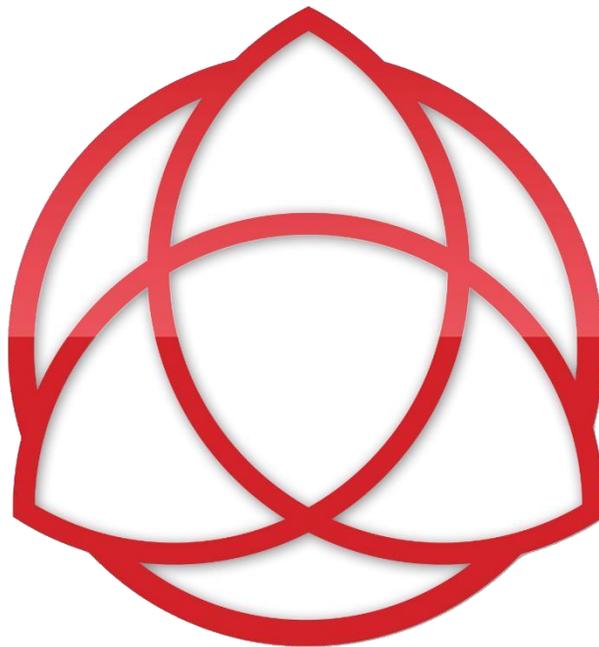


**Blessed Trinity Catholic School
Parent/Student
Handbook 2019-2020**



**5 SE 17th Street
Ocala, FL 34420**

www.btschool.org

Phone (352) 622-5808

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Accredited by
The Florida Catholic Conference

Member of the
National Catholic Education Association

Blessed Trinity Catholic School

VISION:

Blessed Trinity Catholic School is a faith community that creates the foundation for present and future generations to grow God's Kingdom.

MISSION:

The Mission of Blessed Trinity Catholic School is to inspire a lifelong pursuit of learning and living the Catholic faith.

CORE VALUES:

Faith

Character

Academics

Leadership

Stewardship

Diocese of Orlando

Father Patrick Sheedy
Pastor, Blessed Trinity Catholic Church

Megan Losito
Principal, Blessed Trinity Catholic School

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Philosophy

Blessed Trinity Catholic School is dedicated to excellence in education within a Catholic Christian environment. We provide a quality education based on gospel values to children of all races, cultures, and backgrounds. We strive to instill in every student the desire to excel and to reach his/her full potential spiritually, intellectually, physically, morally and emotionally. The realization of this philosophy is the joint responsibility of faculty, staff, parents, and the Blessed Trinity Catholic Community, working together in mutual support of the Mission Statement of this school. In this way the Christ-centered philosophy of our school will be a meaningful part of yours and your child's lives.

Beliefs

- We believe that Catholic education is an integral part of the Church's mission to proclaim the gospel message of Jesus, to build faith communities, to celebrate through worship and to serve others without distraction.
- We believe that each student should be recognized and valued as a unique child of God in his/her social, emotional, and academic needs.
- We believe that parents are the primary educators of their children.
- We believe it is a joint responsibility to provide a safe, healthy, educational environment in order to promote learning and success.
- We believe that mutual respect among and between the students and staff creates a wholesome learning environment.

- We believe that the school's programs should reflect the integration of Catholic faith and values in everyday life.

Admissions Policy

Blessed Trinity Catholic School admission policy follows the standards established by the Accreditation Program of the Florida Catholic Conference and the State of Florida.

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 churches 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.

The Catholic school system is private, one in which you request that your child be enrolled. Consequently, the philosophy and discipline of our system must be accepted if you wish the child to remain. We reserve the right to request that your child pursue his/her education elsewhere if he/she refuses to accept our rules and regulations.

Blessed Trinity Catholic School reserves the right to refuse admission to students who do not present the school with the following completed documents. All forms must be submitted before a student will be considered for enrollment.

- Birth certificate
- Baptismal records (optional)
- Immunization record
- Doctor completed physical exam record
- Social Security Number
- Completed registration forms
- Signed handbook signature page
- Report card and testing information from any previous schools

Pre-kindergarten - Student must be 4 years of age on or before September 1 of the school year. NO EXCEPTIONS

Kindergarten - Student must be 5 years of age on or before September 1 of the school year. NO EXCEPTIONS

1st grade – Student must be 6 years of age on or before September 1 of the school year.

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.**

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.**

Tuition and Fees

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 tuition.

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 per child per month enrolled at BTS).** This is to ensure that the school receives just and timely compensation for services rendered.

Registration Fees: The registration fees are non-refundable and must be paid directly to the school. They are not a part of Stewardship.

The Blessed Trinity Catholic School Finance Committee has set the following tuition and fee guidelines:

Registration Fees

K – 5th Grade - Total Fees \$700

\$175 Enrollment
\$200 Materials
\$200 Technology
\$125 Capital Depreciation

6th, 7th, and 8th Grade -Total Fees \$850

\$175 Enrollment
\$200 Materials
\$200 Technology
\$125 Capital Depreciation
\$150 iPad Lease

All Blessed Trinity Families must attend a Re-Registration Meeting in February or March each year. At this time, all updates to fees are provided as well as re-registration instructions. New families will meet with the Business Manager and Registrar once accepted to review all of the fees.

All Registration fees are paid via FACTS Tuition Management system and must be paid in full by July of each year in order to maintain your student's spot on our roster.

TUITION

TUITION RATE:

Grades K - 8.....\$6,650.00
Grades 6-8.....\$7,000.00

Families who commit to the Stewardship Way of Life are able to attend Blessed Trinity at no additional cost.

Asbestos

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. We ask that you make an appointment if you wish to review the plan.

Instructional Levels

Instructional approaches and methods are varied to meet the learning abilities, styles and individual needs of students and to help them integrate concepts, skills and attitudes. The faculty continually reviews and evaluates the content and instructional materials in each subject area. Textbooks are supplemented with audio-visual materials, manipulatives and technology as well as opportunities for creative expression. St. Paul Catholic School follows the Curriculum Guides established by the Diocese of Orlando.

Primary Elementary

Classes in primary and elementary are mostly self-contained, until the 4th grade, where students begin to rotate some classes. Attention is placed on religion, language arts and math. Social studies, science, fine arts, physical education, Spanish, computer, and library are also a part of the elementary curriculum. Throughout the year a variety of activities and curriculum-related field trips are instituted to ensure growth, responsibility and self-control. Much emphasis is placed on the child's need to develop good organizational skills and study habits that will facilitate future success in school. Each student is offered a wide range of learning opportunities with a focus on Christian formation.

Middle School

Blessed Trinity middle school (grades 6-8) commits itself to recognizing early adolescence as a unique period in the lives of students, during which they must cope with a changing self and complex world. We strive to create a program that provides a supportive environment which fosters educational achievement while providing for physical, social and spiritual growth. Students are exposed to a variety of learning experiences, thereby encouraging development of the whole child and providing opportunity for success and preparation for high school.

Middle school students observe their own departmentalized schedule with teachers assigned to specialized content areas: math, social studies, science, religion, and language arts, art, music, PE & technology.

Physical Education/Health

All students, (K-5), participate in physical education classes twice a week. Middle School Students have PE every day for 12 weeks as part of their "Special Areas" rotation. Blessed Trinity Catholic School is committed to teaching good sportsmanship as well as skills and a fundamental knowledge of games and sports.

Music

Music is a comprehensive program involving all students in grades K - 8. Students study music history, instrument types, rhythm and vocal techniques. Students in K – 5 have music classes weekly. Middle School Students are able to choose Band or Chorus as an elective and part of their "Special Areas" rotation. The Blessed Trinity School Choir is available for students in grades 3-8.

World Language

Students attend formal Spanish classes once a week in grades K – 5, and twice a week in grades 6-8. The objective is to develop basic reading, speaking, listening, and writing skills and to acquire an appreciation of the Spanish language, and to build a basic Spanish vocabulary in preparation for Spanish in high school.

Technology

All students, grades K - 5 have technology classes once a week and have computers available for use in every classroom. VPK students go to technology classes once every other week. There are several I-Pads in each classroom. The computer program is designed to integrate technology into each aspect of the instructional program at all grade levels and to develop a functional knowledge of computer usage. Students receive instruction appropriate to their grade level while using the latest technological media. Grades 6-8 have STREAM classes available daily for 12 weeks as part of their Specials Rotation.

Media Center

The media center is open Monday through Friday and contains a wide variety of reading and reference materials, in both written and digital formats. Students in grades K-4 visit the library weekly where students check out or return books and do research.

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.

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.

Enrichment Opportunities

Students are encouraged to participate in extracurricular programs that are available each year. These programs are enriching and give students a feeling of accomplishment. Enrichment activities include but are not limited to:

BT Ambassadors
Spotlight Twirlers
BT 4-H Club
FANS Club
Student Sacristans
Band
Mathcounts
Student Council
Altar Serving
Choir
Sports- Grades 5-8
Scouting

Title I

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. For more information on our Title I program, please contact the school.

Special Education

Sometimes it becomes evident that our educational system and/or facilities are not meeting the learning needs of a child. Then it is our Christian responsibility, as well as concern for the child as a whole person, to discuss the possibility of instructional alternatives. The teacher is the first person to contact. Any testing must be initiated by the parents through the local school district.

Guidance Services

Blessed Trinity Catholic School has two full-time Guidance Counselors on staff: one for K-5th and one for grades 6-8. Counseling, consultation with parents and teachers, referral services and standardized testing are utilized. We believe that we need to work together to ensure the success of each child. Parents who have a social or academic concern may feel free to schedule an appointment with the Guidance Counselor. Our Counselors will work with your student to solve conflicts, work on academic concerns, and social concerns. .

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.

Homework

Homework is assigned to reinforce learning and is typically an extension of the curriculum and standards that were introduced in class. Teachers will communicate homework expectations and deadlines with students and parents (via class newsletter, note, or online posting on the Ren Web portal). For students with daily agendas, it is expected that students will write homework assignments in their agendas. Homework assignments and criteria are assigned at the discretion of the individual teacher, but in order to reinforce the importance of reading in all grade levels and subject areas, it is expected that all students allow time to read independently at home a minimum of 20 minutes a day/night).

Homework is due at the time assigned by the teacher and must be completed with a proper heading. Assignments must also have correct spelling, grammar, punctuation and sentence structure.

Homework is assigned (M – TH) during each individual class. On average uninterrupted daily homework time will be approximately 10 minutes for grade 1, 20 minutes for grade 2 and increasing by 10 minutes for each grade level. This does not include long term projects. For students in grades 4-8, an after-school detention will be served for any missing homework (missed deadline or incomplete work). **Middle school students will serve a Saturday school detention after 3 after-school detentions. Students in 4th and 5th grade will serve a Saturday school detention after 5 after-school detentions.** Parents will be called in for a conference with their child if work continues to be missing or late.

Ren Web

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.

Assessment

Report Cards

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)

A+	100	B+	89-87	C+	79-77	D	69-60
A	99-94	B	86-84	C	76-74	F	59 & below
A-	93-90	B-	83-80	C-	73-70		

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

E = 90% to 100% = 4 points = Excellent

S = 80% to 89% = 3 points = Satisfactory

N = 70% to 79% = 2 points = Satisfactory

U = 0% to 69% = 1 point = Unsatisfactory

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).

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

Criteria	Eligibility for <u>Pastor's</u> Honor Roll	Eligibility for <u>Principal's</u> Honor Roll
Academic Average	Grade of A- or higher in every subject	Grade of B- or higher in every subject
Responsibility	Must have a Behavior Scale score of 1 or 2	Must have a Behavior Scale score of 1 or 2
Participation	Must have a Behavior Scale score of 1 or 2	Must have a Behavior Scale score of 1 or 2
Assignment Completion	Must have a Behavior Scale score of 1	Must have a Behavior Scale score of 1
Interpersonal Skills	Must have a Behavior Scale score of 1	Must have a Behavior Scale score of 1

*** 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

	Responsibility	Participation	Assignment Completion	Interpersonal Skills
1	<ul style="list-style-type: none"> Student consistently successfully adapts to classroom practices and routines. Student consistently and regularly has appropriate materials and resources for class 	<ul style="list-style-type: none"> Student consistently actively participates in classroom discussions, small groups and activities. 	<ul style="list-style-type: none"> Student consistently completes assigned tasks (homework, classwork, projects, etc.) within the assigned time limits. than two(2) late Student has no more missing and assignment (homework, classwork, projects, etc.) within the trimester. 	<ul style="list-style-type: none"> Student consistently displays respect for others; interacts appropriately in cooperative group, classroom, and school settings. Student has no referrals discipline for disrespecting a student, teacher or other person within the trimester.

2	<ul style="list-style-type: none"> • Student sometimes successfully adapts to classroom practices and routines. • Student is unprepared for class and without class materials multiple times throughout the trimester 	<ul style="list-style-type: none"> • Student sometimes actively participates in classroom discussion, small groups and activities. 	<ul style="list-style-type: none"> • Student sometimes completes assigned tasks (homework, classwork, projects, etc.) within the assigned time limits. • Student has multiple missing and late assignments (homework, classwork, projects, etc.) within the trimester. 	<ul style="list-style-type: none"> • Student sometimes displays respect for others; interacts appropriately in cooperative group, classroom, and school settings. • Student has between 1 and 4 discipline referrals for disrespecting a student, teacher or other person within the trimester.
3	<ul style="list-style-type: none"> • Student seldom successfully adapts to classroom practices and routines. • Student is unprepared for class and without class materials multiple times each week 	<ul style="list-style-type: none"> • Student seldom actively participates in classroom discussion, small groups and activities. 	<ul style="list-style-type: none"> • Student seldom completes assigned tasks (homework, classwork, projects, etc.) within the assigned time limits. • Student has multiple missing and late assignments (homework, classwork, projects, etc.) weekly. 	<ul style="list-style-type: none"> • Student seldom displays respect for others; interacts appropriately in cooperative group, classroom, and school settings. • Student has 4 or more referrals discipline for disrespecting a student, teacher or other person within the trimester.

Standardized Tests

According to a statewide plan for Catholic Schools, **Terra Nova Assessments** will be administered to grades 28. Test results are forwarded to the parents. Fifth and 8th grade students take the **ACRE** test. This is an assessment of faith development.

Standardized Testing in the Diocese of Orlando

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.

Promotions

Promotion in third through sixth grade is determined by the average of the three trimester grades as well as parent and principal consultation. A passing grade is determined by the average of the three trimester grades. Failure to pass a core subject will result in required attendance in summer school at the parents' expense in order for a student to remain at BTCS.

An eighth grader who fails two or more core subjects may not attend graduation.

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: National Junior Honor Society: The NJHS is open to all sixth, 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 cumulative average of 3.75 for incoming sixth graders and a cumulative average of 3.5 for seventh and eighth graders. 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 an academic average of 3.5 and good conduct 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 Sheedy Society

Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms. 1 Peter 4:10

The students of Blessed Trinity are called to the stewardship way of life. We “come to learn” and “leave to serve.” The Sheedy Society is designed to recognize those students who have answered the call beyond all expectations. Below are the different recognition levels that students can achieve listed with the minimum number of hours for that level.

	<i>Shamrock</i>	<i>Emerald</i>	<i>St. Patrick</i>
K-5	5 hrs	10 hrs	15+ hrs
6-8	10 hrs	20 hrs	30+ hrs

Attendance

Absence

There are 181 school days. Each one is important to the total educational program and a student's absence from school interferes with his/her academic progress.

In accordance with state law, a signed note from the parent stating the reason for the student's absence must be presented to the teacher. A student who is absent 3 days in a row needs to bring in a note from their doctor. These notes are kept on file in the office for the remainder of the school year. **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.

Students may not attend extracurricular activities if they are absent the day the activity is being held. They must be in school by 10:00 am.

Early Dismissal

Withdrawing students early from school disrupts the learning process of all students in the class. We realize that there are times when students must be picked up early. **We ask that parents please minimize withdrawing students from school before the end of the school day.**

When students are picked up early, a parent/guardian must sign the student out at the school office. Students may not wait outside for pick up. If the student returns to school, the parent/guardian must sign the student back in at the school office.

Classwork/Homework Requests

Please call the office or e-mail your child's homeroom teacher before 9:00 a.m. of the day you will be picking up the homework. The homework may be picked up in the office at a mutually agreed upon time. **Work missed during the absence is the student's responsibility and may be made up according to the number of days missed: for example,** absence of one day -- work is due one day after the student's return to school; absence of two days -- work is due two days after return to school; etc. Many times, work will be posted on-line. Please check.

Vacation Absences

Family vacations should be planned to coincide with school holiday periods. All students in grades K-8 need the continuity of the learning experiences provided through teacher presentations and student interaction. 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.

Same day requests for assignments will not be honored. Assignments are due on the day the student returns to class.

Saturday School – Students who are unexcused absent 4 times within a trimester will receive Saturday School.

It will be held on the first and third Saturday of the month from 8:00 am until 11:00 am. It will cost \$25 per student and must be paid on or before the day it is served.

Tardiness

Tardiness on the part of a student interrupts the instructional process, indicates a lack of respect for school regulations sets a poor example for other students and may affect eligibility for subsidy.

*Students are expected to arrive at school in time to be in their homerooms by 7:55 a.m., which is the final bell. It is the responsibility of the parent to ensure that the student is punctual. **The doors will be locked at 7:55 a.m. and students who arrive after that time will be required to check in at the office prior to going to class.***

Students who arrive late are required to go first to the school office to receive a tardy pass before reporting to class. In the event of a valid emergency or unexpected situation, a student who arrives late must have an explanatory note from the parent stating the reason for being late. If the reason is accepted as valid, the tardy will be excused. Otherwise, the tardy will be unexcused.

If chronic tardiness exists, the parent will be required to meet with the principal to provide an immediate solution to the problem.

Legal reasons for excused absence or tardiness are: illness of student with parental or guardian note, attendance at a funeral, medical or dental appointments. Traffic, weather delays, unauthorized vacations, transportation malfunctions, oversleeping, or any other reason other than the legal reasons, are considered unexcused. The student may be put on probation or be asked to leave if further lack of cooperation with the rules set forth in this Handbook continues.

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 a.m.

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.

Saturday School – Students who are unexcused tardy 6 times within a trimester will receive a Saturday School.

(For it to be excused see the italicized paragraph above.) It will be held on the first and third Saturday of the month from 8:00am until 11:00 am. It will cost \$25 per student and must be paid on or before the day it is served.

Excuse from Physical Education

To excuse a child from participating because of illness, etc., a note must be written to the teacher stating the reason for non-participation in physical education. A doctor's note is required to be excused for 2 or more days.

Dismissal

Dismissal time is 3:05p.m. on Monday, Tuesday, Thursday and Friday unless you are otherwise informed. Wednesday dismissal is at 2:00 p.m. We encourage you to pick up your child no later than 3:25pm or 2:25pm depending on the day. After that time, students will be sent to After School Care and there will be a weekly charge. Should you have an emergency situation, please call the school office.

Discipline Policy

We are commanded by Christ to love one another. It is important that this love flows from respect for one another. This leads to rules, regulations and guidelines that insist upon mutual respect as the basis for the love that binds a Christian community together.

Good discipline begins in the home. Parents, as the first teachers of their children, begin the development of good behavior patterns. Blessed Trinity Catholic School fostering further growth of proper behavior and attitudes. When there is an understanding between school and home, when regulations are mutually honored and respected, there develops in the child's mind a sense of security which is the basis of all-natural growth.

Discipline of self is part of the entire learning experience. The behavior of students should reflect a respect of self, peers, teachers, personal property and the property of others. Teachers and parents, by their example, serve as models from which children will learn self-discipline.

Enrollment as a student in Blessed Trinity Catholic School implies the willingness of both parents and students to comply with the policies and regulation of the school. In order to realize the school's aims, parents and students must agree with and support the philosophy of the school. Blessed Trinity Catholic School reserves the right to dismiss any student who fails to respect these regulations or who otherwise by his/her conduct or neglect of study does not measure up to the standards of the school.

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 interventions 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. Written apology
7. Written reflection
8. Guidance Counselor
9. Note to parent
10. Call to parent
11. 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 G for both K-5 and Middle School, outlining the steps of progressive discipline, as well as the Three Before Me form that will be used for behavioral interventions.

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 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
- 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

Electronic 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. **This includes smart watches/apple watches and any other watch or device that connects to the internet.** 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. **Cell phones are permitted, and must be turned off and in the student's backpack. They are not to be on the student at all during the day.**

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.

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.

Bullying: Disciplinary Action

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.

Lockers

Middle School students are assigned lockers in their homerooms. **Students are not allowed to decorate the outside of the lockers for any reason. Breaking this rule could result in loss of locker privileges.** Students may decorate the inside of the lockers with magnets. No tape is to be used on the inside.

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.

Parent Involvement

It is important for parents to be involved in their child's activities. During the season parents will be assigned to man concessions, collect admission fees, and other responsibilities as assigned by the Athletic Director.

Conduct for all athletes and parents must be above reproach and should always be of a positive nature. Respect must be shown by both student and parent to other adults, coaches, referees, and other players. Failure to maintain appropriate sportsmanship and conduct will result in censure.

If a problem occurs, please use the following procedure to resolve the issue.

- (1) Please first calmly discuss the matter directly with the **Coach**.
- (2) If there are still questions, you may then go to the **Athletic Director**.
- (3) If the issue cannot be resolved, you may then go to the **Principal**.

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.

Transportation

Players will be transported to and from a game by their own parent. Any other travel arrangements must be preceded by a signed request from the parent and submitted to the school office.

The parent transporting other children besides their own must be fingerprinted through the diocese.

Coaches

Every effort will be made to maintain two coaches per team: a head coach and an assistant coach. The head coach will determine the final roster of the team (try-outs will be based on athletic ability, conduct, attitude and desire). The head coach will also determine the starting line-up and substitutions as needed.

Commitment

Commitment is a desirable lifelong trait. Participation in a team sport is a season long commitment and must be followed through to completion.

Detentions

If a player is assigned detention on a practice or a game day, the detention will take precedence and the student will have an unexcused absence unless the student has made prior arrangements with the principal.

Dress Code

Players must wear designated sports uniforms during games. Shorts and t-shirts must be worn for all practices. At the discretion of the principal and athletic director, athletes may wear the team uniform to class on a game day provided all other dress code stipulations are followed.

An athlete is financially responsible for all equipment and uniforms issued to him/her. At the end of each season, laundered uniforms and all equipment must be promptly returned to the athletic director, or a loss/damage fee will be assessed.

Expenses

There is a \$40-\$60 fee per student, depending on the sport. Should a player be unable to pay the fee, the principal should be notified so that arrangements can be made.

Game and Practice Procedures

For safety purposes, supervision of athletes is required at all times. Players may not leave school with any other adult beside their parent after school without express written parental permission.

If students are not picked up immediately after practice, they must go to after school care until their parent arrives. Likewise, parents are expected to pick up their athletes immediately after a game. The coach and or athletic director must remain until all team members **have been picked up**.

Practices

Athletes must be at all practices. If, for some unforeseen reason, an athlete cannot attend practice, the athlete is responsible for personally contacting the athletic director immediately. If no initiative is taken on the part of the student, the missed practice will in all likelihood be counted as unexcused.

If an athlete must leave prior to the end of practice, he/she must inform the coach before the practice begins. Only the individual coach, athletic director, or principal will have the authority to cancel a practice or a game. When a regular practice is cancelled, athletes may call home to arrange for a ride. Students will be expected to go to After Care at the parents' expense until their ride arrives. Rain does not necessarily cancel practice.

Religious Education Program

As a Catholic school, Blessed Trinity Catholic School provides a setting in which faith and gospel values are an integral part of the education program, where respect and caring for one another is emphasized. Because we are committed to Christian values, we guide our children to grow in an appreciation for one another as varying expressions of Christ's presence among us.

Although Blessed Trinity Catholic School does not require students to profess any religious ideology, it is expected that all students regardless of their beliefs participate fully in the religious education program. Students will attend all religion classes and worship services and are expected to conduct themselves respectfully and reverently during prayer, worship and class time.

Liturgical and Prayer Opportunities

Mass is attended by students in VPK through 8th grade every Wednesday morning and on all Holy Days falling during the normal school week. Blessed Trinity Catholic School students in grades 3 - 8 may participate in special capacities at Mass. All classes will be responsible for leading at least 1 mass per year. This will occur on a regular Wednesday school Mass and also the following Sunday mass. **All students are expected to be in attendance for their class Mass.**

After students have made their first reconciliation, they participate in two formal penance services during the year.

Prayer is said before classes, at lunch, at the close of the school day and at other appropriate times during the student's day.

Religion Classes

Students attend formal religion classes. Religious formation provides experiences for a positive awareness of self and personal uniqueness as a child of God, and presents an awareness of God's word, creation, and gifts within our daily lives. Students learn about the liturgical year, the sacraments and saints, as well as religious signs, symbols and prayers. Religion instruction nurtures daily prayer and gospel values and encourages parental participation in their children's religious development.

Older students are taught to read, appreciate, and relate the writings of the Bible to their lives. They study the Old and New Testaments, the lives of the patriarchs, and the life and ministry of Jesus. They also study morality, church history and social justice.

Sacraments

Students who have been baptized Catholic, catechized and have celebrated their first Communion, may receive the Sacrament of Eucharist during Mass.

Students in grades 2-8 attend a penance service twice during the school year wherein Catholic students have the opportunity to receive the Sacrament of Reconciliation.

Within our parish, the second grade has been established as the normal time for the preparation of the Sacraments of Reconciliation (Penance) and Eucharist (Communion) for children who have been baptized and catechized as Catholics.

The preparation for the sacrament(s) will take place within the daily religion class. Regular Mass attendance is required as well as three additional Sacramental Preparation Meetings with Father Pat during the year.

During the seventh-grade year Catholic students may begin a two year preparation program before they may receive the Sacrament of Confirmation. As with the Sacraments of Eucharist and Reconciliation, the preparation for Confirmation is separate is part of the religious education provided by Blessed Trinity Catholic School. Mass Attendance is required as part of this preparation as are three additional Sacrament Meetings with Father Pat. In addition, students are required to do 9 hours of Community Service as part of preparing for the Sacrament of Confirmation.

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 active in the faith development of their child(ren) and worship at Mass on weekends.
- 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.

See the Diocese of Orlando Parent Code of Conduct for more information

Student-Led Conferences

All grades will hold Student-Led Conferences in November, at the end of the first trimester. This is where students will be able to share their individual academic and personal goals and the progress they have made towards those goals. We will publish the dates and times for these conferences and encourage all parents to attend.

Parents requiring additional conferences during the school year may make arrangements by calling the office or by written request to the teacher.

- ***Be aware of the emotional well-being of all students*** A young child's heart is very sensitive and easily hurt. Birthday treats may therefore be shared at recess or lunch

time provided that enough is supplied for the entire class.

We also ask that invitations and cards that do not include the entire class be mailed rather than passed out at school.

- ***Check Ren Web frequently for updated information.***

Grades K-5 will post a weekly newsletter on Friday for the following week. This should include homework, tests, projects, special events, etc. Middle School teachers will post assignments/homework directly to the portal.

- ***Inform the school of any special situation regarding the student's well-being, safety, and health.***

Divorced or separated parents and guardians will be required to provide a copy of a legal document indicating their right to the custody of the student. It is better to have matters settled at the beginning of the year than to wait for a conflict to arise. The word parent will be used throughout this handbook to signify "parent or legal guardian."

Please inform the office of any condition that may affect your student's academic, emotional or physical education program, so that we may be aware of it in case of an emergency.

- ***Notify the school office of any changes of address or phone numbers.***

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 on these cards.

Parents are requested to notify the school office in writing of any change of home telephone numbers and/or addresses, business telephone numbers, cell phone numbers, e-mail addresses, and telephone numbers of emergency contacts so that office records may be accurate, complete, and up to date.

- ***Meet all financial obligations to the school including fees for damage to books, i-pads or school property.*** The parent of a child who destroys, damages, or loses any school property or anyone's personal property will be obligated to pay the full amount of repairs or replacement. Textbooks rented by the student must be properly covered, and no writing in textbooks or lockers is permitted.
- ***Support and cooperate with the discipline policy of the school.***
- ***Treat teachers with respect and courtesy in discussing student problems.***

Your child needs constant support from parents and faculty in order to develop his/her moral, intellectual, social, cultural and physical capabilities. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nurturing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home will only teach disrespect for all authority. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Parental Concerns

Because Blessed Trinity Catholic School strives to be a faith community, parental cooperation and good parent-teacher relations are essential. If, however, a misunderstanding occurs, or a problem arises, we at Blessed Trinity will make every effort to contact you to clarify the situation. Parents who experience problems or are confused with some matter regarding their child's educational experiences 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 forming an opinion. Parents are asked to follow these guidelines for expressing concern over a school matter:

Step 1: Set up an appointment to meet first with the teacher to resolve the problem. Please do not to bring up issues in front of other students or while the teacher is on duty.

Step 2: If the problem is not resolved with the teacher, the parents should set up an appointment with the principal. **Step**

3: If the problem is not resolved with the principal, contact the Pastor.

In order to preserve harmony in the school community, negative rumor/gossip about the school should be reported to the principal.

Uniform Policy

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 finger-tip length. Clothing should fit properly, not oversized, too tight, or too revealing. Uniforms should not be worn in a way that displays undergarments. Part of each child's growth process is learning to dress appropriately; hence, cleanliness and proper grooming are expected of every student.

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. **Only items purchased at Risse Brothers or the Used Uniform sale will be allowed to be worn at school.**

Risse Brothers

1401 Beulah Rd., Suite 11

www.Rissebrothers.com

Winter Garden, FL 34787

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, skorts, and shorts must stay at hem length, carry the school logo, be no shorter than fingertip length, 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 fingertip length, 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 sweatpants, may be worn all day by Kindergarten- 4thnd 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.

Leggings, Tights, red, white or black, may be worn, **under the uniform only**, 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.
- **Tights/leggings/yoga pants/or spandex of any kind is not allowed as pants.**
- 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

Daily school wide uniform inspections will be conducted by school personnel. Parents will be notified of infractions. Repeated infractions will result in detention.

Lost and Found

Please mark all the student's clothes and belongings, especially school jackets and sweaters, **with the student's name.** Hundreds of dollars' worth of articles are lost yearly. Unclaimed articles will be put in the uniform storage area located in the Administration building and if not claimed given to the needy.

Diocesan Safety Policy

Over the years, the Diocese of Orlando and the Office of Schools have taken steps to ensure the safety of your child/children. We continually review the measures we have in place to protect your child/children, and we often ask for your support in implementing measures and procedures to make our schools a safe haven for your child/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 policy 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 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 or 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 any child, volunteer, or employee.

We also ask you, as parents, to help us identify these and any other inappropriate activities that could 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 or similar activities, he or she should feel comfortable reporting it to 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 act 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.

Working together, we can continue to provide for your child/children a caring, loving environment, and the best Catholic education.

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. Florida law also requires “any school teacher or other school official or personnel who knows, or has reasonable cause to suspect that a child is an abused or neglected child shall report such knowledge or suspicion to the department.”

Miscellaneous Information

School Volunteer Program

Any person who wishes to serve as a school volunteer on campus must complete the appropriate requirements.

Final determination of whether a qualified volunteer is assigned will be dependent upon the needs and request of school personnel.

School volunteers must adhere to an ethical code of conduct in the performance of their duties, and carry out their responsibilities under the direction of the school personnel to whom they are assigned.

They must have had their fingerprints taken and cleared by the appropriate agencies. (*See the section on fingerprinting*)

They must watch the video, entitled “Protecting Our Youth”, which runs about 20 minutes. It can be accessed by the following link:

<http://www.orlandodiocese.org/>

Click on employment in the left side menu, then click on fingerprinting. You will be walked through the process.

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 way that evokes both modesty and respect for the teachings of the Catholic Church.

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.

Adult Conduct

Any incident where students are teasing, picking on, annoying, etc. each other, should be reported immediately to faculty members or the school office. **No parent at any time, under any circumstances, should take it upon themselves to touch, grab, threaten or intimidate in any way, any Blessed Trinity Catholic School student.** The police will be called immediately should any incident of this type occur on school, church property or school events.

Visitors on Campus

In order to ensure the safety of students and school personnel, to protect their legal rights, and to avoid disrupting the instructional process, the following procedures will be followed:

All visitors to the school must first check in at the school office to obtain permission and a visitor's I.D. pass on any day they wish to visit classrooms or any other area of the campus.

Visits to a teacher's classroom will normally be allowed only during specific times established for this purpose. Other visits to a teacher's classroom while classes are in session must be approved at least 24 hours in advance by the principal and the teacher(s) involved. If permission is granted, the visitor will be expected to arrive at the prescribed time, to enter the room quietly without interrupting instruction and to sit apart from the student in seats reserved for visitors.

If visitors have questions about instruction observed, the visitor may schedule an appointment to talk with the teacher at a time when the teacher is not supervising students.

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.

Use of Recording Devices

The use of recording devices at special school events must be approved in advance by the principal.

Diocesan Fingerprinting 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 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 need to be updated every five years.

At Blessed Trinity Catholic School, parents are required to be fingerprinted in order for the school to comply with the above policy. We rely greatly upon volunteers and encourage all our parents to participate in the various activities of our students, i.e. classroom parties, field trips, coaching, fundraising events, sports events, even to the point of carpooling. Therefore, all parents who will be participating in any activities involving the children at Blessed Trinity Catholic School must be fingerprinted for our files. The files will be checked for fingerprint clearance before participation in the activity will be allowed.

Medication

For the safety of the students no medication will be allowed in the classroom, including over the counter cough drops, analgesics or aspirin, etc.

1. A written form must be completed for a student to take any medicine even over the counter.
2. All medication must be in the original container, with the original pharmacy label showing student's name, name of drug and directions for administration. Medicine must be kept in the school office and administered by the office staff.
3. Please try to arrange all schedules for taking medication prior to or after the school day.

Illness and Injury

Students who are ill or injured are sent or escorted to the nurse's office. Minor ailments and injuries are treated through the clinic. Parents will be notified if a child has been injured or is too ill to stay in school. Any student who vomits during the school day, must be sent home for the remainder of the day. Students with a fever, must be fever free for 24 hours before returning to school. In the case of a severe emergency, i.e. loss of consciousness, those in charge will use their best judgment in regard to calling an ambulance.

Evacuation

In compliance with Diocesan policy, Evacuation will be conducted once a month. Students will leave the building from the closest exit and proceed to the soccer field. A Emergency Management Plan is in place and will be followed by all students, teachers and parents if an emergency arises.

Emergency School Closing

If it becomes necessary to close school due to an emergency or impending hurricane, it will be broadcast from the following TV stations:

WESH-TV Channel 2

If it is announced that all schools in Marion County are closed, then Blessed Trinity is also closed. Parents will also receive a "Parent Alert" telephone message from the principal regarding closing and openings. Blessed Trinity may reopen, weather permitting before Marion County because it is not used as a hurricane shelter. Parents will be informed if Blessed Trinity reopens before Marion County Schools.

Forgotten Items

P.E. shoes and clothes, homework, lunches and all other items which students have forgotten to bring to school should be delivered to the office.

Use of Telephone

Generally, it should not be necessary for students to make telephone calls from the school premises. Arrangements for a ride home, sports, after school playtime, etc., should be made with parents in advance. However, cell phones may be used at school under the following conditions:

1. Phone must be kept in the OFF position in backpack or locker from 7:30 a.m. to 3:15 p.m.
2. Cell phones may not be used to call parents during the day. All calls to parents must go through the office.
3. Cell phones may be used after school to call parents (not friends to chit-chat) with teacher permission.

4. Cell phones may not be used for game playing, internet or E-mail access, taking pictures, or making purchases of any kind.

Misuse of this privilege will result in cell phones being sent to the office to be picked up by parents. **Emergency calls and calls in case of illness must go through the school office.**

Insurance

Every child in our school is covered by the diocesan insurance plan for the hours he/she is under school supervision. Coverage is coordinated with any insurance that you may already have. Twenty-four-hour coverage is available at an extra charge. If twenty-four-hour coverage is desired, an application and check should be sent to Bollinger Insurance Solution. Information will be sent home the first week of classes.

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.

Before School Care/After School 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.

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 (3:30p.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.

Teacher addresses student/stops negative behavior.

Teacher redirects student.

Student is given time out.

Student loses privilege.

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.

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:

Supervisor addresses student/stops negative behavior.

The Extended Care director is contacted and will discuss the problem with the parties involved.

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

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.

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:

Persons with serious concerns about any phase of school operation should not bring such issues directly to the board without first discussing their concerns with the principal to determine whether the matter is appropriate for inclusion on the school board agenda.

Diocese of Orlando Acceptable Use Policy

The Diocese of Orlando Office of Schools, knows that the Internet and other emerging technologies allow students an immense opportunity to learn and grow globally. The Office of Schools' goal in providing the privilege to staff and students is to promote educational excellence in schools by facilitating resource-sharing, innovation, and communication.

The use of the Internet or other emerging technologies will be guided by the **Acceptable Use Policy (AUP)**.

The Diocesan Schools may not be able to technologically limit access to services through the Internet for the purpose of instructions, study and research related to the curriculum. Parents/guardians are advised that a determined user may be able to gain access to services on the Internet and other technologies which the Diocesan school has not authorized for educational purposes. By participating in the use of the Internet or other technologies, students may gain access to information and communications which parents or guardians may find inappropriate, offensive or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of technology and the Internet.

Teachers and school designees are responsible for ensuring that Diocese of Orlando technology users are knowledgeable about this policy and regulations. All Diocese of Orlando technology users are required to sign a written AUP and to abide by the terms and conditions of the policy and its accompanying regulations.

The Diocese of Orlando does not sanction any use of the Internet and other available technology that is not authorized by or conducted strictly in compliance with this policy and its regulations. Users who disregard the AUP may have their use privileges suspended or revoked. The Diocese of Orlando reserves the right to suspend or revoke such privileges in the event any teacher administrator or principal believes the user's conduct to be inappropriate or non compliant with the AUP. Users granted access to the internet and other technologies through Diocesan Schools assume personal responsibility and liability, both civil and criminal.

Regulations:

The Diocese of Orlando Office of Schools, believes that the Internet and other emerging technologies offer vast, diverse and unique resources to students, teachers, and other users. The Office of Schools' goal in providing this privilege to staff and students is to promote educational excellence in schools by facilitating resource-sharing, innovations, and communications. Technology is used to support learning and enhance instruction. With access to computers and people all over the world, comes the availability of material that may not be of educational value in the context of the school setting. We, the Diocese of Orlando, firmly believe that access to the valuable information and interaction available on the worldwide network will far outweigh the possibility that users may procure material that is inconsistent with our educational goals.

Students, teachers, and other users are responsible for appropriate behavior on school computer networks at all times, just as they are in classrooms on school premises. At a minimum, school rules for behavior and communications apply and are in no way to be interpreted as limiting the regulations outlined in the AUP. The network is provided for students, teachers, and other users to conduct research and communicate with others for educational purposes only. Students or other users do not have any reasonable expectation of privacy when using the Internet or other technologies provided by or through the Diocese of Orlando. The Diocese of Orlando maintains the right to monitor any Internet or technological usage derived from or utilized through its computers, whether it is on-line, downloaded or through printed material. All computer pass codes or passwords must be made known to the Diocese of Orlando and use of unknown pass codes or passwords is prohibited. The Diocese of Orlando retains the right to access such codes at any time. If a user violates any of these provisions, his or her privileges may be terminated, and future access may be denied. Students, teachers and other users who agree to act in a considerate and responsible manner and who obtain the necessary signatures on the AUP form will be authorized Internet access.

The AUP form is a written agreement, signed by students, teachers, and other users outlining the terms and conditions of the AUP. Anyone wishing to use the Internet or other forms of technology is required to sign the AUP form. The Diocese of Orlando is responsible for providing the principals, teachers, and designees with the student and Employee AUPs.

Principals, teachers, and designees are responsible for ensuring that all technology users under their supervision are made aware of the AUP and have signed the agreement. They are further responsible for explaining the AUP to students and instructing students on proper technology usage and etiquette. Principals, teachers, and designees are responsible for

distributing the signed agreement forms to the appropriate parties and for providing their principal with the signed student forms. The original signed forms as archives will be kept in the school office.

Parents and guardians sign and are responsible for discussing the AUP with their child. By signing the agreement, parents/guardians give their permission to allow students to use various forms of technology in the school. Parents and guardians must understand that by authorizing use of the Internet and other technologies, students may gain access to material that they may find controversial, inappropriate, or offensive. Parents and guardians assume this risk by consenting to allow their child to participate in the use of the Internet and other forms of emerging technology. The Diocese of Orlando is not responsible should any user access information that is outside the scope of instruction, study or research related to the curriculum.

Diocese of Orlando technology users are responsible for abiding by all of the terms and conditions of the AUP and accompanying regulations. The Diocese of Orlando does not authorize any use of the Internet and other technology that is not conducted strictly in compliance with this policy. Your signature on this document indicates that you have read the terms and conditions carefully and understand their significance.

Users who disregard or violate, in any way, the AUP may have their use privileges revoked. Users granted access to the Internet and other emerging technologies assume personal responsibility and liability, both civil and criminal, for uses of the Internet and other technology not authorized by the Diocese of Orlando's AUP.

Diocesan Policy on Harassment

Harassment of any individual because of his/her sex, race, religion, color, national origin, age or disability is strictly prohibited by the diocese.

Sexual harassment is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964 and will not be tolerated at any diocesan entity. Examples of sexual harassment include the display of sexually suggestive objects or pictures; sexual innuendo; language or jokes of a sexual nature; suggestive comments; offensive gestures or whistling; touching; unwanted flirtations, advances, or propositions; or sexually degrading words to describe an individual.

Bullying is another form of harassment and will not be tolerated. Bullying is when a stronger, more powerful person hurts, intimidates or frightens a smaller or weaker person deliberately and repeatedly. A person is also being bullied when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons.

Non-Discriminatory Policy

The Catholic Schools of the Diocese of Orlando state the following policy in regard to admission and hiring practices:

No person on the grounds of race, color, sex or country of national origin is discriminated against in admission or in receiving services of any school operated by them, nor do they hire or assign staff on the basis of race, color, sex or national origin, either of the individual or of the student.



Diocese of Orlando / Office of Catholic Schools Student Technology Responsible Use Policy 2019-20

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 parttime 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

Children's Internet Protection Act – <http://www.fcc.gov/cgb/consumerfacts/cipa.html> ,
<http://ifea.net/cipa.html>

Children's Online Privacy Protection Act - <http://www.ftc.gov/ogc/coppa1.htm>

Protecting Children in the 21st Century -

http://www.ntia.doc.gov/legacy/advisory/onlinesafety/BroadbandData_PublicLaw110-385.pdf

Consortium for School Networking – <http://www.cosn.org>



**Diocese of Orlando / Office of Catholic Schools
Student Technology Responsible Use Policy
2019-2020**

I understand that inappropriate and irresponsible use and conduct while using the device and/or other technology resources and/or school network shall result in appropriate disciplinary action. I agree to be a responsible digital citizen and user and will conduct myself appropriately while online. I have read and understood this Responsible Use Policy and agree to abide by it:

(Student Printed Name)

(Student Signature)

(Date)

As a parent/guardian, I will or have discussed Responsible Use Policy, user guide, and all other policies with my child and will support the school in guiding my child in using the device at home as an educational tool. I understand that I am responsible for monitoring and guiding my child's activity while he/she is not at school.

(Parent/Legal Guardian Printed Name)

(Parent/Legal Guardian Signature)

(Date)