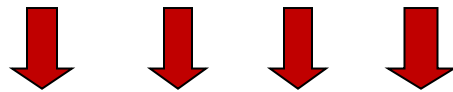


# **PARENT/STUDENT HANDBOOK 2021-2022**



**THE TRINITY CATHOLIC SCHOOL  
COVID-19 PROTOCOLS OVERRIDE THE  
2021-2022 PARENT-STUDENT HANDBOOK**

**TRINITY CATHOLIC SCHOOL  
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**→ UPDATES FOR THE 2021-2022 PARENT/STUDENT  
HANDBOOK APPEAR IN GREEN ←**

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## **SCHOOL POLICY AND PRINCIPAL'S RIGHT TO AMEND**

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

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

**The Principal 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.
- There is no place for racism within our faith community. We are committed to social justice and the sanctity of every human life.

## 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

It is the policy of the Diocese of Pensacola-Tallahassee to admit students of any race, disability, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Trinity Catholic School does not discriminate on the basis of race, disability, color, sex, national and ethnic origin in administration of educational policies, 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-quarter 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/DISMISSAL PROCEDURES (see Appendix A)

Arrival begins at 7:30 a.m. for all students. Follow the Arrival and Dismissal Procedures (see Appendix A)

Homeroom teachers will be in their classroom at 7:30 a.m. to receive students. Parents are not permitted to enter classrooms unless prior arrangements have been made the teacher.

Students who arrive after 8:00 a.m. will be marked tardy. You will need to take your child to the main office for a tardy slip before he/she can enter the classroom.

Dismissal time:

PreK 3 – Kindergarten 2:45-3:00

1<sup>st</sup>-8<sup>th</sup> Grade 3:00-3:15

Students will be placed in the Beyond the Bell (BTB) program at 3:30 p.m. if they have not been picked up by that time. Parents will be responsible for BTB drop-in fees via FACTS or invoice.

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.

Do not allow your student(s) to cross any street, or walk between parked cars or cars in line.

See “Arrival and Dismissal Procedures” on the Trinity Website for a more detailed explanation.

# ATTENDANCE POLICY/ABSENCES

**Regular school attendance is a necessary part of a student's education, and it is closely related to student learning and academic success. Excessive absences impair a student's educational progress and may, at the principal's discretion, impact whether the student passes or fails a grade.**

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. **A physician's note is needed when the student (1) has been absent for three or more consecutive days, (2) has had surgery, (3) is returning to school after hospitalization, (4) has been under a doctor's care for a significant illness, or (5) is returning to school after being excluded because of a communicable disease.**

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 must be in school unless the absence has been deemed an "excused absence." Excused absences include the following: (1) illness or injury of the student; (2) serious illness or death in the student's family; (3) scheduled doctor or dentist appointment; (4) special events such as family weddings, important public functions, etc., which require permission from the principal at least five days in advance; (5) required court appearance or supervised visitation; and (6) having or being suspected of having a communicable disease or infestation, including, but not limited to head lice, ringworm, impetigo, and scabies.**

**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. Excessive absences could result in loss of scholarships.**

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.

## BACKPACKS

All students are required to have a backpack to protect books and school supplies being transported to and from school. Book bags on wheels are not allowed.

## BEFORE SCHOOL SUPERVISION

Early Bird Supervision (EBS) provides before-school supervision for students that need to arrive on campus prior to 7:30 a.m.

EBS starts at 7:00 a.m. - No students may be left on campus before that time. Please make sure your child eats breakfast before arriving on campus.

### **Drop-off Procedure:**

Drop-off will be on the Miccosukee Road side of the school, on the blacktop, near the PE office. Once you arrive at the drop-off location, Trinity staff will use your family number (posted on the sign hanging from your rear-view mirror) to pull up your children on the Concierge App. Once you pull up, your child/ren will be directed to get out of the car to get their temperature check and health screening. On clear weather days, your child/ren will proceed to the Pavilion. On inclement weather days, they will proceed to the middle school building.

### **Supervision:**

Students will be socially distanced. During time students are encouraged to read, study, bring cards to play solitaire, or a Rubik cube, a coloring book, etc. Students may talk, but not be permitted to share things.

### **Rates:**

One Child - \$5/day

Two, or more, children per immediate family - \$10/day

Fees will be charged monthly, through your FACTS account.



## 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.**

## 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 72 hours, **without medication**, 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 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, gluten, soy and fish 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 **entering** 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 a.m.) or after school (3:30 p.m.) 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, Design, 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 **3-8** may take advanced Math classes and 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 – (Refer to Appendix B Regarding 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

Therefore, school expectations must be followed by students in order to foster a sound educational climate. Student expectations include: Be prepared and on time; exhibit behaviors that promote learning; show respect for themselves, the learning environment, and others; give their best effort in all assignments and activities; complete all assignments within the deadlines given; and, follow school rules.

If a student does not meet the school’s expectations to maintain an atmosphere of academic excellence, there will be a process to acknowledge and communicate expectations that are not being met, and partner with parents to put a plan in place for improvement. If improvement is not made the student may be put on probation in order to continue as a student at Trinity Catholic School.

## 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)
- Writing/marking on self or any part of the uniform
- 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.

#### **1<sup>st</sup> and 2<sup>nd</sup> 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, 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. **This may also be a work detail.** Failure to report on time to detention will result in another detention. **Saturday and after-school detention may also be assigned.**

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 15.

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, tobacco or e-cigarettes**, 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.

## **ELECTRONIC DEVICES**

**Cameras, Smart watches, hand-held games, or other electronic devices are not permitted without special permission from Faculty or Administration.**

**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.

## 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 **InView** cognitive abilities test. 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 ARK (Assessment of Religion Knowledge) is given yearly to 2<sup>nd</sup> - 8<sup>th</sup> Grade students to measure Knowledge of the Catholic Faith and Christian Values.**

## FIELD TRIPS/AFTER SCHOOL SPORTS TRIPS

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

- 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 **Praesidium** online courses – “Meet Sam”, “Abuse Risk Management for Volunteers”, and “Policies”. (Courses must be renewed every five years) 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.**

## 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.

## 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 8<sup>th</sup> 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. **This is a required document in order for a child to be an official student at Trinity Catholic School.** The “**Handbook Governance Agreement Form**” will be included in the Orientation Packet and can be found at the end of this Parent/Student Handbook. This form is to be returned to the Trinity Front Office.

## HIGH SCHOOL LEVEL CLASSES

Trinity Catholic Middle School offers graduating 8<sup>th</sup> Graders the opportunity to earn High School Credit for Algebra I, Latin I or Spanish I, and HOPE. Students must be approved to take Algebra I, based on Diocesan criteria.

High School Credit will be issued based on grades, work ethic, and mastery of the subject. Students must earn a grade of B or higher to receive High School Credit.

The grade students receive for High School Credit classes will be included in their High School G.P.A. If High School Credit is not issued, it will not appear on High School transcripts nor as a credit on transcripts. Exceptions can only be made by the High School that students are enrolled in for 9<sup>th</sup> Grade.

## 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.

## INTERNATIONAL BACCALAUREATE (IB) MIDDLE YEARS PROGRAM (MYP)

Trinity Catholic School is a candidate school for the International Baccalaureate (IB) Middle Years Program and pursuing authorization as an IB World School.

The IB Middle Years Program challenges students to embrace and understand the connections between traditional subjects and the real world while providing a framework of learning. It increases overall academic rigor by developing skills for research, critical and creative thinking, communication, self-management and reflection. IB emphasizes in students a disciplined approach to both academic and personal development. It's a way of teaching "how to learn" through approaches that help students engage and persist in learning tasks. Approaches include units of inquiry instead of isolated lessons, emphasizing critical thinking rather than simply memorization and recall.

Community service is an integral part of our culture at Trinity Catholic School and is also an important component of the MYP. Students in all grades are expected to participate in a service component during each year of the program. By giving students the opportunity to volunteer or contribute for the benefit of others, students learn their actions and choices can create a positive impact.

Participation in the IB Middle Years Program requires adherence to all school and IB policies, including: *Academic and Behavioral Discipline Policy, MYP Academic Honesty Policy, MYP Assessment Policy, MYP Inclusion Policy, and MYP Language Policy.*

IB Middle Years Program policies will be distributed and signed by parents and students at the beginning of each school year. A summary of each policy can be seen in Appendix B.

Over the course of the second year of candidacy, Trinity administration, middle school teachers and IB consultants will implement policies in each of the areas above. As policies are approved by the IBO, they will be communicated and reviewed with parents and students. All parents and students must sign agreements, indicating understanding and agreement of policies set forth.

## 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

**Because of the protocols related to COVID-19, Mass groupings (grades attending/frequency) will be determined as more guidelines are issued. Below is the “ideal” situation for School Mass attendance. Currently, no Mass uniforms are required. Parents are not allowed to attend School Masses presently.**

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.

## 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**

Students 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

## **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 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-5 have a scheduled time each week for both Media/Technology and class computer time, while 6th and 8<sup>th</sup> grade have the IB Design class scheduled. Please check the Media Center website for scheduling and further circulation procedures.**

### **COVID PROCEDURES:**

**The Media Center is not open to students before or after school. Students must stay in cohorts so there will be no flexible visits to the Media Center. Teachers will check with Media Center staff to make sure there are no other classes before sending any students. There will be unscheduled, announced STREAM activities during recess by cohorts depending on space availability. There will be a modified checkout procedure for students.**

### **NORMAL PROCEDURES:**

**The Media Center is open every school day from 7:30 a.m. until 3:30 p.m. Students are allowed to come and go during the school hours to use the resources available. 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 tutoring 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, Flag Football, 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 on Academic or Behavioral Probation may not participate in extra-curricular activities for the duration of their probationary period.**

Students are never excused from detention in order to participate in any facet of extra-curricular activities.

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 FHSSA 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 who misbehave may jeopardize their membership in the sports program. Students who misbehave may jeopardize their membership in the sports program.

### **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. **Excessive monies and items of value should be left at home.**

## 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

**Please note that because of COVID-19 protocols, students will not change out for PE during the 2021-2022 school year. Purchasing PE uniforms are not required this year.**

**The school provides a physical education program that promotes health and well-being, and gives the students knowledge and skills to participate in a lifetime of physical activity. Please note in a "normal" year, Middle School students must change into regulation monogrammed gym clothes and sneakers and socks for classes. 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 FHSA Sports physical examination. This is a different form from the School Entry Examination. FHSA 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 **7:30 a.m.** **Students MAY NOT BE DROPPED OFF BEFORE 7:30 a.m. (unless enrolled in the Early Morning Supervision Program.)** 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.

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

## 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 (\$15 per Service Hour)** 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 **10 hours** for families with students in Grades Pre-kindergarten through Eighth Grade.

Parents of 8<sup>th</sup> Grade students will receive **3 hours** of credit toward their **10-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 1<sup>st</sup> 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](http://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)
- **Praesidium** 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, including posts about other students, teachers, or the school. Threats are considered serious, and law enforcement may be notified.

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 and/or contacting law enforcement - even if it is the first offense.

Any student selling drugs on school property or at school functions will be immediately expelled, and law enforcement may be contacted.

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 **Bright SchoolKitz®**. 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.

## 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 and the Media Center. 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. Use of these products will result in suspension as a minimal consequence.

## 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 Admissions Office 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 **eleven** monthly installments, July through **May**, 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 **Tommy Hilfiger**, *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. Uniforms must be clean, with no marks or tears.

### UNIFORM GUIDELINES

**Due to the COVID-19 pandemic, students will not be required to wear Mass uniforms this year. Middle School students will not be allowed to dress out for P.E.**

**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. **PK3 & PK4 students are not allowed to wear Trinity plaid skirts, skorts or jumpers.**

**Kindergarten:** All students will wear the Trinity "Kinder Knights" t-shirts, uniform bottoms (pants, shorts or **plaid** 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). 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).

**Shoes:** Wear low top white, black, **gray, or navy** sneakers with good tread, and **solid** laces. High-tops are not permitted. Shoes that light up, flash, or change to skate shoes, are not permitted.

**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, such as large bows, headbands or beads that make noise.

**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.

## VPK (VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM)

Trinity Catholic School offers VPK (Florida's free Voluntary Prekindergarten Program) for 4-year-old students in Pre-K4. This voucher will help parents of 4-year-olds with tuition. This program is available to help make a Catholic pre-school education affordable. Parents of four-year-olds may apply for a voucher at [www.floridaearlylearning.com](http://www.floridaearlylearning.com).

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

## 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 8<sup>th</sup> 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.

#### Traffic Flow Reminders:

- Remember that you are driving in an active SCHOOL ZONE; maintain slow and safe speeds.
- Follow the directions of the Crossing Guard, Security Guards, and Faculty and Staff.
- Always turn RIGHT when entering and leaving the parking lots and circles
- When in the car lines, drive as close to the right street curb as possible
- Pull all the way up to allow as many families as possible to drop off/pick up
- Avoid parking on side streets whenever possible
- Do not block intersections, driveways, or fire hydrants
- Do not cut/block other cars
- Never walk through the car lines during arrival or dismissal

#### Safety Reminder:

- Check to see that ALL your passengers are secured with seat belts 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 car lines, and parents should have their children “in hand” while proceeding near these areas.
- Have your child exit and enter the car on the passenger side

## ARRIVAL TIME

7:30 AM      Pre-K thru 8th Grade

Early morning supervision is offered for 1st-8th Grade students enrolled in the Early Bird Supervision program, between 7:00 - 7:30 AM. Students may not be on campus before 7:00 AM.

TARDY: Parents must escort students to the office for a late pass after 8:00 AM.

## DISMISSAL TIMES

2:45 PM      Kindergarten, Pre-K4, Pre-K-3

3:00 PM      Grades 1 – 8

**Dismissal Family Car Number:** Trinity uses the **Concierge Pad** app to aid with dismissal. Each family will be assigned a number and will be issued two tags with that number. The tag should be hooked onto the rearview mirror for easy visibility by Trinity Faculty and Staff. Only Trinity Faculty and Staff will use the app.

When the family car arrives at the designated pick-up spot, a Trinity Faculty or Staff member will input the family **Concierge Pad** tag number into the app, which will then notify the Homeroom teacher/s to release the students to their dismissal location. Faculty and staff will be placed throughout the campus to ensure students are supervised as they travel to their designated dismissal location.

**Late Pickup:** 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.

## **ARRIVAL AND DISMISSAL PROCEDURES BY GRADE**

### **SIBLINGS OF Pre-K3, Pre-K4, or Kindergarten (Main Campus)**

Follow same as Pre-K 3 arrival procedure.

- Drive West on Brevard Street (from Hillcrest) and turn right into the Main Office Circle.
- Proceed using a single lane only.
- Pull all the way forward.
- Wait for a staff member to bring your child to you. Do not get out of your car.
- Carefully exit the loop by turning right, only.

Beginning at 7:30 AM, PreK 3 staff will meet parents in the loop in front of the PreK3 building (Main Office Loop).

Only families with a child in Pre-K 3, Pre-K 4, and Kindergarten may pick up older siblings in the front loop.

Pick up for Pre-K 3 begins at 2:45. Pull into the Main Office Circle and your child will be brought out to you. If you have older children in Grades 1<sup>st</sup> through 8<sup>th</sup>, they will be called to the front loop after school dismissal at 3:00. Only families with a child in Pre-K 3, Pre-K 4, and Kindergarten may pick up older siblings in the front loop.

### **Pre-K3 and Pre-K4/VPK (Main Campus)**

Beginning at 7:30 AM, Pre-K3 staff members will meet parents in the Front Circle, near the flagpole.

To enter the Front Circle:

- Drive West on Brevard Street (from Hillcrest) and turn right into the Main Office Circle.
- Proceed using a single lane only.
- Pull all the way forward.
- Wait for a staff member to come to you. Do not exit your car.
- Carefully exit the loop by turning right, only.



Once you reach the beginning of the line a staff member will meet your car to greet your child and escort them to their classroom. Parents should not exit their cars, unless they need to help their child with seat belts.

Staff members will lead your child into their Pre-K classroom. In the effort to create a smooth morning transition, parents are not permitted to enter the classrooms.

If your child is struggling to leave the car, parents may need to circle back around and try again. This may be inconvenient, but we need to respect the schedules of all of our parents.

Dismissal begins at 2:45, PM, with the same procedure for entering the Front Circle.

### **Pre-K4/VPK (Main Campus)**

**Arrival:** Beginning at 7:30, AM, Pre-K4/VPK Main Campus students will be dropped off on the Miccosukee Road side of the school.

- Drive East on Miccosukee Road and turn right into the school parking lot/blacktop area, at the one-way sign.
- Proceed along the breezeway, passing the Fine Arts Building and PE office. The line will stop at the Pavilion.
- Exit onto Miccosukee by turning right, only.

Once you reach the beginning of the line a Pre-K4 staff member will meet your car to greet your child and escort them to their classroom. Parents should not exit their cars, unless they need to help their child with seat belts.

In the effort to create a smooth morning transition, parents are not permitted to enter the classrooms.

If your child is struggling to leave the car, parents may need to circle back around and try again. This may be inconvenient, but we need to respect the schedules of all of our parents.

**Dismissal:** Beginning at 2:45 PM, Pre-K4 staff members will meet parents in the Front Circle, near the flagpole.

To enter the Front Circle:

- Drive West on Brevard Street (from Hillcrest) and turn right into the Main Office Circle.
- Proceed using a single lane only.
- Pull all the way forward.
- Wait for a staff member to come to you. Do not exit your car.
- Carefully exit the loop by turning right, only.

Once you reach the beginning of the line a staff member will help your child into the car. Parents should not exit their cars, unless they need to help their child with seat belts..

### **Pre-K4/VPK (Miccosukee Road Campus)**

Beginning at 7:30 AM, PreK-4/VPK staff will meet parents in the loop in front of the PreK-4/VPK buildings.

To enter the PreK 4/VPK loop:

- Drive West on Miccosukee Road and turn right into the Pre-K4 Circle using the first entrance.
- Pull all the way forward.
- Turn your car off, help your child exit the car, then wait for a staff member to come to you.
- Carefully exit the loop by turning right, only.

Once you reach the beginning of the line a staff member will meet your car to greet your child and escort them to their classroom. Parents should not exit their cars, unless they need to help their child with seat belts.

Staff members will lead your child into their Pre-K4 classroom. In the effort to create a smooth morning transition, parents are not permitted to enter the classrooms.

If your child is struggling to leave the car, parents may need to circle back around and try again. This may be inconvenient, but we need to respect the schedules of all of our parents.

Dismissal begins at 2:45, PM, with the same procedure for entering the Pre-K4 loop.

## **Kindergarten (Talaflor and Brevard)**

Beginning at 7:30 AM, Kindergarten teachers will meet parents in the loop in front of the Kindergarten classrooms.

To enter the Kindergarten loop:

- Drive West on Brevard Street (from Hillcrest) and turn right onto Talaflor Street.
  - Stay as far right by the curb as possible, to allow passing traffic to flow smoothly and safely.
- Follow the circle to create a line leading to the Brevard Street stop sign.
  - Do not block the intersection. Wait for the line to proceed forward before entering into the loop road's entrance.
- Once you reach the stop sign on Brevard Street, take an immediate right into the loop in front of the Kindergarten classrooms.
- Follow the loop around the Kindergarten classrooms, near the small playground.
- Carefully exit the loop by turning right, only.

Once you reach the beginning of the line a staff member will meet your car to greet your child and escort them to their classroom. Parents should not exit their cars.

Staff members will lead your child into their Kindergarten classroom. In the effort to create a smooth morning transition, parents are not permitted to enter the classrooms.

If your child is struggling to leave the car, parents may need to circle back around and try again. This may be inconvenient, but we need to respect the schedules of all of our parents.

Dismissal begins at 2:45, PM, with the same procedure for entering the Kindergarten loop.

## **Grades 1-8 (Miccosukee Road blacktop)**

First through 8th Grade students (unless they have a PreK-3 sibling) will be dropped off on the Miccosukee Road side of the school.

- Drive East on Miccosukee Road and turn right into the school parking lot/blacktop area, at the one-way sign.
- Proceed along the breezeway, passing the Fine Arts Building and PE office. The line will stop at the Pavilion+5.
- Exit onto Miccosukee by turning right, only.

Once you reach the beginning of the line a staff member will meet your car to greet your child. Parents should not exit their cars. Students will proceed to their classroom.

In the effort to create a smooth morning transition, parents are not permitted to enter the classrooms.

If your child is struggling to leave the car, parents may need to circle back around and try again. This may be inconvenient, but we need to respect the schedules of all of our parents.

Dismissal begins at 3:00, PM, with the same procedures for entering the blacktop line.

#### Traffic Notes:

- Parents may not enter the line on Miccosukee Road from E. Brevard Street, *unless* there is no line of cars backed up (this is especially necessary for dismissal).
  - Parents should take one of the side streets to E. Georgia Street, then turn right onto Miccosukee Road to enter the car line.
- Do not cut/break into the car line, as other parents have been patiently waiting.
- Do not block intersections or driveways.

#### **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 extracurricular 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 a notification made to the Front Office.

## APPENDIX B

### IB MIDDLE YEARS PROGRAM

*Mission Statement from the IB: The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.*

#### **Academic and Behavioral Discipline Policy Summary**

Trinity Catholic School strives to develop responsible, courteous, self-disciplined students whose pride in themselves, their parents, their school, and their community is reflected in their behavior and effort. Students are made aware that they are an integral part of the faith community and that their actions affect themselves as well as the entire community. The ultimate purpose is to develop true Christian character and a sense of integrity and responsibility to establish an atmosphere conducive to academic excellence and to protect the welfare of the individual, as well as the school community.

Therefore, school expectations must be followed by students in order to foster a sound educational climate. Student expectations include: Be prepared and on time; exhibit behaviors that promote learning; show respect for themselves, the learning environment, and others; give their best effort in all assignments and activities; complete all assignments within the deadlines given; and, follow school rules.

If a student does not meet the school's expectations to maintain an atmosphere of academic excellence, there will be a process to acknowledge and communicate expectations that are not being met, and partner with parents to put a plan in place for improvement. If improvement is not made the student may be put on probation in order to continue as a student at Trinity Catholic School.

#### **IB MYP Academic Honesty Policy Summary**

Trinity Catholic School places a high value on academic honesty. According to the International Baccalaureate Organization, academic honesty includes a set of values and skills that promote personal integrity. Academic honesty also supports good practice in teaching, learning, and assessment.

Trinity Catholic School students will uphold academic integrity by not committing the following offenses: plagiarism, collusion, duplication, or misconduct. Students will exhibit and encourage academic honesty by actively engaging in their own learning, supporting the learning of others and giving credit to help and outside resources.

### ***IB MYP Assessment Policy Summary***

The IB MYP involves a unique teaching and learning philosophy. The teachers at Trinity Catholic School adheres to the requirements of the principles of MYP Assessment as stated in “From Principles into Practice”, and the objectives and criteria prescribed in the individual subject guides which are published by the International Baccalaureate organization for the Middle Years Programme.

IB MYP grades are reported by individual teachers as overall achievement levels using scales predetermined by the IB MYP. The MYP assessment is described as criterion-related, as it is based upon predetermined criteria that are scaled according to their relative importance in each subject area. The IB MYP identifies a set of objectives for each subject group, which are directly related to the assessment criteria of that particular subject.

There are four criteria assessed for each subject in the MYP. This criteria varies for each level in the Middle Years Programme. Achievement levels range on a scale from 0-8 and each level descriptor varies by IB year level either 1 (6th Grade) 2 (7<sup>th</sup> Grade) or year 3 (8th Grade).

Subject groups must address all strands of all four assessment criteria at least twice in each year of the MYP.

### ***IB MYP Inclusion Policy Summary***

We value student diversity and respect individual learning differences, working to meet students where they are and helping them grow through scaffolded support. The IB MYP is designed for all learners and an opportunity for each student to grow and persevere based on their own unique skills and abilities.

In partnership with parents, the school endeavors to equip ALL students with high quality, rigorous instruction and support while developing the skills necessary to be successful and independent upon entering higher education and the workforce. Through inclusion, we honor the IB Learner Profile attributes, creating caring, open-minded students who balance the different aspects of their own lives and needs as well as support the needs of our diverse community.

***IB MYP Language Policy Summary***At Trinity Catholic School, all teachers have a role in language instruction. Through language, students acquire knowledge and communicate what they have learned. We aim to develop effective, global communicators through an in-depth study of English as the primary language, as well as instruction in an additional language.

**Language and Literature:** The primary language of instruction is English. The scope and sequence of our English and Literature middle school curriculum has been created to support the MYP Language Arts aims and objects found in the Language Arts subject guides.

**Second Language Acquisition:** IB MYP students have three consecutive years of foreign language instruction. Starting in 6th grade, students choose Spanish or Latin. Eighth grade students have the opportunity to earn high school credit for either Latin I or Spanish 1, for high school credit.



November 3, 2021

Dear Trinity Families:

Thanks to the continued support of our Trinity Catholic School community we have been able to keep our students safe and in school. We continue to evaluate the local metrics for COVID-19. Based on those metrics, showing a decline in COVID cases, the following protocols will be in place starting Monday - November 8, 2021.

- Parents may choose whether or not to have their children wear a mask. The most current medical advice is that masks are still recommended. However, if you make the decision for your child not to wear a mask, please complete and submit the linked Opt-Out form by Friday, November 5th. **PARENT MASK OPT-OUT FORM**
- Any student or employee choosing to continue wearing a face mask will be encouraged to do so.
- Volunteer opportunities will be communicated by homeroom teachers and the Home and School Association. **All volunteers must wear a mask while indoors, vaccinated or unvaccinated.** Volunteer requirements, including fingerprinting and safe environment classes, must be up-to-date before a parent is able to volunteer.
- The COVID-19 vaccine is now available to children ages 5 and older. Please consult your personal physician as you make the best decision for your child.

Trinity's medical team will continue to monitor local COVID metrics and will adjust protocols, as needed. Thank you to everyone for your prayers and patience as we continue to keep our students and staff safe.

Yours in Christ,

Tommy Bridges  
Principal



27 August 2021

Dear Trinity Families,

I am writing to update you on how Trinity Catholic School is faring regarding COVID-19 and describe our path forward for the next few weeks. As you know, Tallahassee and Leon County are experiencing tremendous challenges with the current surge in COVID cases.

Trinity's current COVID procedures have allowed us to avoid County Health Departments closures of any classes. In this sense, our procedures have been successful. Nonetheless, since the semester began we have had two teachers and 16 students test COVID positive. After Leon County directed contact-tracing, 18 students have had to quarantine due to exposure to COVID positive students.

We have also had students directed to quarantine due to positive cases in their families. These cases are reflective of the overall situation in Leon County with COVID hospitalizations now including children and teens. Tragically, a five year old child and a third grade Leon County student have died in the last two weeks. Due to these circumstances, Trinity will tighten some of our COVID-19 safety protocols. Effective Monday, August 30<sup>th</sup> the following will go into effect:

- **Faculty, Staff, and students in Kindergarten-8<sup>th</sup> Grade will wear masks when indoors.** We will continue to conduct all our other safety protocols, including social distancing. PreK3 and PreK4 students will wear face shields, already provided by the school, whenever practical and necessary.
- **Parents will be able to choose Distance Learning for their children (Grades 1-8) until the current surge of COVID-19 subsides.** Trinity's Distance Learning is synchronized to match the material in-class students receive. Please contact Jane Kynoch, our school counselor, ([kynochj@trinityknights.org](mailto:kynochj@trinityknights.org)) if you would like your child to receive Distance Learning. \*Please note: The State of Florida does not permit the Distance Learning option for students who are recipients of a State scholarship, i.e., Step Up for Students, HOPE, McKay, Family Empowerment). In the event your child must quarantine because of exposure to a positive student on campus, he/she will immediately be offered Distance Learning to prevent any interruption to their education. (This includes State Scholarship recipients for the period of quarantine).
- **Air purification systems are being installed in every classroom.** These should be in place early next week.



These adjustments are necessary due to the very real threat our community is experiencing and will assist the goal of keeping our students, faculty, staff, and families as safe as possible. Our adjustments give the maximum chance of avoiding classroom closures and align with the guidance of the Leon County Health Department and the CDC. We will monitor the situation and adjust these protocols as needed based on information we receive from medical experts.

Your patience and support have been very helpful as we work toward the common goal of keeping our Trinity family safe and our children learning. Please continue to pray for our community and schools as we confidently move forward through our current challenges.

Sincerely,

Tommy Bridges  
Principal



TRINITY  
CATHOLIC  
SCHOOL

2021-22 SCHOOL YEAR  
Protocols for controlling COVID-19  
Effective August 30, 2021



**01  
PAUSE**

Be surgical,  
not sweeping.  
Quickly assess  
and limit the  
impact.



**02  
STAY**

If you feel sick  
or see  
symptoms of  
sickness, stay  
home or send  
home.



**03  
CLEAN**

Schools should  
continue  
routine cleaning  
of classrooms  
and high-traffic  
areas.



**04  
WASH**

Students should  
continue to  
practice routine  
handwashing  
throughout  
the day.

## COVID-19 DECISION TREE

### Protocol for Students

Utilizing Guidance by FDOE

1

Exposed\* to COVID-19 positive case

Asymptomatic

Quarantine & Return After

Student receives a negative test 4 days after exposure - return day 5

OR

Student is asymptomatic for 24 hours and 10 days have passed since the date of exposure.

Symptomatic

See Section 2

2

Symptomatic or COVID-19 positive

Quarantine & Return After

10 days have passed since symptom onset or positive test result, the student has had no fever for 24 hours and the student's other symptoms are improving.

If symptomatic, but with non-COVID Diagnosis, student may return to school with written permission from MD.

3

Exposed\* to positive case but student is fully vaccinated OR has had COVID-19 in the previous 90 days

Asymptomatic

No quarantine required.  
Recommended to test on day 4.

Symptomatic

See section 2

\*Per CDC, exposure is close contact of 6 feet or less for 15 minutes or more. Contact at greater than 6 feet or for less than 15 minutes generally not sufficient to transmit the virus. \*COVID tests must be PCR or Rapid tests, not over-the-counter tests. Must have child's name and DOB.



August 10, 2021

Dear Trinity Families,

We are so glad to have our students back on campus as the semester begins. Due to the local COVID-19 situation in our county, we have made some safety updates. Our current protocol is very similar to last year's protocol, which successfully helped protect students, faculty, and staff from COVID-19 on campus.

Students will be required to wear masks for a moderate time of the school day.

- Students will be required to wear masks in hallways and when in the classroom until they are seated at their desks.
- Once the student is seated at his/her desk, which will be socially distanced from other students, the student may remove the mask.
- If the student is up and moving around in the classroom, and if the student is closer than three feet to a fellow student or teacher, he/she will put the mask back on.
- The large majority of the time, students will be safe at their desks and not required to wear their masks.
- Some Middle School classes are very tight for room. In those classes, the teachers will do their best to separate students and give them frequent mask breaks. Middle School classes are only 40 minutes long, and not every classroom will be affected.
- Students will not wear masks outside, while they are eating, at recess or PE.
- As an additional layer of protection, desk barriers will be handed out to elementary students for use beginning tomorrow. Middle School students will begin using their desk barriers as soon as they arrive.
- If you choose to have your student wear their mask at additional times, we will support your decision.

We are hopeful that these procedures are only for a brief period of time and this is a temporary situation. The protocols will be readdressed before Labor Day. Our ultimate goal is to assure that all of our children and adults are safe.

We are so thankful for parents who gave us input for this issue. We are all in this together to ensure a safe education for our children. Trinity is so blessed to have wonderful parent partners who help us work for the common good and the goals of offering a great Catholic education in a nurturing, safe, caring environment.

Thank you all for your patience as we work through issues together. May God bless and protect us always.

Tommy Bridges  
Principal



August 9, 2021

Dear Trinity Community,

We have been monitoring the trends and statistics for the COVID-19 virus. Based on current information from the CDC, the American Academy of Pediatrics, the Leon County Health Department, and our Diocesan Medical Task Force, Trinity Catholic School will require all students (Grades Kindergarten - 8<sup>th</sup>), faculty, staff, and visitors to wear a mask when indoors. This protocol will begin on Wednesday, August 11, 2021, in order to protect everyone. This is a temporary requirement and will be evaluated to determine if it is needed after Labor Day.

We acknowledge that parents have differing opinions on this issue, and we ask that everyone be patient as conditions improve.

We want all members of our Trinity Community and their families to be safe and healthy. I hope you all are having a wonderful beginning to a most exciting and productive school year.

May God bless you and protect you always.

Tommy Bridges  
Principal



July 23, 2021

Dear Families, Faculty, and Staff,

As we head into the 2021-2022 school year, we would like to share that we will be adjusting our COVID-19 protocols and policies with a reasonable and balanced approach. Since March 2020, we have monitored federal, state, and local guidelines regarding COVID-19. During this time, we successfully developed protocols to protect the health and safety of our students, faculty, and staff. Our school had a very safe and productive school year.

Our Diocesan Principals and Directors, Diocesan Medical Advisory Team, Pastoral Center Leadership Team, and Bishop have been meeting during the year to review, and when necessary, revise our safety protocols. We recognize that this has been a difficult time for all involved; however, providing a safe learning environment for our students, families, faculty, and staff is, and will continue to be, our top priority.

**We are monitoring the situation daily, and Trinity Catholic School reserves the right to adjust safety protocols to best protect our students, faculty, and staff.**

The following will go into effect August 1, 2021:

- Following the updated CDC and AAP recommendations, any student or employee who wishes to continue wearing a face mask will be strongly encouraged to do so. Masks are strongly recommended, although not mandatory. Any mask worn on campus must meet our policy on what types of masks are acceptable.
- For the health and safety of our students and employees, everyone on campus, including visitors and volunteers, will be strongly encouraged to wear masks if they are not fully vaccinated.
- Due to the recent surge in the Delta variant, and because our students under 12 years old are not able to be vaccinated, we are delaying having volunteers on campus until after the first several weeks of school.
- We will continue to work with the Leon County Health Department regarding positive cases of COVID-19 and quarantine situations.

- We will continue the best practices of sanitizing classrooms, buildings, and especially high-touch surfaces. Students will continue to use installed touchless toilets, soap and paper towel dispensers, sinks, and water fountains. We will use temperature checks as an additional safety measure when indicated.
- Classes will remain in cohorts to decrease the likelihood of whole-class quarantines. We will continue to socially distance as much as possible, with a minimum of three feet as our goal.
- We will continue to use the drop-off/pick-up procedures used in the 2020-2021 school year.
- Parents are asked to keep children who are not feeling well at home. By dropping your student off in the morning, you are attesting that your child does not have any of the following symptoms: trouble breathing or any flu-like symptoms including: fever (100 degrees or higher), dry cough, shortness of breath, sore throat, body aches, chills, loss of taste or smell, diarrhea, vomiting, or fatigue.
- Field trips will be permitted, beginning second semester.
- Distance Learning will only be available for students with valid documented medical reasons at the discretion of Administration.

Let us pray for all those who have contracted COVID-19 and for all their families as they work to restore their good health. Let us also pray for all those who have died from this pandemic.

May God bless you and your families. We look forward to seeing you all in August.

Tommy Bridges  
Principal



## OFFICE FOR CATHOLIC SCHOOLS

### DIOCESAN SCHOOLS RETURN TO CAMPUS PLAN

For Fall 2021 in response to COVID-19, updated 8/7/2021

The Office for Catholic Schools and its principals and directors, in collaboration with the Florida Department of Education, Florida Conference of Catholic Bishops, local health officials, and other Diocesan staff, have worked diligently to develop a school return to campus plan that allows students to continue their studies in person through processes that reduce health-related risks while maintaining an environment in which our students encounter quality academics, social interaction, and Catholic immersion.

Our schools and early learning centers will provide on campus learning with the necessary campus and classroom safety protocol needed to support students' safe return to school in August, 2021. This plan may be updated regularly based on the guidance of local and state health officials. School principals and directors will share updated information on the school's website and distribute all updates to parents via the school information system.

#### HEALTH PROTOCOL

- Students and teachers are strongly recommended to wear facemasks. The mask must meet the school's policy on what type of mask is acceptable.
- It is particularly recommended that teachers wear a mask when less than 3 feet from a student for more than 5 minutes (helping one on one or in small groups).
- The school/center reserves the right to check an individual's temperature. Anyone with a temperature of 100.4F or above, or any concerning symptoms, will be placed in a separate location to be sent home immediately. Random and/or scheduled temperature checks may be administered throughout the school day. Anyone with a temperature of 100.4F or above or feeling ill should stay home to maintain a healthy school campus.
- Parents are encouraged to talk with their doctor about the COVID vaccines.
- Students will be reminded to frequently wash hands.

#### VISITOR PROTOCOL

- To minimize risk, all visitors will be required to wear a facemask if they will be interacting with students or teachers.
- All visitors/guests on campus will report to the main office and potential exposure to COVID questions will be asked. Visitors may be asked to sign a waiver and the school reserves the right to check temperature.
- If a parent provides snacks for a class, they must be store-purchased and individually store-wrapped. No homemade snacks may be brought in for students.
- Parents must follow their child's school arrival and dismissal procedures.

#### QUARANTINES AND EXPOSURES PROTOCOL

**Schools and centers will follow these protocols unless directed otherwise by their local health department.**

- A positive Covid test requires 10 days out of school and 48 hours without symptoms to return.

- Symptomatic people must leave school for 10 days unless he or she tests negative. At any point if he or she obtains a negative test, returning to school is allowed after 48 hours without symptoms.
- The school principal is allowed to work with parents, doctor, nurse, etc. to determine if the symptoms are more consistent with a non-Covid illness and therefore only require a 48 hour symptom free period to return to school.
- An asymptomatic exposed person, regardless of vaccine status, must wear a mask and socially isolate in school for 14 days.
- An individual will be considered exposed if he or she spent more than 15 minutes within 3 feet of distance from an individual who tests positive, regardless of if one or both individuals were wearing masks.
- Exposures at home are treated the same as above.

#### **CLEANING & DISINFECTING**

Enhanced cleaning protocols have been established to disinfect the campuses daily. It is very important that all employees understand the safety requirements, protocols and expectations to ensure that everyone and their communities stay safe and prevent the spread of the virus. Teachers and staff will be provided the necessary cleaning and disinfecting materials. Staff will be trained in sanitation and hygiene instruction.

The safety of our employees and students is our first priority. The cleaning steps outlined below are to be taken to disinfect workplace surfaces, chairs, tables, etc. to protect employees and reduce the risk of spread of infection. We will require employees to maintain this safety standard by continuously cleaning and disinfecting based on the frequency stated below.

#### **GENERAL DISINFECTION MEASURES**

<b>Category</b>	<b>Area</b>	<b>Frequency</b>
<b>Workspaces</b>	Classrooms, offices	At the end of each use/day
<b>Appliances</b>	Refrigerators, microwaves, coffee machines	Daily
<b>Electronic Equipment</b>	Copier machines, shared computer monitors, TVs, telephones, keyboards	At the end of each use/day and/or between use
<b>General Used Objects</b>	Handles, light switches, railings, and other commonly-touched areas	Daily



<b>Buses</b>	Bus seats, handles/railing, belts, window controls	At the end of each use/day
<b>Common Areas</b>	Cafeteria, library, conference rooms, gyms, sinks, restrooms, common areas	At scheduled time(s) in the day

#### **PREVENTIVE MATERIAL INVENTORY**

Schools and centers will have

1. An adequate supply of soap, disinfectant, hand sanitizer, paper towels, and tissues.
2. A supply of gloves and other protective gear.

#### **MASS, ASSEMBLIES, AND LARGE GATHERING ARRANGEMENTS**

Mass protocols should follow the procedures established by the school's pastor or chaplain. Assemblies and large gatherings will follow parish guidelines for Mass. Updates to these arrangements will be communicated to the principals and directors. Individual sites will make decisions on social distancing, the use of an isolation room, and other school or class level procedures.

#### **SPORTING EVENTS**

Sporting events will return to full capacity. Attendees will be strongly encouraged to wear masks.

#### **CAFETERIA AND MEAL PERIODS**

Cafeteria employees and volunteers will follow the prescribed protocol for PPE while preparing and distributing food. Tables, trays, and other commonly-used items will be disinfected between each lunch period. The sharing of food between students is not allowed. Classrooms and outdoor space may be utilized for lunches to prevent being over capacity when needed. Staggering lunch periods may be considered if it becomes necessary to limit the number of people in the cafeteria at any one time.

The cafeteria and food preparation rooms will be regularly sanitized and disinfected. School and center staff will use a log to document cleaning times.

#### **WATER BOTTLES**

Water fountains will not be used, and it is recommended that students bring in their own water bottles.

#### **ACADEMICS AND E-LEARNING**

Students will begin the 2021-2022 academic year in August on campus for all students with the expectation that specific health and safety procedures will be required. In the event that a student tests COVID-positive or is placed under quarantine but is well enough to participate in lessons, distance learning may be made available to that student at the discretion of the principal.



## OFFICE FOR CATHOLIC SCHOOLS DIOCESAN SCHOOL RETURN TO CAMPUS PLAN

For Fall 2021 in response to COVID-19

*Bring them up with the training and instruction of the Lord. – Ephesians 6:4*

The Office for Catholic Schools and its principals and directors, in collaboration with the Florida Department of Education, Florida Catholic Conference of Bishops, local health officials, and other Diocesan staff, have worked diligently to develop a school return to campus plan that allows students to continue their studies in person through processes that reduce health-related risks while maintaining an environment in which our students encounter quality academics, social interaction, and Catholic immersion.

Our schools and early learning centers will provide on campus learning with the necessary campus and classroom safety protocol needed to support students' safe return to school in August, 2021. This plan may be updated regularly based on the guidance of local and state health officials. School principals and directors will share updated information on the school's website and distribute all updates to parents via the school information system.

### Masks & Temperature

Masks will be optional for all students, faculty, and staff. If a family or person feels more comfortable wearing a mask, this will be acceptable; however, the mask must meet the school's policy on what type of mask is acceptable. Students, teachers, and staff reserve the right to perform temperature checks daily upon arrival. Anyone with a temperature of 100.4F or above will have parent/guardian called and be sent home immediately. Anyone with a temperature or feeling ill should stay home to maintain a healthy school campus.

### Cleaning and Disinfecting

Enhanced cleaning protocols have been established to disinfect the campuses daily. High touch surfaces will be regularly disinfected throughout the school day. Teachers and staff will be provided the necessary cleaning and disinfecting materials. Students must bring a water bottle to school in order to use the water fountain.

### Mass, Events, & Class Procedures

School Masses will follow the protocols in place by each school's home parish. All athletic sporting events must adhere to state and local guidelines. Individual sites will make decisions on social distancing, the use of an isolation room, and other school or class level procedures.

### Visitors & Volunteers Protocol

All guests on our campus will report to the main office. Questions regarding potential exposure to COVID questions will be asked, and the school reserves the right to check temperatures. Visitors may be asked to sign a waiver and are highly encouraged to wear a face mask while being escorted around the campus. Any visitor with recent positive COVID-19 result will only be allowed back on campus with documentation of a negative COVID-19 result.

### Quarantine Protocol

Schools/Early learning centers will continue to follow the directives of their local health departments regarding whether or not a student or staff member needs to quarantine and the length of such quarantine.

### Academics & Learning

Students will begin the 2021-2022 academic year in August on campus for all students with the expectation that specific health and safety procedures will be required. In the event that a student tests COVID-positive or is placed under quarantine but is well enough to participate in lessons, distance learning may be made available to that student at the discretion of the principal.

For additional resources, please visit the Florida Department of Education Reopening Plan at <http://www.fldoe.org/core/fileparse.php/19861/urlt/FLDOEReopeningCARESAct.pdf>

# APPENDIX C

## Trinity Catholic School - Middle School Students Email Acceptable Use Policy August 2021 - September 2022

Trinity Catholic School is pleased to be able to provide our Middle School students with an email account to enhance, enrich, and facilitate learning and communication. The use of a Trinity email is a privilege extended to students for use inside and outside the school facility. With privilege comes responsibility, and as a condition of use, students and parents are required to read, agree and comply with the contents of this Acceptable Use Policy.

As used in this AUP, the term **Inappropriate Materials** shall include, but not limited to, items of a sexual nature, inappropriate language, alcohol, drug, gang related symbols or pictures, extremist or militant materials, gambling, depictions of violence, and images that are intended to be abusive or harassing. The term **Unacceptable Use** shall include, but not limited to, any use of the device that is distracting to the student's educational purpose.

### EMAIL USAGE

- The use of email during school hours, 7:45 am to 3:15 pm, is prohibited unless authorized by faculty or administration.
- Students should always use appropriate language in their email messages.
- Email services provided by the school are to be used only for the exchange of acceptable information for the school environment.
- Email shall not be used to transmit Inappropriate Materials.
- Email messages of an abusive or harassing nature will be regarded as a major violation and will be subject to a disciplinary response.
- Chain letters of any kind and spam are prohibited. Chain letters are defined as any email message asking you to pass information or messages on to other individuals or groups via email.
- Students are prohibited from accessing anyone else's email account.
- Email etiquette should be observed. In general, only messages that one would communicate to the recipient in person should be written.
- Only approved email programs may be used for student email which is strictly the school account.
- School email addresses are not to be given to ANY websites, companies, or other third parties without the explicit permission of a teacher or administrator.
- Only school-related attachments may be sent on the school email system.
- The email signature of your account should be your name only.

The school reserves the right to enforce appropriate consequences for the violation of any section of this AUP. For minor misconduct, the consequences may be detention for the first offense, call to parents for second offense, and suspension of email use for a specified period of time for the third offense. For more severe misconduct, consequences could include the loss of privilege to use the email as determined by the

Administration and Director of Instructional Technology, or possible disciplinary action or legal action. Students are to report any known violations of this AUP to appropriate administration staff members. Random checks of student emails will be conducted throughout the year to ensure that these policies are being followed. Trinity Catholic School takes no responsibility for activities conducted on school emails.

I have read and understand the provisions of the Middle School Email Acceptable Use Policy

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name of Student \_\_\_\_\_



## TRINITY CATHOLIC SCHOOL

### STUDENT ACCEPTABLE USE POLICY FOR AUGUST 9, 2021- SEPTEMBER 1, 2022

Trinity Catholic School is pleased to offer Internet and network access for student classroom and research activities. Student use of the Internet, computers, iPads, and chromebooks is contingent upon parent/guardian permission in the form of a signed copy of this *Acceptable Use Policy*. Parents/guardians may revoke approval at any time.

Material created and/or stored on the system is not guaranteed to be private. Teachers and administrators may review the system from time to time to ensure that it is being used properly. For this reason, students should expect that work created or viewed on computers, iPads, chromebooks or material placed on personal web pages, may be viewed by a teacher or administrator at any time.

Student and parent/guardian signatures on the reverse of this page ensures that the following points have been read, understood, and agreed upon:

1. The network may not be used for any activity, or to transmit any material that violates United States or local laws, including, but not limited to threatening the safety of another person, and/or violating copyright laws.
2. The network may not be used to download, copy or store any software, shareware, or freeware without prior permission from a teacher or administrator.
3. Users accept the responsibility of keeping all inappropriate material from entering the school network.
4. The network may not be used for commercial purposes. Students may not buy or sell products or services through the Internet.
5. Students must always use appropriate behavior when using school technology. The following are strictly forbidden:
  - use of offensive language
  - sending, displaying or downloading unacceptable or adult materials
  - Harassing, insulting or threatening others; treat each other as children of God.
  - posting personal information about one's self or another person
  - all illegal activities
  - any action that is deemed distracting to the educational purpose of the device.
6. Students may not access websites that contain material that is obscene, offensive, or that promotes illegal acts. Students should notify an adult immediately if they see anything on the computer that they feel is bad, inappropriate or illegal.
7. Students may not access any email or social networking account(s) on school property, unless authorized by faculty or administration.

8. Folders and thumb drives/memory sticks/flash drives are private property. Permission to access them can come only from their owners (administrators and teachers are exempt from this). Only enter a folder or thumb drive/ memory stick/ flash drive if it is yours or if you have permission from the owner. "Hacking" or otherwise trying to gain access to data of another person, or of Trinity Catholic School is prohibited.
9. Students may not degrade or disrupt equipment or system performance. Do not engage in any activities that will hurt school equipment or software systems.
10. It is the students' responsibility to ensure software used at home is compatible with the school's software. The school does not assume responsibility for translating computer files generated at home into formats usable at school.
11. Students may not wastefully use finite resources such as paper and printer ink. Therefore, printing is allowed only with permission of the teacher administrator.
12. Having food or drinks in tech labs, the media center, near classroom computers, iPads, or chromebooks is not permitted.
13. Students using any electronic reading device on Trinity's campus must sign and submit for approval from the Media and Technology Specialist the E-Reader form before using the device.
14. Smartwatches, Fitbits, or any other electronic devices are not permitted on campus. (See #13 for exception)

#### **SAFETY GUIDELINES FOR STUDENTS**

1. Never give out your last name, address, or phone number online.
  2. Never agree to meet in person with anyone you have met online unless you first have the approval of a parent or guardian.
  3. Notify an adult immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.
  4. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. Trinity Catholic expects you to follow your parents' or guardians' wishes in this matter.
  5. If you are permitted by your parent to have your own website, participate in blogging, chatrooms, or anything else along those lines, you are reminded to follow safety guidelines, such as:
    - Never post a picture of yourself in a Trinity uniform or in inappropriate clothing.
    - Always give your password to your parent, but NO ONE else.
    - Always use appropriate language, good manners, kindness and Christian messages.
    - Avoid communicating with people who "bring you down," use bad language, make you feel uncomfortable, or tear others down.
- Always, always talk to your parents about any issues while using the computers.

## PARENT/GUARDIAN PERMISSION

I have read and understand the information contained in the Acceptable Use Policy for 2021-2022 about appropriate use of the computers at Trinity Catholic School and I understand that this form will be kept on file at the school. I give my child permission to access the network and Internet as outlined above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name Printed

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Student's Name Printed

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Student's Grade/Homeroom

\_\_\_\_\_  
Signature of Teacher

**PLEASE RETURN SIGNATURE PAGE TO YOUR  
HOMEROOM TEACHER ASAP**

**Please Note: Students WILL NOT be allowed to use any computers, iPads, or Chromebooks until the Acceptable Use Policy Signature Page has been signed by both Parents and Student and turned in to the Homeroom Teacher.**



**PARENT/STUDENT HANDBOOK**  
**Handbook Governance Agreement Form**  
**2021-2022**

We have read the Trinity Catholic School Parent/Student Handbook, located on the Trinity website @ [www.trinityknights.org](http://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 this form will be kept on file in the Trinity Front Office.

---

Parent's Signature

---

Parent's Name/Please Print

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Student's Signature (Grades 3 - 8)

---

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

---

Student's Teacher

---

Homeroom

---

Student's Signature (Grades 3 - 8)

---

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

---

Student's Teacher

---

Homeroom

---

Student's Signature (Grades 3 - 8)

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

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Student's Teacher

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Homeroom

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Student's Signature (Grades 3 - 8)

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

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Student's Teacher

---

Homeroom

---

Student's Signature (Grades 3 - 8)

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

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Student's Teacher

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Homeroom