



**TRINITY
CATHOLIC
SCHOOL**

PARENT/STUDENT HANDBOOK

2018-2019

TRINITY CATHOLIC SCHOOL
A MINISTRY OF BLESSED SACRAMENT CHURCH
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**→ UPDATES FOR THE 2018-2019 PARENT/STUDENT
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TABLE OF CONTENTS
2018-2019
PARENT/STUDENT HANDBOOK

SCHOOL POLICY AND PRINCIPAL’S RIGHT TO AMEND.....	6
MINISTRY OF OUR CATHOLIC SCHOOL.....	7
MISSION STATEMENT.....	7
STATEMENTS OF BELIEFS.....	8
PHILOSOPHY.....	8
ADMISSIONS.....	9
Non-Discriminatory Notice.....	9
Admission Policy.....	9
AFTER-SCHOOL CARE.....	11
ANNOUNCEMENTS/MESSAGES.....	11
ARRIVAL/PICK-UP PROCEDURES	11
ATTENDANCE POLICY/ABSENCES.....	12
BIRTHDAYS.....	12
BOOK BAGS.....	13
BULLYING POLICY.....	13 – 16
CATHOLIC IDENTITY.....	16
CASH PAYMENTS.....	16
CLASSROOM VISITS/OBSERVATIONS.....	17
CLINIC.....	17
Severe Food Allergies.....	18
Lice Policy.....	19
Medication Procedures.....	19

COMMUNICATION.....	19
General Communication.....	19
Parent-Teacher Conferences.....	20
Parent-Principal Conferences.....	20
CONFIDENTIALITY.....	21
COUNSELOR.....	21
CURRICULUM.....	21
CUSTODY.....	21
DISCIPLINE.....	22
Offenses.....	22
Consequences.....	23
Administrative Discipline.....	24
EVALUATIONS.....	24
Report Cards.....	25
Standardized Testing.....	25
FUNDRAISING.....	25
GRADING CODES.....	26
Conduct.....	26
Honors.....	26
FIELD TRIP/AFTER SCHOOL SPORTS TRIPS.....	27
GRADUATION.....	28
HANDBOOK AGREEMENT.....	28
HIGH SCHOOL LEVEL CLASSES.....	28
HOME AND SCHOOL ASSOCIATION.....	29

HOMEWORK.....	29
INSURANCE.....	30
KNIGHTS OUT.....	30
LEGAL ISSUES.....	30
Parental Rights.....	30
Cooperation with Legal Authorities.....	31
Reporting Physical/Sexual Abuse.....	31
Restitution Liability.....	31
Statement about Subpoenaed Faculty.....	31
LITURGY.....	31
LOCKERS/LOCKS.....	32
LOST AND FOUND.....	32
LUNCH PERIOD.....	33
Lunch Parents.....	33
MEDIA CENTER	33
MIDDLE SCHOOL EXTRA-CURRICULAR ACTIVITIES.....	33
MIDDLE SCHOOL POLICIES, STANDARDS, AND PROCEDURES.....	34
MIDDLE SCHOOL SPORTS PROGRAM HANDBOOK.....	34
OFFICE HOURS.....	37
PARENTS AS PARTNERS.....	37
PERSONAL POSSESSIONS.....	38
Cell Phones.....	38
E-READERS.....	38
PETS ON SCHOOL PROPERTY	38

PHOTO PERMISSION.....	39
PHYSICAL EDUCATION.....	39
PHYSICAL EXAMINATIONS/IMMUNIZATIONS.....	39
PICTURES.....	40
PLAYGROUND.....	40
PRAYERS.....	40
PROMOTION.....	40
RECORDS.....	41
ROOM PARENTS.....	41
SACRAMENTAL PROGRAMS.....	41
SAFE ENVIRONMENT PROGRAM.....	41
SCHOOL ADVISORY COUNCIL.....	41
SCHOOL HOURS.....	42
SECURITY/SAFETY.....	42
SERVICE HOURS REQUIREMENTS.....	43
SOCIAL MEDIA.....	44
SPECIAL PROGRAMS AND SERVICES.....	44
SPIRIT DAY.....	44
STREAM	45
STUDENT INFORMATION SYSTEM (PowerSchool).....	45
SUBSTANCE ABUSE POLICY.....	45
SUPPLIES.....	46
TECHNOLOGY.....	46
TELEPHONE CALLS.....	46

TEXTBOOKS..... 47

TOBACCO/E-CIGARETTES..... 47

TRANSFERRING STUDENTS..... 47

TRANSPORTATION..... 47

TUITION..... 48

TUITION REFUND POLICY..... 48

UNIFORMS..... 48

Uniform Guidelines..... 49

Casual Uniform..... 49

Dress Uniform..... 49

No Uniform Day (NUD) Guidelines..... 50

UNIFORM CLOSET..... 51

WEATHER CLOSURES..... 51

WEBSITE. 51

WELLNESS..... 51

APPENDIX A 52

PARENT/STUDENT HANDBOOK GOVERNANCE AGREEMENT FORM..... 56

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 is the final recourse **and reserves the right to amend this handbook and rules. Parents will be given prompt notification.**

MINISTRY OF OUR CATHOLIC SCHOOL

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 teach the Catholic faith within a challenging academic curriculum, laying the foundation for all students to grow in Christian maturity, integrity and knowledge.

“Where students grow Spiritually, Academically, & Physically for a lifetime of service and leadership.”

STATEMENTS OF BELIEFS

At Trinity Catholic School we believe –

- Each student is a unique child of God.
- A Catholic school reflects the integration of a Catholic faith and values with learning and life.
- Catholic education is an integral part of the Church's mission to proclaim the gospel message of Jesus, to build faith communities, to celebrate through worship and to serve others without distinction.
- Parents are the primary educators of their children.
- Students experience faith-based traditions as part of their educational formation in Catholic schools.
- Ongoing evaluation and improvement of the curriculum is crucial to the developments of a sound educational program.
- A safe and comfortable learning environment promotes learning and success.
- The opportunity for success is an important component of student learning.
- A healthy learning environment is everyone's responsibility.
- A supportive and challenging learning environment increases a student's potential for responsible decision making.

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/Catholic 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 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.

All students begin each school year during a one-semester probationary period in which the student's academic progress and conduct is observed to determine if he or she is compatible with the school. At the end of this period, if the student's conduct shows that the school's program is not effective, the student can be asked to withdraw.

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

Reregistration of families currently attending Trinity Catholic School (TCS) will be held in early February. A non-refundable, reregistration fee per student is due along with the reregistration form.

New student registration will begin in February after reregistration for the school year that begins the following August. According to Florida law and Diocesan Policy, 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. All children must be potty trained. If needed, a blind lottery will be conducted to establish an initial waiting list. All applications received before the date of the blind lottery will have an equal chance in the drawing of names for the waiting list in their respective category. Applications submitted to TCS after the blind lottery will be added to a wait list in the order they are received. Please note the importance of early application.

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 Pastor. (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 Pastor.

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 2:55 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.

ARRIVAL/PICK-UP PROCEDURES (see Appendix A)

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

Kindergarten Parents – park on the fenced side of Talaflo Street and walk your child to the Kindergarten porch in the morning. Students are not to be left unattended on the porch. A teacher will open the classroom door at 7:40 a.m. Parents, please leave promptly so that your child can begin his/her day. **Students who arrive after 8:00 a.m. will be marked tardy. You will need to take your child to the office for a tardy slip before he/she can enter the classroom. If the classroom door is closed and the tardy sign is displayed, your child will need a tardy slip.**

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. Pick-up time for Pre-K and Kindergarten students is 2:45 p.m.; pick-up for Grades 1-8 begins at 3:00 p.m. Students not picked up by 3:30 p.m. will be taken to Beyond-the-Bell (after-school program) for a fee. See “Arrival and Dismissal Procedures” on the Trinity Website for a more detailed explanation.

Texting and cell phone usage is not allowed once the carline is moving. Seatbelts should be used also for the safety of drivers and passengers.

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/email, 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.

Students arriving at school after 8:00 a.m. are considered tardy. Parents/drivers arriving late must park and bring their child to the school office for a pass to be admitted to class. Habitual tardiness impedes a student's learning due to a loss of educational time. Frequent tardies (4 or more times in a quarter) may result in lower grades.

According to Diocesan guidelines, a student who is absent more than twenty (20) days in one school year **MAY** be retained. **More than 15 absences will require a conference with administration.**

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 (March) 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.

BIRTHDAYS

Trinity Catholic School has adopted a "no-food" policy in regards to celebrations of birthdays. Teachers will celebrate your child's birthday in a multitude of ways which may include: holding the flag in the morning, a pencil from the Principal, and other fun ideas in the classroom that do not center around food as a reward/recognition. If

treats, on birthdays or any other day of the year, are brought for the class, or other group, without approval from administration, the treat will be sent home with the child at the end of the day.

As a courtesy to students, all invitations to parties not related to school must be given to **ALL** students (or ALL the boys or ALL the girls) in the class after checking with the homeroom teacher; otherwise, invitations should be handled away from school. No gifts shall be given out unless it is given to all students in the class, after checking with the homeroom teacher; otherwise gifts should be handled away from school. **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. Book bags are not permitted to move class to class in middle school but remain in homeroom teacher's classroom.

BULLYING POLICY

GOAL: The goal of the Trinity Student Bullying policy is to foster the Gospel message of love of neighbor in our school to ensure students can learn in a loving, caring, supportive and safe environment with fear of being bullied.

DEFINITION:

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

Cyber Bullying is defined as **deliberate, repeated**, sending or posting of harmful, threatening or cruel text or images through electronic media of any sort where it is difficult for those being targeted to defend themselves.

DUTY OF TRINITY CATHOLIC SCHOOL:

The duty of Trinity Catholic School is to create and foster the call to "love one another as I have loved you" (John 15:12). Faculty and Staff shall be alert to the signs of bullying and shall act promptly and firmly against it in accordance with school policy.

The Student Bullying Policy will be promoted and implemented consistently throughout the school and the school year.

Administration shall have the responsibility of tracking individual cases of bullying and documenting same. Administration shall be responsible for keeping staff updated on student bullying incidents. 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 parents and students about the Bullying Policy. 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 individual differences are acceptable and never a cause for bullying.

Parents will have an opportunity to learn about this issue through workshops (e.g. Home-School Association Meetings) and will have a responsibility to read a copy of the Student Bullying 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 assist and support the school with addressing any incidences of bullying at home.

IMPLEMENTATION:

At the start of each school year, children and parents will receive the Bullying Policy and be advised that bullying in any form will not be tolerated in this 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.

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

- When bullying has occurred and is reported, the staff member will address the issue as soon as possible.
- The staff member will complete **a report**.
- The principal will be notified and will interview all parties concerned and will document findings.
- 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 an opportunity to:

- Have a discussion, reassurance, protection, and support.
- Confront the bully in a safe setting, if appropriate.

STUDENTS WHO INITIATED THE BULLYING WILL:

Have an opportunity to:

- Explain their behavior.
- Acknowledge his/her wrongdoing.
- Change behavior.
- Offer an apology to the victim.
- Have parents actively involved in promoting change in the offending student's attitude.

THE FOLLOWING DISCIPLINARY STEPS MAY BE TAKEN:

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

FALSE REPORTING:

Making intentional false reports of bullying will not be tolerated and is considered a punishable offense.

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.

CYBERBULLYING

Faculty and staff have a duty to address any incidents of cyber bullying that is brought to their attention. They have a duty to educate students about the cyberbullying policy. The school will raise the awareness of the nature of cyberbullying in an attempt to eradicate such behavior within the curriculum.

Administration shall have the responsibility of tracking individual cases of cyberbullying that have been documented and presented to the school. Administration shall be responsible for keeping staff updated on student cyberbullying incidents. They will also implement programs to educate parents, faculty, and students on all pertinent issues regarding cyberbullies and cyberbullying

Students will follow the Acceptable Use Policy while at school.

Parents have the responsibility to monitor their children's use of technology outside of school.

THE FOLLOWING STEPS SHALL BE TAKEN BY THE SCHOOL WHEN DEALING WITH CYBERBULLYING INCIDENTS:

- When cyberbullying has occurred and is reported, the staff member will address the issue as soon as possible.
- 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.

STUDENTS WHO HAVE BEEN CYBERBULLIED WILL BE SUPPORTED BY:

Being offered an opportunity to:

- Have a discussion, reassurance, protection, and support.
- Confront the cyberbully in a safe setting, if appropriate.

STUDENTS WHO INITIATED THE CYBERBULLYING WILL:

Have an opportunity to:

- Explain their behavior.
- Acknowledge his/her wrongdoing.
- Change behavior.
- Offer an apology to the victim
- Have parents actively involved in promoting change in the offending student's attitude.

FALSE REPORTING:

Making intentional false reports of cyberbullying will not be tolerated and is considered a punishable offense.

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.

CATHOLIC IDENTITY

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) and attend religious activities mandated by the school.** 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 **and retreats.** 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.

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

A clinic staffed by a Registered Nurse is provided for students who have chronic medical conditions, and those 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 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.

SEVERE FOOD ALLERGIES

Allergic food reactions span a wide range of severity of symptoms. The most severe and potentially life-threatening reaction is anaphylaxis. When a physician assesses that a child's food allergy may result in anaphylaxis, the child's condition meets the definition of "disability". It is then covered under the Federal Americans with Disability Act (ADA), Section 504 of the Rehabilitation Act of 1973, if the allergy management affects the student's ability to make educational progress. The intent of Section 504 of the Rehabilitation Act of 1973 is to provide students with disabilities equal access to educational programs, services, and activities.

Parents of students with diagnosed, severe food allergies who are on restricted diets must provide food for their children while at school. This includes snack, lunch, Beyond the Bell snack and a supply of treats to be used for special occasions such as birthdays and holiday celebrations. The school will not provide any food to children with diagnosed severe food allergies which require a specific diet, including but not limited to: peanut, tree nut, dairy, wheat and gluten allergies.

To adequately care for every student's health care needs, both in general and as specifically identified by the student's physician, Trinity Catholic School requires authority to discuss health care matters with the student's physician. Any information received as a result of this exchange is kept in the highest level of confidentiality within the clinic and is only shared with non-clinic staff as is medically required to ensure a safe school environment for the student.

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 rechecked by the school nurse and found to be free of lice and nits.

The other students in the infested student's classroom and the student's sibling(s) should be examined in a private setting for evidence of either the lice or lice eggs (nits) only if symptoms of a head lice infection are identified or if one-third (1/3) of the students in the classroom have been previously identified with active cases. The examinations should be done by each student's parents; the school nurse, if available; and/or the school principal or designee.

In the event that one-third (1/3) of the students in a classroom are identified with active cases of head lice, then the Principal/Nurse shall send home notification to the parents in the affected class.

MEDICATION PROCEDURES

The school administers medications to a student only as authorized by the parent/guardian in the "Authorization of Medication Form" and subject to school agreement after review of the authorization. If the medication is a prescription medication, the school also requires the prescribing physician's signature on the "Authorization of Medication Form." Administration of prescription medication shall be as specified on the label. Administration of all other medications shall be consistent with the dosage recommendations for the medication. Such medications must be brought by the parent/guardian to the school clinic in the original container. The school clinic will not accept medications from a student. Student administration of medications is only permitted in the case of asthma rescue inhalers as documented in the "Authorization of Medication Form."

Medications of any kind including ointments, lip balm, pills, vitamins or liquids may NOT be carried by the student to school, with the exception of rescue inhalers **and epipens** for students with asthma. If a student is found to have any of these items, they will be taken away from the student and put in the front office to be picked up by a parent. Students may bring their own cough drops and have the teacher or nurse administer as needed.

COMMUNICATION

GENERAL COMMUNICATION

As technology increases we have more avenues than ever to stay connected. We all have responsibilities in maintaining open and current communication. Our responsibilities are as follows:

Administration will keep the school website updated and current; provide bi-weekly newsletters; use the Bright Arrow messaging system to email, and/or phone, reminders and notifications; give reports at Home and School meetings; and respond to parent e-mails, or phone calls, within 24 hours.

Faculty and staff will keep classroom web pages updated and current; e-mail or call parents when issues arise; in grades 4-8, send progress reports home mid-quarter; in lower grades, send home weekly folders and/or daily progress reports; post grades in a timely fashion; and respond to parent e-mails, or phone, calls within 24 hours.

Students will ensure that all papers intended for parents/guardians are given to parents/guardians that day; use the classroom web pages as a resource for information; when appropriate, check PowerSchool to self-monitor progress; use daily planner; and, return papers, progress reports, report cards, folders, referrals, etc. to teachers when due.

Parents/Guardians will check with students for papers that have been sent home; monitor the Trinity Catholic School website, **newsletters, Bright Arrow Notifications and teacher web pages, often; e-mail or call** teachers when issues or questions arise; check PowerSchool, often, to monitor child's progress (Each student will have a secure password that will allow parents access to their child's grades and impending tests and projects.); check student's daily planner; sign and return papers, progress reports, report cards, folders, referrals, etc. to teachers when due.

A note on PowerSchool: As many of you know, both students and parents alike have access to PowerSchool. We recognize the importance of putting our grades in a timely, consistent manner. We strongly suggest speaking with your children about their grades prior to contacting a teacher. This opens the lines of communication up between parent and child and paves the way for a better discussion with the teachers.

PARENT-TEACHER CONFERENCES

Complaints/concerns should be handled at the appropriate level. Persons with concerns about a teacher should first attempt to address the concern with the teacher. Only then should school administration be contacted.

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. **Both parents and teachers may request conferences.**

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. If there is a classroom issue, the parent must confer with the teacher first before discussions with the Principal.

Parent-to-Parent Communications

Communication between parents involving school business must be approved in advance. This includes both printed and electronic communication. Parents involved in fundraising should have all correspondence approved in advance by administration. Any correspondence from room parents must also be approved in advance by the teacher (or administration if asking for funds/donations.)

CONFIDENTIALITY

Teachers and other school personnel will keep confidential information entrusted to them so long as no one's life, health or safety is at state. Parents will be promptly notified of teacher concerns.

COUNSELOR

A certified 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. Students may request to see the Counselor by filling out a written request form provided by the front office or any classroom teacher.

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, Latin, Computers, Math Lab, Study Skills, HOPE 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.

Students in Grades 5-8 may take advanced Math classes based on certain criteria. Students in Middle School may take Honors Language Arts based on certain criteria.

Eighth Graders have the opportunity to achieve high school credit for Algebra I, Spanish I, Latin I and HOPE. Admission into these courses is based on the student meeting specific standards.

CUSTODY

“This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.”

DISCIPLINE

Keeping in mind our mission statement, a student at Trinity Catholic School should be characterized by a commitment to the following:

- love of God and neighbor
- respect for self and other
- self-control
- honesty with self and others
- accepting personal responsibility

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.

OFFENSES

The following is an example of conduct that is not suitable for a climate of learning.

- Failure to bring books or materials to class
- Being out of uniform in any respect (refer to uniform guidelines)
- Eating outside of designated time and place
- Chewing gum on school property
- Reckless running or playing in hallways and breezeways/**or school grounds**
- Foul or abusive language or gestures, or indecent behavior
- Dishonesty or stealing, including: plagiarism, cheating, forgery
- Disrespect in church, chapel or any other religious service
- Failure to observe silence during fire drills
- Teasing, name-calling, harassment, **threats**
- Disrespect/rudeness to person/s in authority, including: faculty, staff, volunteers, etc.
- Destruction of school property or vandalism (reimbursement is required)
- Any actions dealing with, or possession of, drugs, alcohol, or weapons, **vaping** **or** tobacco products or incendiary devices
- Fighting
- Any physical aggression (hitting, kicking, biting, scratching, etc.)
- Public displays of affection
- Not keeping hands to self
- Bullying
- Sexual harassment
- Truancy or leaving school grounds without permission
- Unauthorized electronic devices or any items that distract (including Fidget toys) on school or church grounds or at school-sponsored activities
- Any classroom behavior which interferes with an effective learning atmosphere
- Any other infractions deemed serious by the Principal

CONSEQUENCES

When a student violates the Discipline Policies, any staff member may issue a consequence. Consequences are intended not as mere punishment, but as a means to correct misbehavior and improve a student's overall conduct. The purpose of discipline is to teach correct behavior.

For conduct that is not suitable for a climate of learning, appropriate consequences will be imposed by a teacher, or other authorized school employee. The following consequences may be in addition to warnings and classroom discipline structures.

EARLY CHILDHOOD

Pre-K3, Pre-K4 and Kindergarten are their own entities and use individual behavioral plans appropriate to their classroom setting.

1st and 2nd Grade

If a child is sent out of the classroom, given a lunch (recess) detention or other consequence, a written behavior notification will be given to the child and must be signed by a parent or guardian. All notices will be kept on file by the teacher until the end of the school year.

Lunch (recess) detentions will take place in the classroom, with a teacher present, following diocesan guidelines.

The following actions will take place if needed:

- A parent/teacher conference
- A student/administration conference
- A student/teacher/parent/administration conference

ELEMENTARY and MIDDLE SCHOOL

For conduct that is not suitable for a climate of learning, appropriate consequences will be imposed by a teacher, or other authorized school employee. The following consequences may be in addition to warnings and classroom discipline structures.

Consequences may include lunch detentions, behavior contracts, conferences, a demerit, or the assignment of another appropriate punishment. A written behavior notification will be given to the child and must be signed by a parent or guardian. All notifications will be kept on file by the teacher until the end of the school year. Multiple notifications will result in an Administrative referral.

Lunch detentions include silently writing while eating lunch. Failure to report on time to serve a lunchtime detention will result in another detention.

Demerits may be issued for serious infractions as well as for patterns of behavior. After the issuance of a demerit, the student may be placed on probation.

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.

Depending on the gravity of the offense, the Principal may determine that suspension or expulsion is necessary.

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 may receive 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. *Note: Bullying is addressed under a separate classification, see Bullying Policy, page 7.

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.

Please note that each teacher will control his/her own discipline, using individual classroom rules, procedures and consequences. The Middle School has its own policies, standards and procedures found on the syllabus on the School website.

ADMINISTRATIVE DISCIPLINE

Possible administrative disciplinary actions may include but not limited to work detail, suspension, confiscation, immediate parent notification, or exclusion from extracurricular activities such as sports, dances, field trips, or end-of-the-year functions. If necessary, the school will contact the proper authorities to deal with any possible criminal behavior involved.

CONDUCT OUTSIDE OF SCHOOL

Students are Trinity Catholic School students at all times. Schools in the Diocese of Pensacola-Tallahassee reserve the right to discipline students for engaging in conduct that occurs off-campus if it endangers the health and/or safety of others, adversely affects the education process, or the reputation of the school.

Examples of such conduct include, but are not limited to, illegal activity, alcohol consumption, possession, use or sale of drugs, inappropriate Internet activity,

harassment or cyber bullying, pornography, fighting, illegal use of firearms, theft, arson and sexually inappropriate behavior.

Students may be subject to different disciplinary penalties for off-campus conduct depending on the severity of the issue. Such penalties may include, but are not limited to, suspension, expulsion, detention, and/or restitution. The student may also be removed from extracurricular activities and sporting events, as well as field trips, dances and graduation ceremonies.

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. Progress Reports are sent home approximately midway through each quarter to parents of students in grades 4-8. These Progress Reports 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 - Progress Reports 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 **Terra Nova** standardized achievement test is administered in the Spring to all students in grades 2 through 8, **as well as** the Cognitive Abilities Test (CogAT). 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.

The Assessment of Catechesis/Religious Education (ACRE Assessment) from NCEA is given yearly to 5th and 8th Grade students to measure Knowledge of the Catholic Faith and Christian values.

FUNDRAISING

All fundraising done in the name of Trinity Catholic School by parents, students or staff, must be approved in advance by the Principal.

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 Grade 1, 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 2 through 8, the numerical scores representing the letters of A, B, C, D and F will denote grades. The correspondence of percentages and letter grades is as follows:

<u>Letter</u>	<u>Percentage</u>	<u>Grade Point</u> (for Middle School)
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	Below 60	0.0

Courses taken in the Middle School will be given two (2) separate semester grades that will be averaged into a final grade. The Semester Grade for each subject will be based on two (2) quarter averages and the semester exam. The weighting of each semester grade will be that each quarter will account for 40% of the grade and the semester final will account for 20% of the Grade.

The averages will be calculated numerically and will reflect the actual percentage of the grade.

All tuition payments must be completed for a student to take exams.

CONDUCT

1. Above Average
2. Satisfactory
3. Needs Improvement
4. Unsatisfactory

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 no 4's or no more than two 3's in conduct for the quarter.

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

- All A's (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 and is expected. Students should not receive any 4's or no more than two 3's in conduct for the quarter. Honors can be withheld if students do not demonstrate good citizenship.

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.

- **Drivers** 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 Shield the Vulnerable online courses – “Recognize, Report & Prevent Child Abuse,” “Detecting Predators: GUARD the Children” and have been fingerprinted within the last five years are welcome to respond when asked to provide transportation for field trips. All fees for these requirements are the responsibility of the parent. **Fifteen passenger vans may not be used. Drivers must be 25 years of age or older. No unplanned stops may be made.**

*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 can take up to 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.

Siblings MAY NOT attend Field Trips. School-sponsored trips are grade specific and NOT OPEN to other grades or age groups. Siblings MAY NOT accompany adult chaperones on field trips. Volunteers must be able to give their undivided attention to their volunteer tasks and the children.

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; this fee will be billed through FACTS in December. The fee meets **13 hours** of the required 25 service hours reported to the Home and School Association. Parent(s) will be notified in a timely manner of the date of graduation and the activities preceding the Eighth Grade Graduation ceremony. Parents and students are encouraged to visit eighth Grade homeroom teacher websites for information. There will be an Eighth Grade checklist posted on the teacher web pages to monitor the schedule of events throughout the year.

All financial obligations to the school must be met before the 8th Grade graduation, or Kindergarten ceremony. The school reserves the right to deny participation in activities for financial or behavior issues.

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 “**Handbook Governance Agreement Form**” can be found at the end of this Parent/Student Handbook. If you need additional forms, please go to the school Website (www.trinityknights.org). 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.

HIGH SCHOOL LEVEL CLASSES

Trinity Catholic Middle School offers graduating 8th Graders the opportunity to earn High School credit for Algebra I, Latin I or Spanish I, and HOPE.

Students are not guaranteed to receive High School credit. High School credit will be issued based on grades, work ethic, and mastery of the subject. **Students must be approved to take Algebra I, based on Diocesan criteria.**

HOME AND SCHOOL ASSOCIATION

This association is composed of parents, faculty/staff 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 Council, Principal, and faculty/staff 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. The general guideline is ten minutes of homework for each grade level. For example, 10 minutes for grade 1, 20 minutes for grade 2 and so on. Middle school students should spend between 1 and 2 hours daily on homework and projects, including reading for Accelerated Reader and studying. Extra time may be required for exam preparation or completing unfinished class work. 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. Middle school students also use [google classroom](#) as a resource for homework assignments.

When a child is sick, parents should contact the homeroom and subject area teachers for make-up assignments and to request materials. Materials can be picked up in the front office, once the teacher/s has an appropriate amount of time to gather all necessary items. Teachers will be as helpful as possible in assisting the student with missed work. Make-up work, however, is ultimately the student's responsibility. 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.

GUIDELINES FOR LATE WORK FOR GRADES 3-8 ARE AS FOLLOWS:

It is the student's responsibility to turn work in on time. Consequently, **one letter grade** will be deducted for each school day the assignment is late (up to 3 days*). This does not apply to excused absences.

1 Day Late: 15% (Maximum 85% B)

2 Days Late: 25% (Maximum 75% C)

3 Days Late: 35% (Maximum 65% D)

**After 3 days, the assignment will no longer be accepted.*

ABSENCES

It is the student's responsibility to make up all work missed during an absence. Upon their return, they should see the teacher for any work missed. All make up assignments should include a note of "Absent on [Date]" at the top of the paper. This will assist the teacher in assigning on-time credit for make-up work.

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 may only notify the parents of the investigation with permission of the investigating authorities. The school will ask to have a representative present during an interview with the students, 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. **Victims of sexual abuse should contact Diocesan Victims Assistance Coordinator Dr. James Gagnon at 850/877-2465.**

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.

LITURGY

Students in grades K through 8 participate in Mass weekly. **Grades K through 3 will have "Mass Buddies" in Grades 4-7.** 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. (See [UNIFORMS](#)). Parents are encouraged to attend Mass with the students.

A student's religious formation begins at home and follows the example set by his/her parents. Families are expected to participate fully in the liturgy each weekend. Weekday Masses do not satisfy the obligation for weekend attendance.

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

Campus Cuisine is responsible for the online Lunch Program at Trinity for Grades K-8 and will offer lunches each day, which must be ordered in advance. 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 and **energy drinks are** also prohibited. Please do not send cans or containers that would create sharp edges when opened. 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. **Lunches should not be shared with other students.** Students may not leave campus for 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, fruit cups, pudding, cottage cheese or similar messy snacks. If these items are brought, they will be sent home unopened.

LUNCH PARENTS

Teachers in grades Pre-Kindergarten through Eighth 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.

MEDIA CENTER

The Media Center is open every school day from 7:15 a.m. until 3:30 p.m. It is a supportive force to the school curriculum. The Media Center strives to introduce and promote all versions of technology and literacy skills to make our students equipped for future endeavors. Grades K-7 have a scheduled time each week while 8th grade has flexible use during operating hours. We also implement STREAM activities during recess to promote critical thinking skills for our students. The Media Center will also schedule after school access for clubs and SMART program. Please check the Media Center website for scheduling and further circulation procedures.

MIDDLE SCHOOL EXTRA-CURRICULAR ACTIVITIES

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, Chorus, Drama Club, Student Council, Talent Show, Christmas Program, Passion Play, Cheerleading, Volleyball, Soccer, Basketball, Track, Baseball, Softball, Golf, Tennis, Morning/Afternoon Announcers, Mini-Vinnies, Red/White/Blue Club, National Jr. Honor Society, Band, Dances and Thespian Honor Society.

Members of all TCS organizations are ambassadors of the school. Membership and participation in extra-curricular activities is a privilege, not a right. Any behavior deemed inappropriate by the administration may result in forfeiture of the right to represent the school in these functions. All students must maintain an overall "C" average with no

"F's" and no more than two 3's and no 4's in conduct to be eligible for extra-curricular clubs and sports.

Students are never excused from detention in order to participate in any facet of extra-curricular activities. 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. A student acquiring 2 demerits must obtain administrative approval to continue participating in any extra-curricular activity including but not limited to sports. A student forfeits his/her right to team membership for the rest of the year after the third demerit.

The expectations of each organization are based on the nature and function of the group. Approval to participate in multiple extra-curricular activities must be secured by the student from all coaches/advisors. 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.

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 circumstance may a sibling be left after school unattended while the other child attends their extra-curricular activity.

Students may not participate in 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.

MIDDLE SCHOOL POLICIES, STANDARDS, AND PROCEDURES

Please note that this document will be distributed in the planners to the Middle School students the first week of school and can be found on the teacher websites.

MIDDLE SCHOOL SPORTS PROGRAM HANDBOOK

Mission

The mission of the Trinity Catholic School Sports Program is to develop the ability of the students to be members of a team, participate competitively, and demonstrate good sportsmanship consistent with the Catholic faith while learning the requisite skills of a variety of sports.

Goals

- To learn the rules of the sport
- To learn the skills needed to play the sport safely
- To encourage a healthy lifestyle
- To understand the value of teamwork
- To develop a Christian sense of competition
- To practice good sportsmanship
- To have fun and enjoy participating in a team sport

Eligibility

All students in Grades 6 through 8 are encouraged to try out for sports team membership.

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. Students who are members of a Trinity team may participate in other extra-curricular activities *with*

approval from all coaches and advisors. 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 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 the coach/sponsor.

Students may not participate in tryouts, practices or games 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.

FHSSA Membership

Trinity Catholic School is an active member of the Florida High School Sports Association. All Trinity sports are played using FHSSA rules: <http://www.fhsaa.org>. All referees are FHSSA qualified and approved. All Trinity coaches have been fingerprinted, background checked and approved by the Pensacola/Tallahassee Diocese to work with students.

All Trinity coaches receive training in compliance with the Diocese and FHSSA rules. Trinity Catholic School adheres to these guidelines yet goes above and beyond to ensure that our student athletes put academics and Catholic values related to good sportsmanship first in all play, on and off the court or field.

Physicals

Any student in Grades six through eight, who intends to try out for any Trinity sports team during the year, must have proof of a physical examination 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 school office and on the school website: <https://www.trinityknight.org/athletics/>.

Academics

All students must maintain an overall C average with no F's and no more than two 3's and no 4's in conduct to be eligible to play. Grades will be checked by the Athletic Director or another administrator at the beginning of each season/sport. He will check grades at the mid-quarter Progress Reports. If a student is not in compliance at this time, the Athletic Director and teachers will mentor the student to be in compliance, with a warning that if grades are not in compliance by the report card release, the student will be on probation, which can include but not limited to the student not playing/participating/practicing a week or until a time is set by the action plan. An Action Plan will be developed for the student with input from the Athletic Director, Administration, Teacher and Parent. It is the student's responsibility to contact the teacher to remediate the grade or conduct in question. With input from the teacher, the Athletic Director will determine when the student may resume play and practice.

Behavior

Student athletes are regarded as role models for younger students and ambassadors for their school. Student athletes must adhere to all school regulations and classroom rules. Student athletes are required to be respectful of their teachers, coaches and

classmates while in school, or on the playing field. Any athlete exhibiting disrespect or unsportsmanlike conduct will be immediately suspended from the team until an administrative review can determine a fitting consequence.

Students are not excused from detention in order to participate in try outs, practices or games. Students who receive lunchtime detentions consistently may jeopardize their membership in the sports program. Students receiving a demerit will not be allowed to participate in aforementioned ways for a period of one week or for a period of time specified by the administration. A student acquiring 2 demerits must obtain administrative approval to continue participating in the sports program. A student forfeits his/her privilege of participation in the Trinity Sports Program for the rest of the year following a third demerit.

Practices and Games

Game schedules are planned by the Athletic Director and posted on the Trinity website. Practice schedules are determined by individual coaches. Student athletes must place a high priority on attending practices and games. The absence of even one member of the team has a negative impact on the team. Each coach will set the policies for absences from practices and games. A team member who is repeatedly absent from practice or games will be restricted from play and may forfeit team membership.

Transportation/Supervision

As Trinity Catholic School does not have sports facilities, all practices and games are scheduled using local facilities. It is the parents' responsibility to arrange transportation for their child to and from practices and games. The designated Sports Pick-up area is on the basketball courts. The *only* time the Sports Pick-up may be used is on practice or game days. When there is an early dismissal to travel for games, the Sports

Pick-up location remains the same and the Athletic Director supervises the students in this area until they have departed from the school grounds. Coaches and teachers may transport only their own children.

Student athletes must stay with the coach(es) for the entire practice. Team members will not be left unsupervised at any time. In the event a coach is late or must leave early, qualified volunteer parents may be asked to supervise student athletes. Trinity coaches are not responsible for siblings and friends of sports team members. Therefore arrangements must be made to pick up siblings of students who participate in afterschool practices. Under no circumstance may a sibling be left after school unattended while the other child attends their practice or game.

It is critical for parents to pick up their child promptly from team practices and games. Coaches may not leave until every child has been retrieved or is placed in the supervision of an authorized adult.

Fees

Students participating in athletics will be required to pay a sport fee to help cover costs of the sport including but not limited to facility rental, uniforms and equipment, referee fees, and awards. Once a student is selected for a team the fee is due and is non-refundable. The fee must be paid prior to the student being allowed to play in a game. This fee is required of all team members including team managers.

Uniforms

Student 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 the cost of replacement. Uniforms must be turned in to the coach or athletic director after the last game or competition for that specific sport. A student will not be allowed to try out for additional sports if he/she has not turned in their former team uniform. End of the year activities may be denied to students who have not returned their uniforms in a timely manner.

Parents and Team Supporters

Parents and supporters are also role models and ambassadors of Trinity Catholic School. Parents and Trinity supporters are required to demonstrate maturity and good sportsmanship at all times in the presence of the team at practices and competitions or they will be asked to leave the area by the coach or an authorized school representative. Each team has a "Team Parent" to coordinate with the coach.

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.

PARENTS AS PARTNERS

Parents are the first educators of their children. Parents and School form a partnership in educating children. Parent cooperation is expected. If the relationship between school and parent becomes irreconcilable, then the school reserves the right to ask parents to seek other educational options for their children. The school asks parents/families to follow the rules, which are in effect to make the educational experience optimum for the child.

Parents are also asked to be the good, Christian example in their behavior, attitude and dress.

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 I-PODS, 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 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, unless they have permission from the office or a teacher.

E-Readers: Trinity Catholic School, in striving to maintain technological relevance in education, is providing the opportunity for students to use e-Readers in accordance with an e-Reader Acceptable Use Policy. This opportunity is a privilege that requires extra caution and responsibility both on the part of the students and their parents. For example, e-Readers are to be used only for the reading of school approved material

and not for other purposes such as communication, entertainment, music, gaming, etc. They may not be used during lunch or during playground/recess time.

E-Readers must be registered with Trinity's Media Center Specialist and accompanied by the Acceptable Use Agreement Form signed both by the parents and the student. This form can be downloaded from Trinity's media center homepage and is available in the media center.

A student who violates any portion of the e-Reader AUP may lose the privilege to use their electronic device for a length of time commensurate with the nature of the violation and at the discretion of the Principal. Trinity is not responsible for any damage or loss associated with e-Readers brought to school.

PETS ON SCHOOL PROPERTY

In general, pets are not permitted on School property. Exceptions must be made by the Principal.

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 online from Full Press Apparel. 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/IMMUNIZATIONS

Florida Statutes require that every child entering school for the first time present certification of a School-Entry Health Exam (DH3040) performed within one school year of enrollment. This form is only available in doctor's offices and upon completion should be turned in to the school nurse. The statutes further require that all children attending public or private schools in Florida show proof of immunization (DH680) for Diphtheria, Pertussis, Tetanus, Polio, Mumps, Measles, Rubella, Hepatitis B, Hib and Varicella. In addition, students entering Grade 7 or higher must also show proof of a Tdap (Tetanus-diphtheria-pertussis booster).

According to Diocesan Policy, All students must present proof of having had the immunizations as required by Florida State Law before being admitted to class. Requests for exemptions based on religious beliefs will not be considered by the Diocese. Medical exemptions to this policy can only be made by Diocesan officials.

Students trying out for after-school sports are required to have a current FHSAA Sports physical examination. This is a different form from the School Entry Examination. FHSAA forms are available on the Trinity website and in the school Front 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.

RECORDS

Parents may view their children's records. A request in writing should be made at least 24 hours in advance. Please note that discipline notices (except for expulsion) are not placed in the permanent records. Only the contents of the official file will be forwarded to a new school.

ROOM PARENTS

Each classroom has volunteer Room Parents who assist the teacher in organizing field trips, holiday events, and end-of-year activities. Room Parents also make phone calls to parents for Home and School projects. Volunteers are asked to sign up on Orientation Day.

SACRAMENTAL PROGRAMS

The sacramental programs (First Reconciliation, Communion and Confirmation) are administered by the Diocese through the individual parish programs. Trinity supports the efforts of our parishes to prepare our students to receive their first sacraments.

SAFE ENVIRONMENT PROGRAM

The Safe Environment Program teaches students to protect themselves from inappropriate advances and potential abuse. The certified school counselor regularly visits all classes to present developmentally appropriate information to teach students how to protect themselves from those who might try to harm them. Teachers, staff members and parents are also trained to be alert to signs of sexual and other forms of abuse.

Parents may choose to opt out of these classes if they are not comfortable with the Safe Environment Program and desire to teach their children about these matters themselves. A written note expressing this option must be submitted to the child's homeroom teacher during the first week of school as class visits are scheduled during the first quarter of the school year. Additional visits may occur throughout the year.

SCHOOL ADVISORY COUNCIL

The School Advisory Council serves the Pastor and 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 one meeting a year that will be announced one month in advance. The School Advisory Council assists with the planning, expansion, improvement, financing, construction, and

maintenance of the physical plant of the school. The School Advisory Council operates under the Diocesan Commission of Education. Items to be brought before the Council must first be presented to the Executive Committee or administration for placement on the agenda. Its mission is to advise the Pastor and Administration in matters of security, curriculum, finances, marketing/enrollment, and buildings/grounds.

SCHOOL HOURS

Parents may drop students off starting at 7:15 a.m. Supervision will be offered on the Blacktop. **Students MAY NOT BE DROPPED OFF BEFORE 7:15 AM.** Students in Grades 1 through 8 should be on the blacktop lined up by class at 7:40 a.m. Students will recite the Pledge of Allegiance. Then teachers will escort their students to their classrooms. The first bell will ring at 7:50 a.m. 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 2:45 p.m. for Pre-Kindergarten and Kindergarten students and the rest of the students are dismissed at 3:00 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 3:30 p.m.**

At **3:30 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.

On all school days that Lafayette Park is open, two Trinity staff members will walk students, who are enrolled, up to the park. This is a courtesy that is done only once per day for the entire group of students. No student is allowed to walk alone to the park. Students who miss the group trip will be allowed to call their parents for instructions.

They will then be placed in the Beyond-the-Bell Aftercare program until they are picked up.

Students who participate in after school activities such as chorus, tutoring, clubs, or sports must be picked up from school immediately following the activity or go to the school’s aftercare program. They will not be allowed to go to Lafayette Park.

SECURITY/SAFETY

Trinity Catholic employs full-time Security Officers. All visitors and parents are required to sign in at the Main Office when visiting or volunteering on the school campus **and follow protocol for visitors.** The School has monthly Fire Drills, along with lock-down and tornado drills. Security cameras are located throughout the campus.

SERVICE HOURS REQUIREMENTS

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 service hours to be completed during the school year or, in lieu of these service hours, to contribute a minimum of **\$375** to the school. 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. 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 12½ hours for families with only half-day or part-time students.

Parents of 8th grade students will receive **13** hours of credit toward their 25-hour service requirement upon payment of graduation fees.

Service hours are to be completed by March 1st of each school year. Those families who have not met their 25-hour commitment and have not been excused will be billed through FACTS at **\$15** per hour not completed. Any hours completed after March 1st can be applied to the following school year. You must turn in a Service Hours Reporting Form in order to get credit for hours worked.

It is the responsibility of the Home and School Association to maintain the service hour 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 **\$15** 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.

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 and in the Front Office.

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

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:

- VECHS Fingerprinting and Criminal Background Check (repeated every 5 years)
- Armatus online courses – Information available in the Front Office

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

SOCIAL MEDIA

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 school office in writing prior to the beginning of the school year.

Students can be held accountable for material presented in their social media.

Parents should not represent the school on social media without authorization from the school. Civility and personal etiquette are encouraged.

SPECIAL PROGRAMS AND SERVICES

Trinity uses differentiated instruction to serve our students. Special programs for qualifying students include Honors/Advanced classes for Grades 5-8, Gifted classes for Grades 1-5, and Resource support for Grades 1-8. Title I services are offered to those students who qualify.

SPIRIT DAY

One Friday of each month is scheduled for Spirit Day. The students may wear a school spirit shirt in place of uniform shirts. These must be ordered from Full Press Apparel. Ordering information is available on the Trinity Website.

STREAM

STREAM is an acronym for Science-Technology-Religion-Engineering-Art-Math. STREAM integrates concepts that are usually taught as separate subjects in different classes and emphasizes the application of knowledge to real-life situations. A STREAM activity is based around finding a solution to a real-world problem and tends to emphasize project-based learning.

Elementary classes have kits to integrate STREAM into their curriculum. Middle School classes have integration in subjects along with activities to master during recess in the Media Center. STREAM provides the students with ways to embrace their critical thinking skills.

STUDENT INFORMATION SYSTEM

The school participates in the Diocesan student information system known as PowerSchool. All student information is maintained on the school computer. 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.

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 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, supplies can be ordered and delivered to your home through ClassBundl.com/order. 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 can be a serious problem. 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)**

TECHNOLOGY

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

Computers for student and faculty use are located in the classrooms, Media Center, and Room 8 of the Middle School building. Students are encouraged to use the computers for class assignments. Eighth Graders are issued iPads for educational use for an additional rental fee.

iPad carts are used in the classrooms to support content learning. Computer/iPad classes and activities are integrated into the curriculum. Computer grades are calculated based on assignments within the subject areas, coordinated by the classroom teacher and Technology and Curriculum Development Director.

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. **Calls regarding dismissal/pick-up arrangements must be received by the school office no later than 2:00 p.m.**

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. 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. All damage to books or replacement of lost books must be paid for prior to the final report card being issued.

TOBACCO/E-CIGARETTES

Trinity Catholic School is a nicotine-free campus. No nicotine products, tobacco products or **E-cigarettes** are permitted anywhere on campus at any time **or at any Trinity student function.**

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. Records will not be transferred to another school unless a withdrawal form is filled out. If you find it necessary to withdraw your student(s) from Trinity Catholic

School, please call the Director of Admissions 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 Council recommends 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 "FACTS." 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 **two** months in arrears unless the Pastor/Administration approves a payment plan. If tuition payments or any other monies owed to Trinity Catholic School are not paid in full by **the last week of school**, students may not be permitted to take final exams. Parents who foresee a problem are responsible for contacting the bookkeeper or the principal to make alternate arrangements. Grades, report cards and transcripts may be held for outstanding bills.

The family is responsible for all tuition and fees incurred by the student up to the date of withdrawal.

TUITION REFUND POLICY

The school will notify parents at the time of registration that in the event that the student withdraws from school prior to the beginning of the school year, there will be no refund of tuition paid up to the amount of two months of the total tuition. If the student withdraws from the school during the school year, the following schedule will be nonrefundable:

<u>Student Withdrawal</u>	<u>Nonrefundable Tuition</u>
During the first quarter	¼ of the tuition
During the second quarter	½ of the tuition
During the third quarter	¾ of the tuition
During the fourth quarter	100% of tuition

In the event of a transfer of employment of the parent over 60 miles from their original home, the principal may use his or her discretion in the refunding of tuition and will

notify the Schools Office of the Diocese of Pensacola-Tallahassee of his or her decision.

In the event that a student withdraws from the school at any time, there will be no refund **of fees paid. This includes book fees, registration fees, graduation fees, retreat fees or other fees established by the school.**

UNIFORMS

All school uniforms must be purchased at *G. Willie's Uniforms*, Lands' End or through the *Uniform Closet* located at the school. Khaki pants, skorts and shorts not purchased from these two vendors are considered out of uniform. P.E. uniforms, Trinity Spirit shirts, fleece jackets, hoodies, and Kindergarten shirts and sweatpants are purchased through *Full Press Apparel*. All personal items (clothing, lunch boxes, etc.) must be labeled with student's name.

UNIFORM GUIDELINES

Pre-Kindergarten 3 and 4: All students will wear comfortable play clothes and tennis shoes (no boots, sandals, clogs, Crocs, platform shoes, etc.) and socks.

Kindergarten: All students will wear the Trinity "Kinder Knights" t-shirts, uniform bottoms (pants, shorts or skorts), and tennis shoes (no boots, sandals, clogs, Crocs, platform shoes, etc.) and socks. Shorts and skorts must be no shorter than 3" above the knee. In the winter, Trinity sweatpants may be worn, in addition to guidelines in *Winter Wear*, see below.

First - Eighth: All students will wear uniform bottoms, uniform tops, belts, shoes and socks (see descriptions below). Dress uniforms are worn on Mass and/or picture days; please be mindful of the Masses scheduled each week. Shorts and skorts must be no shorter than 3" above the knee; skirts and jumpers must be knee length. Blouses and shirts must be worn completely tucked in with waistband visible. Waistbands should never be rolled. When white blouses are worn, girls may only wear white bras; blouses may not be unbuttoned more than two buttons from the neckline.

Any T-shirts worn under uniform shirts must be plain white, short sleeve, crew, or v-neck.

Casual uniform: Uniform bottoms; pants, shorts, jumpers, skorts (1st - 4th); or, pants, shorts, skirts (5th - 8th), uniform tops; green or white polo (1st-5th), blue or white polo (6th-8th), belt, socks, shoes (see descriptions below).

Dress uniform: Uniform bottoms; pants or jumpers (1st - 4th); or, pants or skirts (5th - 8th), uniform tops; white button down dress shirt, belt, socks, shoes (see descriptions below).

Shoes: Casual uniform days, wear low top white or black sneakers, (no canvas) with good tread, and white or black laces. Shoes that light up, flash, or change to skate shoes are not permitted. On dress uniform days, **students may (but are not required)**

wear leather or leather-like, black, brown, or navy blue, flat-height dress shoes (styles may include oxfords, loafers, Sperry-like shoes). **They must change into sneakers after Mass.**

Socks: Wear plain, solid black, navy blue, or white, ankle or crew socks, with no logo. Low-cut, or no-show, socks are not permitted.

Belts: Plain brown, black, or navy blue belts must be worn with pants and shorts.

Winter Wear: All outerwear must be Trinity Spirit wear; non-uniform sweaters or jackets are not permitted to be worn on campus, with the exception of winter coats before school, after school, and at recess. Long-sleeved undershirts must be the same color as the uniform shirt (i.e. white undershirt under dress uniform shirt, navy blue undershirt under blue casual uniform shirt). Plain black, white or navy blue tights may be worn with skirts, skorts, and jumpers; if tights and socks are worn together, they must be the same color. **Uniforms are to be worn under outerwear.**

Jewelry: Jewelry is limited to one pair of stud-type of earrings (boys may not wear earrings); small cross, medal, or similar necklace; and, one or two non-jingling, cloth, leather, or plastic wrist-bands. ID bracelets for medical purposes may be worn.

Watches are permitted as long as they do not alarm or distract from student learning. Smart watches, Fitbits, or similar devices are not permitted.

Hair: Boys must have clean-cut hairstyles, above the collar, ears, and eyebrows. Shaved, or partially shaved, mohawk, or other non-conservative styles are not permitted. Adolescent boys may find it necessary to remove noticeable facial hair.. Students must have natural hair color. Hair accessories must be small and match the uniform worn that day; hairstyles should not be distracting.

Make-up and nail polish: Students are permitted to wear natural concealer/foundation. Eye make-up is not permitted, including on N.U.D.s. Only clear nail polish is permitted; no french manicures or false fingernails.

NO-UNIFORM-DAY (NUD) GUIDELINES

- Skirts, or dresses must be knee length; shorts must be no higher than 4" above the knee.
- Shirts must have sleeves, completely cover midriff, show no cleavage, and have no suggestive advertising or sayings.
- No leggings, yoga pants, pajama style pants, ripped or cut-off pants or shorts.
- Shoes may be worn with or without socks; no flip flops, clogs, or backless sandals may be worn.
- Makeup, nail polish, and jewelry guidelines are the same as uniform days.

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.

Any item of clothing with a logo that disrupts the learning environment is not allowed; examples include: political slogans, inappropriate pictures or language, etc.

UNIFORM CLOSET

This closet is an exchange/purchase location for pre-owned uniform clothes. All clothes must be uniform items and must be in good condition for another item of equal value. You may purchase needed items economically or reasonably priced as follows: Shirts, Shorts, Skorts, Pants, Sweatshirts, Sweaters, Jumpers, Skirts, Spirit Shirts, Headbands, and Hair Bows.

WEATHER CLOSURES

Please stay tuned to your local tv/radio stations for current updates regarding severe weather.

Keep in mind that Trinity Catholic School will follow Leon County school closures should they occur. Therefore, if Leon county schools are closed, Trinity Catholic School will be closed.

In most cases, Trinity Catholic School follows Leon County regarding re-openings. Families will be notified if Trinity's plan to re-open differs from Leon County's plan.

WEBSITE

The Trinity Catholic School Web site is located at 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.

WELLNESS

Trinity Catholic School has a "no-food" policy in regards to celebration of birthdays and "Star of the Week" type events. At Trinity, we have multiple children with health concerns. We also have an overall obligation to provide a healthy and nutritious environment for every one of our students. Treats sent from home not only affect your child/children, but also every other child in the classroom. We will still celebrate holidays and other milestone events, e.g. Spanish Festival for 8th Grade, Florida Festival for Third Grade, etc. However, all holiday celebrations will be handled by the Homeroom teacher and the Homeroom parent. Sweets will be allowed in moderation at those events, and that will be decided by the teacher. If treats, on birthdays or any other day of the year, are brought for the class, or other group, without approval from the teacher and/or administration, the treat will be sent home with the child at the end of the day.

APPENDIX A

ARRIVAL AND DISMISSAL PROCEDURES

- Our number one goal is for arrival and dismissal to be both safe and quick for all families. Car lines will flow smoothly and quickly when these procedures are followed.

Please:

- Always turn RIGHT when entering and leaving the parking lots and circles
- Pull all the way up to allow as many families as possible to drop off/pick up
- Have your child exit and enter the car on the passenger side
- Avoid parking on side streets whenever possible
- Do not block cross streets, driveways, or fire hydrants
- Never walk through the car lines during arrival or dismissal

ARRIVAL

Grades 1-8

Early morning supervision is provided in the morning starting at 7:15 AM for students in grades 1 through 8 on the blacktop. Students may not be dropped off before 7:15 A.M. Pledge and prayer begin on the blacktop at 7:40 AM. Students arriving after 7:45 AM should proceed directly to their homeroom. Parents must escort students to the office for a late pass after 8:00 AM.

Students may be dropped off at any of the following three locations:

- Option 1: Drive east on Miccosukee Road and turn right into the Church parking lot. Follow the arrows out of the lot; exit onto Miccosukee by turning right.
- Option 2: Drive west on Brevard Street (from Hillcrest) and turn right into the Main Office Circle. Proceed using a single lane only. Exit onto Brevard by turning right.
- Option 3: Drive west on Brevard Street (from Hillcrest) and turn right into the Brevard Street Church Circle. Exit into Brevard by turning right. Children may walk up the sidewalk toward the Main Office as the side door to the elementary building is locked.

Kindergarten

Doors open at 7:40 AM for students to begin entering the classrooms. Parents must drop students off on the kindergarten porch and must remain with their student until the teacher accepts him/her into the classroom. Parents must escort students to the office for a late pass after 8:00 AM.

Drop-Off Instructions:

Drive west on Brevard Street (from Hillcrest) and turn right onto Talaflo Street. Drive to the end of the cul-de-sac to turn around, and park on the Kindergarten side of the street to escort your child to the Kindergarten porch. For the safety of you and your child, **DO NOT CROSS ANY STREET** to bring your child to the Kindergarten porch. Please wait for a parking space curbside before leaving your car.

Pre-K4 (Miccosukee Road Campus)

Doors open at 7:40 AM for students to begin entering the classroom. Parents must drop students off on the front porch and must remain with their student until the teacher accepts him/her into the classroom.

Drop-Off Instructions:

Drive west on Miccosukee Road and turn right into the Pre-K4 Circle using the first entrance. Pull all the way forward, park, and escort your child to the front porch.

Pre-K3 (Main Campus)

Doors open at 7:40 AM for students to begin entering the classroom. After 8:00 AM, parents must park and escort students to the office for a late pass before taking the student to the classroom.

Drop-Off Instructions:

Drive west on Brevard Street (from Hillcrest) and turn right into the Main Office Circle. Proceed using a single lane only. Parents should not exit their cars; Staff will help get children from the car to the classroom. Exit onto Brevard by turning right.

DISMISSAL

Please help us provide a safe environment for our Trinity family by following these safety procedures while collecting your children at dismissal:

- Check to see that **ALL** your passengers are secured with seatbelts or in the appropriate child car seat. It is the law! It only takes a second for a dangerous accident to occur.
- Please do not have car doors open while your vehicle is moving. If a child fell out of the vehicle, it might be too late for you or others to stop.
- Use of cell phones and participating in other distracting activities while driving can lead to a dangerous environment for our precious Trinity cargo. Please give your full attention to driving safely.
- Please remember that the designated dismissal spots are intended for cars only. Pedestrians should not be crossing through moving cars, and parents should have their children “in hand” while proceeding near these areas.

DISMISSAL TIMES

2:45 PM Kindergarten, Pre-K4, Pre-K-3
3:00 PM Grades 1 – 8

Any students who are not picked up by 3:15 PM will be brought to the Main Office Circle by a staff member. No child is ever left unattended. Students will be placed in the Beyond the Bell (BTB) program at 3:30 PM if they have not been picked up by that time. Parents will be responsible for BTB drop-in fees via FACTS or invoice.

PICK-UP DIRECTIONS

Pre-K3 (Main Campus)

Same as arrival procedure. Drive west on Brevard Street (from Hillcrest) and turn right into the Main Office Circle. Proceed using a single lane only.

Pre-K4 (Miccosukee Campus)

Same as arrival procedure. Drive west on Miccosukee Road and turn right into the Pre-K4 Circle using the first entrance.

Kindergarten

Drive west on Brevard Street (from Hillcrest) and turn right onto Talaflo Street. Drive around the end of the cul-de-sac and pick up your child at the gate on the kindergarten side of the street. Staff will bring children out to the gate. Exit Talaflo by turning right on Brevard.

Older siblings of Kindergarten students are picked up in the Main Office Circle. Turn right from Talaflo into Brevard, then turn right into the Main Office Circle.

On rainy days, chains will be removed by TCS staff from the Kindergarten Circle. Use the entrance behind the Kindergarten building to enter the circle.

Grade 1 and 2 - Blacktop

Drive east on Miccosukee Road, turn right into the blacktop area, staying in the left lane going around to under the pecan tree to pick up your child. To exit, follow the traffic pattern as directed and turn right onto Miccosukee Road.

On rainy days, there will be only one lane entering from Miccosukee Road and the pickup area will be at the brick Spanish/PE Building.

3- Front Office

Drive west on Brevard Street and turn right into the Church Circle. Exit across Brevard Street, down Martin Street to Georgia Street.

Grades 4 through 8- Blacktop

Drive east on Miccosukee Road, turn right into the blacktop area, staying in the right lane near the sidewalk/covered walkway. You will pick up your child there. To exit, follow the traffic pattern as directed and turn right onto Miccosukee Road.

Car Pools- Front office

Drive west on Brevard Street, turn right into the Main Office Circle. Exit by turning right on Brevard.

Siblings

Families with more than one child are to pick up at the dismissal location of your youngest child (excluding siblings of PreK-4 and Kindergarten students).

Siblings of Kindergartens students who are in Pre-K3 and/or Grades 1 through 8 are to be picked up in the Car Pool area. Siblings of PreK-4 students should follow the directions of the youngest child on the Main Campus.

Lafayette Park

Students who walk to Lafayette Park may not enter a vehicle for a ride without prior written parental permission given to the office. Lafayette Park students must come to school every day prepared, with an umbrella or parka, to walk in the rain. In the event of heavy rain or lightening, the children will remain at school until they can safely walk to the park. **After 3:30 p.m., the child could be placed in BTB and parents contacted.**

AFTER-SCHOOL SPORTS PRACTICES AND GAMES:

It is the parents' responsibility to arrange transportation for their child to and from practices and games. Parents should follow their child's regular dismissal procedures when picking up for practices and games. However, when there is an early TCS team dismissal from school to travel for games, the designated pick up location at that time will be on the basketball courts. The Athletic Director or his designee will supervise the students in this area until they have departed from the school grounds. Coaches and teachers may transport their children only.

AFTER SCHOOL EXTRA-CURRICULAR ACTIVITY PICK-UP:

If your child participates in ANY after school extra-curricular activity at Trinity Catholic School, you must pick up your child by 10 minutes after the designated end time (e.g. If practice ends at 4:30, you must pick up your child by 4:40.). All students must be picked up on the black top. In the event that you have not picked up your child by the 10-minute leeway, your child will be admitted to Beyond the Bell and you will be charged.

AUTHORIZED ADULTS FOR PICK UP:

If the parent cannot pick-up his/her child, there must be notification made to the front office.

PARENT/STUDENT HANDBOOK
Handbook Governance Agreement Form
2018-2019

We have read the Trinity Catholic School Parent/Student Handbook, located on the Trinity website @ www.trinityknights.org and we agree to be governed by it. Signatures are below (parent's and student's if student is in grades 3 through 8), and we understand that my student's form will be kept on file with his or her teacher/homeroom teacher.

Parent's Signature

Parent's Name/Please Print

Student's Signature (Grades 3 - 8)

Student's Name/Please Print (Grades 3 - 8)

Student's Teacher

Homeroom