A STUDENT(S) ASSUMES LIABILITY FOR THAT/THOSE STUDENTS(S).**

## TUITION

The School Advisory Board sets tuition rates annually. Tuition is paid in ten monthly installments, July through April, and is due by the tenth of the month. All tuition and fees are paid through “Smart Tuition Service.” A completed application must be on file in the school office which determines your preferred method of payment. A student's attendance at school may be terminated if tuition is four months in arrears unless the School Advisory Board approves a payment plan. If tuition payments or any other monies owed to Trinity Catholic School are not paid in full by the 10<sup>th</sup> of April, students may not be permitted to take final exams. Parents who foresee a problem are responsible for contacting the Bookkeeper to make alternate arrangements.

## UNIFORMS

### GENERAL APPEARANCE

- All students in Pre-Kindergarten are to wear comfortable play clothes and tennis shoes (**no boots, sandals, clogs, Crocs, platform shoes, etc.**) and socks.

- Kindergarten students have the option of wearing comfortable play clothes and tennis shoes (**no boots, sandals, clogs, Crocs, platform shoes, etc.**) and socks or school uniforms with tennis shoes and socks.
- Students in grades 1-8 wear uniforms to school unless a “No Uniform Day” (N.U.D.) is announced.

Jumper and skirt length must be no higher than mid knee. Shorts’ length must be no higher than two inches above the knee. Blouses and shirts must be worn completely tucked in so that the waistband is visible. Shirts should remain tucked in until the students have left the school grounds. Waistbands should never be rolled.

Any T-shirts worn under uniform shirts must be plain white, short sleeve, crew, or v-neck. Turtleneck shirts are not permitted at any time. Low cut athletic socks are not appropriate. Socks must be plain and extend a minimum 2” beyond the top of the shoe.

### THE FOLLOWING IS A LIST OF EXAMPLES OF **UNACCEPTABLE UNIFORM PRACTICES**

- ❖ Boys wearing slacks so low that the seats of the pants sag or droop
- ❖ Boys’ shirts blousing over their waistbands
- ❖ Girls’ shirts blousing over their waistbands
- ❖ Shorts/skirts worn too short
- ❖ Shirts that are not tucked in
- ❖ Low cut athletic socks

Because so much time has been taken with enforcing proper uniform guidelines in the past, a “no tolerance” rule is in effect. Students who, after being warned, continue to display a lack of respect for the uniform guidelines will forfeit future N.U.D’s and be subject to disciplinary action.

Adolescent boys may find it necessary to remove noticeable facial hair, i.e., long sideburns, mustaches, etc.

**We ask parents/guardians to reinforce the uniform code to their child(ren) so that they are in proper uniform when they arrive at school each day.** Please be especially mindful of the days that your child/children are to be in dress uniform. Students are expected to wear their uniforms properly during school hours and when representing our school off campus.

***ALL CLOTHES SHOULD BE LABELED WITH THE STUDENT’S NAME IN CASE CLOTHES ARE MISPLACED. ALSO, PLEASE LABEL LUNCH CONTAINERS, BOOK BAGS, AND SHOES. THIS IS THE ONLY WAY WE WILL BE ABLE TO RETURN LOST ITEMS TO YOUR STUDENT. (SEE LOST AND FOUND)***

## **UNIFORM GUIDELINES**

All uniforms must be purchased at either G. Willie’s Uniform Shop, Hellen’s Uniform Shop, (**See DRESS CODE**) or through the Uniform Closet located at the school. There are many optional items that are available. Girls may wear shorts or pants and boys may wear shorts when it is a non-dress uniform day. All students may wear knit shirts on non-dress uniform days. **Uniform shorts may not be worn too large, must stop above the knees, and have a tailored fit.**

Please do not ask retailers to sell a uniform that is too large to meet our guidelines. They will not be accepted at school nor will they be able to be returned once they are worn.

**SWEATERS AND JACKETS** Only uniform cardigans and TCS sweatshirts may be worn in class over the uniform shirt or jumper. On very cold days jackets and coats may be worn when students are outside, but the first layer of clothing worn after the uniform shirt or jumper must be a TCS cardigan or sweatshirt. Don't forget the ***"Keep Trinity Close To Your Heart"*** uniform rule. The sweatshirt may be the uniform sweatshirt or the P.E. sweatshirt for middle school students. The Navy Blue P.E. sweatshirts may only be worn by middle school students.

**SHOES** Leather shoes must be conventional and in black, brown, cordovan, dark tan, or navy color. Shoes may be purchased at a store of your choice. Athletic shoes, sandals, clogs, mules, platform shoes, boots, or tennis shoes are not allowed. Shoes can be no higher than the anklebone. Heels of shoes must be the standard conventional height for flat shoes. Shoelace colors must complement the shoe and uniform.

Pre-Kindergarten and Kindergarten students are to wear sneakers with socks that extend a minimum of two inches beyond the top of the shoe.

**SOCKS** All socks must be plain and extend a minimum of two inches beyond the top of the shoe. **Low cut athletic socks are not permitted.**

GIRLS: Plain white or plain navy socks. Plain navy or white tights may be worn with the skirts and jumpers in cold weather. If tights and socks are worn together, they must be the same color.

BOYS/GRADES 1-5: Plain white or plain navy socks

BOYS/GRADES 6-8: Plain white socks

**BELTS** Plain brown, black, or navy leather belts must be worn at all times with slacks or shorts. Shirts must be tucked in so that belt is always visible.

**JEWELRY** Girls may wear **one pair** of stud earrings. Dangle or hoop earrings are not allowed. Boys are not allowed to wear earrings. The teachers and/or administration will make determinations concerning the acceptability of jewelry worn at Trinity Catholic School.

**HAIRCUT** Hairstyles must be neat, conservative in style, and appropriate. Boys' hair must be off of the eyebrows, off of the ears, and off of the collar. No rat tails, shaved heads, partially or closely shaved heads are allowed. The natural color of hair may not be altered. The teachers and/or administration will have the final determination concerning the acceptability of a hairstyle.

**ACCESSORIES** Girls' hair accessories must be in colors that coordinate with the uniform.

**MAKEUP** Makeup should be natural looking and never be noticeable. Eye makeup is not permitted. Fingernail polish must be clear.

## DRESS UNIFORM

Students must wear dress uniform on days that they attend Mass. Grades K-5 attend Mass each Thursday and grades 6-8 attend Mass on Wednesday. Usually an All-School Mass is held once a month. Watch the newsletter for dates of All-School Masses and remind your student(s) to listen carefully to morning and afternoon announcements so that they are dressed properly on all Mass days.

### *GRADES K-5/DRESS UNIFORM*

#### BOYS

White Oxford Shirt  
Navy Slacks with Pleats  
White or Navy Socks  
Belt  
Navy Cardigan or  
TCS Sweatshirt (Navy Zip front or Green)  
Proper Uniform Shoes

#### GIRLS

White Peter Pan Blouse  
Plaid Jumper  
White or Navy Socks  
  
Navy Cardigan or  
TCS Sweatshirt (Navy Zip front or Green)  
Proper Uniform Shoes

### *MIDDLE SCHOOL DRESS UNIFORM*

#### BOYS

White Oxford Shirt  
Khaki Slacks with Pleats  
White Socks  
TCS Sweatshirt (Navy Zip front, green or PE)  
Belt  
Proper Uniform Shoes

#### GIRLS

White Oxford Shirt  
Plaid Box Pleat Skirt  
White Socks  
TCS Sweatshirt (Navy Zip front, green or PE)  
  
Proper Uniform Shoes

Girls in fifth grade are considered in transition from the jumpers to the skirts. Fifth grade girls may wear either a skirt or a jumper. Please be aware that the dress uniform guidelines apply for whichever they choose to wear—oxford shirt must be worn with the skirt and Peter Pan collar blouse must be worn with the jumper. These items can be mixed when it is not a dress uniform day. The jumpers cannot be cut to make into a skirt as the styles are different.

## REQUIREMENTS FOR “NO UNIFORM DAY” GRADES 1-5

If the faculty and/or administration determine a “No Uniform Day” (N.U.D.) is appropriate and in keeping with the philosophy and mission of the school, the date of the N.U.D. will be announced, and the following stipulations will be enforced for grades 1 through 5:

- Shorts, skirts, or dresses must be 4” above the knee or longer
- No suggestive advertising or sayings on shirts
- Shirts must have sleeves

- Shoes must be worn with socks; the shoe must cover the entire foot—no flip flops, mules, or backless sandals may be worn
- No hats
- No pajamas
- All clothing must be neat, clean, and in good repair
- No bare midriffs—this includes when arms are raised
- Clothing must not be too small (skin tight)

Students who come to school and do not meet these requirements will be asked to call their parents so acceptable clothes can be brought to them. No Uniform Days are a privilege that should not be abused. N.U.D.s will not be granted to students who violate the uniform code.

## REQUIREMENTS FOR “NO UNIFORM DAY” GRADES 6-8

If the faculty and/or administration determine a “No Uniform Day” (N.U.D.) is appropriate and in keeping with the philosophy and mission of the school, the date of the N.U.D. will be announced; and the following stipulations will be enforced for grades 6 through 8:

- No shorts for either girls or boys except with permission of the administration
- No short skirts or dresses for girls (4” above knee or longer)
- No suggestive advertising or inappropriate sayings on shirts
- Shirts must have sleeves
- If uniform shorts are worn, they must be worn along with the complete school uniform
- Shoes may be worn with or without socks; the shoe must cover the entire foot—no flip flops, mules, or backless sandals may be worn
- No hats
- No pajamas
- All clothing must be neat, clean, and in good repair
- No bare midriffs—this includes when arms are raised
- Clothing must not be too small (skin tight)

As not every style of clothing can be addressed in this guideline, final determination of the appropriateness of a students’ clothing is the responsibility of the administration. Students who come to school and do not meet these requirements or cause a distraction by their choice of

clothing, will be asked to call their parents so acceptable clothes can be brought to them. No Uniform Days are a privilege that should not be abused. N.U.D.s will not be granted to students who violate the uniform code.

## UNIFORM CLOSET

This closet is an exchange/purchase location for pre-owned uniform clothes. All clothes must be uniform items (originally purchased from G. Willie's or Hellen's) and must be in good condition for another item of equal value. You may purchase needed items priced as follows: Shirts/\$5, Shorts and Pants/\$7, Sweatshirts, Sweaters, Jumpers, and Skirts/\$10.

## VOLUNTEER SERVICE REQUIREMENT

Each family should be aware that service is at the heart of Trinity Catholic School. With this in mind, each family is required to give a minimum of 25 hours of service hours per year to the school community. This commitment will be made by contract at the time of registration for the fall semester.

During each school year, each family is expected to donate volunteer service hours to be completed during the school year or, in lieu of these service hours, to contribute a minimum of \$300 to the school. Volunteer service hours are preferred over money given to the school.

The cost of educating each child is significantly more than the tuition that is charged. Therefore, every family will be expected to honor this commitment. Volunteer service hours may be secured in many ways—by donation of time, talent, and goods.

The essence of parent participation is a cheerful giver who shares his/her talents, time, and treasures with the Trinity Catholic School family. The requirement for each family is 25 hours for families with students in grades pre-kindergarten through eighth grade and 12 ½ hours for families with only half-day or part-time students.

Those families who have not met their 25-hour commitment and who have not been excused will be required at the end of the year to pay \$12 per hour not served during the year.

Volunteer service hours will be kept from the first day of summer break of the current year until the last day of school. Billings will be mailed out beginning May 1. However, the opportunity to complete your requirement is available only until the last day of school.

It is the responsibility of the Home and School Association to maintain the time sheets. Time sheets will be tallied at the end of each quarter and hours will be entered for each event. One hour will be credited for each \$12 of approved donated goods. Goods donated must be listed separately on the reporting form (in the space provided) indicating the value of the goods, what the goods were, and who they were donated to at the school. Receipts must be attached to time sheets for donated goods.

Attendance at an athletic event and/or a social function does not qualify for service unless you are on the organizing committee or in a helping position. Those who register after the first quarter will have their hours pro-rated for the year.

Hours cannot be transferred between families. Family members, however, such as grandparents, aunts, uncles, and older siblings can earn service hours and are welcome to participate. Volunteers must be at least 13 years of age.

Reporting forms are found on the Website [www.trinityknights.org](http://www.trinityknights.org) and in the Main Office.

Those who cannot fulfill their commitment are asked to contact the Principal as early as possible so that other arrangements can be arranged.

## WEB SITE

The Trinity Catholic School Web site is located at [www.trinityknights.org](http://www.trinityknights.org). The user identification and password will be given to you at the beginning of the school year. You will need this information to enter some areas of the Web site that are not open for general public viewing (newsletter, etc.) As students often forget to bring information home, the Web site is an ideal way to stay abreast of what is happening at school.

06/19/09



