



TRINITY CATHOLIC SCHOOL HANDBOOK 2023-2024

TRINITY CATHOLIC SCHOOL
A MINISTRY OF BLESSED SACRAMENT CHURCH
706 EAST BREVARD STREET
TALLAHASSEE, FL 32308

MR. TOMMY BRIDGES, PRINCIPAL

PHONE: 850-222-0444

FAX: 850-224-5067

www.trinityknights.org

→ **UPDATES FOR THE 2023-2024 PARENT/STUDENT
HANDBOOK APPEAR IN GREEN.** ←

TABLE OF CONTENTS
2023-2024
PARENT/STUDENT HANDBOOK

	<u>PAGE</u>
SCHOOL POLICY AND PRINCIPAL'S RIGHT TO AMEND	7
MINISTRY OF OUR CATHOLIC SCHOOL	8
ACCREDITATION	8
MISSION STATEMENT	8
STATEMENTS OF BELIEFS	9
PHILOSOPHY	9
ACCEPTABLE USE POLICIES	10
ADMISSIONS	10
Non-Discriminatory Notice	10
Admission Policy	10
Registrations Categorized	11
AFTER-SCHOOL CARE	11
ANNOUNCEMENTS/MESSAGES	11
ARRIVAL/PICK-UP PROCEDURES	12
ATTENDANCE POLICY/ABSENCES	12
BACKPACKS	14
BEFORE SCHOOL SUPERVISION	14
Drop-Off Procedure:	14
Supervision	14
Rates	14
BIRTHDAYS	14
BULLYING AND HARASSMENT	15 - 18
CASH PAYMENTS	18

	<u>PAGE</u>
CATHOLIC IDENTITY	18
CLASSROOM VISITS/OBSERVATIONS	19
CLINIC	19
Severe Food Allergies	19
Lice Policy	20
Medication Procedures	20
COMMUNICATION	21
General Communication	21
Parent-Teacher Conferences	22
Parent-Principal Conferences	22
Parent-to-Parent Communications	22
CONFIDENTIALITY	22
COUNSELOR	23
CURRICULUM	23
CUSTODY	23
DISCIPLINE	23
Offenses	24
Consequences	24
Early Childhood	25
1st and 2nd Grade	25
Upper Elementary	25
Administrative Discipline	26
Conduct Outside of School	26
ELECTRONIC DEVICES	26
CELL PHONES	26

	<u>PAGE</u>
EVALUATIONS	27
Report Cards	27
Parent Conferences	28
Standardized Testing	28
FIELD TRIP/AFTER SCHOOL SPORTS TRIPS	28
Chaperones	28
Drivers	29
Permission Forms	29
FUNDRAISING	29
GRADING CODES	29
Conduct	30
Honors	30
GRADUATION	31
HANDBOOK AGREEMENT	31
HIGH SCHOOL LEVEL CLASSES	31
HOME AND SCHOOL ASSOCIATION	32
HOMEWORK	32
Guidelines for Late Work (Grades 3-8)	32
Absences	33
INSURANCE	33
INTERNATIONAL BACCALAUREATE (IB)	33
KNIGHTS OUT	34
LEGAL ISSUES	34
Parental Rights	34
Cooperation with Legal Authorities	34
Reporting Physical/Sexual Abuse	35

	<u>PAGE</u>
Restitution Liability	35
Statement about Subpoenaed Faculty	35
LITURGY	35
LOCKERS/LOCKS	35
LOST AND FOUND	36
LUNCH PERIOD	36
Lunch Parents	36
MEDIA CENTER	36
MIDDLE SCHOOL SERVICE HOURS	37
MIDDLE SCHOOL EXTRA-CURRICULAR ACTIVITIES	37
MIDDLE SCHOOL POLICIES, STANDARDS, AND PROCEDURES	38
MIDDLE SCHOOL SPORTS PROGRAM HANDBOOK	38
Eligibility	39
FHSSA Membership	39
Physicals	39
Academics	39
Behavior	40
Practices and Games	40
Transportation/Supervision	40
Fees	40
Uniforms	41
Parents and Team Supporters	41
OFFICE HOURS	41
PARENTS AS PARTNERS	41
PERSONAL POSSESSIONS	41
PETS ON SCHOOL PROPERTY	41

	<u>PAGE</u>
PHOTO PERMISSION	41
PHYSICAL EDUCATION	42
PHYSICAL EXAMINATIONS/IMMUNIZATIONS	42
PICTURES	42
PLAYGROUND	42
PRAYERS	43
PROMOTION	43
RECORDS	43
ROOM PARENTS	43
SACRAMENTAL PROGRAMS	43
SAFE ENVIRONMENT PROGRAM	44
SCHOLARSHIPS	44
SCHOOL ADVISORY COUNCIL	45
SCHOOL HOURS	46
SECURITY/SAFETY	46
SERVICE HOURS REQUIREMENTS	47
SOCIAL MEDIA	48
SPECIAL PROGRAMS AND SERVICES	48
SPIRIT DAY	48
STUDENT INFORMATION SYSTEM (PowerSchool)	49
SUBSTANCE ABUSE	49
SUPPLIES	49
TECHNOLOGY	50
TELEPHONE CALLS	50

	<u>PAGE</u>
TEXTBOOKS	51
TOBACCO/E-CIGARETTES	51
TRANSFERRING STUDENTS	51
TRANSPORTATION	51
TUITION	51
TUITION REFUND	52
UNIFORMS	52
Uniform Guidelines	53
No Uniform Day (NUD) Guidelines	55
UNIFORM CLOSET	55
VPK (VOLUNTARY PREKINDERGARTEN EDUCATION PROGRAM)	55
WEATHER CLOSURES	56
WEBSITE	56
WELLNESS	56
APPENDIX A – ARRIVAL & DISMISSAL PROCEDURES	57 – 63
APPENDIX B – INTERNATIONAL BACCALAUREATE MIDDLE YEARS	64 – 65
HANDBOOK GOVERNANCE AGREEMENT FORM	66

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

ACCREDITATION

Trinity Catholic School is accredited by:

- **The Florida Catholic Conference of Bishops**
- **The National Council for Private Accreditation**
- **The International Baccalaureate Program**
- **Florida VPK**

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.

ACCEPTABLE USE POLICIES

Trinity Catholic School offers 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 through the below linked "signed" Google form, Acceptable Use Policy. Parents/guardians may revoke approval at any time by contacting the school office. [2023-2024 Student AUP](#)

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.

Students are considered for admission based on Trinity's ability to meet the needs of each student academically, behaviorally, developmentally, physically and emotionally.

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.

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

New student registration will begin in February after re-registration for the school year that begins the following August. According to Florida law and Diocesan Policy, **VPK/Pre-K 4 students must be four on or before September 1**, Kindergarten students must be five on or before September 1, and first grade students must be six on or before September 1.

Our Pre-K 3 program offers two tracks. Track one is for students turning three on or before September 1. They will complete one year of Pre-K 3 before advancing to our VPK. Track two is for students turning three September 2 - December 1. They will complete two years of Pre-3 before they are eligible for VPK. **All children must be potty trained.**

Please note the importance of early application. **Admissions are based upon the following category structure and class size availability.**

Registrations Categorized as Follows:

Category A

- **Siblings of families currently enrolled**
- **Sons and daughters of faculty and staff members have priority after siblings**

Category B

- **“Legacy Families” - Sons and daughters of alumni**

Category C

- **Participating Catholics of Blessed Sacrament Parish**

Category D

- **Participating Catholics of other Catholic Parishes**

Category E

- **Non-participating Catholic or other religious affiliations**

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. 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.

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 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

1st-8th 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.

Unexcused absences and tardies could result in missing in-class assessments and assignments. Zeroes will be given for this missed work.

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 **(February/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. 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:

During this 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 and HARASSMENT

GOAL: The goal of the Trinity Student Bullying **and Harassment** 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.

DEFINITIONS:

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. Students can be held accountable for material presented in their social media, including posts about other students, teachers, or the school. Harassment will not be tolerated. Threats are considered serious, and law enforcement may be notified.

Harassment is inappropriate conduct or speech, including but not limited to, verbal threats, intimidation or abuse. It includes such inappropriate conduct or speech based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation. It also includes inappropriate conduct or speech that reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature which substantially interferes with an individual's employment or education, or creates a hostile, intimidating or offensive working or learning environment. Sexual harassment may be directed to members of the same or opposite sex.

Sexual harassment includes but is not limited to:

- **Teasing or jokes of a sexual nature, sexual name calling, making references to past or present sexual activity, spreading sexual rumors or making derogatory or dehumanizing sexual remarks.**
- **Intentional unwelcome physical contact.**
- **Display of offensive pictures, posters, or other graphics.**
- **Leering inappropriately, patting or pinching and other forms of unwelcome touching.**

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 the 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:

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 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. Students can be held accountable for material presented in their social media, including posts about other students, teachers, or the school. Harassment will not be tolerated. Threats are considered serious, and law enforcement may be notified.

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.

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.

Trinity Catholic School reserves the right to adjust safety protocols to best protect our students, faculty, and staff.

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 weekly newsletters; use the Blackboard 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 Google Classroom 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, Blackboard Notifications and Google Classroom 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

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.

Parents of Pre-Kindergarten through First Grade students will have two parent/teacher conferences scheduled each school year. Second and Third Grade will have one scheduled parent/teacher conference. Fourth through Eighth grade will have Student Led Conferences once a year, typically in late January.

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.

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.) Parents are not permitted to represent the school or school organizations without prior approval by Administration.

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 stake. 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 **and the IB Program**)

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/markings 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., **including any type of harassment by electronic means.**
- 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

The word discipline comes from the word disciple. A disciple is a learner. The purpose of discipline is to teach correct behavior **and standards that encourage a person to be their best. Discipline enables us to set high standards for what's expected and then keep us accountable to achieving those standards.**

For conduct that is not suitable for a climate of learning, appropriate consequences will be **administered** 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 use age-appropriate behavioral plans suitable to their classroom setting. **In the event of serious behavioral concerns, the Guidance Counselor, Administration, teacher and parents will work together to assess the nature of the concerns and establish a proactive plan to change the behavior to protect the learning environment.**

1st and 2nd Grade

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

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

The following actions will take place if needed:

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

UPPER ELEMENTARY and MIDDLE SCHOOL

For conduct that is not suitable for a climate of learning, appropriate consequences will be administered 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 **Student Behavior Notification (SBN)** 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 **SBNs, or serious behavior violations,** will result in an Administrative Referral. **All Administrative Referrals will be kept on file by Administration until the end of the school year.**

Lunch detentions may be on work detail, picking up trash, pulling weeds, etc., after eating lunch; or, silently writing while eating lunch. After-school detention typically includes work detail or silent writing. Saturday detentions may also be assigned. Failure to report on time to detention will result in another detention.

Academic or Behavioral 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 and **academic expectations. Students can be placed on Disciplinary Probation at any time. Students will be put on probation for serious infractions or repeated disruptions to the learning environment, evidenced by SBNs, conduct grades, removals from class, or other disciplinary actions. Academic Probations are designated for students whose grades show one or more F's due to missing work. A parent conference will be requested to discuss the plan for improvement. Daily or weekly reports will be sent home 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.

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 **manage** 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.

(See Appendix B.)

ADMINISTRATIVE DISCIPLINE

Possible administrative disciplinary actions may include but not limited to **after school detention**, 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 cyberbullying, 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 are a pervasive feature in today's society. However, the possession and use of cell phones can be disruptive to the school and classroom environment, as well as the safety, privacy and well-being of all Trinity students. Cell phones are not allowed to be used on school grounds at any time. Phone calls, texting, and videotaping of oneself or others is strictly prohibited.

Cell phones may be necessary for some students to communicate with their family after sports practices or off campus locations. Parents who want their student to have a cell phone **for off campus**, after-school use must complete the [Cell Phone Permission form](#). Students that have submitted the Cell Phone Permission form are responsible for ensuring the phone is turned off and left in the students' book bag (**not in clothing pockets or on the person**) until the student is off of school grounds.

Any and all parental contact must take place from school phones in the office. Parents may not contact students via call or text during the school day. Parents are welcome to call the office with a message or request that the student call them from the main office. If a student needs to contact a parent during the school day for an emergency, he/she must request permission from the teacher and go to the main office to make the call.

Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing cell phones to school, in addition to consequences for violation. If a student violates any aspect of the cell phone guidelines, 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.

Trinity Catholic School assumes no liability for the loss or damage to cell phones.

EVALUATIONS

REPORT CARDS

Pre-Kindergarten students receive two evaluations, **via parent** conferences, per year. Kindergarten students receive two report cards each year and two parent conferences.

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.

PARENT CONFERENCES

Parents of Pre-Kindergarten through First Grade students will have two parent/teacher conferences scheduled each school year. Second and Third Grade will have one scheduled parent/teacher conference. Fourth through Eighth Grade will have Student Led Conferences once a year, typically in late January. Parents can request a conference at any time.

STANDARDIZED TESTING

The Terra Nova standardized achievement test is administered in February/March 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 2nd - 8th 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. **Students generally cannot “opt out” of an educational field trip. If a family cannot afford the cost of a trip or activity, they should contact Administration for support. Students may not be dropped off at school if not going on the field trip.**

CHAPERONES

Without the help of volunteer chaperones, many field trips would not be possible. In order to help ensure that our field trip results in safe and rewarding experiences for all participants, chaperones must be able to give their undivided attention to their volunteer tasks and the children. All school rules apply to sponsored events. Chaperones are expected to comply with school policies, follow the directions given by the sponsoring staff member(s), work cooperatively with other staff and volunteers, and model appropriate behaviors for students.

DRIVERS

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.

PERMISSION FORMS

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

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.

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

In the event a student receives a 3 or 4 in Conduct, a Parent/Teacher Conference will be scheduled. A Behavior Plan will be put in place to address concerning behaviors that disrupt the learning environment. In the event that the behaviors don't improve over time, it may be decided that Trinity is not the best fit for that student.

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 12 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 **Google Classroom** for information.

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

HANDBOOK AGREEMENT

The last official act of enrollment and acceptance of each student of Trinity Catholic School is the signing of a contract that states this handbook has been read and accepted as the governing vehicle between home and school. **This contract must be completed and 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.**

HIGH SCHOOL LEVEL CLASSES

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

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 9th 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 return, the student should see each 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. Students will have one day for every day they are absent to make up missed work, unless other arrangements have been made with the teacher. If, because of illness, students are not prepared to take scheduled tests/quizzes, parents must communicate with teachers to arrange a make-up time.

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 an authorized International Baccalaureate (IB) World School with the Middle Years Program.

The IB Middle Years Program (6th-8th Grade) 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

About 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. **(Noted exceptions: Last day before Christmas, Holy Thursday, and the Last Day of School.)**

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, **including cases of possible child abuse.** 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. **The first obligation of the school is protection of the student.**

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 Coordinators Shannon D. Mullen, Ph.D. CSAT – Tallahassee/Panama City (229) 233-8009 or Deacon Santiago Molina For Spanish Speakers - En Español (850) 222-6482. The Diocesan Victim Assistance Hotline number is (850)435-3536.**

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

Usually, students in Grades K through 8 participate in Mass weekly. Information regarding liturgies will be communicated through the newsletter and over the public-address system during announcements. 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 may 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. It is a place students can come to feel at home. Grades K-5 have a scheduled time each week for both Media/Technology. 1st and 2nd Graders have additional computer time in the Media Center one time a week. 3rd-8th grade are 1:1 chromebooks in the classroom. They will receive technology time throughout the day during their academic times in the classrooms.

The Media Center is open every school day from 7:30 a.m. until 3:00 p.m. 7:30 a.m. to 7:50 a.m. is open for Middle School students only to check out books or other resources needed for the day. Students are allowed to come and go during the school hours to use the resources available. Please check the Media Center website for further circulation procedures.

MIDDLE SCHOOL SERVICE HOURS

Trinity Catholic School is committed to developing students who will make a meaningful contribution to the local community and the world. Following in the footsteps of Jesus' ministry in serving others, we hope our students will develop a thoughtful heart of service as they continue their life journey beyond Trinity Catholic School.

All Middle School students must complete 10 service hours for the entire school year which includes any hours performed during the summer prior to the start of school. All service hours will be due on Wednesday, May 1, 2024.

Students can receive up to 5 hours for each service experience. For example, one week of volunteering for VBS is considered one service experience and can count towards 5 hours of service for the school year. Altar serving, or other ongoing service, are also considered one service experience, and can only be counted toward 5 hours of service.

Parents may not act as supervisor for a service activity; a Supervisor name and contact information is required when reporting hours. Service hours must be fulfilled for non-family member individuals or groups only. If you are a member of a club or organization, the service hours must be voluntary versus a requirement of your membership.

8th Grade Community Project

Only the actual service portion of the 8th Grade IB Community Project is considered acceptable hours towards the service requirement.

NJHS and Service Requirement

NJHS has a separate service requirement of 5 hours each semester. Students cannot use the same service for both requirements.

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 reviewed the first week of school and posted on Google Classroom.

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 canceled due to a shortage of players. Students who are members of a Trinity team may participate in other extra-curricular activities *with approval* from all coaches and advisors. A student must satisfy membership responsibilities to each organization of which he/she is a member. Each coach or sponsor will set his/her own policies regarding absences. It is the student's responsibility to contact the adult in charge at least one day prior to an expected absence. Following an unanticipated absence, a parental note should be presented to the coach/sponsor.

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

FHSSA Membership

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

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

Physicals

Any student in Grades six through eight, who intends to try out for any Trinity sports team during the year, must have proof of a physical examination on file in the office at the beginning of the year. Appointments for physicals should be made during the summer after the first week of June and be documented on a FHSAA form available in the school office and on the school website: <https://www.trinityknight.org/athletics/>.

Academics

A student-athlete must fulfill the responsibilities of both a student and a young athlete. Student-athletes must prioritize their academic responsibilities, requiring time management to attend to scholastic and athletic pursuits. If a student is placed on Academic Probation (See DISCIPLINE section) they will be suspended from play for a defined period of time. It should be noted that when students are suspended from play, it impacts the rest of the team, in addition to the individual player.

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 placed on **Behavioral Probation (See DISCIPLINE section)** 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.

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 **yet** 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 expected to be a 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

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. 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 FHSAA Sports physical examination. This is a different form from the School Entry Examination. FHSAA forms are available on the Trinity website and in the school Front Office.

PICTURES

Early in the fall, pictures of the students in their school uniform will be taken. Purchase of the pictures by parents is optional. Retakes are available for pictures taken in the fall and require written authorization from a parent. Class pictures 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.

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, English, 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.

SCHOLARSHIPS

ALL Florida families have the opportunity to receive a Florida School Choice scholarship to attend private schools. The majority of Trinity's tuition can be covered by the scholarship, easing the financial burden for your family to attend a private, Catholic school.

***Step Up for Students* is an umbrella term for Florida School Choice scholarship programs. Two are relevant to Trinity:**

- **Family Empowerment Scholarship for Educational Options (FES-EO)/Florida Tax Credit Scholarship (FTC) for K-12**
- **Family Empowerment Scholarship for Unique Abilities (FES-UA)**

- 1. As a citizen of Florida, you are eligible to apply for these scholarships.**
- 2. It will pay tuition and fees in a Florida private school.**
- 3. EVERY Trinity parent should apply for this scholarship.**
- 4. Only families that have applied for the state scholarships will be considered for FACTS Grant and Aid.**

Applications and awards will be managed on Florida's "EMA" (Education Management Assistant) portal. As the funds are made available to your EMA account, you will authorize the funds to be used for tuition and fees. According to guidance from Step Up for Students, "Parents of scholarship students in full-time, private schools must agree to have their Scholarship Funding Organization, or "SFO," commit scholarship funds on behalf of their students for tuition and fees before using EMA funds for other authorized uses of program funds."

IMPORTANT: Once you have been awarded the scholarship and committed the funds to Trinity (Private School Scholarship with ESA Option), Trinity's FACTS and Scholarship Administrator needs three pieces of important information for each of your students:

- Student name
- Screenshot of the scholarship name (FES-EO, FTC, FES-UA)
- Award ID number (this is different from the student ID number)

If you are concerned about your family's ability to pay the balance of monthly payments on your FACTS account, we encourage you to apply for additional support via the FACTS Grant and Aid application.

When filling out the application, please give pertinent details to your family's needs. Also, if you are a member of a Catholic parish, you can indicate that you would like the application shared with your parish, as some parishes are able to offer financial help for tuition. School and Parish scholarships are based on the number of applications received and funds available. **ONLY** families that have applied for the Step Up for Students scholarships will be considered for additional financial support. All financial and financial assistance information is confidential.

- **Trinity "Adopt-a-Student" Scholarship:** Trinity Catholic offers need-based financial assistance for grades PK3 -8th Grade student tuition. Trinity Catholic School encourages families to apply for financial assistance through the FACTS Grant and Aid application. Families can apply year-round. Requests must be made each year. For more information, please call the school office.
- **Catholic Parish Scholarship:** Catholic parishes support Trinity Catholic School families. Most parishes are able to provide some need-based financial assistance for grades PK3 -8th Grade student tuition. Families must apply for the Catholic Parish Scholarship through the FACTS Grant and Aid application. Families can apply year-round. Requests must be made each year. For more information, please call your pastor.

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.

Keeping our students, teachers, and staff safe is a priority. Trinity has a Security Task Force that helps with continuous improvements. The group is made up of our Security Officers, members of law enforcement, fire department representatives, along with administrative and maintenance personnel. The Task Force oversees numerous drills (fire, lock down, inclement weather), equipment upgrades, and procedural updates. They recommend fencing areas, locks and gates locations, and camera placements.

All visitors and parents are required to sign-in at the Main Office when visiting or volunteering on the school campus and to follow protocol for visitors. Visitors will be required to present their driver’s license.

SERVICE HOURS REQUIREMENTS

Trinity Catholic School takes pride in being a school community that values and welcomes the gifts and talents of our families. Parent involvement has a positive relationship to their children's school success. Parents who volunteer have the opportunity to make friendships and build our school community, together.

In addition to financial support of the school, each PreK through 8th Grade* family is required to give a minimum of 25 hours of service, per year. Ten of the required service hours must be contact hours. The 10 contact hours are defined as time engaging with the school community.

Examples of contact hours** include:

- **Attending Home and School meetings (2 hours per meeting)**
- **Volunteering for Home and School committees**
- **Volunteering as Lunch Parent**
- **Volunteering as a Field Trip Chaperone**
- **Volunteering at the Fall Festival**
- **Volunteering for Orientation Day, Grandparents Day, Open House, etc.**
- **Speaking at Masses**
- **Parent Ambassadors calling/meeting with new families**

NOTE: 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.

This commitment will be made by contract at the time of registration for the fall semester. Service hours may be secured in many ways—by donation of time, talent, and goods.

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.

* Parents of 8th Grade students will receive **12 hours of credit** toward their **25-hour** service requirement upon payment of graduation fees.

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

It is the responsibility of the Home and School Association to maintain the service hour sheets. Time sheets will be tallied at the end of each quarter and hours will be entered for each event. One hour will be credited for each \$15 of approved donated goods. Goods donated must be listed separately on the reporting form (in the space provided) indicating the value of the goods, what the goods were, and who they were donated to at the school. Receipts must be attached to time sheets for donated goods.

**** 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:**

- VECBS 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.

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.

On-line reporting forms are found on the Trinity Website at <https://www.trinityknights.org/>

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

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. **Harassment will not be tolerated.** 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 K-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 **School Spirit Shop USA**. Ordering information is available on the Trinity Website.

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

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, chromebooks, and iPads is distributed annually to students and requires a parent and student signature. Any misuse of these devices 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. Third - Eighth Graders are issued chromebooks for educational use for an additional rental fee.

iPads, Interactive Panels, Smart TV's, and Document Cameras are used in the classrooms to support content learning. Technology 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

Any and all parental contact must take place from school phones in the office. Parents may not contact students via call or text during the school day. Parents are welcome to call the office with a message or request that the student call them from the main office. If a student needs to contact a parent during the school day for an emergency, he/she must request permission from the teacher and go to the main office to make the call.

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. Books that are damaged could require a full replacement fee.

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. **See SCHOLARSHIPS section of handbook for information on opportunities and eligibility.**

TUITION REFUND

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

Proper conduct and appropriate dress reflect the virtues of modesty and self-respect and are essential to maintaining a positive atmosphere for learning. It is the responsibility of parents to assure students are dressed according to this dress code before leaving for school. Parents may be called regarding infractions to the dress code and asked to bring change of clothes to school. Multiple infractions may result in further disciplinary actions. Administration reserves the right to make final interpretations or changes in the dress code below.

All school uniforms can be purchased at Tommy Hilfiger, Lands' End or through the Uniform Closet located at the school. Skirts, skorts, shirts, hoodies and fleece jackets not purchased from these two vendors are considered out of uniform. **Shorts and pants only may be purchased from the Target School Uniform section or Old Navy School Uniform section (both in-store and online) following the below guidelines.** P.E. uniforms, Trinity Spirit shirts, Kindergarten shirts and sweatpants are purchased through [School Spirit Shop USA](#). 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

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 Grade:

All students will wear uniform bottoms, uniform tops, belts, shoes and socks (see descriptions below).

	Boys	Girls	Both
1st-4th Grade	pants or shorts	pants, shorts, skorts or jumpers	<ul style="list-style-type: none"> • belt (if wearing pants or shorts) • green or white polo • socks • shoes
5th Grade	pants or shorts	pants, shorts, skorts, skirts or jumpers	<ul style="list-style-type: none"> • belt (if wearing pants or shorts) • green or white polo • socks • shoes
6th -8th Grade	pants or shorts	pants, shorts, skirts	<ul style="list-style-type: none"> • belt (if wearing pants or shorts) • blue or white polo • socks • shoes
			PE shorts and shirts (see description below)

Pants: Pants must be light khaki, cotton or cotton/poly blend, finished/hemmed bottom, belt loops, flat front, and relaxed fit. Denim, cargo styles, and/or skinny fit **ARE NOT ALLOWED.**

Shorts: Shorts (boys and girls) may be **NO SHORTER** than 3” above the knee. Shorts must be light khaki, cotton or cotton/poly blend, hemmed bottom, belt loops, flat front, and relaxed fit. Denim, cargo styles, and/or skinny fit **ARE NOT ALLOWED.**

Skirts, Skorts and Jumpers: Skirts, skorts and jumpers may be **NO SHORTER than 3” above the knee**. It is recommended that girls wear spandex shorts under their skirts and jumpers.

Shirts: Blouses and shirts must be worn completely tucked in with a 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.

Shoes: Shoes are to be clean and in good condition. Wear low, or mid top (does not cover ankle) white, black, gray, or navy athletic shoes with solid laces. **No other footwear is acceptable; NO high-tops, Crocs, sandals, boots, open-toe, high heels, platform, light up, flash, or change to skate shoes are permitted.**

Socks: Wear plain, solid black, navy blue, or white, ankle or crew socks (**small, discrete logos are permitted**). **Socks must be worn at all times. Socks must be above the ankle length.** 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. **To unify and promote our school spirit, NO other school sweatshirts or jackets are permitted. ONLY Eighth Grade students may wear SPJII High School sweatshirts or jackets.** 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 small, Catholic school appropriate items**. Girls may wear one pair of stud-type earrings (boys may not wear earrings). **All students may wear one necklace that can be worn with a small cross, medal, or pendant; one non-jingling bracelet; and, one ring. More than one necklace, bracelet, ring, or pair of earrings are not permitted.** 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: Hair is to be clean, combed, not cover the eyes, and out of the face. Extreme hairstyles and/or color/bleach are not permitted. Adolescent boys may find it necessary to remove noticeable facial hair. Hair accessories must be small and match the uniform worn that day.

Make-up and nail polish: **Clear lip balm for chapped lips is allowed.** Students are permitted to wear natural concealer/foundation. Eye make-up is not permitted, including on N.U.D.s, through 7th Grade. **Eighth grade girls may wear light (not heavy) mascara.** Only clear or nude color nail polish is permitted; no artificial fingernails.

Tattoos: Tattoos (this includes washable tattoos) are not permitted.

Scents: Due to severe allergy sensitivities, perfume, cologne, after-shave, spray deodorants, or other scents are NOT permitted to be used on campus.

PE Uniforms, Middle School only:

All Middle School students are required to wear regulation, monogrammed gym clothes consisting of a t-shirt and shorts. Shirts and shorts must be monogrammed with First, Middle, and Last initials for safety and identification purposes.

NO-UNIFORM-DAY (NUD) GUIDELINES

- Skirts, dresses, and shorts must be **NO higher than 3” above the knee.**
- Shirts must have sleeves, completely cover midriff, show no cleavage, and have no suggestive advertising or sayings.
- **Spandex / elastic / tight fitting leggings, jeggings, exercise pants, yoga pants, pajama style pants, ripped or cut-off pants/shorts are not permitted.**
- 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.
- Any item of clothing with a logo that disrupts the learning environment is not allowed; examples include: political slogans, inappropriate pictures or language, etc.

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.

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 **for a half day**. 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. **The VPK Program requires regular attendance. Excessive absences may result in the loss of the voucher, at which point parents are responsible for the balance of tuition.**

WEATHER CLOSURES

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

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

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

WEBSITE

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

WELLNESS

Trinity Catholic School has a "no-food" policy in regards to celebration of birthdays and "Star of the Week" type events. At Trinity, we have multiple children with health concerns. We also have an overall obligation to provide a healthy and nutritious environment for every one of our students. Treats sent from home not only affect your child/children, but also every other child in the classroom. We will still celebrate holidays and other milestone events. 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.

EARLY MORNING SUPERVISION

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

ARRIVAL TIME

7:30 AM Pre-K thru 8th Grade

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 **3:15 PM (Pre-K and K) and 3:30 PM (Grades 1-8)** 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-K3 (Main Campus) 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 1st through 8th, they will be called to the front loop after school dismissal at 3:00. Only families with a child in Pre-K3, Pre-K4, and Kindergarten may pick up older siblings in the Front Loop.

Pre-K3 (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-K3 (Nursery)

Beginning at 7:30 AM, the Pre-K3 staff members will meet parents at the door of the small Miccosukee parking lot. To enter the parking lot:

- **Enter through the drive on the church end of the lot.**
- **Pull up to the second door.**
- **Wait for Staff to come to you. Do not exit the car.**
- **Exit the lot and follow the school exit to Miccosukee, turning right out of the campus.**

For Dismissal – the children will be picked up from the Brevard side of the Parish Hall, using the drive going from the school to the church. Staff will bring your child to your car.

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.

First Grade & Older Siblings

First Grade and older siblings' drop-off and pick-up is in the Front Office Loop. Follow the Kindergarten Line on Talaflo, but do not go into the Kindergarten driveways. Do not block the Kindergarten entrance or Exit driveways.

Grades 2-8 (Miccosukee Road blacktop)

Second 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,
- 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 (7th 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 1 or Spanish 1, for high school credit.



PARENT/STUDENT HANDBOOK
Handbook Governance Agreement Form
2023-2024

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

Parent's Signature

Parent's Name/Please Print

Student's Signature (Grades 3 - 8)

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

Student's Teacher

Homeroom

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)

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