Be it known to all who enter here that Christ is the reason for this school.

He is the unseen but ever present teacher in its classes.

He is the model of its faculty and the inspiration of its students.
MISSION STATEMENT

The mission of Blessed Trinity Catholic School is to promote Christian leadership by living the Gospel message and embracing the stewardship way of life. We strive to build Catholic moral character and achieve academic excellence as we reach out to the community as Christ’s disciples.

BELIEF STATEMENTS

❖ We believe that, all we are and all we have, are gifts from God which we embrace by living the stewardship way of life.
❖ We believe each student is a unique child of God, and must be challenged to work to the best of his/her abilities.
❖ We believe our actions should show we are Christ’s disciples.
❖ We believe in fostering the courage needed for moral and spiritual leadership.
❖ We believe students are entitled to learn in an environment that is safe and nurturing.
❖ We believe that students’ formal and informal learning opportunities allow them to experience the process of making responsible, loving choices and living with the consequences of those choices.
❖ We believe in establishing solid relationships among parents, faculty, staff, and parish members to insure the education of the whole child.
❖ We believe our students should acquire the skills, tools, and proficient use of technology to face future challenges and become productive members of society.
❖ We believe students cultivate positive relationships with peers, teachers, and the community through participation in sports, arts, extra-curricular activities, and volunteer opportunities.
❖ We believe students should demonstrate their academic gains through a variety of assessment tools.

PHILOSOPHY OF BLESSED TRINITY CATHOLIC SCHOOL

All students of Blessed Trinity Catholic School are afforded an opportunity to develop a life exemplified by the life of our Savior, Jesus Christ. As a Catholic school, we provide a setting in which Catholic faith and values are an integral part of the educational program. We believe each child is a unique individual created by God; therefore, this uniqueness drives us to provide a positive, nurturing and Christ-centered atmosphere in which students can develop and grow in Christian values. At the forefront of all we do, we recognize the need to nurture the spiritual, intellectual, social, emotional and physical growth of our students. Catholic values are emphasized by empowering staff and students alike to live out their Christianity beyond the school and take it to the local and global community.

PHILOSOPHY OF CATHOLIC EDUCATION

Catholic schools make a unique contribution to today’s Church and society by providing a God-centered education rooted in the Roman Catholic tradition. The school, in cooperation and partnership with parents/guardians and in the context of the Catholic community, strives to assist the student to relate faith and Gospel teaching to all aspects of human knowledge and life.

Development of a Catholic Identity in the students is a primary aim of the Catholic school community. Religious instruction and formative experiences are a primary and essential part of the school’s program directed toward leading the student to deepening faith commitment to Christ. Direct catechesis, as well as involvement in liturgical and sacramental prayer and worship, is both formative and instructional for the student.

The environment of the school is created primarily by the people of faith: the Pastor, Principal, Faculty, Staff, Students, Parents and Guardians, who build the school community. It is within this setting that the four-fold dimensions of Catholic education: message, community, worship and service become a reality. The focus of the school program is not merely the attainment of knowledge, but the acquisition of values and the discovery of truth. This focus includes a higher level thinking process, critical judgment and decision-making that enhances the student’s responsible use of freedom, based upon Gospel values. The school program must concern itself with the whole child in development that is fullyhuman and thoroughly Catholic. The school’s curriculum focus is student-centered with a continuous progress emphasis that reverences the dignity of the student and serves the individual’s developmental growth needs. Moreover, the development of Christian values as well as the principles of Church teachings on morality, justice and life issues permeate and integrate all the subject areas and experiential dimensions of the curriculum. (References: Church in the Modern World; Declaration of Christian Education; Visions and Values in the Catholic School; The Catholic School; Sharing the Light of Faith and To Teach as Jesus Did.)

ACCREDITATION

Blessed Trinity Catholic School is accredited by:
The Florida Catholic Conference
and is a member of the National Catholic Education Association.

* Item has been updated for 2018-2019
RESPONSIBILITY OF THE SCHOOL
The Catholic Diocese of Orlando and Blessed Trinity Catholic School are committed to the protection of children and young people and the establishment of a safe environment in which they may learn and grow into responsible Christian adults. Schools have a responsibility to provide:

1. A safe environment;
2. The best formation program to meet their needs within the limitations of the school’s resources;
3. Security from physical, verbal and written harassment;
4. Treatment in a fair, consistent and respectful manner;
5. Instruction and assistance for social, emotional and academic concerns;
6. A clean and pleasant environment;
7. Confidentiality when reporting an inappropriate action of an adult.

SAFE ENVIRONMENT POLICY

“In an effort to ensure the safety of those persons under the care of the Diocese, all employees, clergy, seminarians, religious brothers and sisters and covered volunteers will be required to submit a completed criminal background check form as well as a complete set of fingerprints so as to facilitate a criminal background investigation. Eligibility for employment, volunteer work, and/or ministry will be contingent and conditioned upon a satisfactory background investigation. This background investigation will be updated every five (5) years.”

All parents wishing to interact with Blessed Trinity students during school functions must be cleared through fingerprinting. At BTS we rely greatly on volunteers and encourage all our parents to participate in the various activities of our students, i.e., classroom parties, field trips, lunch, coaching, fund raising events, scorekeeping, sports events, etc. Therefore, it would be best if all parents who even think they might be participating in any activities involving the children at Blessed Trinity Catholic School be fingerprinted for our files. The files will be checked for a card before participation in the activity will be allowed.

To begin the fingerprinting process, please visit our website, www.btschool.org, and click on Safe Environment and Fingerprinting. This button will link you to the Fingerprint Submission Registration site. From this site you may register and pay for your fingerprint-based criminal history background screening, choose from available appointment options, and print out your registration information (complete with a bar code assigned to you). Please bring your printed information and the government-issued ID you registered with to your appointment.

In addition to fingerprint clearance, all volunteers working with children and vulnerable populations must complete the Diocese Safe Environment Training. The training consists of a short video (20 minutes), “Protecting Our Youth” and a test. Both the video and test are available on the Diocese website, www.orlandodiocese.org. Please click on the Safe Environment Training button. You will be led to a registration page. Please complete the registration page, including your barcode number from your fingerprinting registration. After completion, test results will be electronically forwarded to the Diocese Human Resources Office for recording and a clearance will be issued.

RESPONSIBILITY OF PARENTS

The book of Deuteronomy tells us that parents have the primary responsibility for the education of their children. The school, the church, and the civic community support, enhance, and complement this role. Any successful educational program depends upon the cooperation and involvement of the parents with the school. Agreement to enroll your child(ren) in Blessed Trinity Catholic School carries certain parental responsibilities.

It is expected that parents will:

• Be an active witness to the Catholic faith, through daily teaching and living.
• Be active in the faith development of their child(ren) and worship at Mass every Sunday and Holy Days of Obligation.
• Contribute to the support of the parish by participating in the Stewardship Way of Life.
• Instill in each child positive values and attitudes.
• Support the school’s educational mission, personnel, policies, and procedures. Inappropriate behavior or failure to support the school policies and mission may result in the student’s exclusion from the school.
• Support the educational programs offered at Blessed Trinity Catholic School by careful and conscientious supervision of school assignments.
• Demonstrate respectful behavior at all times with faculty, administration, support staff, students, and volunteers, whether on or off school grounds or at school-related events. Inappropriate behaviors on the part of a parent may result in the parent being barred from attending school sponsored activities and sporting events.
• Attend parent/teacher conferences and carry out teacher recommendations made at conferences.
• Fulfill all contractual obligations, especially the Extended Care program and any other payments and fees on time.
• Support school and parish related functions.
• Provide a willingness to volunteer their service to help build a strong school community by giving of themselves, their time and talent.

* Item has been updated for 2018-2019
• Attend parent meetings and other meetings that have to do with the student’s educational or religious growth.
• Take an active part in all school fundraising activities.
• Be responsible for all damage and loss of school property caused by the student.
• Follow the approved chain of command whenever a problem arises in the classroom: discuss the matter with the teacher, next the principal, then the pastor, and finally the superintendent.

**PARENT-TEACHER COVENANT**

Because Blessed Trinity strives to be a faith community, parental cooperation and good parent-teacher relations are essential. As a faith community, our first instinct is to assure that each of us – teachers, administrators, parents, guardians and other care-givers – has the child’s best interest at heart.

While we are blessed with an excellent school community, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we at Blessed Trinity will make every effort to contact you to clarify the situation. Parents, guardians and family members who experience problems or are confused with some matter regarding your child’s educational experience are asked to show similar respect by striving first to learn the reasons behind a policy or inquire about the teacher’s or school’s understanding or decision before judging or forming an opinion.

The Catholic Church’s principle of subsidiary should be adhered to throughout any differences of opinion between the parent and the school. Issues should be handled at the lowest level of authority possible. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, the parent is asked to contact the teacher or supervisor first. The best way to do this is usually through a phone call, note, or email. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty or during the regular school day. Teachers are not always available in their classrooms immediately after school. It would be a professional courtesy to call ahead to see if a teacher is free to see you on a particular day and be able to give you his or her full attention.

1. Those who remain unsatisfied following a meeting with the teacher or supervisor are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached. Due to school responsibilities, the principal may not be available immediately; therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may be requiring our immediate attention at the time.

2. All staff members at Blessed Trinity Catholic School promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. We promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically and physically, and his or her fellow students.

3. Parents and guardians are expected to show the same concern and respect for the staff of Blessed Trinity Catholic School, as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community: We will not tolerate assaults or harassment of a staff member, student or parents. Nor will we tolerate intimidating or verbally abusing any member of the community – in person or in writing.

4. Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions:
   a. limiting or refusing permission to enter or use school grounds or facilities;
   b. asking that someone other than the person exhibiting poor behavior represent the child’s interest on school matters;
   c. refusing to allow the child to re-register, and in extreme cases, initiating procedures to ask the family to withdraw the child from school.

**ACADEMIC PROGRAM AND CURRICULUM**

The curriculum of the Diocese of Orlando, based upon standards and benchmarks, identify ten expectations of broad areas of knowledge and competence based upon our Catholic faith that Catholic school students are expected to achieve by the time they graduate from the 12th grade. These expectations should be considered as on-going student performance goals throughout all grade levels. These goals must be the focus of all elementary schools and high schools as they develop programs, curriculum, and implement the delivery of instruction.

**Performance Expectations:**

A. **Information Managers:** Students will be able to locate, interpret, evaluate, maintain and apply information, concepts, and ideas found in literature, the arts, symbols, recordings, video and other graphic displays, and computer files in order to perform tasks and/or for enjoyment.

B. **Effective Communicators:** Students will be able to communicate in English and other world languages using information, concepts, prose, symbols, reports, audio and video recordings, speeches, graphic displays, and computer-based programs.

* Item has been updated for 2018-2019
C. **Numeric Problem Solvers**: Students will be able to use numeric operations and concepts to describe, analyze, disaggregate, communicate, and synthesize numeric data, and to identify and solve problems.

D. **Critical and Creative Thinkers**: Students will be able to use creative thinking skills to generate new ideas, make the best decisions, recognize and solve problems through reasoning, interpret symbolic data, and develop efficient techniques for lifelong learning.

E. **Ethical and Responsible Workers**: Students will be able to display responsibility, self-esteem, sociability, self-management, integrity, honesty, healthy decision-making, and those Gospel values that identify a student in a Catholic school.

F. **Resource Managers**: Students, as good stewards of God’s gifts, will be able to allocate appropriately time, money, and other resources.

G. **Systems Managers**: Students will be able to integrate their knowledge and understanding of how social, organizational, informational, and technological systems work with their abilities to analyze trends, design and improve systems, and use and maintain appropriate technology.

H. **Cooperative Workers**: Students will be able to work harmoniously with others to successfully complete a project or task.

I. **Effective Leaders**: Students will be able to establish credibility through their competence and integrity, and communicate their feelings and ideas to justify or successfully negotiate a position which advances their growth and development as Catholic Christians.

J. **Culturally Sensitive Learners**: Students will be able to recognize that all human beings are children of one God and Father. They will appreciate their own culture and the cultures of others, understand the concerns and perspectives of members of other ethnic groups, reject the stereotyping of themselves and others, and seek out and utilize the views of persons from diverse ethnic, social and educational backgrounds.

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**POLICIES AND PROCEDURES**
(arranged alphabetically)

*Changes in Policy are Highlighted in Yellow*

The following school policies and procedures are in place to ensure that all Blessed Trinity Catholic School students receive a Catholic education that;

- Promotes and teaches the Catholic Faith and Gospel Values
- Provides a safe learning environment
- Advances student academic achievement

Please carefully read over the policies and procedures. In addition to these policies, the school principal retains the right to amend the handbook. Parents will be given prompt notification when changes or amendments are made.

**ABSENCES/ATTENDANCE**

For the convenience of planning purposes, the school calendar is available on the school website and is updated regularly. Use of the school calendar when planning can avoid conflicts with school days.

Once a student has reported to school, he/she must be present at all assigned classes. No student is excused from class without obtaining permission form a duly authorized person. No student may leave the school grounds at any time during the school day without permission from the School Administration. Failure to comply with this policy will result in disciplinary action. Only for exceptional reasons my students be picked up at the school office and signed out by a parent or pre-registered authorized person.

**Absentee Procedure:**
If a student is absent, a parent must report the absence by calling the school office by 9:00 am.

**Excused Absences:**
Excused absences are defined as those due to personal illness, serious illness or death in the family, weather or road conditions making travel dangerous, or cause deemed acceptable by the school administration.

**Students without documented medical conditions must submit a doctor’s note for absences of more than three (3) consecutive days.**

No student can be absent in excess of 15 excused or unexcused, without an academic progress plan approved by the school administrator. If number of days are exceeded, the student may be asked to withdraw or be retained because of impact to academic progress.
In situations where the student exceeds 30 days (excused or unexcused) without an approved academic progress plan, the school is obligated to report the attendance issue to the appropriate scholarship organization. This may result in the loss of annual scholarship and/or a request that the student be withdrawn from the school.

Medical/Dental Appointments:
Absences for medical or dental appointments are excused for the time of the appointment only. A note verifying the appointment or being signed out by a parent/guardian is required. Parents are encouraged to arrange routine appointments at times other than during regular school hours. When appointments occur during school hours, parents must pick-up and re-admit their children through the school office. No one is permitted to withdraw a student directly from the classroom. Students who are away from school for an appointment for 31/2 hours or more are marked absent for ½ day. Three (3) early withdrawals are considered ½ day absence.

Vacations or Extended Absences:
Vacations must be pre-approved by the School Administration. Written communication, note, or email, explaining the vacation or extended absence needs to be sent to the School Administration prior to the absence. The School Administration will respond in writing to the request. Approval is based on factors including but not limited to record of absences, need for absence, timing, etc.

Note: When students are absent from school, they are ineligible to participate in extra-curricular activities or official school functions on that day. Activities include clubs, plays, meetings, athletic practices, contests, or any official BTCS event. Students must be present in all classes for the day to be permitted to participate in the above-mentioned activities.

**Attendance Policy**

**School Hours:** 7:55 a.m. – 3:05 p.m. Monday, Tuesday, Thursday and Friday. Wednesday school hours are 7:55 a.m. – 2 p.m.

Children dropped off before 7:30 a.m. must be sent to a supervised area in the Parish Hall and parents will be charged a fee. The first bell rings at 7:45 a.m. and students are admitted to the classrooms at this time.

Regularity of attendance and punctuality are important to the child from the very first day of school. Please prepare them now for their future – be on time

All students are dismissed promptly at 3:05 p.m. (2 p.m. Wednesdays) and should leave the school grounds immediately, unless enrolled in the Blessed Trinity Aftercare program. Parents whose children are not at the designated pick-up area will be asked to pull around and re-enter the carline from the rear so that traffic will not be held-up or blocked.

The end of the school day is just as important as the start of the school day as we are setting students up for tomorrow’s success at the end of each day. For that reason, there will be no early checkouts 30 minutes prior to dismissal.

**Tardy Policy**

School begins at 7:55 am. Students arriving in their homerooms after 7:55 am are considered tardy. Tardiness of one student disrupts the learning environment of the entire classroom. Repeated lateness is unacceptable. Parents must make every effort to be punctual each day. **Parents must sign students in whenever they are tardy.** Please do not put your child in the position of being penalized for a situation of which he/she has no control. Middle school students who are tardy three times to a homeroom or to a specific class will earn a detention. The accumulation of three tardies is equal to a ½ day absence and is recorded as such.

Students are marked tardy if they are not in their classrooms by the second bell at 7:55 am.

Students will be marked tardy if they arrive at school after the second bell (7:55am) and before 12 noon.

Students will be marked absent if they arrive at school after 12 noon.

Students will be marked absent if they leave school before 10am.

Students leaving school after 10am will be marked as an early release.

**Tardy Consequences**

10th Tardy: A letter is sent home that lets parents know that child had earned their 10th tardy. The letter reminds parents of their agreement to follow the tardy policy in the handbook.

15th Tardy: A face to face meeting with an administrator, regarding the excessive tardiness, is required.

20th Tardy: Students who arrive late for 20 or more days may not be eligible for end-of-year field trips.

Students who do not comply with the school’s published punctuality policy may be asked or required to withdraw.

According to Florida School Law Statute 1003.26, if a student has had at least five unexcused absences, or lateness within a calendar month or 10 unexcused absences within a 90 calendar-day period, the student’s primary teacher shall report to the school principal that the student is exhibiting a pattern of nonattendance. The principal shall refer the case to the school’s child study team to determine if early patterns of truancy are developing. If the child study team finds that a pattern of nonattendance is developing, whether the absences are excused or not, a meeting with the parent must be scheduled to identify potential remedies. If the parent still refuses to participate or cooperate, the principal may ask the parent to withdraw their child/children from the school.

* Item has been updated for 2018-2019
**Make-up Work Procedure:**
Parents and/or guardians requesting homework for absent students are to use the RenWeb Parents Web site to receive assignments. Make-up assignments/assessments are provided for students with an excused absence once the student returns to school. It is the student’s responsibility to obtain and complete missed work.

Students who are absent have one week from their return to school to complete work/tests assigned during their absence. Work assigned prior to the absence(s) is due immediately upon the students return to school.

**ACADEMIC POLICIES**
Formative assessments, for the purpose of feedback and improvement, are ongoing in all subject areas. These can include verbal or written responses to class work in the course of a lesson or unit. Summative assessments, at the conclusion of a chapter or unit, reflect what skills or concepts have been learned. The results of these assessments are what comprise the grades on report cards.

Evidence of student progress is available on our parent portal, RenWeb Parents Web. Here, parents and students can monitor work done in the classroom on a regular basis.

Parent/teacher communication is vital to student success. Conferences give the parents and teachers an opportunity to discuss each individual child and to have a better understanding of the child and the school program. Please do not wait until a formal report if you have any questions about your child’s progress. Conferences can be scheduled at any time during the school year, whenever the parent or teacher feels it is necessary. Personal contact with the teacher, by phone, email, or conference, is encouraged.

**ACADEMIC GRADING SCALES: GRADES K-2**
P - Proficient: Student work is **secure and meets** grade level expectations for this trimester with accuracy and quality.
DP - Developing Proficiency: Student work is **developing** but is not consistently meeting grade level expectations for this trimester.
EP - Emerging Proficiency: Student work is **beginning** to show progress/understanding but is not yet meeting grade level expectations for this trimester.
IP - Insufficient Progress: Student is not making progress. The lack of progress is likely a result of other factors that warrant immediate concern.
AP - Advanced Proficiency: Student work **consistently surpasses** grade level expectations for this trimester with independence, accuracy and a high level of quality.

**ACADEMIC GRADING SCALE: GRADES 3 – 8 (CORE SUBJECTS)**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90% to 100%</td>
<td>A+</td>
</tr>
<tr>
<td>A-</td>
<td>89.9% to 89%</td>
<td>A</td>
</tr>
<tr>
<td>B+</td>
<td>88% to 89%</td>
<td>B</td>
</tr>
<tr>
<td>B</td>
<td>88% to 87.9%</td>
<td>B-</td>
</tr>
<tr>
<td>C+</td>
<td>79% to 87.9%</td>
<td>C+</td>
</tr>
<tr>
<td>C</td>
<td>77% to 76.9%</td>
<td>C</td>
</tr>
<tr>
<td>D</td>
<td>69% to 76.9%</td>
<td>D</td>
</tr>
<tr>
<td>F</td>
<td>59% to 68.9%</td>
<td>F</td>
</tr>
</tbody>
</table>

**ACADEMIC GRADING SCALE: GRADES 3-5 (SPECIAL AREAS)**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E</td>
<td>90% to 100%</td>
<td>Excellent</td>
</tr>
<tr>
<td>S</td>
<td>80% to 89%</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>N</td>
<td>70% to 79%</td>
<td>Satisfactory</td>
</tr>
<tr>
<td>U</td>
<td>0% to 69%</td>
<td>Unsatisfactory</td>
</tr>
</tbody>
</table>

**LEARNER BEHAVIORS**
Our report card includes student Learner Behaviors.

**Descriptions of Learner Behaviors:**

- **Responsibility:** Student successfully adapts to classroom practices and routines
- **Participation:** Student actively participates in classroom discussion and activities
- **Assignment Completion:** Student completes assigned tasks within the assigned time limits
- **Interpersonal Skills:** Student displays respect for others; interacts appropriately in cooperative group, classroom, and school settings

**Behavior Scale:**

1 – Student **consistently** demonstrates this behavior
2 – Student **sometimes** demonstrates this behavior
3 – Student **seldom** demonstrates this behavior

**Honor Roll:**
The purpose of the Blessed Trinity Honor Roll is to recognize and reward those students who perform at the highest levels in academics, responsibility, participation, assignment completion and interpersonal skills. Honor Roll eligibility will be determined by reviewing the students’ academic grades as well as their Learner Behaviors.

**Academics:** Honor Roll students’ academic achievement must be at a high level (A’s and/or B’s).

* Item has been updated for 2018-2019
**Responsibility:** Honor Roll students consistently demonstrate responsibility. They are prepared for their classes and adhere to class and school rules related to responsibility.

**Participation:** Honor Roll students participate in class discussions and activities. They consistently follow verbal and written directions.

**Assignment Completion:** Honor Roll students complete the work assigned to them, including classwork and homework. School assignments are designed to assist teachers in the evaluation of student learning. Student assignments are orally discussed in class, written on the board and posted on ParentPlus. Each assignment is important, should be completed to the best of the students’ ability, and turned in when due.

**Interpersonal Skills:** Honor Roll students consistently respect others. They follow class and school rules and respect their teachers, fellow students, and others.

### 3rd – 8th Grade Honor Roll Criteria

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Eligibility for <em>Pastor’s</em> Honor Roll</th>
<th>Eligibility for <em>Principal’s</em> Honor Roll</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Average</td>
<td>Grade of A- or higher in every subject</td>
<td>Grade of B- or higher in every subject</td>
</tr>
<tr>
<td>Responsibility</td>
<td>Must have a Behavior Scale score of 1 or 2</td>
<td>Must have a Behavior Scale score of 1 or 2</td>
</tr>
<tr>
<td>Participation</td>
<td>Must have a Behavior Scale score of 1 or 2</td>
<td>Must have a Behavior Scale score of 1 or 2</td>
</tr>
<tr>
<td>Assignment Completion</td>
<td>Must have a Behavior Scale score of 1</td>
<td>Must have a Behavior Scale score of 1</td>
</tr>
<tr>
<td>Interpersonal Skills</td>
<td>Must have a Behavior Scale score of 1</td>
<td>Must have a Behavior Scale score of 1</td>
</tr>
</tbody>
</table>

* Students who are disciplined for a Level 3 or 4 infraction are automatically ineligible for the Honor Roll in the trimester in which the infraction occurred.

### 3rd – 8th Grade Learner Behaviors Rubric

<table>
<thead>
<tr>
<th>RESPONSIBILITY</th>
<th>PARTICIPATION</th>
<th>ASSIGNMENT COMPLETION</th>
<th>INTERPERSONAL SKILLS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> • Student <strong>consistently</strong> successfully adapts to classroom practices and routines. • Student <strong>consistently</strong> actively participates in classroom discussions, small groups and activities. • Student <strong>consistently</strong> completes assigned tasks (homework, classwork, projects, etc.) within the assigned time limits. • Student has <strong>no more than one</strong> missing assignment (homework, classwork, projects, etc.) within the trimester. • Student <strong>consistently</strong> displays respect for others; interacts appropriately in cooperative group, classroom, and school settings. • Student has <strong>no</strong> discipline infractions for disrespecting a student, teacher or other person within the trimester.</td>
<td>• Student <strong>sometimes</strong> actively participates in classroom discussion, small groups and activities. • Student <strong>sometimes</strong> completes assigned tasks (homework, classwork, projects, etc.) within the assigned time limits. • Student has <strong>multiple</strong> missing assignments (homework, classwork, projects, etc.) within the trimester.</td>
<td>• Student sometimes displays respect for others; interacts appropriately in cooperative group, classroom, and school settings. • Student has <strong>between 1 and 4</strong> discipline infractions for disrespecting a student, teacher or other person within the trimester.</td>
<td></td>
</tr>
<tr>
<td><strong>2</strong> • Student <strong>sometimes</strong> successfully adapts to classroom practices and routines. • Student <strong>sometimes</strong> actively participates in classroom discussion, small groups and activities. • Student <strong>sometimes</strong> completes assigned tasks (homework, classwork, projects, etc.) within the assigned time limits. • Student has <strong>multiple</strong> missing assignments (homework, classwork, projects, etc.) within the trimester.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Item has been updated for 2018-2019
Retention: A student may be required to repeat a grade whenever the principal, after consulting the teacher and parent/guardian, decides that it is in the best interest of the student to do so. If the student is to be retained, the school shall make accommodations that support the academic growth and progress of the student. Should a parent refuse to adhere to this recommendation, then the principal may require the student’s withdrawal.

Administrative Placement: Administrative placements occur when a child has not met grade level proficiency expectations and/or does not pass one or more academic subjects, but is not a good candidate for retention. The assignment to the higher grade does not indicate that the child can successfully work in this grade, nor does it indicate that the student has mastered the basic skills necessary for progression to this grade.

National Junior Honor Society: The NJHS is open to all seventh and eighth graders who have met five criteria: scholarship, leadership, service, character, and citizenship and completed a membership application. The basic scholarship requirement is a 90% (A-) or higher cumulative average in all subjects with the exception of Accelerated Math classes in which a cumulative average of 86.5 (B+) or higher for the 1st and 2nd trimesters AND individual 1st and 2nd trimester grades of 79.5 or above is required. Academically eligible candidates will be evaluated on the basis of leadership, service, character, and citizenship. Conduct is an important indicator and will be reviewed when considering student eligibility. Selection is made by a majority vote of a Faculty Council consisting of the middle school faculty as well as selected members of the school’s administration.

Current members must maintain their academic and conduct status to maintain good standing and active membership within the organization. Each year the National Junior Honor Society completes one or more community service projects in which all the members of the society are involved. These projects emphasize the need for cooperative effort in service to the community while providing an opportunity for individuals to discover and develop their own unique contributions.

Valedictorian and Salutatorian Criteria: Eligible students must have been in attendance at Blessed Trinity Catholic School full time from grades 6-8. The final Grade Point Average (GPA) for eligible students will be determined by work completed prior to May 10th of their 8th grade year. All classes, including specials, will be used in computing a student’s GPA. The grade point average (GPA) is based on letter grades.

- A+ = 4.5
- A  = 4.0
- A- = 3.75
- B+  = 3.5
- B    = 3.0
- B-  = 2.75

The student with the highest overall GPA over all three years will be the Valedictorian. The student with the second highest GPA for all three years will be the Salutatorian. In case of a tie in either area, we will have co-Valedictorians or co-Salutatorians.

Special Academic Services
Blessed Trinity Catholic School collaborates with parents and guardians to provide both spiritual and academic educational development for children. Parents/guardians who have a child with a disability should be afforded the opportunity to have a Catholic education for their child within the financial, operational, educational and physical limitations of the school.

In providing assistance to students, Catholic schools shall follow the Response to Intervention process, which provides research-based intervention and educational support to all students at increasing levels of intensity determined by their educational needs. The goal is to identify problems by intervening at an early stage so that students can be as successful as possible given their limitations or needs.

The principal shall evaluate on a case-by-case basis whether or not the Catholic school can meet the needs of the student. If the school can make reasonable accommodations to meet the student’s needs, the school should offer the child the opportunity of a Catholic school education. Parents must sign a document agreeing to the educational plan and accommodations.

Standardized Tests
All schools in the Diocese of Orlando are required to administer standardized testing as an integral part of the total instructional program. This testing, however, is not “high-stakes” – the results are not used to determine teacher efficacy, nor are they used solely to determine a child’s promotion or retention. Test results/scores are simply one measure of the total composite of a child’s individual
academic progress; thus, the information is used to assist teachers in meeting the specific and targeted learning expectations for a child’s appropriate developmental level. This information is critical in helping our teachers provide the best educational opportunities for our students.

Given the number of benefits derived from the standardized testing, the Diocese of Orlando does not allow a parent or a student the choice of “opt-out” of testing. Students who are absent for any reason, including medical absences, during the school’s designated testing window will be rescheduled for testing upon his/her return to school at the discretion of the school's administration. Students will not be exempted from taking standardized tests.

Accommodations or modifications will be offered as required to meet the qualified child’s learning needs. This means accommodations or modifications are allowed only when specifically indicated through testing via a professional evaluation completed as part of the IDEA Child Find process by the public school District, or through a private psychological-educational evaluation approved by the Office of Catholic Schools.

In addition, Catholic schools in the Diocese of Orlando do not write 504 Student Disability plans. Accommodations or modifications are offered at the sole discretion of the school staff and must be based on an evaluation of the documentation provided and other factors deemed relevant by the school staff.

**ADMISSIONS**

**Non-Discrimination Policy:**

Blessed Trinity Catholic School admits students of any race, color, gender, sexual orientation, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Admissions policies shall not discriminate against students with disabilities of any kind if, with reasonable accommodations and no undue hardship to the school, such students can meet the school’s program requirements and parents are in agreement with the proposed accommodations.

The admission of students to Blessed Trinity Catholic School is based on availability of classroom space. Class size limitations are determined and regulated by Diocesan policy and state accreditation standards. If space is limited, priority will be given in the following order:

1. Children of families participating in the Blessed Trinity Parish Stewardship Way of Life and therefore involved in the life of the parish through contributions of their time, talent and treasure.
   a.) Those families with children already attending Blessed Trinity Catholic School.
   b.) Those families registering for the first time.
2. Children of families from other Catholic parishes participating in the Stewardship Way of Life in their respective parishes.
   a.) Those families with children already attending Blessed Trinity Catholic School.
   b.) Those families registering for the first time.
3. Children of families who are Blessed Trinity parishioners not participating in the Stewardship Way of Life.
   a.) Those families with children already attending Blessed Trinity Catholic School.
   b.) Those families registering for the first time.
4. Children of families from other Catholic parishes not participating in the Stewardship Way of Life.
   a.) Those families with children already attending Blessed Trinity Catholic School.
   b.) Those families registering for the first time.
5. All others
   a.) Those families with children already attending Blessed Trinity Catholic School.
   b.) Those families registering for the first time.

**Age Requirements:** Age requirements for the admission to Blessed Trinity Catholic School shall conform to the uniform entry qualifications as stated in the standards of the Florida Catholic Conference for elementary schools, and any applicable state laws. The age requirements for admission to Blessed Trinity Catholic School are as follows:

- Kindergarten (State and FCC) Students must be 5 years of age by September 1
- 1st Grade (State and FCC) Students must be 6 years of age by September 1

**Registration Procedures:** In order to register a student at Blessed Trinity Catholic School during the school year, a parent/guardian should call the school for all information and necessary forms for registration. An appointment must be made with the Guidance Counselor for a placement exam. Necessary forms are:

1. Birth and Baptismal certificates. (Students enrolling in K or grade 1 must be 5 or 6 years old respectively by September 1st of the current year.)
2. Physical and immunization forms
3. Report card and testing information from previous school.
4. Completed student information form – must include Social Security number.
5. Registration card signed by the Pastor.
6. There is a $25 fee for placement testing.

All forms are must be submitted before a student will be considered for enrollment.

* Item has been updated for 2018-2019
*Catholic Schools within the Diocese of Orlando require enrolling students to submit a Florida Department of Health Certificate of Immunization as provided in Florida Statute 1003.22 as a condition precedent to acceptance. Catholic Schools in the Diocese of Orlando do not recognize a religious objection to this immunization.

State law requirements concerning immunization and medical exams for students entering Florida schools for the first time:
1. Immunization Form HRS 680 showing day, month and year of each shot is the only acceptable form for documentation.
2. Medical Examination Form HRS 3040 administered by a licensed physician, physician assistant or nurse practitioner.

Students entering Florida schools from another state with immunization and medical forms from that state must take those forms to the Health Department for review and issuance of Forms HRS 680 and HRS 3040. Students not meeting the proper immunization requirements and medical exam requirements will be excluded from school effective the first day of school.

**ASBESTOS: Diocese of Orlando Office of Schools Notice to Parents, Teachers and Employees**

In accordance with the Asbestos Hazard Emergency Response Act (AHERA), 40 CFR 763.93(g), the Management Plan for Asbestos Containing materials is available without restriction for your inspection at the school's administrative office. Updating of the Management Plans as defined by AHERA was completed by July 1, 1992, and is on file at the school administrative office. We ask that you make an appointment if you wish to review the plan.

**ATHLETIC PROGRAM**

Blessed Trinity offers a well-planned and directed athletic program for students in Grades 5 – 8. The athletic and extracurricular programs of Blessed Trinity Catholic School should be a venue for teaching Gospel values and making them come alive in the student's life. School teams create school spirit and students are encouraged to play and/or support the teams.

**Athletic Participation**

Any student participating in a sports activity is expected to:
- Exhibit Christ-like character at all times… be a good winner and accept losses with humility.
- Demonstrate good sportsmanship. Sportsmanship is a demonstration of generosity and genuine concern for others. It is a sincere understanding and commitment to fair play, ethical behavior, and integrity.
- Maintain a 2.0/C average at all times.
- Do their personal best in academics and behavior.
- Give fully of himself / herself during the practice and games.
- Be accepting of his/her mistakes.
- Strive to win without placing undue pressure on self or teammates.
- Recognize and respect strengths and weaknesses of teammates.
- Accept the guidance of coaches.
- Respect the decisions of officials and umpires.
- Refrain from offensive language and actions.

Parents should understand that they are ambassadors for the school and also display good sportsmanship at all times. Additionally parents should be encouraged to:
1. Set a good example by displaying good sportsmanship;
2. Teach their child to play by the rules;
3. Support all efforts to remove verbal and physical abuse from youth sports;
4. Demand a sports environment that is free of drugs, tobacco and alcohol.

**Athletic Participation Policy**

All qualified students may try out for membership on sports teams and in extracurricular activities. The school is committed to providing everyone a fair chance to participate. Unfortunately, not everyone who tries out can be accepted. The decision of the coach, in conjunction with the athletic director is final. Parents are encouraged to help their children understand that not everyone will be selected. Students may not participate on two different athletic teams simultaneously.

**Concussions and Heat-Related Illnesses**

Any student who wishes to play on a Blessed Trinity Catholic School athletic team must read, sign and turn in the “Consent and Release form Liability Certificate for Concussion and Heat-Related Illness” his/her coach or the Athletic Director.

**Eligibility for Activities/Athletics (Grade 5-8)**

Eligibility is determined by students who exhibit appropriate Christ-like character traits.
1. Students must maintain a 2.0 grade point average to be eligible to try-out for all athletic teams. At the time of try-outs, a list of all students who trying out, but are ineligible due to a low grade point average, will be generated by the athletic director. If a child makes the team, he or she must meet eligibility criteria on the next report card to participate with the team.
2. Students receiving two or more D’s or one or more F’s or have a cumulative average of below a 2.0 are not eligible to participate in the athletic program. Weekly grade reports will be run by school personnel to determine re-eligibility.
3. Any student receiving negative conduct / behavior comments on his/her report card will be ineligible until the assigning teacher states otherwise.
4. If a student receives a Level 3 infraction from the discipline code, the student may be ineligible the following week. Each day of suspension equals one week of ineligibility.
5. Students who lose their eligibility twice during a single season will be removed from their respective team for the remainder of the season.
6. If a player on a sports team or a participant on a special activity is disrespectful to a coach or advisor or supervisor or does something to tarnish Blessed Trinity Catholic School’s excellent reputation, the student will be referred to the Athletic Director and/or Administration. Such action may result in removal from the team or activity.
7. If a student chooses to quit a team with no legitimate reason, then he/she needs to meet with the athletic director to determine future eligibility.
8. If a student/athlete/cheerleader is absent on school day, that student will not be allowed to participate in any after school activities that day, i.e. school dances, athletic events/games, or other activities.

**BIRTHDAY/PARTY INVITATIONS**
In an effort to be Christian in our approach to dispensing birthday and/or party invitations and to avoid hurt feelings, the following policy will be utilized:
1. The office or teacher will not provide telephone numbers or addresses of students. Invitations may only be disbursed in school if the entire class is invited or if all boys or all girls only are invited.
2. Flowers, balloons, etc., will not be delivered to students during the day. Students will be notified at 2:55 p.m. and called to the office to pick them up.

**BULLY PREVENTION**
*Save a Friend Hotline : 1-877-7-FRIEND*  
visit: FaithfullyTied.org
Blessed Trinity Catholic School endeavors to maintain a learning environment that is bully-free. Blessed Trinity Catholic School recognizes the negative impact that bullying can have on the health and safety of our students. Bullying can create distress, anxiety, lower self-esteem, and feelings of isolation. Every child has the fundamental right to learn in a school environment without fear of being oppressed, harassed, or belittled by his or her peers. Bullying is an unacceptable behavior and will not be tolerated. Blessed Trinity is committed to the prevention and reduction of bullying, and to the improvement of peer relations.

**What is Bullying?**
Bullying is repeated behavior by an individual or group of students that is intended to cause the victim injury or discomfort through physical contact, words, or other ways. Bullying is aggressive and malicious causing the victim to feel frightened, threatened, intimidated, humiliated, shamed, disgraced, ostracized, or physically abused. Bullying implies an imbalance of power or strength in which the student being bullied has difficulty defending him or herself. Bullying can take many forms, including physical, verbal, social/relational and/or cyber-bullying.

Bullying includes, but not limited to, the following:
- Written, verbal, or nonverbal threats and gestures.
- Unwanted physical contact, violence, or assault (hit, kick, push, pull hair, etc.)
- Intimidation, harassment, jeering, taunting, mocking, or repeatedly teasing.
- Extortion, theft of money or possessions, or vandalism of student’s personal property. Also, having unauthorized control over someone else’s property.
- Saying hurtful and unpleasant things, making fun of maliciously teasing, or using mean and hurtful nicknames.
- Degrading, insulting, or derogatory comments.
- Completely overlooking someone, or deliberately excluding them from a group of friends.
- Telling lies, gossiping, or spreading false rumors about someone or sending mean notes or emails and trying to get the other students to dislike him/her.

**Blessed Trinity Student Bullying Rules**
1. We will not bully others.
2. We will try to help students who are bullied.
3. We will make it a point to include students who are easily left out.
4. If we know that someone is being bullied, we will tell a teacher or another faculty member, and an adult at home.

**Anti-Bullying Program**
Blessed Trinity offers a comprehensive bullying prevention program that includes specific anti-bullying rules, teacher and parent involvement, consequences, and a positive recognition system that will enable our school to stop bullying as soon as it happens. A school wide approach will be used to deal with bullying behavior including education, individual interventions, classroom interventions, and community support. Classroom interventions will include posting and discussing the bullying rules, using negative consequences and incentives, and holding classroom meetings to increase knowledge and empathy. We will also incorporate bullying themes across the curriculum.
As Catholics we should always act in a Christ-like way according to Gospel values. Students are expected to be respectful to each other, to be courageous and stand up to help other students who are being bullied, to be considerate and friendly to students who are left out, and to be forthright and honest by reporting any bullying behavior they see.

**Reporting Bullying**
Telling is not tattling! Tattling is when you report something just to get someone else in trouble. Telling is when you report that you or someone else has a problem or is in danger.

**Victims:** All students who believe they have been the victim/target or a bully shall promptly report the bullying to a teacher, administrator, or faculty member.

**Student Witnesses:** All students who witness or become aware of any bullying shall immediately report the bullying to a teacher, administrator, or faculty member.

**Disciplinary Action for Bullying**
Consistent and appropriate disciplinary action will be taken for bullying behavior that persists beyond mediation or for repeated bullying by a single student. The primary purpose of such action is to protect the victim and to deter bullying behavior in the future. The discipline imposed will match the offense. An investigation will take place to substantiate the bullying behavior. Disciplinary action for bullying include warnings, detention, parent contact, counseling, peer mediation, loss of privileges, removal from class, suspension, or even expulsion. If the principal believes that the conduct rises to the level of a crime, disciplinary action will also include referral to law enforcement officials.

**CAR LINE**
1. Students may begin arriving on campus at 7:30 am. Students will be allowed into their classrooms at 7:45 am.
2. Afternoon dismissal begins at 3:05 pm Monday, Tuesday, Thursday, and Friday, and at 2:00 pm on Wednesdays. **Students not picked up by 3:25 pm on Mondays, Tuesdays, Thursdays, and Fridays, and by 2:20 pm** will be sent to After Care.
3. **Please display the student’s name in the windshield for pickup at all times.** This helps expedite the dismissal process. Please do not park in front of the school or leave your vehicle unattended at any time.
4. Please have your child ready to exit the car when you arrive at the drop-off site. **He/she should have his/her backpack ready to go, lunchbox in hand, shoes tied, etc. and sitting on the right hand side of the car.** Please avoid having to get out, open doors or trunk to get your child’s things.
5. Please comply with the traffic patterns established by the orange cones and traffic horses. Cars in line will be allowed to move forward to the designated drop-off and pick-up areas at 7:30 a.m. and 2:30 p.m., respectively.
6. Parents are asked to use the carline rather than walking up to pick up or drop off their children. Our purpose for this policy is based on two principles:
   - **Student Safety and Liability** - students and adults walking across the parking lot and through car lines is a serious liability. When multiple adults walk-up and collect their children it is impossible for the teachers on duty to ensure that all students are being picked up by the appropriate people. Carline allows us to view the cars, the parents, and the school-issued name signs to ensure that children are going home with their parents or other approved people.
   - **Consistency** – the carlines enable us to efficiently move 700 children on and off campus in a short amount of time. At times the carline can be long, but it is important that all parents consistently observe the school rules. Failure to do so sets a bad example for children and teaches them that school rules are negotiable. Additionally, other parents see people walking up and feel entitled to do the same.
   - **Parents will be allowed to walk their child to class the 2nd week of each month for Hallway Days.** This will allow parents to have the opportunity to see their student’s work and what they have been doing in school. It is not time for a teacher conference. Parents will be allowed in the building at 7:45, and must exit the building at 7:55, when school begins.

**CAR LINE MAPS can be found at the end of the handbook.**

**Car Line Safety:**
For the safety of our students and staff, please refrain from cell phone use once the carline begins to move. Please pay attention to the staff members directing traffic and follow the procedures in place. These are meant to ensure the safety of our students, staff, and all visitors to our campus.

**Car Line: Drop-Off or Pick-Up Locations**
Grades K-2, plus siblings or car-pool members in grades 3-8, will use the traffic circle in front of the Primary Center, morning and afternoon. During periods of bad weather, siblings in grades 3-8 will be dropped off or picked up at the elementary building. This will require using two traffic lines.

Grades 3-5, with no siblings, will be dropped off and picked up in front of the elementary building at all times (under portico).

Grades 6-8, with no siblings, will be dropped off and picked up at the picnic tables.

Traffic Flow:

**PRIMARY CENTER – Drop-off / Pick-up for students in grades K-2 and all siblings of students in grades K-2.**
Families with students in grades K-2 and siblings in grades 3-8 may drop off the older siblings at the primary center at the same time. Students in grades 3-8 will be escorted to their respective buildings.

When dropping off or picking up at the Primary Center, enter the parking lot on 3rd Ave. by way of the north entrance (near the hospital parking garage). **Please do not enter the parking lot from the entrance that is nearest the Parish Hall.** Once you’ve entered the parking lot, form 2 lines and proceed to the 4th aisle of the parking lot and go to the circular drive in front of the Church/Parish Hall. After dropping off or picking up, turn right and exit onto 3rd Ave. by way of the south entrance to the parking lot (near the Parish Hall). Please turn right on to 3rd Ave. Do not attempt to go back through traffic in any other direction.

**ELEMENTARY BUILDING – Drop-off / Pick-up for students in grades 3-5 with no K-2 siblings.**
Either enter the church parking lot from SE 3rd Ave. and proceed to the front of the elementary building or turn east on SE 15th Pl. from SW 1st Ave. (past Eldercare). Exit onto 17th St. after drop-off or pick-up. Please “right turn only” on 17th St. as you exit. No traffic will be permitted to exit through the gym parking lot.

**PICNIC TABLES – Drop-off / Pick-up for students in grades 6-8 without siblings.** Students should be picked up at the picnic tables.
Parents whose children are not at the designated pick-up area will be asked to pull around and re-enter the carline from the rear so that traffic will not be held-up or blocked.

**CELL PHONES**
Students may possess a cellular telephone on campus provided that during school hours the device remains turned off and in the student’s backpack. Setting to vibrate, “no ring”, or special high octave ring tones are not a substitute for having device turned off. Use of cellular devices must be in compliance with the Diocese of Orlando’s Technology Acceptable Use Policy. Blessed Trinity Catholic School is not responsible for theft, loss, or damage to a student’s cell phone.

Students may use their phones after 3:05pm with the permission of a faculty/staff member. If a phone is discovered to be turned on during prohibited hours it will be confiscated and sent to the office. Students found in violation of cell phone rules will be assigned a Level 1, 2, or 3 Infraction and the corresponding disciplinary consequence. Repeat offenses may result in more severe disciplinary actions. Only a parent or legal guardian can recover confiscated phones from the office.

**CHANGE OF CONTACT INFORMATION: ADDRESS, PHONE NUMBER, EMAIL, ETC…**
Please inform us as soon as possible of any change in address, phone number, name, place of employment, or contact person. In case of emergency, we need accurate information in order to contact you.

**CHILD ABUSE**
Florida Statute defines child abuse as, “any willful act that results in physical, mental or sexual injury that causes or is likely to cause the child’s physical, mental or emotional health to be significantly impaired.” Child neglect is failure to provide adequate food, clothing, shelter, health care or needed supervision. All school personnel, including administrators and both certified and non-certified staff, are mandated reporters and are required to report suspected child abuse and neglect to the Department of Child and Family Services, in accordance with Florida law and Diocesan policy.

**COMMERCIAL SOLICITATION AND COMMUNITY RELATIONS**
Schools must approve announcements, posters, bulletins and other communications which may be sponsored by an outside organization, but directed to the school community.

Blessed Trinity Catholic School does not release of names, addresses, phone numbers, and images of students, faculty, staff, and school families to outside vendors/organizations without the expressed written consent of parents and/or guardians. All official pictures and recordings taken at events and activities of a school by staff/volunteers remain the property of the school.

**CONCUSSIONS AND HEAT-RELATED ILLNESSES**
Any student who wishes to play on a Blessed Trinity Catholic School athletic team must read, sign and turn in the “Consent and Release form Liability Certificate for Concussion and Heat-Related Illness” his/her coach or the Athletic Director.

* Item has been updated for 2018-2019
CONFIDENTIALITY *
Faculty and staff 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 faculty and staff concerns.

COUNSELING OPPORTUNITIES AND EXPECTATIONS*
Blessed Trinity Catholic School employs two School Counselors who provide students, teachers, and parents with academic support, social and emotional development, counseling services, program planning/facilitation, and other services.

Counselors may see a student for up to three times without parental notification and consent. After the third visit, parents will be notified. If serious concerns exist, parents will be promptly notified whenever concerns arise.

When a student reports suicidal thoughts, tendencies, actions, attempts, or behaviors that are life threatening, Blessed Trinity will inform parents/legal guardians and send the student home to be evaluated by a licensed mental health professional. The student may return to school upon confirmation from the mental health professional that the student is under their care and the student is not a threat to themselves or others.

CUSTODY/ FAMILY INFORMATION
Blessed Trinity Catholic School shall respect the rights of parents and legal guardians and abide by all federal, state, and local laws regarding child custody. Access to the child, student records, and other confidential information shall be granted to parents and legal guardians unless stated otherwise in court-ordered documents. If parents are divorced or separated, the school presumes that both parents have access to the children unless one parent can provide evidence that he or she has the sole right. Please let us know if there are any special instructions regarding the custody of your child that we might need to know in order to ensure your child’s safety. Parents with unique custody situations must provide official, updated, court-issued documentation to administration.

DIRECTORIES
The Family Directory, published each year, is designed to communicate specific contact information about members of the school community. The school works with families to safeguard the privacy of all students and school personnel. Parents/guardians have the right to request that some, or all, personal information not be included in the directory. This request must be put in writing and kept on file in the school. Without written notification, the school assumes that the parent/guardian does not object to the release of designated directory information.

E-BOOKS (Kindle, Nook, etc.)
Definitions: For the purposes of this policy, “eBook” shall include all electronic devices that are designed primarily for the purpose of reading digital books and periodicals. Examples of eBooks include, but are not limited to, Kindles, Nooks, and E Book Readers.

Students are permitted to bring eBooks to school and use them in the classroom at times deemed appropriate by the teacher and/or staff member. Usage of eBooks must comply with Diocesan and School Acceptable Use Policies. eBooks with WiFi capabilities are permitted. The school’s WiFi connection is password protected and runs through our secure, filtered network infrastructure. eBooks with 3G capability are not permitted. These devices offer unfiltered access to the internet and allow access to websites and material that are inappropriate for students. If a student violates this policy, his/her electronic device may be confiscated. When a faculty or staff member confiscates an electronic device under this policy, he/she shall take reasonable measures to secure the device. The electronic device will be returned to the student’s parent or guardian after the student has complied with any other disciplinary consequence that is imposed. At no time shall Blessed Trinity Catholic School be responsible for theft, loss or damage to eBooks or other electronic devices brought onto its property.

EMERGENCY MANAGEMENT AND SECURITY
Blessed Trinity Catholic School is dedicated to providing a safe and disciplined learning environment. An Emergency Management Plan has been created by the faculty and staff. Each faculty member is aware of their specific responsibilities in the event of an emergency. A copy of this plan is issued to each teacher and remains in every classroom. This plan highlights the specific actions to be taken in the event of an emergency during school hours. Students participate in emergency drills throughout the school year. Students participate in emergency lockdown and evacuation drills four times a year. In accordance with state and county policies, fire drills are conducted monthly. A tornado drill is held in March or as necessary.

Emergency School Closure Procedures
Notification of school closures are communicated via www.btschool.org, emergency telephone relay system, voice mail, radio and/or television. In severe weather situations, Blessed Trinity shall follow the closures of the local public schools in their area. However, we may re-open when it is deemed safe for students even if the public schools have not re-opened. The decision to close school for other emergencies is the principal’s decision.

EXTENDED CARE
Blessed Trinity offers an extended day program for its students from 6:30 a.m. to 7:30 a.m. and 3:05 p.m. to 6:00 p.m. in the Parish Hall. This program is supervised by adults and will include some outdoor and indoor activities, time for homework, and a snack. Students who remain at school after 3:25 p.m. will be enrolled in aftercare and charged the weekly aftercare fee.

* Item has been updated for 2018-2019
All Blessed Trinity Catholic School policies are applicable to the Extended Day Care Program.

**Morning Care: 6:30 a.m. – 7:30 a.m.**
All students arriving to school before 7:30 a.m. should report to the Parish Hall for morning care. A fee is charged for this service. There is no supervision in the carline drop-off areas before 7:30 a.m.

**After Care: 3:05 – 6:00 p.m.**
Students in grades 3-8 will be escorted to the Parish Hall at dismissal. Students who are not picked up at dismissal (3:30 p.m.) or are not picked up following an after school activity will also be escorted and enrolled in After Care.

Please pack additional snacks and drinks for your child in his/her lunch box to have during After Care. It is helpful to make the After Care snacks for young children. Though all of the children will use the same building, K-3rd grade children will use the primary playground and 4th-8th grade children will use the elementary playground. In the event of inclement weather, the children will remain in the building.

To protect the safety of our children, all students must be signed in at the beginning of Aftercare and signed out by the parent, guardian, or designated adult before leaving. Persons unknown to the After Care supervisors will be asked for photo identification and verified that they are permitted to pick up students.

**Extended Care: Discipline**
The school’s policies and procedures for student behavior expectations extend to the children in the Extended Care Program. When a child commits a minor infraction, parents can expect the following method of discipline.

1. Teacher addresses student/stops negative behavior.
2. Teacher redirects student.
3. Student is given time out.
4. Student loses privilege.
5. If the child is spoken to again, he/she will be given a note home. After three notes home, a member of Administration will be contacted.
6. If the child is written up again within the school year, he/she will be suspended from Extended Care for three consecutive days.

When a child commits a major infraction (extreme disrespect of authority, physical contact with another student/teacher, use of inappropriate language, etc.), parents can expect the following method of discipline:

1. Supervisor addresses student/stops negative behavior.
2. The Extended Care director is contacted and will discuss the problem with the parties involved.
3. The student will receive a note home and/or Blessed Trinity’s administrative team will be contacted.

In extreme cases, Blessed Trinity’s Extended Care program reserves the right to suspend or withdraw any student from the program after he/she has acted out in a manner in which the safety of other students and/or teachers is compromised.

**Extended Care: Financial Information**
- See After Care Registration information in Back to School Packet

**FIELD TRIPS**
Field trips offer students educational, cultural and spiritual opportunities that extend beyond the classroom as enrichment to their studies. These trips are important, not just as curriculum supplements, but as opportunities to learn social behaviors.

Any fees and transportation costs are the responsibility of the parents and may include: admission fees, lunch if applicable, bus rental if applicable, gasoline and appropriate payment for the bus driver. If any student is unable to pay the required amount, the principal should be notified so that arrangements may be made to allow the student to accompany the class.

Students must observe the school dress regulations. Parents must also be dressed appropriately.

Parental assistance as chaperones is always gratefully appreciated. Parents must first have the proper security requirements satisfied: fingerprint clearance and “Protecting Our Youth” test completed, a permission slip completed and must maintain a Catholic Christian demeanor at all times. All chaperones must be 21 years of age or older.

Parent chaperones will be required to ride the bus with the teacher and students to assist in monitoring the students while in route. The teacher will assign each parent a group of students. Once at the destination parents will be responsible for the behavior and location of the students within their assigned groups. Parents are asked not to purchase food, drinks, or trinkets for their individual group members unless it has been previously agreed to by the teacher. It is the responsibility of the parent chaperone to follow instructions issued by the teacher and be at the designated meeting place on time at the close of the trip so that a prompt, efficient departure can be executed.

* Item has been updated for 2018-2019
Siblings may not accompany chaperones on field trips.

A Diocese of Orlando Field Trip Release Form is sent home in advance explaining the trip and the required fees. It also requires insurance and emergency information, and parental signature. No child may go on a field trip without the completed written permission form signed by the parents. Verbal permission will not be accepted to allow a student to accompany his/her class on any field trip. Parents are also asked to complete a similar form.

If parents, guardians, or other adults transport their own children, relatives, or other children in the school to a field trip, athletic event or co-curricular activity, and they are using their own vehicle or a vehicle that is not owned by the school or the Diocese of Orlando, they are doing so on their own risk and not as an agent of the school and the school is not responsible. The school shall request verification that the persons driving such vehicles possess valid state issued driver’s licenses appropriate to the vehicle and that they have a clean driving record as verified through the Diocesan Office of Fingerprinting. Drivers must be over the age of 25 if transporting children.

School employees or school officials shall not transport students to any school related event in their personal vehicle. In exceptional circumstances permission can be granted by the principal. However, two adults must be present in the car and the driver must be reminded that his/her personal auto insurance is liable. The administrator must verify that the persons driving such vehicles possess valid state issued driver’s license appropriate to the vehicle, a clean driving record as verified through the State Department of Motor Vehicles, and the vehicle registration and insurance are current.

When field trips end later than school hours, parents are required to be on time for pick-up or pay after care fees.

FINANCIAL INFORMATION

Blessed Trinity Catholic School exists to provide a Catholic environment by which parents are supported in their primary duty to educate their children in faith and morals. The Parish Community financially commits itself to the Catholic Education of its children as one of the primary ministries of the Parish. Children of active parishioners who participate in the Stewardship Way of Life may avail themselves of this ministry at no cost. All others agree to pay the full cost of $6000 per year per student.

Official records/transcripts/grades may be withheld (not sent) if the family/student has outstanding financial obligations to the school. Additionally, no student shall be allowed to participate in the graduation ceremonies if he/she has outstanding tuition or fees, unless a mutually acceptable agreement has been made with the principal/pastor.

Stewardship

Although Blessed Trinity Catholic School emphasizes and promotes Stewardship across all aspects of our school program, Stewardship, as a way of life for families and individuals, is a church matter. There are times throughout the year when families fail to live up to the Stewardship commitments that they made with God and the church community. Families who do not communicate with the church office regarding changes in Stewardship commitments, and/or who do not live up to their commitments, may lose their status as a Stewardship family. If Blessed Trinity Catholic School is informed by Blessed Trinity Parish that a family is no longer considered a Stewardship family, then that family is immediately responsible for paying the Full Cost of Education $600 per child per month enrolled at BTS). This is to ensure that the school receives just and timely compensation for services rendered.

Materials/Activity Fee: A fee of $530 (grades K-5) or $680 (grades 6-8) per student is due annually and is payable at the time of registration. This non-refundable fee must be paid directly to the school and is not part of Stewardship.

Capital Depreciation Fee: A fee of $75 per student is due annually. This non-refundable fee must be paid directly to the school and is not part of Stewardship.

HARASSMENT

Harassment is contrary to Gospel values and has no place at Blessed Trinity Catholic School. All students are entitled to study in a school environment that is Christ-centered and free of harassment. Harassment occurs in many ways, including, but not limited to: verbal or written, threats, bullying, cyber-bullying, emotional, psychological, physical, racial, and/or sexual. If a student thinks he/she is being harassed, or subjected to behavior that is offensive, it is the student’s responsibility to directly inform the harasser and/or parent, teacher or counselor that the conduct is unwelcome and must stop. If the conduct or offensive conditions persist, the student must discuss the situation with a teacher or guidance counselor. The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken.

The following examples are a non-exhaustive list of possible forms of harassment:

1. **Verbal or written**: comments such as hurtful name-calling, teasing, taunting, gossip, and threats, whether in person or through any form of electronic communication;
2. **Bullying**: characterized by aggressive behavior toward another, intentional repeated hurtful acts over a period of time, imbalance of power (real or perceived) between the bully and the victim;
3. **Cyber-bullying**: using electronic communications to do the act of bullying (i.e. email, texting, social network, on-line chats);
4. **Physical**: punching, poking, strangling, hair pulling, beating, biting, spitting, stealing, pinching, and tickling;

*Item has been updated for 2018-2019*
5. **Emotional:** rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, manipulating, isolating, ostracizing, and peer pressure;
6. **Sexual:** exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault, "sex-ting", unwanted touching, inappropriate social networking;
7. **Racial:** includes, but is not limited to, actions based on personal characteristics such as race, disability, ethnicity, or perceived sexual orientation;
8. **Jokes, stories, pictures, cartoons, cyber rumors, drawings or objects which are offensive,** tend to alarm, annoy, incite, abuse or demean an individual or group.

Harassment also includes any other form of treatment or conduct that could create an offensive, intimidating, or hostile environment or otherwise be unwelcomed by a student or group of students.

**HEALTH AND EMERGENCY INFORMATION**

Quality education occurs best when students and teachers are healthy. Maintaining the health and well-being of students, faculty and staff is paramount at Blessed Trinity Catholic School. Every reasonable effort shall be made to assure that school facilities are maintained in a clean and orderly way to prevent the spread of germs and disease. Health care is the primary responsibility of the parents/guardians. Parents must comply with applicable local and State of Florida health requirements for students. Schools shall comply with the local and State of Florida regulations regarding physical examinations, immunizations, and contagious diseases of students.

**Immunizations**

Catholic Schools within the Diocese of Orlando require enrolling students to submit a Florida Department of Health Certificate of Immunization as provided for in Florida Statute 1003.22 as a condition precedent to acceptance. **Catholic Schools in the Diocese of Orlando do not recognize a religious objection to this immunization.**

A child entering Florida schools for the first time is required by law to have on file certification of school entry medical examination performed within the past twelve (12) months prior to enrollment in school. These medical forms are available and can be completed by the medical provider’s office and must be returned to the school center on or before the first day of school in order for the child to be admitted. All children entering Florida schools must be immunized for polio, diphtheria, tetanus, whooping cough, measles, mumps and rubella. These shots may be obtained from your family doctor or from the Marion County Health Department.

**7th Grade Immunizations** – Before students can attend 7th grade, they must present an updated Immunization card (HRS form 680) to the school nurse.

**Accident Insurance**

**Accidents occurring on campus or on a school related activity should be immediately reported to a school administrator or school nurse.** Student Accident Insurance is provided by Triad Group Administrators, Inc. Please note that the purpose of the Student Accident Insurance is to provide accidental injury medical coverage to every enrolled student. Coverage applies to all enrolled students and children participating in or attending any school/childcare activity sponsored by the school or childcare facility or traveling to and from a school/childcare activity sponsored by the school or childcare facility. This policy covers interscholastic athletics including football and cheerleading.

The Student Accident Insurance Policy is supplemental to any personal healthcare plan and is primary only if the insured has no personal healthcare coverage according to the limits of the Student Accident Insurance Policy.

**Communicable Diseases**

Students with communicable/infectious diseases should be treated with justice and respect in every way consistent with protecting the dignity of the affected and protecting their safety and the safety of those not affected with such diseases.

1. Please notify the school office immediately when your child has a communicable disease.
2. In the case of absence due to communicable diseases such as eye infections, symptoms of a generalized rash, or suspicious lesions, a release card from the Board of Health, or a letter from the family physician indicating that the Board of Health regulations have been fulfilled must be presented when the student returns to school.
3. The following communicable diseases require exclusion from school but no written release need be returned: Chicken Pox or Mumps.
4. **If your child has a severe, persistent sore throat, earache, discharge from the nose, skin rash, eruptions, eye infections, or elevated temperature of 100° or above, he or she should be at home.**
5. In effort to prevent the spread of infection to other students, your child should be fever free (below 100° for 24 hours without the use of a fever-reducing medication) before returning to school.
6. **If your child vomits at school, a parent will be called and must come and pick him or her up from school.**
7. To be excused from Physical Education, a written request from the parents is required. In cases of frequent or prolonged absences from Physical Education, the school requires a written recommendation from a physician.

**Emergency Card**

Emergency data cards are kept on file in the school office. In the event of accident or injury, these cards will aid us in reaching you quickly to determine what course of action to take. Please be sure we have accurate information. It is the parent/guardian
responsibility to notify the school immediately of changes to all pertinent information on emergency cards. In case of emergency, a child may have to be taken to the hospital by ambulance or automobile and efforts to contact the family will be continued.

**Medical Information:** If your child has a physical condition that may affect his academic or physical education program, please inform us of this that we may be aware of it in case of emergency.

**Field Trips:** In the interest of student safety and well-being, any parent of a child with life-threatening allergies, diseases, or illnesses that require the use of specialized equipment or training are required to make arrangements to accompany their child on any school sponsored field trips. If a parent or guardian is unable to attend, then the child, in turn, is not eligible to attend the field trip.

**Medication and Dispensation of Medication**

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well-being of the student. Teachers, administrator and administrative staff shall administer medication to students as provided by Diocesan approved procedures.

A. Administration by school personnel:

1. No school personnel shall administer any prescription or non-prescription medicine unless the school has the student’s current and complete Medication Authorization Form signed by the parent/guardian who gives written permission to the school for medication dispensation.
2. The school retains the right to deny requests to administer medication. If the school denies a request for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students.
3. The staff shall record as soon as possible the administration of medication. The record must include the name of the student, medication, time of providing medication dose and the person administering. Any unusual reactions should be noted on the report immediately.

B. Self-Administration:

1. A student may self-administer medication at school if so ordered by his or her licensed prescriber per the student’s current and completed Medication Authorization Form.
2. Students who suffer from asthma, allergies, diabetes, or other conditions that require the immediate use of medication shall be permitted to carry such medication and to self-administer such medication without supervision by school personnel only if the school has on file for the student a current and completed Medication Authorization Form permitting self-administration.
3. Medications must be stored in a locked cabinet under the control of the school and the self-administration of medication shall be under the supervision of the school.
4. In appropriate circumstances, a school may refuse to allow a student to self-administer medications.

C. Appropriate Containers:

It is the responsibility of the parents/guardian to provide the school with all medication in appropriate containers that are:

1. Prescription labeled by a pharmacy or licensed prescriber
2. Manufacturer labeled for non-prescription over-the-counter medication

D. Storage of Medication:

1. Medication received by the school in accordance with a completed Medication Authorization Form and in an appropriate container shall be stored in a locked cabinet. Access to the locked cabinet shall be limited to the principal and his/her designees.
2. Medication requiring refrigeration shall be stored in a refrigerator that cannot be accessed by students and shall be kept separate from food items.
3. At the end of the school year, or the end of the treatment regime, the student’s parent/guardian will be responsible for removing any unused medication from the school. If the parent/guardian does not pick up the medication by the end of the school year, the school will appropriately discard the medication.
4. A student may not share medications with other students.

**Insurance:** 12-hour coverage is proved by the school at no charge, however, if you desire 24 hour coverage, forms will be sent home.

**HOMEWORK**

- All students in grades K-8 will read for 20 minutes each night, Monday – Thursday, and keep a log of this reading. This should be a book of their choice, that is of interest to the student and is something that can be read alone or with a parent.
- Although the amount of homework varies according to grade levels, daily assignments, etc., a reasonable guideline is to be followed. Teachers should consider the ability of the individual student and the assignments of other teachers when requiring homework. We will follow the 10-minute rule: Kindergarten and 1st grade students – 10 minutes/night; 2nd grade – 20 minutes/night; 3rd grade – 30 minutes per night, etc.
- K-5 teachers will use the binder system to communicate homework and daily behavior to parents and students. Homework will be given on Friday and due the following Friday or on Monday and due the following Monday.
- Teachers in Grades 6-8 will follow the RenWeb Parents Web Guidelines for reporting homework, and will always give two nights to complete any homework assignment.

*Item has been updated for 2018-2019*
HONOR ROLL – SEE “ACADEMICS”

LUNCH
The school hot lunch service is provided Monday - Friday. A lunch calendar/menu is sent home in the Friday Flyers. Lunches cost $3.75. Parents are invited to eat lunch with their child on Wednesdays or Fridays. Visiting parents must sign in and wear a visitor’s badge to the Parish Hall.

For information on SLA Management, please visit their website, www.slamgmt.com.

PARENT TEACHER ORGANIZATION (PTO)
Communication and mutual support between parents or guardians and the school community is a major component to a successful education program. Blessed Trinity is proud of our PTO and thankful for all they do for our school. Here is a sample of what our PTO provides:

1. Information to families that give directions, ideas and activities that positively impact family life and encourage the development of Christian values within the family;
2. Service by organizing parents or guardians to do needed projects at school;
3. Fund raising to meet the instructional needs of the school;
4. Support in encouraging the educational, moral, physical, mental and religious growth of the school. We encourage parents or guardians to volunteer their time when called and to attend functions whenever possible.

Blessed Trinity Catholic School’s PTO operates with the recognition that parents are the primary educators of their children. This organization facilitates, with the support and guidance of the Pastor and the Principal, parental involvement in the Catholic education of their children. The PTO encourages parent involvement in school/parish activities including fundraising, community services, and other various school programs. These activities support the growth of the Blessed Trinity Catholic School/Parish community and enrich the Catholic education experience for the children. The specific objectives of the PTO are:

- Provide quality communication between home and school;
- Offer carefully planned programs of particular interest to parents and children;
- Cooperate fully with the administration in the development of the spiritual, intellectual, emotional, physical and social growth of the students;
- Raise funds for the operating budget;
- Assist in the continued academic success of school programs;
- Encourage all parents to join and become members of this fine organization which takes an active role in the education of their children;
- Attend general meetings which take place through the school year.

PHOTO/VIDEO PERMISSION
Throughout the year, Blessed Trinity students participate in activities, events or projects in which students may be photographed or videotaped. This includes but is not limited to school portraits, student projects, field trips or special events. Parents are asked to sign a photo/video permission slip each year, which allows the school use of their child’s likeness, photos, videos, and/or name on internal and external school publications, advertisements, and/or the school website(s).

There are times when non-school personnel, such as parents, grandparents, and family members also take photographs or video of Blessed Trinity students during school activities, events, or projects. These photos and videos may not be made public (online or in any other publication) without expressed written consent from the school and the parents of the children involved.

RELEASE OF STUDENTS
Blessed Trinity Catholic School recognizes that the parents/guardians are the primary educators of their children. Except as outlined below, no member of the school staff may release a student to any person without written permission of the parent or guardian. Blessed Trinity shall acquire from parents a list of individuals who have permission to pick up students from school. If an adult is not on the approved list, the school shall not release the student into his/ her custody. If the adult is unknown to school personnel, they shall verify the person’s identity by asking for photo identification and verify that the person has parental permission to pick up the child before releasing the student.

Student Interviews by Official Non-School Personnel
Blessed Trinity Catholic School has a special responsibility for the conduct of students and for ensuring the right of teachers to teach and students to learn in a safe and caring Christian environment. The school complies with authorized law enforcement agencies in the protection and welfare of students. The school must allow the legally authorized police officers or Division of Child and Family Services (DCF) investigator to conduct interviews with students.

In situations where the parent/guardian is not implicated in the investigation, and law enforcement officers or other child welfare agents, including DCF, request to interview a student during school hours, the parent/guardian shall be contacted immediately and informed of...
the interview. In cases where the parent or guardian is implicated in the investigation, the administrator is instructed not to contact the parent/guardian.

**Release of Students to a Law Enforcement Agency**

Blessed Trinity provides a safe environment to support the teaching and learning programs and to protect students. The school complies with authorized local law enforcement and child protection agencies when they request protective custody of a student. In the absence of the parent or legal guardian, the following may take protective custody if urgent and immediate necessity exists regarding the safety and well-being of the student:

1. Law enforcement (Police)
2. Department of Child and Family Services (DCFS)

The school shall follow the direction of the law enforcement agency in regard to notifying the parent/guardian when a child is taken into protective custody. The police or DCFS agent is not required to wait for the arrival of the parent/guardian and may leave immediately with the child. Neither the police nor DCFS agent needs the other’s presence to take protective custody. Either entity can do so independently of the other agency. In all such cases the school should inspect and document the identification of the individual taking protective custody of a student.

**RENWEB**

Ren Web is the primary means of communication between parents, teachers, and school. Ren Web is a collaborative website designed as an information source for parents and students. Parents can securely sign into the site with a password administered by the school, to view information regarding their student and the activities and classes in which their student is involved.

All parents with access to an internet capable computer must register during orientation with the technology coordinator so as to be able to receive important school related e-mails.

**STUDENT CONDUCT AND DISCIPLINE**

Blessed Trinity will follow a progressive discipline policy and offer a wide variety of interventions and supports with regards to student behavior. Teachers are expected to follow the “Three Before Me” Policy as a way of dealing with minor classroom disruptions and disruptive behaviors. For these minor situations, there are to be three warnings/interventions for the inappropriate behavior. Referrals should be the option of last resort for minor misbehaviors (level 1 and 2 offenses). The discipline office will be looking for documentation that the classroom teacher has already tried “3 before me”—three inventions and allowed time for the intervention to modify the behavior. Below are possible interventions:

1. Verbal warning
2. Move student location
3. Conference w/ student
4. Timeout w/partner teacher
5. Time off- recess, event
6. Silent lunch
7. Written apology
8. Written reflection
9. Guidance Counselor
10. Note to parent
11. Call to parent
12. Parent Conference

Once a teacher has given three interventions and provided time to correct the behavior, a behavior referral will be written and sent to the office. Office Referrals will still follow the model of progressive discipline and administration will work with the student and the parent to correct the behavior.

Please see Appendix H for both K-5 and Middle School, outlining the steps of progressive discipline.

Please note that for serious, Level 3 and above offenses, teachers will not need to follow the “Three Before Me Policy” and will immediately write a behavior referral.

**Level 3 Infractions**

These infractions are serious and will be handled by the administration. Communication will be immediate by phone whenever possible. Consequences may involve multiple detentions, lengthy written assignments, in-school suspension, or out of school suspension. These would be include, but are not limited to:

- Blatant disrespect of an adult; defiance, arguing, pictures, gestures
- Blatant disrespect of a student, physically or verbally
- Blatant disrespect of a classroom or school policy
- Damaging property
- Deceit; lying, cheating
- Bullying

* Item has been updated for 2018-2019
• Theft
• Dangerous acts
• Physical action with the intent to harm

Repeated Level 3 Infractions may warrant a meeting with Fr. Pat and the Principal and can jeopardize a student’s placement at Blessed Trinity Catholic School.

**Level 4 Infractions**

*These are extreme and serious behaviors which could result in significant out of school suspension or even expulsion. The level of severity will be a determining factor by the administration. These would include, but not be limited to:*

• Fighting or physical action with the intent to harm
• Theft
• Extreme disregard of authority
• Possession or use of alcohol, tobacco, or drugs
• Possession or use of anything determined to be a weapon
• Any behavior, whether inside or outside of school, that is detrimental to the reputation of the school

Level 4 Infractions may warrant a meeting with Fr. Pat and the Principal and can jeopardize a student’s placement at Blessed Trinity Catholic School.

**Cafeteria:**

While in the Cafeteria, students are expected to follow the rules for CAFÉ:

| C – Control (Control your voice/volume and body) |
| A – Aware (Aware of expectations of a leader)    |
| F – Follow (Follow the 7 Habits)                |
| E – Enjoy (Enjoy your lunch!)                   |

**Hall Passes:**

Students are required to have a hall pass whenever they leave the classroom during class time and extended care. Passes have been established for the safety of all students.

When in the Hallways, students will follow the acronym HALL:

| H – Hands at your side |
| A – All eyes forward   |
| L – Lips closed        |
| L – Low speed          |

**Distracting Possessions:** Students are not permitted to bring electronics, i.e., radios, tape recorders, video games, MP3 players, CD players; cards of any kind; pets; skateboards; etc. to school. School authorities reserve the right to confiscate such articles and the student will receive an office referral. Blessed Trinity Catholic School is not responsible for items brought from home.

**Off-Campus Expectations/Public Scandals:** It is a privilege for a student to attend a Catholic School. All students should understand that he/she represents the school to the community in a very unique way. Students who display conduct, whether in or out of the school community, that reflects negatively on the Church or Catholic schools, may be subject to disciplinary action, up to and including required withdrawal, particularly when the name of the school, its teachers, or students are impacted by the behavior of the student. Students’ off campus behaviors include inappropriateness toward teachers, students, or the school, or in the presentation of themselves in the realms of social media as well as other public forums. Students will be subject to disciplinary action for:

1. Actions gravely detrimental to the moral, spiritual and physical welfare of other students;
2. Actions which are detrimental to the school’s reputation;
3. Grave offenses which may include a violation of criminal law; or
4. Actions so outrageous as to shock the conscience or behavior of the community.

Disciplinary action may include dismissal from the school.

**Search and Seizure:** Given Blessed Trinity’s dedication to create and maintain a safe environment, students will not have any expectation of privacy with respect to any and all property brought on school grounds or to school events. The search of a student’s person or any item carried by the student is permissible when there is any suspicion that the student may be carrying contraband. Contraband is defined as any weapon, dangerous object, illegal drug, drug paraphernalia or other item prohibited by law or by school policy. All property of the school, including student desks and lockers, as well as contents, may be opened, searched or inspected at any time without notice. School personnel have an unrestricted right to search this property as well as any containers, book bags, purses, or articles of clothing that are left unattended on the school campus. Searches may be conducted by authorized school personnel, police, or other appropriate officials with the approval of the principal, including random searches.

* Item has been updated for 2018-2019
Substance Abuse by a Student

It is illegal and unacceptable for students to use, abuse, misuse, distribute, or sell Controlled Substances (illegal drugs, drug paraphernalia, tobacco, alcohol, etc.) on campus or at any school-sponsored event. A student found to be engaging in Substance Abuse, in possession or under the influence of a Controlled Substance of any kind, at school, or at a school-sponsored event shall be subject to discipline up to and including possible required withdrawal from school. Substance Abuse, regardless of where such Abuse takes place, also may warrant discipline up to and including required withdrawal.

Weapons

In order to provide for a safe environment, the possession or use of firearms, other weapons, or explosive devices on school premises is not permitted. The possession of a concealed firearm or weapon, at school-sponsored events or on the property of the school, including the buildings, parking areas, and other premises, is strictly prohibited. The school shall deal with such incidents according to the federal, state, and local law and accepted educational practices. Students who violate this policy shall be subject to discipline up to and including required withdrawal.

STUDENT SAFETY

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of your children. We continually review the measures in place to protect your children, and we oftentimes ask for your support in implementing new measures and procedures designed to make our schools a safe haven for your children.

To this end, we hope you will share the following with your children to help us ensure that wrongful conduct does not occur in our schools. The intent of this letter is not to alarm you, but rather to help all of us understand the limits of proper conduct we expect in our schools. While we hope never to have these problems in our schools, we want it clearly understood that the Diocese does not condone or authorize its employees, volunteers, coaches or students to engage in any of the following activities:

- Threatening or causing personal harm or injury.
- Threatening or causing damage to school or Diocesan property.
- Providing medical advice.
- Conducting physical examinations of or providing shots to students (other than school-sponsored or sanctioned exams for scoliosis, vision, hearing, athletic fitness, diabetic treatments or other medical treatments, all of which require written permission from a parent of guardian).
- Administering drugs, including any over-the-counter medication, in the absence of express written permission from a parent or guardian per Diocesan policy.
- Providing massages or other physical therapy.
- Taking blood samples or performing any other medical procedure.
- Examining the genitalia of any student, for any reason.
- Touching an individual inappropriately.
- Smoking, or encouraging smoking, on school property.
- Asking a student to undress or observing a student while he or she is changing clothes at school or a sporting event, other than necessary supervision in a locker room or approved changing area.
- Denigrating or abusing a child, volunteer or employee.

We also ask you, as parents, to help us identify these and any other inappropriate activities that take place in our schools. Please report them immediately to the Principal or the Office of Schools. Similarly, if your child observes or experiences these of similar activities, he or she should feel comfortable telling you, the Principal, or the Office of Schools. Our experience and that of experts, particularly in the area of school violence, is that tell-tale signs (e.g., severe mood changes, emotional outbursts or irrational conduct, fascination with guns or incidents of violence, indirect and direct threats) usually exist before the actual violent acts occurs. Early intervention, therefore, is the key to avoiding a tragic situation. We cannot possibly identify all the improper conduct that might occur. But we ask you as parents to use your common sense and report anything that you believe is inappropriate. Your cooperation in enforcing these guidelines is greatly appreciated.

TECHNOLOGY USE POLICIES

Student/Parent Consent Form for Digital Resources

Blessed Trinity Catholic School recognizes that access to technology in school provides students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills.

To that end, Blessed Trinity Catholic School will be using a variety of online electronic resources to supplement and enrich the instruction provided by our teachers. The primary purpose of the online applications and resources are to support teaching and learning and have been carefully selected for appropriate use in our school. These applications and resources are as follow:

1. Microsoft Office 365
2. Canvas, Nearpod, Showbie, and other iPad Apps. A complete list is available here.

* Item has been updated for 2018-2019*
Students are responsible for good behavior just as they are in a traditional school building. It is illegal to use obscene, profane, threatening, or disrespectful language. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Bullying will not be tolerated and the privacy of others should be respected at all times. Blessed Trinity Catholic School does not provide any student's personal information to the content providers and complies with the Family Educational Rights and Privacy Act (FERPA). Also, the companies named above fully meet the terms of the Children's Online Privacy Protection Act (COPPA).

With your permission, your student will be assigned his or her own username and will be allowed to participate in the use of these online applications and resources that support teaching and learning. All Diocesan policies are still in effect, and apply, as indicated in the Student Technology Responsible Use Policy. Every attempt has been made to provide safe and secured online experience with a web content filter; however, it is still the responsibility of students to follow all school rules, teacher directions and procedures, and to report any inappropriate use or material to school personnel.

Because we cannot monitor personal devices, students are prohibited from bringing their own personal device – laptop or iPad – to school. Additionally, smartwatches will also not be permitted, as these present test security issues in the classroom.

By signing you are indicating once again that you understand and agree to follow the Diocesan and school policies and guidelines as detailed above and in the Student Technology Responsible Use Policy. Please see the attached Student Technology Responsible Use Policy.

**iPad Use Agreement (Middle School Students)**

This Student Apple iPad Use Agreement ("Agreement") is between Blessed Trinity Catholic School ("School") and the above named student and the student's parent or guardian (collectively referred to in this document as "Student").

**Equipment Subject to Agreement:** The Equipment subject to this Agreement ("Equipment") includes the Apple iPad, Apple iPad accessories, and related software in the following list:

- One (1) Apple iPad
- One (1) Carrying Case

**Ownership:** The School shall be deemed to have retained title to the equipment at all times, unless the School transfers the title. The School shall hold no security or ownership interest in the Equipment. Likewise, the Student shall hold no security or ownership interest neither in the licenses to the installed software included with the equipment nor in the licenses to any other software that the School may from time to time install on the Equipment used by the student.

**Term Equipment Use:** The Student shall return all Equipment itemized above in good operating condition to the Technology Office of the School if the Student is not enrolled in the current school year (unless the School transfers the equipment's title). The School may require the Student to return the Equipment at any time and for any reason. Upon graduation and completion of payment terms, the device will be released to the student.

**Equipment Storage and Use at School:** The Equipment must be on the School's premises during each of the Student's normal school days. During the School's normal business hours or after school, when the Student is not in the immediate presence of the Equipment, the equipment must be secured in an approved location.

**Use of Equipment:** The primary use of the Equipment by the Student is for the Student's educational programs. The Student may use the Equipment for other purposes only to the extent that such uses do not interfere with these primary uses. The Student shall abide by the The Diocese of Orlando's and School's Responsible Use Policies ("RUP"). Violation of the school's RUP, which require administrative correction/repair by the School, will incur a $50 fee.

**Compliance with Software Licenses:** The Student shall not make copies of software licensed to the school. The Student is responsible for compliance with the license terms of any licensed software, and the Student agrees to hold the School harmless for any violations of such license terms.

**Back-up Requirements:** The Student may store documents or other files on the Equipment, and the Student is responsible for making back-up copies of such documents or other files, preferably through OneDrive (Office 365) or Canvas. In the event of loss of such documents or other files, the School's responsibility is limited to reloading the School's standard software suite on the Equipment.

**Care of Equipment:** The Equipment may only be used in a careful and proper manner. The Student shall keep the Equipment in good operating condition, allowing for reasonable wear and tear. The Student shall immediately notify the School's Technology Department if the equipment is not in good operating condition or is in need of repair. The School maintains a service contract covering the Equipment. The Student shall be financially responsible for repairs due to negligence. No personal stickers or writing is allowed on the Equipment.

**Right of Inspection:** The School shall make the Equipment available to school personnel as necessary for purposes of inspection, maintenance, repair, upgrading, and/or software installation during the School's normal business hours.

**Loss:** The Student assumes all risks of loss of the Equipment and agrees to return it to the School in the condition received from the School, with the exception of normal wear and tear.

*Item has been updated for 2018-2019*
**Warranty:** The School honors Apple’s warranty on all Equipment for three years as an extended Apple Care warranty has been purchased. The School is not responsible for any damage or defect that does not fall within the scope of the manufacturer’s warranty. The Student assumes responsibility for the condition of the Equipment.

**Indemnity of School for Loss or Damage:** If the Equipment is damaged or lost due to negligence, or any other reason not covered by the warranty or insurance policy, the School shall have the option of requiring the Student to repair the equipment to a state of good working order or to reimburse the School for the full replacement cost of such Equipment.

**Device:** This Agreement shall apply to any model of iPad issued by Blessed Trinity Catholic School until a new Apple Equipment Use agreement is executed between the parties.

** Entire Agreement and Modification:** This Agreement constitutes the entire agreement between the parties. No modification or amendment of this Agreement shall be effective unless in writing and signed by both parties. This Agreement replaces any and all prior Apple Equipment Use agreements between the parties.

**Governing Law:** This Agreement shall be construed in accordance with the laws of the State of Florida.

**Severability:** If any portion of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provisions, it would become valid and enforceable, then such provisions shall be deemed to be written, construed, and enforced as so limited.

**Waiver:** The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

**TELEPHONE CALLS**
We make every effort to keep interruptions of the instructional program to a minimum. Therefore, students and teachers will not be called to the phone during the school day. Emergency messages will be taken and delivered by the School Receptionist. To develop responsibility, students may not use the school phones to call home for lunches, homework, change in dismissal arrangements, etc., unless requested to do so by a teacher, school official, or the Principal.

**TITLE 1**
Title I is a federally funded program that offers special instruction in the areas of reading and math. Students must meet specific criteria to be eligible for participation in Title I. Title I classes are held during the school day and on Mondays, Tuesdays, and Thursdays from 3:05 p.m. – 4:05 p.m. For more information on our Title I program, please contact the school.

**UNIFORM POLICY/DRESS CODE**

**Why are students required to wear uniforms?**
One of the primary purposes of the Catholic school is to teach Catholic values. The school uniform is an observable sign in the school and in the public forum of the values being taught in our schools. The Catholic school uniform is designed to be modest and appropriate, irrespective of current fashion trends and styles. The school uniform shall be worn in a way that is consistent with professional dress in a respected business or occupation. Students should appear neat and well-kept when representing their Catholic school in their uniform. The school uniform shall be worn in a way that reflects the Christian principles taught in our schools.

Part of each child’s growth process is learning to take pride in their appearance and dress properly: hence cleanliness and proper grooming are expected of every student, kindergarten through grade eight at Blessed Trinity Catholic School. School uniforms allow students to:

- Limit distractions, thereby, increase their academic focus
- Contribute to a more formal learning environment
- Help reduce negative peer pressure and the concern over “fitting in”.
- Ensure that students’ attire is modest and in line with Catholic beliefs.

All students are to arrive on campus properly dressed. Shirts must be tucked in completely. Boy’s belts and girl’s belts/waistbands are to be visible. Boy’s belts are to secure their pants at the waist. Girl’s skirts, skorts and shorts are to be no shorter than three inches above the knee. Clothing should fit properly, not oversized, too tight, or too revealing. Uniforms should not be worn in a way that displays undergarments.

**Uniform Supplier**
Risse Brothers School Uniforms is our new school uniform provider. Create your account at rissebrothers.com to begin shopping. Risse Brothers will also be selling new uniforms here at school on a monthly basis. Watch the Friday Flyer for dates. Uniform pieces (except for shoes, belts, and socks) must be purchased from our uniform supplier or Blessed Trinity School via our Used Uniform Sales.

**Uniform Violations**
Uniform Violations are given by the classroom teacher and will be communicated home through email or posting on the parent portal.

**BELT**
Plain black or brown belts must be worn on all uniforms with belt loops.

**HAIR**
Natural hair color means no dyed hair of any kind. Students who come to school with colored hair will be sent home to rectify the situation.
Length of hair should not be in the child’s eyes.
Boy’s hair must be **short** and not be lower than the eyebrows, should not cover more than half of the student’s ear, and should be above the collar.
Conservative hairstyle required; no hair extensions or false hairpieces.
No extreme haircuts, i.e., mohawks, spikes, shaved heads, etc.

**JEWELRY**

- **Girls, all grades**
  Two stud/post earrings per ear maximum. (no hoops, dangle earrings, etc.)
  No other body piercing permitted
  No jewelry (a watch and crucifix or religious medal may be worn)
  No tattoos or decals.

- **Boys, all grades**
  No earrings
  No body piercing
  No jewelry (a watch and crucifix or religious medal may be worn)
  No tattoos or decals.

**MAKEUP**

- **Students grades K-8** - No makeup is permitted.

**NAILS**

- **Students grades K-8** - May wear clear color nail polish on natural nails only.

**PANTS, SHORTS, SKORTS, SKIRTS, JUMPERS**

- **Girls - Grade K-5**
  - Red/gray pleated plaid jumper, red/gray plaid shorts, red/gray skort, gray shorts or gray slacks.
  - Skirts, shorts, and skorts must stay at hem length, carry the school logo, be no shorter than three inches above the knee, may not be rolled at the waist, and may not be altered in any way.

- **Girls – Grades 6, 7, 8**
  - Khaki shorts, skorts, slacks or capri pants. Skirts, skorts, and shorts must stay at hem length, carry the school logo, be no shorter than three inches above the knee, may not be rolled at the waist, and may not be altered in any way.

- **Boys – Grades K through 5**
  - Gray pants or gray shorts.

- **Boys – Grades 6, 7, 8**
  - Khaki pants or shorts. They must carry the school logo.

**P.E. UNIFORM**

- Red logoed uniform P.E. shorts ONLY
- White or gray t-shirts with uniform logo
- Athletic shoe (see “Shoes” below for details)
- All shoes must be securely fastened. Velcro must be strapped and shoelaces must be tied at all times.
- Plain white or black socks (must be visible above shoe)
- P.E. clothes, including sweat pants, may be worn all day by Kindergarten- 4th grade, only, on assigned P.E. days.
- Grades 5-8 will be required to wear their regular school uniform to school and will dress out before and after PE.

**SHIRTS**

- Grades K – 5 white or red uniform golf shirt with LOGO.
- Grades 6 – 8 white, red, or black uniform golf with LOGO.
- All shirts must be tucked in at all times.
- If an undershirt is worn, it must be white or match the color of the uniform shirt.

**SHOES**

- **Middle School**
  - Solid black or brown leather dress shoes (no suede) with rubber soles.
  - No athletic/gym shoes.
  - Athletic shoes are to be brought to school and worn with the PE uniform.

- **Elementary**
  - Leather dress shoes (black or brown) OR
Athletic or gym shoes will be acceptable with the uniform. Brown, white, gray or black should be the primary color in the shoe. Other colors may be present but may not be the dominate color.
All shoes must be securely fastened. Velcro must be strapped and shoelaces must be tied at all times.
For safety reasons, shoes with wheels are prohibited at school.
Shoes may not contain lights.

SOCKS
White or black socks only. Violations will not be given for logos on socks.
Tights, red, white or black, may be worn during cold days.

SWEATERS/JACKETS
Red long sleeve button-up cardigan with B.T. logo OR
Windbreaker jacket with B.T. logo OR
Red satin jacket with B.T. logo OR
Red sweatshirt, fleece or fleece vest with B.T. logo.
Black sweatshirt, fleece or fleece vest with BT logo (middle school only).
If an undershirt is worn, it must be white or match the color of the uniform shirt.

Out of Uniform Day Guidelines
Throughout the school year, the school sponsors a number of “Out of Uniform Days”. Although there may be special allowances for each of these days, there are some general guidelines that apply to all Out of Uniform Days.
• Skirts, shorts, and dresses may be no shorter than three inches above the knee.
• All attire must be in good condition, free of holes, rips, and be appropriate for Catholic School.
• Students must wear close-toed shoes.
Participation in Out of Uniforms Days is a privilege that may be revoked if the student consistently violates school policy.

Cold Weather Alternative Uniform
Occasionally, we experience extremely cold temperatures during the winter. On these extremely cold days, we make every effort to minimize the amount of time students are outside, however, there will be moments when students are exposed to the elements. As such, we have developed the following policy for extremely cold days.
• Only school administration may decide when to implement the Cold Weather Uniform. Parents will be notified via our mass communication system when the weather forecast predicts extremely cold temperatures.
• The Cold Weather Uniform shall consist of jeans, a school uniform polo, and non-uniform heavy winter coats. Non-uniform winter coats may only be worn when students are outside. While in the classrooms and interior hallways, students may wear regular school uniform outwear.
• Aside from jeans and heavy winter coats, all other regular uniform policies remain in effect

VISITORS
In an effort to provide a safe environment for all students, visitors to Blessed Trinity Catholic School shall adhere to the following policies.

All visitors to Blessed Trinity Catholic School are asked to check-in at one of the two school offices (primary or elementary) and sign in to our computerized check-in system. A printed badge will be provided to each visitor. This badge must be worn so that it can easily be viewed by others. Visitors are asked to respect the educational process and not interrupt classes, Students, or teachers in any way.

Parents visiting the school to eat lunch with their child(ren) on Wednesdays or Fridays are asked to check into the school office prior to visiting the parish hall or picnic tables.

VOLUNTEERS
Thank you! Volunteers are a tremendous asset to our school community. Blessed Trinity Catholic School relies on people like you who so willingly and selflessly share their time and talents for our students. Blessed Trinity Catholic School has a proud academic and spiritual tradition that has benefited greatly from the generosity of others.

Volunteer Rights
• You are a valued member of the school community.
• You have the right to be treated with the respect due any adult staff member, paid or unpaid.
• You have the right to worship with us.
• You have the right to ask questions.

Volunteer Duties
• The volunteer arrives on time and performs the assigned task.
• The volunteer ensures that students are safe at all times.
• The volunteer respects and aids in the enforcement of school rules as appropriate.
• The volunteer remembers that the school exists for the students and treats all students in the way Jesus would treat them if He were a volunteer.
• The volunteer asks for instructions and assistance, when needed.

* Attire: Volunteers are expected to dress in a way that evokes both modesty and respect for the teachings of the Catholic Church.

* Field Trips: Parent volunteers/chaperones play an important role in all field trips. The primary responsibility of all field trip chaperones is the safety of students. Chaperones are expected to support the teachers and aid in supervision of students at all times. Chaperones are also required to complete the Adult Consent Form & Liability Waiver. Please refer to the Field Trip Policy for more information.

* Confidentiality: In the course of volunteer work you may learn confidential information about students or teachers. Volunteers are expected to keep this information confidential in any setting, inside or outside the school, just as they would wish their own privacy rights to be respected.

* WITHDRAWAL FROM SCHOOL
Please notify the office in writing if planning to withdraw your child(ren) from Blessed Trinity Catholic School or if your child(ren) do not plan to return the following school year. This will expedite the forwarding of school records. Official student records will be sent to the child’s new school following a formal request by that school.

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**BLESSED TRINITY CATHOLIC SCHOOL BOARD**

The Blessed Trinity Catholic School Board functions as an advisory board to the pastor and principal. This Board functions according to the Diocese of Orlando’s Elementary School Advisory Board Manual. The Board meets monthly except June and July. The school board members are as follows:

Father Patrick Sheedy - Pastor
Megan Losito - Principal
Logan Jergans - Chair
Dale Zamecki – Vice Chair
Erin Thomas - Secretary
Kelly Lawniczak
Sara LeFils
Joseph O’Farrell
Cynthia Fischer
Kathy Robbins
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<td>Mrs. Suzanne Leiva</td>
</tr>
<tr>
<td>6C - Religion/Social Studies</td>
<td>Mrs. Lorelei Reed</td>
</tr>
<tr>
<td>7A – 7th Religion</td>
<td>Mrs. Julie Martin</td>
</tr>
<tr>
<td>7B – 7th ELA</td>
<td>Ms. Cindy Marshall</td>
</tr>
<tr>
<td>7C - 7th/8th Social Studies</td>
<td>Ms. Kathleen Farinacci</td>
</tr>
<tr>
<td>8A – 8th Math/5th Math</td>
<td>Mrs. Faith Morales</td>
</tr>
<tr>
<td>8B - 7th Science</td>
<td>Mr. William Reed</td>
</tr>
</tbody>
</table>
Diocese of Orlando / Office of Catholic Schools
Student Technology Responsible Use Policy
2018-2019

1.0 Introduction
Blessed Trinity Catholic School recognizes that access to technology in school gives students greater opportunities to learn, engage, communicate, and develop skills that will prepare them for work, life, and citizenship. We are committed to helping students develop 21st-century technology and communication skills. To that end, we provide access to technologies for student and staff use.

This Technology Responsible Use Policy outlines the guidelines and behaviors that students are expected to follow when using school technologies or when using personally-owned devices on the school campus.

- The Blessed Trinity Catholic School network is intended for educational purposes.
- All activity over the network or when using school technologies may be monitored and retained.
- Access to online content via the network may be restricted in accordance with our policies and federal regulations, such as the Children’s Internet Protection Act (CIPA).
- Students are expected to follow the same rules for good behavior and respectful conduct online as offline.
- Misuse of school resources or personal devices while connected to the school network can result in disciplinary action.
- Blessed Trinity Catholic School makes a reasonable effort to ensure students’ safety and security online, but will not be held accountable for any harm or damages that result from use of school technologies.
- Users of the school network or other technologies are expected to alert Administrator, Technology staff or teacher immediately of any concerns for safety or security.

2.0 Definitions

2.1 Authorized Users:
- **Student**: any child 18 years or younger enrolled in Blessed Trinity Catholic School
- **Faculty/Staff**: any person who is employed by Blessed Trinity Catholic School, whether part-time or full-time, who provides instruction to students

2.2 School Network: communications systems connecting two or more computers and their peripheral devices to exchange information and share resources, it includes wired and wireless

2.3 Internet: includes both external and internal access of communications and data storage equipment, either owned or reserved for use by Blessed Trinity Catholic School

2.4 Technologies Covered: Blessed Trinity Catholic School may provide Internet access, desktop computers, mobile computers or devices, videoconferencing capabilities, online collaboration capabilities, message boards, email, and more. Also, Blessed Trinity Catholic School may allow students to bring their personal devices which will also be covered by this policy.

As new technologies emerge, Blessed Trinity Catholic School will attempt to provide access to them. The policies outlined in this document are intended to cover *all available technologies*, not just those specifically listed.

3.0 Usage Policies
All technologies provided by the school are intended for education purposes. All students are expected to use good judgment and to follow the specifics of this document as well as the spirit of it: be safe, appropriate, careful and kind; don’t try to get around technological protection measures; use good common sense; and ask if you don’t know. In the event that the inappropriate behavior happens outside of the school and it is brought to the principal’s attention, Blessed Trinity Catholic School will investigate and may have disciplinary repercussions at the discretion of the school according to the Code of Conduct.

### 3.1 Web Access

Blessed Trinity Catholic School provides its students with access to the Internet, including web sites, resources, content, and online tools. That access will be restricted in compliance with Diocesan Social Communication Policy, CIPA (Children’s Internet Protection Act) regulations and school policies. Web browsing may be monitored and web activity records may be retained indefinitely. Students are expected to respect that the web filter is a safety precaution, and should not try to circumvent it when browsing the Web. If a site is blocked and a student believes it shouldn’t be, the student should follow school protocol to alert Technology staff or submit the site for review.

### 3.2 Email

Blessed Trinity Catholic School may provide students with email accounts for the purpose of school-related communication. Availability and use may be restricted based on school policies. If students are provided with email accounts, they should be used with care. Students should not send personal information; should not attempt to open files or follow links from unknown or untrusted origin; should use appropriate language; and should only communicate with other people as allowed by the school policy or the teacher. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Email usage may be monitored and archived.

### 3.3 Social/Web 2.0 / Collaborative Content

Recognizing the benefits collaboration brings to education, Blessed Trinity Catholic School may provide students with access to web sites or tools that allow communication, collaboration, sharing, and messaging among users. Students are expected to communicate with the same appropriate, safe, mindful, courteous conduct online as offline. Posts, chats, sharing, and messaging will be monitored by teachers and the sites will be protected from outside viewers. Students should be careful not to share personally-identifying information online. The use of personal social media sites for enjoyment is prohibited on campus during instructional hours. Students must refrain from taking and posting pictures and videos of themselves, other students or teachers at school during instructional hours.

### 3.4 Mobile Devices Policy

Blessed Trinity Catholic School may provide students with mobile computers or other devices to promote learning outside of the classroom. Students should abide by the same responsible use policies when using school devices off the school network as on the school network. Students are expected to treat these devices with extreme care and caution; these are expensive devices that the school is entrusting to the student’s care. Students should report any loss, damage, or malfunction to the Technology staff immediately. Students may be financially accountable for any damage resulting from negligence or misuse. Use of school-issued mobile devices off the school network may be monitored.

### 3.5 Personally-Owned Devices Policy
Blessed Trinity Catholic School may allow students to bring personally owned devices to use in the classroom after it has been approved by the Technology staff. Students should keep personally-owned devices (including laptops, tablets, e-readers, smart phones, cell phones, and smart watches) turned off and put away during school hours unless as instructed by a teacher or staff for educational purposes or in the event of an emergency. Because of security concerns, when personally-owned mobile devices are used on campus requiring the use of data, these devices must only be on the school network, data services must be disabled, and permission from the Technology staff is required. For the Technology staff to grant permission, students need to submit the required paperwork with the appropriate information such as MAC address and serial number. In some cases, a separate network may be provided for personally-owned devices.

Students must follow the same code of conduct for use of personally owned devices on Blessed Trinity Catholic School campus or at other functions, whether on or off property, related to the Blessed Trinity Catholic School.

3.6 Security

Students are expected to take reasonable safeguards against the transmission of security threats over the school network. This includes not opening or distributing infected files or programs and not opening files or programs of unknown or untrusted origin.

If the student believes a computer or mobile device the student is using might be infected with a virus, IT must be alerted immediately. The student must not attempt to remove the virus or download any programs to help remove the virus.

3.7 Downloads

Students should not download, attempt to download, or run .exe programs or any other executable programs over the school network or onto school resources without express permission from the Technology staff. Students may be able to download other file types, such as images or videos. For the security of our network, download such files only from reputable sites, only for education purposes, and following copyright laws.

3.8 Netiquette

Students should always use the Internet, network resources, and online sites in a courteous and respectful manner.

Students should also recognize that among the valuable content online is unverified, incorrect, or inappropriate content. Students should use trusted sources when conducting research via the Internet and follow copyright laws for their use.

Students should also remember not to post anything online that they wouldn’t want parents, teachers, or future colleges or employers to see. Once something is online, it’s out there—and can sometimes be shared and spread in ways it was never intended.

3.9 Plagiarism

Students should not plagiarize (or use as their own, without citing the original creator) content, including words or images, from the Internet. Students should not take credit for things they didn’t create themselves, or misrepresent themselves as an author or creator of something found online. Research conducted via the Internet should be appropriately cited, giving credit to the original author.

4.0 Personal Safety

Students should never share personal information, including phone number, address, social security number, birthday, or financial information, over the Internet without permission from a parent or legal guardian.

Students should recognize that communicating over the Internet brings anonymity and associated risks, and should carefully safeguard the personal information of themselves and others. Students should never agree to meet someone they meet online in real life without parental or legal guardian permission.
If you see a message, comment, image, or anything else online that makes you concerned for your personal safety, bring it to the attention of an adult (teacher or staff if you’re at school; parent or legal guardian if you’re using the device at home) immediately.

5.0 Cyber Bullying
Cyber bullying will not be tolerated. Harassing, dissing, flaming, denigrating, impersonating, outing, tricking, excluding, and cyber stalking are all examples of cyberbullying. Don’t be mean. Don’t send emails or post comments with the intent of scaring, hurting, or intimidating someone else. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and loss of privileges. In some cases, cyberbullying can be a crime. Remember that your activities are monitored and retained.

6.0 Sexting
Any student taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior needs to be immediately reported to the parent/guardian, and if it involves other students in the school it should be reported to the teacher or principal.

7.0 Examples of Responsible Use
The student will:
✓ Use school technologies for school-related activities.
✓ Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline.
✓ Treat school resources carefully, and alert staff if there is any problem with their operation.
✓ Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
✓ Alert a teacher or other staff member if I see threatening, inappropriate, or harmful content (images, messages, posts) online.
✓ Use school technologies at appropriate times, in approved places, for educational pursuits.
✓ Cite sources when using online sites and resources for research.
✓ Recognize that use of school technologies is a privilege and treat it as such.
✓ Be cautious to protect the safety of myself and others.
✓ Help to protect the security of school resources.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

8.0 Examples of Irresponsible Use
I, the student will not:
✓ Use school technologies in a way that could be personally or physically harmful.
✓ Attempt to find inappropriate images or content.
✓ Engage in cyberbullying, harassment, or disrespectful conduct toward others.
✓ Try to find ways to circumvent the school’s safety measures and filtering tools.
✓ Use school technologies to send spam or chain mail.
✓ Plagiarize content I find online.
✓ Post personally-identifying information, about myself or others.
✓ Agree to meet someone I meet online in real life.
✓ Send or distribute obscene, lewd or sexually explicit images.
Use language online that would be unacceptable in the classroom.
Use school technologies for illegal activities or to pursue information on such activities.
Attempt to hack or access sites, servers, or content that isn’t intended for my use.

This is not intended to be an exhaustive list. Students should use their own good judgment when using school technologies.

9.0 Internet Safety Plan

Blessed Trinity Catholic School implements an effective internet filtering and reporting solution SonicWall that monitors internet activity, detects inappropriate usage and blocks and/or filters visual depictions that are obscene, pornographic or in any way harmful to minors as defined in CIPA.

The internet filtering solution controls access by minors to inappropriate matter on the Internet and the World Wide Web and restricts access to materials that may be harmful to minors.

Policies and procedures are in place that covers category blocking, automated weekly reports on internet activity, and identification of emerging threats.

School network is secure with SonicWall from unauthorized access, including “hacking” and other unlawful activities by minors online.

Faculty provides internet safety instruction integrated in their curriculum or as part of a technology class that covers appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyber bullying.

Technology Responsible Use Policy and Internet Safety Plan will be published in the parent/student handbook and Blessed Trinity Catholic School will hold an informational meeting to address the policy.

10.0 Limitation of Liability

Blessed Trinity Catholic School will not be responsible for damage or harm to any personal devices, files, data, or hardware brought to the school by students.

While Blessed Trinity Catholic School employs filtering and other safety and security mechanisms, and attempts to ensure their proper function, it makes no guarantees as to their effectiveness.

Blessed Trinity Catholic School will not be responsible, financially or otherwise, for unauthorized transactions conducted over the school network.

11.0 Violations of this Responsible Use Policy

Violations of this policy may have disciplinary repercussions at the discretion of Blessed Trinity Catholic School, according to the Code of Conduct, and including but not limited to:

- Suspension of network, technology, or computer privileges
- Notification to parents
- Detention or suspension from school and school-related activities
- Legal action and/or prosecution

12.0 References

This rubric is for use by administration for office referrals that will be handled by Administration.

When a student is written up for their 1st office referral, the teacher has already put in place multiple warnings and consequences, following our “3 Before Me” Policy. 2nd, 3rd, and 4th referrals do not require the “3 Before Me” forms. Please note that for serious, Level 3 and above infractions, teachers will not follow the “3 Before Me” Policy, but will write up the student for the first referral. Please also note Cell Phone Policy and Uniform Violations below this chart.

<table>
<thead>
<tr>
<th>Behavior</th>
<th>First Referral</th>
<th>Second Referral</th>
<th>Third Referral</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Disruptions:</td>
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<tr>
<td>- Excessive talking,</td>
<td>Behavioral Reflection Sheet</td>
<td>Behavioral Reflection Sheet</td>
<td>Behavioral Reflection Sheet</td>
<td>Mandatory Outside Counseling</td>
</tr>
<tr>
<td>- Disrupting the learning process,</td>
<td>Conversation with Administrator</td>
<td>Time out with Administrator</td>
<td>Sent home for the remainder of</td>
<td>Loss of Field Trip</td>
</tr>
<tr>
<td>- Noise or running in the hall,</td>
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<td>the day</td>
<td>Possible removal from School</td>
</tr>
<tr>
<td>- Horse-play,</td>
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<td></td>
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<tr>
<td>- Chewing gum,</td>
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<tr>
<td>- Off-task behaviors.</td>
<td></td>
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<tr>
<td>Disrespect of School Policies:</td>
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<tr>
<td>- Playing in the restroom</td>
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<tr>
<td>- Unauthorized use of electronics/software</td>
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<tr>
<td>- Inappropriate communication of any kind</td>
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<tr>
<td>- Unkind behavior</td>
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<tr>
<td>- Irreverent during prayers or Mass</td>
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</table>

<table>
<thead>
<tr>
<th>Serious Infractions</th>
<th>First Referral</th>
<th>Second Referral</th>
<th>Third Referral</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Misconduct</td>
<td>Behavioral Reflection Sheet</td>
<td>Review or redo BRS Counseling follow up</td>
<td>Out-of-School Suspension</td>
<td>Possible removal from School</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td>Blatant Disrespect of an Adult</td>
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<tr>
<td>- Defiance</td>
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<tr>
<td>- Arguing</td>
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<tr>
<td>- Pictures,</td>
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<td></td>
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<tr>
<td>- Gestures</td>
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<tr>
<td>Blatant Disrespect of a Student</td>
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<tr>
<td>- Physically</td>
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<tr>
<td>- Verbally</td>
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<tr>
<td>- Bullying</td>
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<tr>
<td>Deceit; lying</td>
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<tr>
<td>Cheating</td>
<td></td>
<td>Retest or remeasure (harder, longer assignment).</td>
<td>Out-of-School Suspension</td>
<td>Out-of-School Suspension</td>
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<tr>
<td></td>
<td></td>
<td>Behavioral Reflection Sheet</td>
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<td></td>
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<td>Conversation with Administrator</td>
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<tr>
<td>Physical Action with Intent to Harm</td>
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<tr>
<td>- Fighting, punching, kicking, etc.</td>
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<tr>
<td></td>
<td></td>
<td>Behavioral Reflection Sheet</td>
<td>Out-of-School Suspension – 1 day</td>
<td>Possible removal from School</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Guidance Counseling</td>
<td>Loss of Field Trip</td>
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<tr>
<td></td>
<td></td>
<td>Conversation with Administrator</td>
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<td></td>
<td></td>
<td>Time out with Administrator</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Damaging Property</td>
<td></td>
<td>Behavioral Reflection Sheet Restitution</td>
<td>Out-of-School Suspension -1 day</td>
<td>Possible removal from School</td>
</tr>
<tr>
<td>- Other student’s property</td>
<td></td>
<td>Restitution</td>
<td></td>
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<td></td>
<td></td>
<td>Conversation with Administrator</td>
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<tr>
<td></td>
<td></td>
<td>Parent Conference</td>
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</tbody>
</table>
Blessed Trinity Catholic School Discipline Plan  
(Middle School)

This rubric is for use by administration for office referrals that will be handled by Administration. When a student is written up for their 1st office referral, the teacher has already put in place multiple warnings and consequences, following our “3 Before Me” Policy. 2nd, 3rd, and 4th referrals do not require the “3 Before Me” forms. Please note that for serious, Level 3 and above infractions, teachers will not follow the “3 Before Me” Policy, but will be write up the student for the first referral. Please also note Tardy, Cell Phone Policy, Uniform Violations below this chart.

<table>
<thead>
<tr>
<th>Level 1 &amp; 2 Behaviors</th>
<th>1st Referral</th>
<th>*2nd Referral</th>
<th>*3rd Referral</th>
<th>*4th Referral +</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class Disruption</td>
<td>Detention</td>
<td>Detention* with parent conference</td>
<td>ISS* &amp; Behavior Contract</td>
<td>OSS/Removal from School*</td>
</tr>
<tr>
<td>Unauthorized use of electronics/software</td>
<td>Detention</td>
<td>Detention* with parent conference</td>
<td>ISS* &amp; Behavior Contract</td>
<td>OSS/Removal from School*</td>
</tr>
<tr>
<td>Noise/Running in the hall</td>
<td>Detention</td>
<td>Detention* with parent conference</td>
<td>ISS* &amp; Behavior Contract</td>
<td>OSS/Removal from School*</td>
</tr>
<tr>
<td>Horseplay</td>
<td>Detention</td>
<td>Detention* with parent conference</td>
<td>ISS* &amp; Behavior Contract</td>
<td>OSS/Removal from School*</td>
</tr>
<tr>
<td>Chewing Gum/Food</td>
<td>Detention* with clean up duty</td>
<td>Detention with parent conference*</td>
<td>ISS* &amp; Behavior Contract</td>
<td>OSS*</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 3 and Above Behaviors</th>
<th>*1st Referral</th>
<th>*2nd Referral</th>
<th>*3rd Referral</th>
<th>OSS/Removal from School*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheating/Plagiarism</td>
<td>Warning/New Assignment*</td>
<td>“0” on Assignment with Detention &amp; parent conference*</td>
<td>“0” on Assignment with ISS with parent conference*</td>
<td>OSS/Removal from School*</td>
</tr>
<tr>
<td>Profanity</td>
<td>Detention*</td>
<td>Detention with parent conference*</td>
<td>ISS/Loss of Field Trip*</td>
<td>OSS/Removal from School*</td>
</tr>
<tr>
<td>Disrespect</td>
<td>Detention*</td>
<td>Detention with parent conference*</td>
<td>ISS/Loss of Field Trip*</td>
<td>OSS/Removal from School*</td>
</tr>
<tr>
<td>Disruption of a School Function</td>
<td>Detention*</td>
<td>ISS with parent conference*</td>
<td>OSS/Loss of Field Trip*</td>
<td>OSS/Removal from School*</td>
</tr>
<tr>
<td>Bullying</td>
<td>Counseling &amp; Detention*</td>
<td>ISS with parent conference*</td>
<td>OSS/Loss of Field Trip*</td>
<td>Removal from School*</td>
</tr>
<tr>
<td>Inappropriate Content on Electronic Devices</td>
<td>Detention/ISS/OSS*</td>
<td>ISS with parent conference*</td>
<td>OSS/Removal from School*</td>
<td></td>
</tr>
<tr>
<td>Stealing</td>
<td>Detention/ISS/OSS*</td>
<td>ISS with parent conference*</td>
<td>OSS/Removal from School*</td>
<td></td>
</tr>
<tr>
<td>Vandalism</td>
<td>Detention/ISS/OSS*</td>
<td>ISS with parent conference*</td>
<td>OSS/Removal from School*</td>
<td></td>
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<td>---------------------------</td>
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<td>----------------------------</td>
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<td></td>
</tr>
<tr>
<td>Profanity towards staff</td>
<td>ISS with parent conference*</td>
<td>OSS*</td>
<td>OSS/Removal from School*</td>
<td></td>
</tr>
<tr>
<td>Fighting</td>
<td>Detention/ISS/OSS with parent conference*</td>
<td>ISS/OSS*</td>
<td>Removal from school</td>
<td></td>
</tr>
<tr>
<td>Threatening with intent to harm</td>
<td>Detention/ISS/OSS with parent conference*</td>
<td>ISS/OSS*</td>
<td>Removal from school</td>
<td></td>
</tr>
<tr>
<td>Contraband (Drugs, Alcohol, Weapons)</td>
<td>Out-of-School Suspension*/Removal from School</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Middle School Tardy Policy**

<table>
<thead>
<tr>
<th>Behavior</th>
<th>1st 3 Tardies</th>
<th>4th Offense</th>
<th>5th Offense</th>
<th>6th or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tardy to class – not in class when the bell rings.</td>
<td>Warning from teacher on 3 Before Me Sheet</td>
<td>Student assigned a detention by teacher.</td>
<td>Referral to dean – conference with parents and after school detention.</td>
<td>Behavior contract/ISS/OSS/ Possible removal from school.</td>
</tr>
</tbody>
</table>

**Cell Phone Policy**

<table>
<thead>
<tr>
<th>Behavior</th>
<th>First Offense</th>
<th>Second Offense</th>
<th>Third Offense</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unauthorized use of cell phone</td>
<td>Verbal warning from the teacher</td>
<td>Student sent to office to turn in the phone (phone picked up by student at the end of the day)</td>
<td>Student sent to office to turn in the phone (phone must be picked up by a parent) &amp; Detention*</td>
<td>Student sent to office to turn in phone (phone picked up by parent) and possible ISS or OSS*</td>
</tr>
</tbody>
</table>

**Uniform Violations**

<table>
<thead>
<tr>
<th>Dress Code</th>
<th>First Violation</th>
<th>Second Violation</th>
<th>Third Violation</th>
<th>Repeated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Belt</td>
<td>Change clothes</td>
<td>Change clothes</td>
<td>Change clothes and Detention with parent phone call</td>
<td>Change clothes and Detention with parent conference/possible OSS*</td>
</tr>
<tr>
<td>Skirt</td>
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<tr>
<td>Shoes</td>
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<td>Shirt</td>
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<td>Physical</td>
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</tbody>
</table>

*Benching of a student athlete at the next scheduled game, in accordance with Athletic Policies. May also result in loss of other extra-curricular activities such as Band and/or other clubs on campus.

*Any student receiving Out-of-School Suspension will not be able to attend field trips.
Grades K-2 “Primary” Car Line Map

- Parish Hall
- Older sibling drop-off: If you're using the elementary carline too, kindly go to the back of that line.
- Take turns & be courteous
- Always form double line
- Primary Carline Reminders
- Knights of Columbus
Important Phone Numbers

School ........................................ 622-5808
Church Office............................... 629-8092
Angels-in-Arms .............................. 622-6167
Trinity Catholic High School............ 622-9025

Notes