

# Blessed Trinity Catholic School

## Student/Parent Handbook 2024-2025



10472 Beach Boulevard  
Jacksonville, Florida 32246  
904-641-6458  
Fax 904-645-3762  
[www.blessedtrinitycatholicschool.org](http://www.blessedtrinitycatholicschool.org)  
[btschool@comcast.net](mailto:btschool@comcast.net)

Dear Parents:

Welcome to Blessed Trinity Catholic School. As we begin this year, let us reflect on the reasons for selecting a Catholic school for your children. These will be many and varied, but it is hoped that primarily the choice was made to insure your child of a sound Christian value system upon which he or she bases his or her future life. A thorough academic program designed to meet the needs of each student and a faculty dedicated to the principles of God-centered education will help in attaining this goal.

The faculty, staff, and administration at Blessed Trinity Catholic School look forward to a rewarding school year.

Sincerely Yours in Christ,

Marie Davis  
Principal

## ALPHABETIC INDEX

Additional Copies of School Documents/Forms	19
Admission Policy Statement	8
After-School Activities	37
Age Requirements	12
Arrival and Dismissal Procedures	13
Athletic Teams	35
Attendance	15
Awards/Honors	30
Backpacks	27
Birth and Baptismal Certificates	13
Blessed Trinity Catholic School Advisory Board	50
Blessed Trinity Student Code of Conduct	38
Canteen	38
Chewing Gum	38
Child Protective Investigations	51
Clinic/Safety	23
Communications	19
Curriculum	8
Directory Information	8
Dispute Resolution	49
Dress Code	24
Emergency Information	13
Extended Care Programs	17
Field Trips	34
Financial Policies and Tuition	9
Gifted	31
Head Lice Policy	23
Health Certificates	13
Home and School Association	50
Home Schooled	32
Homework	31
Individual Testing/Evaluation	31
Inspections & Searches of Personal Effects, Lockers and Desks	44
Insurance	19
Internet Acceptable Use Policy	46
Lost and Found	24
Medication	22
Middle School Math Placement	29
Mission Statement of Blessed Trinity Catholic School	6
Mission Statement of Diocese of St. Augustine	7

Objectives of Blessed Trinity Catholic School	6
Parents and Visitors	21
Parent-Teacher Conferences	20
Parties	38
Payments to School	12
Philosophy	5
Photography	27
Registration Procedures	12
Religious Education	33
Report Cards	28
Restrooms/locker rooms	28
Retention	32
Returned Check Policy	12
Returning to Classroom After Dismissal	18
Right to Amend	52
Sacramental Program	8
Saturday School	43
School Cancellation	17
School Dance	46
School Directory	19
School Hours	13
School Logo and Letterhead	50
School Property	24
School Safety Patrol	37
Sexual Harassment Policy	45
Sick Call	22
Special Needs Children	31
Statement of Academic Honesty	29
Students' School Records	19
Tardiness	17
Telephones/Cell Phones	18
Testing	31
Textbooks	24
Threats and Violence	45
Transfers	9
Tuition Payments	11
Tuition/Scholarships/Financial Aid	10
Volunteers	21
Withdrawals	9
Written Work and Notes Requiring Parents' Signatures	18

## **PHILOSOPHY**

Following the Bishops' pastoral "To Teach as Jesus Did", Blessed Trinity Catholic School strives to assist all students, regardless of race, creed, or ethnic background, in the difficult task of maturing into well-rounded, capable citizens of this great country and followers of Jesus Christ.

As a Catholic School, Blessed Trinity is dedicated to integrating the teaching of God and Gospel values within the total curriculum. Blessed Trinity School develops social and emotional skills through positive guidance techniques set forth by the Parish Community.

We strive to view each child as a unique person with an individual pattern and timing of growth. We endeavor to instruct children in order for them to excel to their full potential.

Working together, the faculty and parents, who are the primary educators, create an atmosphere of love and understanding, in which all students are encouraged to use their God-given gifts and talents to the fullest extent of their potential.

## **MISSION STATEMENT OF BLESSED TRINITY CATHOLIC SCHOOL**

Blessed Trinity Catholic School provides all students the opportunity to flourish in a Catholic Christian environment through inspired academics, spiritual growth, and service to our community.

## **OBJECTIVES OF BLESSED TRINITY CATHOLIC SCHOOL**

The document of Vatican II, *Declaration of Christian Education*, defines the school as an instrument of social importance among all educational instruments. Most distinctive about the document is the insistence upon the integration for Christian education into the whole pattern of human life in all its aspects.

Blessed Trinity recognizes and subscribes to the following objectives:

1. To offer students an opportunity for spiritual growth in a distinctive Christian environment in order that they may pursue a life centered in Jesus Christ.
2. To provide a learning environment that promotes emotional and physical well-being as well as intellectual stimulation.
3. To instill in students a strong sense of responsibility for their own learning.
4. To enhance relationships with the community through frequent and meaningful communication among students, parents, staff, parish and the community at large.
5. To encourage the development of standards of behavior which enable students to function successfully in school and in society.
6. To prepare students spiritually, intellectually, and physically to meet life's many and varied challenges.
7. To foster achievement through a child-centered curriculum that offers students ample opportunities for success and heightened self-esteem.
8. To foster attitudes of respect and dignity toward self, peers, and those in authority.

## **MISSION STATEMENT OF DIOCESE OF ST. AUGUSTINE**

We, the Catholic school community of the Diocese of St. Augustine, strive to provide a Christ-centered educational environment rooted in Gospel values and in our rich Catholic tradition.

### **WHAT WE BELIEVE:**

- We must continue to build on our rich history of education in the diocese
- We must respect the dignity of each individual within the school community
- In partnership with parents, each student's spiritual, intellectual, social, emotional and physical growth develops in an atmosphere which stresses Gospel values
- The spiritual formation of the entire school community - students, faculty, and parents - must be fostered
- Worship, community, service, self-discipline, and academic excellence must be part of the school's program and atmosphere
- We must prepare our students to examine the implications of moral, social justice, and global issues in today's ever-changing society
- By our example we must offer models of Christian witness to our students and the entire community

## **DIRECTORY INFORMATION**

Marie Davis, Principal

[principal@blessedtrinitycatholicschool.org](mailto:principal@blessedtrinitycatholicschool.org)

Address of school: Blessed Trinity Catholic School  
10472 Beach Boulevard  
Jacksonville, FL 32246

Phone: 904-641-6458  
Fax: 904-645-3762  
E-Mail: [btschool@comcast.net](mailto:btschool@comcast.net)  
Website: [www.blessedtrinitycatholicschool.org](http://www.blessedtrinitycatholicschool.org)

School Hours: Monday through Friday 8:00 a.m. – 2:50 p.m.

Office Hours: Monday through Friday 7:30 a.m. – 3:30 p.m.

School Colors: Hunter Green and White

## **CURRICULUM**

The curriculum guides set forth by the Diocese of St. Augustine are the basis for our school program. Textbooks and programs are chosen which will meet the students' needs as set forth by the Diocesan Curriculum guides. These guides are updated and revised in accordance with sound educational and developmental research.

## **SACRAMENTAL PROGRAM**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Blessed Trinity Catholic School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in Second Grade. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Preparation for the sacrament of Confirmation begins in 7<sup>th</sup> grade and continues through instruction in Eighth Grade. Each candidate must complete 40 hours of service prior to within two weeks of the Confirmation date.

## **ADMISSION POLICY STATEMENT**

Blessed Trinity Catholic School is open to all children, regardless of race or national origin. The hiring of faculty and staff follows these same guidelines. Proper legal documentation will be required for non-U.S. citizens.



Students currently enrolled at BTCS are given priority to enroll for the next school year. If space is available, applications submitted by February 1<sup>st</sup> from Blessed Trinity Catholic Parishioners are considered prior to accepting other applicants.

Students applying for admission in 1<sup>st</sup> through 8<sup>th</sup> grades must present a copy of the current and two prior years report card and, if applicable, standardized test results. Students will be scheduled to take the STAR Reading and Math Diagnostic assessment. These will be reviewed to determine whether the program at Blessed Trinity Catholic School will meet the educational needs of the student. An interview with the student and parents may be part of the admission process. Students with an IEP or Service Plan should submit documentation of such when applying for admission.

All new students enroll with a 90-day probationary period in which to prove themselves both socially and academically. If during the probationary period there are any problems/concerns, parents will be asked to withdraw their child, or the school may decide to terminate enrollment.

Final acceptance for admission or re-admission rests with the principal and pastor.

### **TRANSFERS**

Blessed Trinity will not accept transfers of eighth grade students, except at the discretion of the principal. When transferring from one Catholic school to another, all financial obligations must be satisfied at the first school before you will be accepted at the second school.

### **WITHDRAWALS**

When a student withdraws from school, parents must notify the school in writing, giving the new address and the moving date. Any student withdrawing during the school year will be charged the full tuition payment for the month he/she leaves if it occurs after the 15<sup>th</sup> of the month, or half the payment if the withdrawal is before the 15<sup>th</sup> of the month. All financial responsibility must be satisfied at the time of withdrawal. The transferring school, upon request, will forward student records to the receiving school. Parents should contact the receiving school concerning the matter.

### **FINANCIAL POLICIES AND TUITION**

**Annual Registration Fee:** \$215.00 per family. This **FEE IS NON-REFUNDABLE** and is due when registration forms are submitted.

**Operational Fee:** This is an annual fee that covers textbook rental, consumable workbooks, plan books, classroom supplies, playground equipment (balls, jump ropes, etc.), annual standardized tests, and technology fees. The fee is \$425.00 per student. This **FEE IS NON-REFUNDABLE**.

**Home and School Association Dues:** This is an annual fee of \$30.00 per family due at the time of Operational Fee. If fee is not paid by the date of the distribution of the first report card, the report card will be held. This **FEE IS NON-REFUNDABLE**

**Volunteer/Service Hours Fee:** Families are assessed a **\$300.00 Volunteer fee**. Each family is required to give 20 hours of service to the Blessed Trinity school community. Hours should be completed between **May 14, 2024 and May 12, 2025**. Volunteers will be required to sign in and out in the front office. If volunteer hours are completed off-site or outside of school office hours, documentation of the time of service, date, and nature of service should be submitted to the office. A refund of \$15 will be given for each hour served by **May 12, 2024**. \* Please refer to the *Volunteer* section of this handbook for requirements of volunteering when children are present. A maximum credit of \$300 per year may be refunded. If service fee is paid in full and student withdraws, a refund of \$30 per month will be made for each full month the student is not in attendance. Approved service time must directly benefit the material condition or operation of the school. **Hours served in fundraising for the specific benefit of the 8<sup>th</sup> grade class or your child's sporting event are not included toward the twenty-hour requirement.**

**Sixth, Seventh, and Eighth Grade iPad Insurance Fee:** This fee (est. \$75) is due on **May 8, 2024**. The fee must be remitted before a personal iPad will be issued to a student. **THIS FEE IS NON-REFUNDABLE.**

**Eighth Grade Fee:** \$200.00 is due **May 8, 2024** for **rising 8<sup>th</sup> grade students** and is used for the end-of-year 8<sup>th</sup> grade class trip and awards dinner. Students may be required to participate in additional fundraisers throughout the school year depending on the class size. 8<sup>th</sup> grade fee is **NON-REFUNDABLE.**

**Eighth Grade Financial Obligations:** Families must have all financial obligations up to date by May 5<sup>th</sup> in order for their current eighth grade student to complete his/her education at Blessed Trinity Catholic School. Current eighth grade students with outstanding financial obligations after May 5<sup>th</sup> will not be permitted to complete their Eighth-grade education at Blessed Trinity Catholic School.

### **Family Fee Responsibility**

Every Kindergarten through 8<sup>th</sup> grade family is required to pay the per family Registration Fee, the per student Operational fee, the per family Home and School Association fee and the per family Volunteer Service Fee (which may be earned back throughout the year) Additional Fees are calculated based on the grade level of the student.

### **TUITION/ SCHOLARSHIPS/ FINANCIAL AID**

*Blessed Trinity has one tuition rate for all students and accepts several scholarships that reduce your financial responsibility. Only one scholarship per family may be applied when calculating your financial obligation. Blessed Trinity will accept the following scholarships which determine your tuition financial responsibility for the school year.*

*(For more information, please visit the school office)*

1. **Voluntary Pre-Kindergarten Scholarship**-this will pay the tuition for the students in the Pre-K 4-year-old program. Families must apply for eligibility through the Early Learning Coalition. [www.elcofduval.org](http://www.elcofduval.org)

2. **Florida Tax Credit** - available to students in Kindergarten through Eighth grade. This is an income-based scholarship - [www.stepupforstudents.org](http://www.stepupforstudents.org).

3. **Family Empowerment Scholarship- EO**- available to students entering Kindergarten through 8<sup>th</sup> grade. This is an income-based scholarship. (Family of 4 with an income up to \$118,000) [www.stepupforstudents.org](http://www.stepupforstudents.org).

Dependent children of a reservist or an active-duty military member of the United States Armed Forces automatically qualifies for the FES-EO or Florida Tax Credit Scholarship regardless of their family income.

4. **Family Empowerment Scholarship-UA** --- available to students with unique abilities (formerly Gardiner and McKay scholarships) [www.stepupforstudents.org](http://www.stepupforstudents.org)

5. **BTCS Scholarship** – available to registered Catholic families. A parent/guardian and their child(ren) must be baptized Catholics and registered parishioners. Household income must follow guidelines.

**Very limited financial assistance is available to families that meet these requirements:**

- Registered member of Blessed Trinity Catholic parish for a minimum of 3 years
- Maintained active parishioner status by tithing a minimum of \$20.00 per week and attending Sunday Mass for a period of 3 years.
- The maximum amount of FEE assistance is the value of one family registration fee (\$215) and one student operational fee (\$425).
- The maximum amount of tuition assistance is \$2,500 for families qualifying for the BTCS scholarship only.

Funds are distributed on a first come first served basis until funds are depleted.

## **TUITION PAYMENTS**

Families paying their tuition payment for the upcoming school year by **May 10, 2023**, will receive a 3% discount.

We have contracted with FACTS Management Company to help us manage our tuition payments. Your first payment is due June 20<sup>th</sup> or July 5<sup>th</sup>. It will be paid according to the payment option you chose when completing your FACTS enrollment form. There will be a \$36 fee assessed with your first tuition payment. There is a \$25.00 fee should funds be unavailable at the time of transfer. Please read the FACTS Tuition brochures for more information. Should your account become delinquent by two attempts to withdraw, the payment for the delinquent amount will become due immediately and paid directly to Blessed Trinity school office. FACTS will continue to access your bank account for the next regular tuition payment.

If arrangements for past-due payments are not made immediately after receiving notification, the family may not be accepted back for the next grading quarter, and all records will be held by the school until the debt is paid. Should this become a repeated occurrence throughout the school year, be advised that your child's position in Blessed Trinity Catholic School will be put in jeopardy.

Tuition payments requiring manual handling outside of the FACTS system will be charged a \$25 per month administration fee. **Any family whose payments are consistently managed through the school office or are frequently delinquent will be required to pay the tuition in full by May 10<sup>th</sup> for the following school year.**

If any family becomes delinquent in its tuition payments due to serious financial difficulties caused by illness, death, involuntary job loss or some other serious family crisis, it is essential that the school be notified immediately.

### **PAYMENTS TO SCHOOL**

Payments made one week prior to distribution of report cards should be made in the form of cash or cashier's check. Any payment made to the school within the last two weeks of your child's last day of school must be made in the form of cash or cashier's check.

### **RETURNED CHECK POLICY**

A \$25 returned check fee will be assessed for any checks returned for insufficient funds, etc. The school will not accept checks from individuals/families that have had a check returned. All subsequent payments and fees must be made using a money order or cash.

### **REGISTRATION PROCEDURES**

Students presently attending Blessed Trinity Catholic School, grades Pre-K through Seventh, are given priority in registering for the following school year. In order to be eligible for re-registration, any outstanding tuition or fees must be paid. After in-house registration is completed, in-parish members are accepted before opening enrollment to the general public. Information and fees required for registration will be announced in ample time for compliance. **All registration and operational fees are non-refundable.** The time and place of the registration will be announced in a school letter and the church bulletin.

Once a class has reached its maximum enrollment, a waiting list will be established. Waiting lists are not carried over to the following year.

### **AGE REQUIREMENTS**

Blessed Trinity School will abide by the Duval County School Board age requirements for entering Pre-Kindergarten 4-year-old program (age 4 by September 1<sup>st</sup> and potty trained) \*, Kindergarten (age 5 by September 1<sup>st</sup> and potty trained)\* and/or First Grade (age 6 by September 1<sup>st</sup> and potty trained)\*.

**\*Parents will be called to come to the school to pick up (or provide a change of clothes and assistance in changing) children who have soiled their undergarments. An excessive number**

of bathroom accidents (as determined by the administration) may jeopardize the continued enrollment status of the student due to hygiene/sanitation concerns.

### **BIRTH AND BAPTISMAL CERTIFICATES**

For students new to the school, these certificates are to be submitted upon registration.

### **HEALTH CERTIFICATES**

Blessed Trinity Catholic School will abide by the 1982 Florida Statutes, Chapter 232.0315 regarding school-entry medical examinations as well as Chapter 232.032 regarding proof of immunization. These certificates **must be on file** when the student begins classes. All children enrolling in 7<sup>th</sup> grade will need a second dose of measles (preferably MMR), a TB booster, and completion of Hepatitis B Vaccine Series. Proof of completion of Hepatitis B vaccine will be required for enrollment in Kindergarten.

### **EMERGENCY INFORMATION**

Each family should have on file in the school office an Emergency Information Form indicating the parents' names and telephone numbers (home, work and cell). **TWO PERSONS** *other than* parents should be listed to contact in case we are unable to contact parents. These people should be known by you to be available in your absence. **This information should be kept up to date throughout the school year. Please let us know of ANY CHANGE TO CONTACT INFORMATION.**

### **SCHOOL HOURS**

The school day is from 8:00 a.m. to 2:50 p.m. each day. Any student not present **in the cafeteria at 8:00 a.m.** will be marked tardy. Students can be dropped off between 7:40 a.m. – 7:55 a.m. (**ensuring the student is in the cafeteria at 8:00 a.m.**). The school day ends at 2:50 p.m. Any student not picked up by 3:05 p.m. will be sent to After-School Care at the expense of \$6.00 per hour or any portion of an hour. Morning Care and After-School Care is available from 6:30 – 7:40 a.m. and 2:50 – 6:00 p.m. each day. Students may not be dropped off before 6:30 a.m. Students needing Morning Care and After-School Care must be registered. No student is to be on school grounds without adult supervision. Athletes/students wishing to remain on campus to attend an after-school activity that does not begin immediately after dismissal **MUST** always be with a parent or other designated adult. Unsupervised athletes/students will be sent to After-School Care for the appropriate fee. Blessed Trinity will not accept responsibility for any athlete/student who does not adhere to these policies.

### **AFTER SCHOOL ACTIVITY – STUDENT SPECTATORS**

All students under the age of 18 are considered minors and are to be under the direct supervision of an adult in attendance at the school event. Blessed Trinity school staff is not responsible for

any student on campus that is not registered in the afterschool program. Students who attend extracurricular activities are expected to abide by the same standards of acceptable behavior and sportsmanship as the participants of the activity. Students after school attire should adhere to the school's non-uniform policy. Students must show respect at all times, using only positive cheers and praise without antagonizing or demeaning participants. Disrespectful or derogatory behavior will result in the student's removal from the activity and possible disciplinary action.

## **ARRIVAL AND DISMISSAL PROCEDURES**

### **Arrival**

Carpool drop-off will begin at 7:40 a.m. Once morning carpool has commenced, nobody will be allowed to cross between the cars or in front of the cars. Doing so can be dangerous and impedes the speed and progress of the carpool line. Those wishing to park their vehicles and escort their children to the sidewalk should park in the parking lot next to the rectory (at the far side of the playground) and walk along the curb to the sidewalk. No student should get out of his or her vehicle until a supervisor begins carpooling.

**Cell phone use is prohibited while in the carpool line.** Doing so distracts your full attention from the movement of cars and people.

Cars should not exit the carpool line while vehicles in front of them are still unloading. Wait until the car in front of you has completed the drop off process and is exiting the lot before putting the vehicle into drive and leaving the carpool line.

### **Dismissal**

The school day ends at 2:50pm. To secure your place in the carpool line, enter the property from Beach Boulevard onto O'Regan Lane. Proceed to the sign near the rectory indicating the start of the carpool line. Due to Fire Department regulations, cars may not advance to the school building until the carpool attendants exit the school building. The driver of the last car that can line up on O'Regan Lane (before the turn into the parking lot to make the loop) should place the orange cone behind the car to signal subsequent cars that they should turn into the parking lot to begin the loop.

Each family will be issued a carpool sign. The sign should be placed in the front window so that it is easily seen by the carpool attendant. (A string or hanger may be attached in order to hang the sign from the rear-view mirror.) Additional carpool signs may be requested. One additional sign will be provided free of charge. Each sign thereafter will be \$1.00. **If you *regularly* pick up students who are not listed on the card provided to you, for \$1, you should purchase a sign with the additional student names.**

Cars without the school-issued carpool sign will be asked to pull into the parking lot, and the driver will be required to go into the school to have their identities verified and to request the release of their child(ren). The child(ren) will be released once all those in carpool line with signs have picked up their child(ren). Cars should not exit the carpool line while vehicles in front of them are still loading. Wait until the car in front of you has completed the pickup process and is exiting the lot before putting the vehicle into drive and leaving the carpool line.

Carpool ends at 3:05pm. Students remaining in the classroom when carpool has ended will be sent to Extended Day. There is a fee of **\$6** per hour (or any portion of an hour) for Extended Day.

On the rare occasion that a child must be picked up early for an appointment at the end of the day (or if you are working or volunteering in the building and plan to leave with your child at the end of the day), pickup must be done **no later than 2:35pm**. Persons arriving after this time to attempt pickup will be asked to return to the vehicle and join the carpool line or wait until carpool has finished. No person is to cross between cars once carpool has started.

Any student who is going home with someone that is not his or her parent/guardian must have that person's name listed on his or her carpool list or send in a written note.

### **ATTENDANCE**

A minimum attendance requirement of 37 days per grading period should be maintained to qualify a student for a passing grade for that quarter. This includes excused or unexcused absences. According to the Juvenile Assessment Center, the State of Florida considers a child truant if he has accumulated five or more unexcused absences in a calendar month, and/or 10 unexcused absences in a 90-day period.

**Please observe the following:**

1. The homeroom teacher checks attendance. Students who are tardy are to report to the school office. Students who are not in the cafeteria by 8:00 a.m. must obtain a tardy slip from the school office before going to the classroom. **Regular school attendance is a necessary part of a student's education, and it is closely related to student learning and academic success. Excessive absences impair a student's educational progress and may, at the principal's discretion, impact whether the student passes or fails a grade. Students will be considered absent when they miss 50% of their school day.**
2. Parents should notify the school of a child's absence by calling the office prior to 9:00 a.m. **It is the parent's/guardian's responsibility to contact the school if their child is absent and to state the reason for the absence. Students returning to school from an absence are required to present a written explanatory excuse from their parent(s) or legal guardian stating the cause for the absence. Failure to provide a note will result in an automatic unexcused absence. A physician's note is needed when the student (1) has been absent for three or more consecutive days, (2) has had surgery, (3) is returning to school after hospitalization, (4) has been under a doctor's care for a significant illness, or (5) is returning to school after being excluded because of a communicable disease.**
3. Students should be **fever free for 24 hours WITHOUT MEDICATION** before returning to school.

4. A signed written statement giving date and reason for absence must be presented to the school office when the student returns. **A student with 5 unexcused absences within a calendar month or 10 unexcused absences within a 90-calendar day period shall be referred to the principal for a conference to be held with the student, his or her parent(s) or legal guardian, and the school administration.**
5. Students must be in school unless the absence has been deemed an “excused absence”. **Excused absences include the following:** (1) illness or injury of the student; (2) serious illness or death in the student’s family; (3) scheduled doctor or dentist appointment; (4) special events such as family weddings, important public functions, which require permission from the principal at least five days in advance; (5) required court appearance or supervised visitation; and (6) having or being suspected of having a communicable disease or infestation , including, but not limited to head lice, ringworm, impetigo, and scabies. **Unexcused absences include but are not limited to the following:** (1) pleasure trips/family vacations; (2) suspension from school; (3) truancy; or (4) other avoidable absences that are not on the “excused absences” list. Students with more than 8 unexcused absences in any given class within a quarter risk receiving a failing grade for that quarter. The principal can waive this policy in extreme circumstances.
6. Regular and punctual attendance of students is necessary for success in schoolwork. Arrangements for getting the make-up work are the responsibility of the students and parents. For short absences, students should make arrangements with a classmate regarding assignments. Students may also receive missed assignments from their teachers when they return to school. When a student is absent for three or more days due to illness, a parent may call the school office before 9:00 a.m. to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00-3:30 p.m.
7. **VACATIONS WHILE SCHOOL IS IN SESSION.** Family vacations while school is in session are considered an unexcused absence. Teachers are not required to give assignments in anticipation of a vacation; however any assignments a student receives prior to leaving on vacation will be due the day he/she returns to school. Work not completed will receive zero credit. Class work, homework, and tests that the student missed while out of class will be assigned when the student returns from vacation. Missed work is due back according to the teacher’s directions with not more than one day for each day the student was absent. Extension for time to complete work missed while on vacation will not be given.

**We strongly discourage taking students out of class for family vacations during the school year. The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child’s learning process.**

8. If a student is to be excused early, a written excuse is to be presented to his/her homeroom teacher. Please try to make doctor and dentist appointments after school



hours whenever possible. Check the school calendar for days off and any early dismissal dates, as these would be good days for making such appointments.

9. Students leaving school early **Must Be Signed Out In The Office.** Their parents or other duly authorized adults must pick up students.
10. Students who are not in attendance for at least three- and one-half hours of the school day will be marked absent.
11. A student who is not in attendance or who is sent home from school due to illness or conduct may not participate in any after-school activities scheduled for that day.

### **TARDINESS**

Students are to be **in the cafeteria** by 8:00 a.m. Students **not in the cafeteria at 8:00 a.m.** will be marked tardy.

Please make every effort for students to arrive on time to avoid classroom disruption. Tardiness may lead to the students being disorganized for the remainder of the day.

1. A student may be marked tardy unexcused three times in a grading period.
2. If your child is late due to a medical appointment, a doctor's note should be presented at the time of arrival in order to receive an excused tardy. **If a note is not presented, your child will receive an unexcused tardy.**
3. Once a student has received an unexcused tardy for the fourth time in a grading period, **a \$5.00 charge** will be sent to the parents/guardian. There will be a \$5.00 charge for each subsequent unexcused tardy in the grading period.

### **SCHOOL CANCELLATION**

School closures are authorized by the Diocese of St. Augustine Superintendent of Catholic Schools. Should the school find the need to close, you will be notified by a parent alert and/or email. In the case of a natural disaster such as a hurricane, individual school closures will be posted on the Diocese of St. Augustine website. [dosaeducation.org](http://dosaeducation.org)

### **EXTENDED CARE PROGRAMS**

#### **Morning Care**

Morning care is available to registered Pre-Kindergarten through eighth grade students from 6:30 a.m. until 7:40 a.m. each morning school is in session. Students may not be dropped off at the school prior to 6:30 a.m. There is a monthly fee of \$23.00 for this service.

## **After- School Care**

After-School Care is a program which provides a structured, caring, economical service for Blessed Trinity students grades Pre-K - 8. After-School Care is available from 2:50 p.m. until 6:00 p.m. on days Blessed Trinity is in session. No After-School Care is provided on the last day of classes before Christmas break and the last day of school for 1<sup>st</sup> – 8<sup>th</sup> grade. The monthly fee is **\$200.00 per month or \$6.00 per hour** for one child. *See After-School Care Handbook for more information and enrollment forms.*

The program will follow this schedule on school days:

- Roll call.
- Snack and drink
- Homework
- Outdoor play
- Inside free play, games, crafts, movies

**Staff members are only employed until 6:00 p.m.**

**LATE FEE:** A substantial fee of \$1.00 per minute per child will be assessed for LATE pickups, beginning at 6:01 p.m. Please pay directly to the After-School Care person in charge at the time of pick up.

**NO STUDENT MAY REMAIN UNSUPERVISED ON SCHOOL GROUNDS AFTER REGULAR DISMISSAL TIME.**

Students wishing to remain on campus in order to attend an after-school activity that does not begin immediately after dismissal **MUST** be with a parent or other designated adult at all times. Unsupervised students will be sent to After-School Care for the appropriate fee.

## **RETURNING TO CLASSROOMS AFTER DISMISSAL**

Once the students are dismissed for the day they may not return to the classroom/lockers for forgotten items without permission. The school is officially closed at 3:30 p.m. Student requests to return to the classroom/locker after dismissal may be denied.

## **TELEPHONES/CELL PHONES**

Teachers are not available for telephone calls during school hours. Students may use the telephone in the office only in case of an absolute necessity; forgotten items are not necessities. Students may not be called out of class for telephone calls. However, a message will be given to the student in case of an emergency.

**CELL PHONES:** Students are not permitted to have cell phones on the Blessed Trinity school campus while under the supervision of staff or authorized volunteers. If a student needs a cell phone after school, he/she should bring the cell phone to the office upon arrival

**in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's locker or in his/her possession.**

**Persons operating a motorized vehicle are prohibited from cell phone use in a school zone.**

### **WRITTEN WORK AND NOTES REQUIRING PARENTS' SIGNATURES**

Parents may be contacted when the student neglects to return written work and notes requiring parental signature.

### **STUDENTS' SCHOOL RECORDS**

Parents have the right to review the cumulative records of their children with a person designated by the principal.

### **INSURANCE**

The Diocese requires mandatory Student Accident Insurance for all students in Catholic Schools. The coverage will take effect on the first day of classes of the school year.

### **COMMUNICATIONS**

Our school maintains communication with parents/guardians, students and the community in the following ways:

1. Handbook
2. Monthly calendars
3. Open House
4. Conferences
5. Telephone
6. Parish Bulletin
7. Notes from teachers or administrators (website or paper)
8. Home and School Association meetings
9. Email from Teachers/Administration
10. Email from BTCSINFO

Please check your child's folder and backpack daily.

### **SCHOOL DIRECTORY**

Every year, Blessed Trinity Catholic School provides parent directory information, including personal email addresses, in the Family Portal of FACTS SIS. This information is to be used for school-related communication only. The misuse of family information found in the directory is prohibited.

It is not the intent of, Blessed Trinity Catholic School to allow other individuals – parents, relatives, parishioners, local businesses. Etc. – to make use of the directory-provided information for anything other than school purposes. While directory information is considered public record, the sole reason we collect e-mail information is to provide parents academic information, notify them in the event of an emergency, or to send them important reminders.

### **ADDITIONAL COPIES OF SCHOOL DOCUMENTS/FORMS**

There will be a 25 cent per copy charge for any documents disseminated from the office (field trip forms, sports physical forms, etc.) for which the student requests a replacement copy.

### **PARENT-TEACHER CONFERENCES**

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

While we are as a school excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we at Blessed Trinity Catholic School will make every effort to contact you to clarify the situation. Parents, guardians, and family members who experience problems or are confused with some matter regarding your child’s educational experience are asked to show similar respect by striving first to learn the reasons behind a policy or inquire about the teacher’s or school’s understanding or decision before judging or forming an opinion. Those who are not satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached.

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school where a message will be given to the teacher to return your call. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
2. If the problem is more serious, the parent or guardian should inform the principal in writing or by phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately. Therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may be requiring our immediate attention at the time.

3. All staff members of Blessed Trinity Catholic School promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the spiritual, psychological, academic, and physical welfare of your child and his or her fellow students.
4. With this in mind, parents and guardians are expected to show the same concern and respect for the staff of Blessed Trinity Catholic School, as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community: assaults or harassment of a staff member, students or parents, intimidating or verbally abusing any member of the community--in person or in writing.
5. Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions:
  - a.) limiting or refusing permission to enter or use the school grounds or facilities.
  - b.) asking that someone other than the person exhibiting poor behavior represent the child's interest on school matters.
  - c.) refusing to allow the child to re-register, and in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

There is a **mandatory** parent-teacher conference at the end of the first quarter to discuss student performance.

### **PARENTS AND VISITORS**

Parents and visitors are welcome to visit the school. Please report to the office at the time of your arrival. It is required that all visitors/parents sign in at the office. Parents are welcome to visit their children during lunchtime. During regular school hours, all visits must be scheduled with the **teacher**. Parents should keep in mind that the school is an environment of learning and to keep the hallways, etc. quiet. It is requested that those volunteering do not converse in the hallways or peek in teachers' windows.

### **VOLUNTEERS**

The following documentation is required by the Diocese of St. Augustine prior to volunteering in a capacity that involves supervision of students:

1. Fingerprint clearance through the Diocese of St. Augustine – You must create a VIRTUS account by going to [www.virtusonline.org](http://www.virtusonline.org) to register and also to schedule a LiveScan fingerprint appointment, If you already have an account, please contact the HELPDESK at 1-888-847-8870 to recover your login information.
2. Attendance at a *Protecting God's Children* workshop - Protecting God's Children workshops are scheduled periodically throughout the parishes of the Diocese of St. Augustine

3. Electronically signed the following : Protection of Children and Vulnerable Adults Policy, Standards for Lay Employees and Volunteers , FDLE VECHS Waiver Agreement & Statement

The following activities will require volunteer clearance:

- Field trip volunteers
- Classroom/Cafeteria helpers
- Any activity which brings you in direct contact with students

**Volunteers who help with any Pre-Kindergarten activity during Pre-Kindergarten school hours must also be cleared via a Live Scan fingerprint process with the Department of Children and Families.**

In this day and time of so much danger to children, I know you will see the importance of knowing that anyone who deals with your child in the normal course of his/her school day is a person of good character. We have worked very hard to provide our students with a safe and secure environment and this is one more safeguard for them.

All volunteers are expected to dress appropriately. Clothing should be modest and neat.

Parents who volunteer in any capacity in the school may not drop in to a classroom to see their students during the day. This is an interruption to the teacher and to the educational process. The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **non-school aged siblings are not allowed to accompany parent volunteers to school for meetings, to serve lunches, to assist with class parties, etc.**

A refund of \$15 per hour may be given for each recorded service hour completed between **May 14, 2024 and May 12, 2025\***; maximum of \$300.

**\*Hours served in fundraising for the specific benefit of the 8<sup>th</sup> grade class or your child's sporting event are not included in the twenty-hour requirement.**

When volunteering during school hours, volunteers must sign in and out on the computer in the office. There are also opportunities to obtain volunteer hours for those who have not been cleared to work with the children (assisting teachers with tasks that may be done at home, school clean up days, etc.). Volunteer hours completed off-site or outside of school office hours must be documented on the *Adult Volunteer Service Hour Log*, which may be found on the **Forms** tab of the Blessed Trinity School website ([www.blessedtrinitycatholicschool.org](http://www.blessedtrinitycatholicschool.org)). Date, time, and nature of service must be included on this document. The service log should be submitted to the office quarterly. Signing in on a volunteer sign in sheet at an event does not preclude the necessity to submit the *Adult Volunteer Service Hour log* to the office. Sign in sheets will be used only to verify hours listed on the Adult Volunteer Service Hour logs submitted by individuals. They will not be used as source material for entering volunteer hour information.

## **SICK CALL**

If any student becomes too ill to remain in class, his/her teacher will send him/her to the school office. If it is necessary for the student to be sent home, office personnel will contact the parents. The students should be met and signed out at the office by a duly authorized person (name found on emergency card).

## **MEDICATION**

**Staff members of the school MAY NOT GIVE MEDICATION to a child** unless a Medication Authorization form signed by both parent and physician is provided. Prescription and over-the-counter medications will be given only if they are dropped off at the office in original containers properly labeled with the child's name, the name of the medication, and the dosage to be administered. Epi-pens and inhalers require additional documentation signed by both the parent and physician. The Medication Authorization Form will be placed on file in the school clinic. **ALL MEDICINES** sent to school must be clearly labeled and kept in the school office during school hours. If at all possible, please arrange dosage times to avoid the necessity of bringing medications to school.

**NO STUDENT MAY HAVE MEDICINE ON HIS/HER PERSON OR IN HIS/HER BELONGINGS DURING THE SCHOOL DAY. THIS INCLUDES HEADACHE PAIN RELIEVER MEDICINE, COUGH DROPS, OR LIP BALM.**

## **CLINIC/SAFETY**

Utmost precautions are taken to prevent accidents.

Children will be sent to the clinic when they are ill or have sustained an injury. After parents have been called, the child may remain in the clinic until an authorized adult has arrived to take the child home. Parents are asked to please pick up children as quickly as possible. The Office/Clinic Aide must remain with your child until your arrival and appreciates your efforts to arrive at school within the hour. Records are kept in the school clinic of students using the clinic daily for the following reasons: illness, injury, and administering medication. Accident reports are kept on file. **IT IS EXTREMELY IMPORTANT THAT YOU KEEP YOUR DAY TIME CONTACT INFORMATION UP TO DATE IN THE SCHOOL OFFICE.**

## **HEAD LICE POLICY**

If your child is found to have live head lice or nits (eggs) in the hair, you will be called and asked to pick up your child immediately from school. This same day, an informational letter will go home with the students in the class where head lice was found (and if siblings, the letter will go home with their classes, as well), so that parents will know to watch for signs of head lice for a period of 7 to 10 days (nightly checks recommended). Those parents dealing with a head lice problem must follow the policy below before the student may return or remain in school:

- Following treatment, your child may return to school. He/she should report directly to the school office with proof of treatment (the box top of the medication used). He/she will then be rechecked for signs of nits (eggs) in the hair or live head lice.
- Should nits (eggs) or live lice be found, you will be asked to, once again, remove your child from school until the nits and/or lice have been removed.
- Should your child be clear of all signs of head lice, he/she will be allowed to return to the classroom.
- After a period of seven days, you must bring the box top of the second medication used to retreat your child's head lice to the school office. At this time, your child will be checked again to be sure all signs of head lice have been removed from the hair. (Please check with school personnel to find out when the second box top is required).
- The school will make periodic checks of children found to have head lice within the seven-day to ten-day treatment periods. Any sign of nits (eggs) or live lice will result in the child being removed from school.

### LOST AND FOUND

Students are expected to be responsible for their own property. Students who find articles which have been lost or misplaced, are asked to turn them in at the school office. All students who lose articles are encouraged to check the Lost and Found, which is located in the office. All personal property should be properly identified with first and last name of the student and the grade. Lost textbooks will be returned to the respective classrooms. Unlabeled and unclaimed items will be disposed of weekly.

### TEXTBOOKS

All hardback books remain the property of Blessed Trinity Catholic School. Part of your annual operational fee is rental of these hard covered books. The proper care and handling of these books is the responsibility of the student. Any damage, defacing or loss will necessitate reimbursing Blessed Trinity for the full purchase price of the textbook. Most hardback books range from **\$75-100**.

All textbooks are to be covered by the end of the first week of school. Book covers are not to be taped to the inside covers. Do not use the self-sticking book covers as they leave a residue on the book and can be difficult to remove. Keep all hardback books covered at all times and handle them with T.L.C. **Blessed Trinity does not allow the use of Book Socks for textbooks, as these covers break the textbook binding.** The condition of your books will be assessed at the end of the school year.

### SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Blessed Trinity School is not responsible for student's personal property that is not



required to be at school for the purpose of the student's education. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

### **DRESS CODE**

School uniform regulations must be followed daily. Students should appear in a neat and orderly manner at all times when on school grounds. Any additions to the uniform or body will be left to the discretion of the principal. All articles of clothing must be permanently labeled. A note from the parent must accompany any exceptions to the following school uniform code.

School Uniforms should be purchased at: R.C. Uniforms  
11153 Beach Blvd.  
Jacksonville, Florida 32246  
904-646-0493

#### **Boy's School Uniform**

##### ***Pants***

Kindergarten through fifth grade: solid navy-blue dress pants or navy blue uniform shorts. Pants must fit properly and **not faded**. Shorts may be worn from the beginning of the school year through October 31 and from April 1 through the end of the school year. **Plain brown or black** belts are required.

Sixth through eighth grade: Solid navy-blue dress pants only. Pants must fit properly and **not faded**. **Plain brown or black** belts are required.

##### ***Shirts*** (R.C. Uniforms)

Kindergarten through fifth grade: green collared shirt with school logo, short or long sleeve purchased from R.C. Uniforms. No turtleneck shirts. No undergarment that is visible through the school shirt.

Sixth through eighth grade: white button-down collared oxford, long or short sleeve with school logo purchased at R.C. Uniforms. Shirts are to be adjusted properly in order for plain brown or black belt on trousers to be visible. No undergarment that is visible through the school shirt.

##### ***Shoes***

Solid dark leather oxford or loafer dress shoe cut below ankle, full shoe, closed shoe no more than one-inch heel. Sperry style boat shoes are acceptable **if** they are SOLID COLOR, no two tone leather, no plaid or decorative side insert, solid color mesh only. No platform shoes. No moccasins. If the shoe causes floor to be scuffed, you will need to replace them.

##### ***Socks***

Dress socks must be worn daily; plain (no symbols, emblems, or ruffles) black, blue, dark green or white. Sport style socks must be plain or have the school logo and have at least a two-inch cuff – principal approval. Cuffs may not be rolled down.

**Sweaters** (R.C. Uniforms)

Kindergarten through fifth grade: solid green cardigan sweater with school logo or black zip up sports-wick jacket with school logo purchased at R.C. Uniforms.

Sixth through eighth grade: solid dark maroon V-neck pullover sweater or vest with white school logo or black zip up sports-wick jacket with school logo purchased at R.C. Uniforms.

**Hair**

Hair must be above the eyebrows, top of ears, and above the collar, neatly styled. Students may not use special hair products to style hair, causing it to be stiff. Hair completely or partially shaven with long hair over the shaved area is not permitted. No spiking of hair. No design or straight lines shaved into hair. Hair may not extend more than two inches high above scalp. Students may not apply any products to hair that alters the natural color of their hair. No hair wraps or beads. Acceptable hair styles are at the discretion of the principal. Sideburns may not extend below mid-ear. No facial hair - must be clean shaven.

**Other**

No showy jewelry, earrings, tattoos, hats or caps are permitted. Make-up, artificial nails, and nail polish are not permitted.

**Girl's School Uniform** purchased at R.C. Uniform

Length may not be more than four inches from the floor at kneeling position.

<b>Grey Dress</b>	<u>Pre-Kindergarten and Kindergarten only.</u>
<b>Plaid Jumper</b>	<u>Pre-Kindergarten through Second grade: drop waist style</u>
	<u>Third grade through Fifth grade: vest/skirt style.</u>
<b>Plaid Skirt or Skort</b>	<u>Sixth through eighth grade</u>

<b>Blouse</b>	<u>Kindergarten through fifth grade</u> : white button-down front with Peter Pan collar, short or long straight sleeve. <u>No lace, ruffles or turtleneck shirts.</u>
	<u>Sixth through eighth grade</u> : white oxford blouse with logo, long or short sleeve (R.C. Uniforms).

**Undergarments**

No dark colored undergarments that are visible through the uniform blouse.

**Shoes**

Solid dark leather oxford or loafer dress shoe cut below ankle, full shoe, closed shoe, no more than one-inch heel. No saddle shoes. Sperry style boat shoes are acceptable **if** they are SOLID COLOR, no two-tone leather, no plaid or decorative side insert, solid color mesh only. No platform shoes. No moccasins. If the shoe causes the floor to be scuffed, you will need to replace them.

### ***Socks***

Dress socks or tights must be worn daily; plain (**no symbols, emblems or ruffles**) dark green, white, black or blue. Sport style socks must be plain or have the school logo and have at least a two-inch cuff – principal approval. Socks may not be rolled down.

### ***Sweaters*** purchased at R.C. Uniform

Kindergarten through fifth grade: solid green cardigan sweater or zip-up black sports-wick jacket with school logo

Sixth through eighth grade: solid dark maroon V-neck pullover sweater or vest with white school logo or zip-up black sports-wick jacket with school logo.

### ***Hair***

No hair in the eyes; hair should be well groomed. No hair wraps or distracting beads. Students may not apply any products to hair that alters the natural color of their hair. Hair completely or partially shaven with long hair over the shaved area haircuts are not permitted. No spiking of hair. No designs or straight lines shaved into hair. Hair may not extend more than two inches high above scalp. Hair should be kept out of the student's face. Acceptable hair styles are at the discretion of the principal.

### ***Other***

No hats, caps, or tattoos are permitted. Showy jewelry is not acceptable. Pierced earrings are to be post only (non-dangling and no hoops of any kind. Post may not be larger than ½ inch in diameter). No more than two earrings may be worn at any time: one in each ear (lower ear lobes only). Make-up, artificial nails, and nail polish are not permitted.

### ***P. E. Uniforms*** (R.C. Uniforms)

Pre-Kindergarten through 8<sup>th</sup> grade: Grey Blessed Trinity Catholic School P.E. shirt and black shorts must be purchased at RC Uniforms. Athletic shoes with tie or Velcro front closures, no slip-on style tennis shoes. During cold weather, children may wear black warm up top with logo purchased at RC uniform, and pants (straight leg) for P.E. NO JEWELRY should be worn during P.E. classes.

### **Non-Uniform Dress Code**

Occasionally, the students will be permitted to have a Non-Uniform Day. The following regulations must be followed:

Boys and girls in grades K-8 may wear shorts (beginning of school year through October 31<sup>st</sup> and April 1<sup>st</sup> until the end of the year, weather permitting) that fit at the waist and are longer than the child's fingertips when the arm is resting at the side. No biker or skintight shorts. Jeans must fit at the waist, cannot drag on the ground, must not be skintight, and must be clean and without holes. All pants must fit at the waist and shirttails tucked in. Shirts must not exhibit any obscene, vulgar, or anything considered "bad taste" pictures or sayings. **If you are not sure, don't wear it.** Children must wear socks with school shoes or sneakers. No sandals, boots, or high-top sneakers. The rules for hair and accessories remain the same as stated in the student dress code section. Students who come to school improperly dressed will be held in the school office until proper clothing is brought to them. Students will be held responsible for any missed information/assignments.

## **RESTROOM**

Blessed Trinity Catholic School complies with the requirements of 553.865 Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker rooms/changing facilities are designated exclusively for the use by biological females or biological males. Any student who willfully enters a school restroom or locker room/changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies.

## **BACKPACKS**

Pre-K through eighth grade: Backpacks with wheels are **not** allowed.

## **PHOTOGRAPHY**

Picture and video taking is prohibited by students unless consent is given by an authorized adult. Students are prohibited from possessing any instrument that has the ability to capture an image. Should a student be permitted to bring to school a camera or any technology with the ability to capture an image, it should be kept in the school office until the time it is authorized by a supervising adult for use. Pictures or videos captured at a school event are not permitted to be posted on social media sites.

Photography by parents/visitors while visiting the school is not allowed. Pictures are allowed at open invitation school events (Christmas programs, Fall Fest, etc.). However, please consider the privacy of those captured in the photo when posting to social media.

## **REPORT CARDS**

Report cards are issued four times during the school year for PK through 8<sup>th</sup> grade. If tuition is not up to date at report card time, it is the school's policy to withhold access to the student's report card until financial arrangements are made. Outstanding fees must be paid by the day prior to report card issuance in order for access to be granted to the report card. Access to the report card being withheld until such time that outstanding fees are processed. Should it be necessary to withhold the report card, the student will receive an envelope with a notification to contact the school office.

Parents should establish a RenWeb ParentWeb account to view their students report card. RenWeb ParentsWeb allows parents online access to their children's grades (test/assignment scores as well as quarter averages). An invitation to establish a ParentsWeb account will be sent via email at the beginning of the school year. **Access to the online grade book system will be suspended for those with outstanding financial obligations.**

Outstanding fees at the end of the year must be paid in cash. Payments will not be accepted after 4 p.m. on the last full day of school. If payment is not made by this time, access will not be granted to the year-end report card. The office will begin accepting payments again on the next business day after students have been dismissed for the summer.

There is a **mandatory** parent-teacher conference at the end of the first quarter to discuss student performance.

**The grading system is in accordance with the St. Augustine Diocese:**

<u>Kindergarten and First</u>		<u>Second</u>		<u>Third through Eighth</u>	
S	Student is proficient in meeting grade level skills	S+	Consistently meets grade level expectations with independence and accuracy	A	Outstanding (90-100)
N	Student shows a developing understanding of skills, assistance is required	S	Student is proficient in meeting grade level skills	B	Above average (80-89)
U	Student shows little understanding of the skills, cannot complete task independently	S-	Student is meeting the majority of grade level skills	C	Average (70-79)
		N	Student shows a developing understanding of skills, assistance is required	D	Below Average (60-69)
		U	Student shows little understanding of the skills, cannot complete task independently	F	Failure (0-59)

### STATEMENT OF ACADEMIC HONESTY

Blessed Trinity Catholic School considers cheating, in any form, a very serious matter. Presenting someone else’s work as one’s own, whether this is homework, class work, a research paper, a test or examination, is dishonest and deceptive. Repeated cheating on the part of a student indicates a serious character weakness. Cheating within a school situation becomes demoralizing for a group and undermines the entire school. If a student is found cheating, he/she will not be permitted to make up the work, will receive a “0” for the assignment, and will serve a one-day in-school suspension for cheating. (Please note: the behavior observed by the teacher is sufficient.)

**A student who cheats will not be permitted to be on the honor roll list during the quarter.**

### MIDDLE SCHOOL MATH PLACEMENT

The following criteria determines Math placement in the sixth, seventh and eighth grades:

6<sup>th</sup> Math Section II:

- 80% or higher -National percentile in math on Standardized test (Terra Nova) (composite—must include computation).
- 80% or higher in math—final 5<sup>th</sup> Grade class average.
- Teacher recommendation.

### 7<sup>th</sup> Pre-Algebra Section II:

- 85% or above academic average each quarter in sixth grade mathematics.
- 90+% national percentile in mathematics composite score (including computation) on grade 5 and grade 6 standardized test (Terra Nova).
- Optional end-of-sixth-grade proficiency test or a pre-algebra readiness test with a score of 85%.
- Recommendation of grade 6 mathematics teacher.
- Student will need to maintain an 85% average each quarter.
- A passing grade in Pre-Algebra 7 does not guarantee a student will be placed in Algebra 8, section II.

### 8<sup>th</sup> Algebra Section II:

- 90% or higher -National percentile on seventh grade Standardized test (Terra Nova)
- 85% or higher for all four quarters in Pre-Algebra 7<sup>th</sup>.
- 85% or higher on the final math exam in Pre-Algebra 7.
- Teacher recommendation.
- A passing grade in Algebra does not guarantee a student will be placed in Algebra I in high school.

## **AWARDS/HONORS**

### **Quarterly Awards – Fourth through Eighth Grades:**

Quarterly awards are calculated based on performance in all core and enrichment subjects.

- A Honor Roll (Quarter average of 90% and above)
- A-B Honor Roll (Quarter average of 80% and above)

### **Year-End Awards - Kindergarten through Eighth Grades:**

- St. Thomas Aquinas Award – A student in each grade who is always willing to be helpful to others and who best exemplifies true Christianity.
- Enrichment Class Awards – Based on participation, effort, and attitude (at the teacher's discretion)

### **Year-End Academic Awards - Fourth through Eighth Grades:**

Calculated based on performance in all core and enrichment subjects and satisfaction of criteria established by the Diocese of St. Augustine.

- Diocesan Superintendent's Award - Sixth through Eighth Grade students who achieve A Honor Roll (see above) all four quarters

- Diocesan Honor Roll Award - Fourth through Eighth Grade students who achieve A and A-B Honor Roll all four quarters (see above)
- Diocesan Student Athlete Award – With principal approval, Fifth through Eighth Grade students who achieve A or A-B Honor Roll all four quarters (see above) and participate in at least two sports
- Teachers may give classroom awards.

### **8<sup>th</sup> Grade Valedictorian and Salutatorian Awards**

Calculated on year-end average of all core and enrichment subjects.

### **National Junior Honor Society Membership**

NJHS membership is offered to eligible 7<sup>th</sup> and 8<sup>th</sup> grade students. Students must meet the minimum requirement of 93% in each of the core subjects: Math, Literature, English, Science, Social Studies, and Religion. A faculty committee will review potential candidates for final consideration.

## **HOMEWORK**

Homework is not to be equated with busy work and/or punishment, but as a strengthening device and as an extension of the learning experience that takes place in school. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Parents are encouraged to take an interest in the homework but must remember homework is only beneficial if done by the student. All students are responsible for their assignments to the extent that they are neatly done, completed and presented on time. The results of incomplete homework will show on report cards. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

## **TESTING**

Individual teachers do testing within each subject area. This helps to establish a student's performance within the subject. Standardized tests are administered each year in the spring in 2<sup>nd</sup> through 8<sup>th</sup> grade. These testing procedures and schedules are approved by the Florida Catholic Conference and will be carried out in all Florida Catholic Schools.

## **INDIVIDUAL TESTING/EVALUATION**

All paperwork requiring teacher evaluation comments must be submitted through the school office.

## **SPECIAL NEEDS CHILDREN**

The Catholic School community in the Diocese of St. Augustine has a goal of helping all children reach their full potential intellectually, emotionally, and spiritually.

Individual schools establish admission policies for their own schools, which target students who are able to manage in a mainstream setting. Limited resources prevent us from accepting students who would require more than simple accommodations/minor adjustments.

## **GIFTED**

Duval County does not invite classroom teachers to the meetings about staffing of gifted students. Therefore, it is the responsibility of the parent to inform the school when a child has been accepted into the gifted program. Notes to the classroom teacher will be required to inform the school of any schedule changes of the weekly class. The note should be sent to school as soon as the change is made available. The acceptance of these changed dates is at the discretion of the classroom teacher.

All work that will be missed while the student is attending gifted class will be assigned prior to the absence and will be due on the day of return. All projects and long-term assignments will be due on the designated date.

It is important that the child who attends these supplementary classes continues to maintain the work and responsibilities for the Blessed Trinity classroom teacher. If at any point this fails to happen, a conference will be called with the parents, teacher, and principal.

## **HOME SCHOOLED**

Any parishioner that is being Home-Schooled is not allowed to participate in school activities.

## **RETENTION**

Most students will be able to follow the school's regular Program of Sequential Learning. However, testing, diagnosis and actual performance may indicate that some students cannot complete a year's work in that time. Therefore, it may become necessary to retain a pupil an additional year in a particular grade. Should that be the case, school personnel will follow Criteria for Retention.

### ***Criteria for Retention:***

The following indicates the specific failure(s) on each Grade Level that could result in retention at a particular Grade Level:

- Kindergarten: - Lack of readiness in Reading, Math, and communication skills.



At the primary level, especially Kindergarten, special consideration in a decision to promote a student will be given to social, emotional and maturation levels. Consideration is also given to physical size and chronological age.

- Grades One through Three: - Failure in Reading/Language Arts or Math (This should be reflected by a “U” as the final grade on the student’s report card.)
  1. Any student failing one major subject must receive 30 hours of tutoring in that subject area.
  2. Any student failing two subjects must receive 50 hours of tutoring in those subject areas.
  3. The summer school tutor must be a certified teacher approved by the school’s administration.
  4. The student must present a notebook with samples of all the work completed during the summer.
  5. The student may be required to take a test to prove proficiency.
  
- Grades Four through Eight: - For promotion in Catholic school, a passing grade must be achieved in all major subjects: Religion, Reading, Language Arts, Math, Social Studies and Science.
  1. Any student failing one major subject must receive 30 hours of tutoring in that subject area.
  2. Any student failing two subjects must receive 50 hours of tutoring in those subject areas.
  3. The summer school tutor must be a certified teacher approved by the school’s administration.
  4. The student must present a notebook with samples of all the work completed during the summer.
  5. The student may be required to take a test to prove proficiency.

If one of the failed subjects is Religion, the student must make up work if he/she wishes to return to the school or to enroll in any other Catholic school in the diocese.

When the probability of retaining a student arises, the parents are to be informed and a decision is to be made as soon as possible. All necessary documentation is to be on file in the office of the principal including Possible Retention form (to be signed by parent) along with any written response of the parents.

Retention of a student is a serious responsibility and warrants a careful and complete examination of a student’s performance and achievement. Not every academic problem can be remedied by retention.

Although the principal consults with teachers and parents, the final responsibility for retaining a student rests with the principal.

### **Failure of a Major Subject in Eighth Grade:**

An eighth-grade student who fails to obtain a passing grade in any one of the major subjects (Religion, Reading, Language Arts, Math, Social Studies and Science) will be ineligible to participate in the eighth-grade end of the year activities – awards dinner, class trip and graduation mass/ceremony.

### **RELIGIOUS EDUCATION**

All grades will attend Mass one morning a week, weather permitting. Parents and families are invited to celebrate Masses with the students. Parents are asked to attend Mass on Sundays with students.

Sacramental preparation for First Penance and First Communion takes place in grade 2. The sacrament of Confirmation takes place in grade 8.

Religious devotions (Rosary, Stations of the Cross, May Crowning, etc.) are held at appropriate times of the Church year.

Religious Education is part of the curriculum at every grade level.

### **FIELD TRIPS**

1. Field trips are considered a part of the curriculum, as they are concrete learning experiences. Special forms are sent to parents explaining policy, rules, and regulations relative to this type of activity. Students are expected to attend. In compliance with Diocesan policy, students who fail to submit a proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms. Should your child misplace the original form, a duplicate may be picked up in the school office at a per copy charge of 25 cents. Field trips are designed to correlate with teaching units and to achieve curricular goals. Uniforms are to be worn except when circumstances, as defined by the administration, call for otherwise.
2. Field trips are re-evaluated each year to determine the trips' compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensures a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. For the safety of all field trip attendees, students who are deemed by the teacher or administration to require one-to-one supervision due to behavioral issues must have a parent accompany them on the field trip. If a parent is not cleared to volunteer (see page

- 21) or is unable to attend the field trip, the student should be kept at home on the day of the field trip.
9. A written **official permission slip**, signed by the parent or legal guardian and witness, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due no later than three days prior to the scheduled trip. **Note:** a fax does not take the place of an original signature.
  10. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
  11. Parents may refuse to permit their children from participating in a field trip by stating so on the proper form. Students who do not attend a field trip are expected to be in attendance at school and will be assigned work for the day.
  12. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
  13. All monies collected for the field trip are **non-refundable**.
  14. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
  15. Parents who are not “official” chaperones may not drive to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company ensures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

**Students can be denied participation if they fail to meet behavioral requirements.**

***EVERYONE, INCLUDING PARENTS/GRANDPARENTS/GUARDIANS, ETC., MUST HAVE FINGERPRINT CLEARANCE ON FILE WITH THE DIOCESE, SIGNED ACKNOWLEDGMENT OF ETHICAL CONDUCT, AND MUST HAVE ATTENDED A PROTECTING GOD’S CHILDREN WORKSHOP TO CHAPERONE A FIELD TRIP OR VOLUNTEER IN A SUPERVISORY CAPACITY WITH STUDENTS.***

## **ATHLETIC TEAMS**

### **Basketball/ Cross Country/ Soccer/ Volleyball/Softball/ Track and Field/Cheer**

#### **Rules of Eligibility (Academic)**

Eligibility shall apply to all athletic and allied activities of the Catholic Grade School Conference.

- (a) A student is academically ineligible if he/she receives two (2) grades (or more) of 69 (D) or below in a major subject. If he/she receives any one (1) 59 (F) or below, that student is also academically ineligible. The major subjects include: Social Studies, Math, Science, Religion, Reading/Literature, and English/Spelling. Principals reserve the right to make a policy with stricter guidelines to deal with this rule on the local level.
- (b) Students’ grades are evaluated at mid-quarter (progress reports) and at the end of the quarter (report cards) for eligibility.
- (c) If a student is academically ineligible, the length of the suspension is five (5) academic days for suspension at Progress Reports; ten (10) academic days for suspension at Report Cards. The suspension begins on the day following distribution of progress reports and/or

report cards. Eligibility may be regained following the five (progress report) or ten (10) day suspension, if the grade(s) adhere to the rules of eligibility as stated in (a). Students must be academically eligible prior to tryouts according to existing criteria.

- (d) Principals reserve the right to suspend a student from a team for unsatisfactory conduct.
- (e) All students shall be given equal opportunities to try out for all teams and eligibility rules shall apply when a student is part of the team.
- (f) If a student is ineligible at his school and then transfers to another school, his ineligibility will be carried over to the next report card.
- (g) The Pastor or Principal may at any time declare a student, by lack of school attendance or improper conduct, ineligible.
- (h) Grading Policy - Diocese of St. Augustine:

100-90	A	Passing
89-80	B	Passing
79-70	C	Passing
69-60	D	Passing
Below 60	F	Failure

NOTE: Grade of "I" for "Incomplete" means failure unless completed in one week after evaluation report.

- (i) In accordance with FHSAA rules, any student who repeats 7<sup>th</sup> or 8<sup>th</sup> grade and has played a school sanctioned sport, he/she is ineligible to play that sport the year he/she is repeating.

***Please note: A second letter grade "F" on a report card during the school year will automatically result in the student being removed from all team rosters for the remainder of the school year.***

***Sports letter/bars are given to eligible varsity athletes in 4<sup>th</sup> grade and up.***

***Students who do not participate in at least 80% of the scheduled practices and games due to suspension or other reason are ineligible to receive a sports letter/bar and will not be invited to attend the end of the year Sports banquet.***

### **Rules of Eligibility (Non-Academic)**

Eligibility shall apply to all athletic and allied activities of the Catholic Grade School Conference. The medical form (includes medical history, physician approved participation, and participation application) must be dated after June 1 of the previous school year and be kept on file at school.

- (a) Injury – Any student not allowed to play because of injury must have a "clear to play" report from the physician before returning to play.
- (b) Transfers – Any student who transfers into a school after a sports season has begun is ineligible to play that sport.
- (c) Age Eligibility – If an athlete turns fifteen (15) before August 31 of the school year, he/she may not play any sport for that entire school year.
- (d) Unsportsmanlike Conduct for Athletes – Any athlete who strikes, curses, is removed from a game, threatens an official, or is guilty of any other related misconduct during a game, or at any other time due to resentment over occurrences or decisions during a game, shall **SERVE A MANDATORY SUSPENSION FOR THE NEXT GAME AND MAY BE**

**SUBJECT TO FURTHER SUSPENSION FOR A SPECIFIC TIME** and therefore shall be ineligible to participate in interscholastic athletics for a period of no more than ten (10) academic days. The effect of a suspension shall be to prohibit an individual player from taking part in interscholastic activity for a specified length of time for violation of the rules of this Conference. An appropriate committee of league coaches and official(s) involved shall determine a sanction that shall require the advice and consent of the principal(s) and the Superintendent of Schools.

*The Superintendent, Principal, and Commissioner will have the final decision-making authority over all issues of athlete misconduct.*

- (e) Ineligible players at games – Ineligible players are not allowed to sit on the bench during any athletic contest. This includes academically ineligible players. The penalty for playing an ineligible player or for an ineligible player sitting on the bench shall be the loss of any game or games in which that player was involved while ineligible.
- (f) A student may not attend a practice or game the day of a school absence. A student not present for 3 ½ hours during the school day is considered absent for athletic competition.

### **AFTER-SCHOOL ACTIVITIES**

A student who is not in attendance or who is sent home from school due to illness or conduct may not participate in any after-school activities scheduled for that day. **STUDENTS MUST BE PRESENT A MINIMUM OF ½ DAY (A MINIMUM OF 3 1/2 HOURS) TO BE ELIGIBLE TO ATTEND PRACTICES AND SPORTING EVENTS.**

### **SCHOOL SAFETY PATROL**

Students in grades 5 and 6 are eligible to serve on the school patrol. Serving on the school patrol is both an honor and a responsibility. Principal reserves the right to remove a student from serving as a patrol for any unsatisfactory conduct. A student is academically ineligible to serve as patrol if he/she receives two (2) grades of 69 (D) or one grade of 59 (F) in a major subject. The length of suspension is 5 academic days for progress report and 10 academic days for report card. Student should attend help session(s) while suspended. Blessed Trinity is not liable for any loss of funds should a student be removed from Safety Patrol after payments have been made toward the Washington DC trip.

### **CANTEEN**

Canteen items are available to the students during their lunch period. Assorted chips and cookies can be purchased using cash.

## PARTIES

Parties are scheduled throughout the school year for holidays and special occasions. The teacher and homeroom parent decide the appropriate refreshments and activities. No red drinks in an open container will be served in the classroom. Parents may be asked to donate food or money to defray the cost of the party.

In an effort to be Christian in our approach to dispensing birthday and/or party invitations and to avoid hurt feelings, the following policy will be utilized:

1. The office or teacher will not provide telephone numbers or addresses of students.
2. Invitations may only be disbursed in school if the entire class is invited or if all boys or all girls only are invited.
3. Flowers, balloon bouquets, etc. will not be delivered to a student during the day. Students will be notified at 2:25 p.m. and called to the office to pick items up.
4. If cupcakes, cookies, brownies, etc. (please, no cakes) are brought to the cafeteria at lunch time, they may only be distributed to the class of the student whose birthday is being celebrated (even if the student has a sibling in another class).

**\*\*Please note that the younger children will often discard the entire cupcake after eating the frosting. You may want to consider purchasing mini-cupcakes or cookies if your child is in Pre-Kindergarten through Second grade.**

## CHEWING GUM

Chewing gum is not permitted. Students who bring gum to school, distribute, or chew gum on school premises will be fined \$10.00 and receive a conduct referral. This includes before, during, and after school. Chewing gum is destructive to furnishings, rugs, clothing, etc.

## BLESSED TRINITY STUDENT CODE OF CONDUCT

As we endeavor to help students grow into the well-rounded mature adults that our school philosophy dictates, it is necessary that all members of the Blessed Trinity student body demonstrate certain desirable behaviors. It is also necessary that certain unproductive or harmful behaviors not take place (as listed below). In order for this policy to work, it is necessary that the school and the home cooperate. Our children will all benefit and the school atmosphere will be enriched.

### Kindergarten through 5<sup>th</sup> Grade

#### **Level I Offenses**

- Violation of classroom rules

- Irreverence at church, liturgies, and prayers
- Nonconformity to the dress code
- Tardiness
- Non-preparedness for class
- Gum Chewing (\$10 fine)
- Use of obscene or indecent language or gestures
- Disruptive behavior in common areas
- Stealing
- Academic dishonesty
- Use of racist or discriminatory language
- Violation of the *Sexual Harassment Policy*
- Bringing discredit upon Blessed Trinity Catholic School
- Disrespect
- Leaving school property without adult supervision
- Throwing food in the cafeteria\*

### **Consequences – Kindergarten through 8<sup>th</sup> Grade**

The offending student is subject to one or more of the following disciplinary actions:

- Verbal reprimand
- Time out
- Removal from the classroom
- Referral to parents
- Additional academic assignments
- Referral to the principal or assistant principal
- Conference with parents
- After-school detention
- Suspension (resulting in zero for the day for any enrichment classes)
- Financial restitution to the school or victim for financial expenses incurred as a result of the offensive conduct
- Loss of honor status for the quarter
- Two days of silent lunch
- Saturday School

**\*Any student caught throwing food or playing with food in such a manner as to cause damage or create unnecessary cleanup in the cafeteria will receive an automatic Saturday School.**

### **Level II Offenses**

- Multiple Level I Offenses
- Continuation of Level I Offenses
- Defiance of school appointed authority figure
- Physical confrontation or physical harm to another
- Destruction of school property

## **Consequences - Kindergarten through 8<sup>th</sup> Grade**

- Loss of Honor Roll Status. Behavior deemed contrary to the expectations of a Blessed Trinity Catholic School student may result in loss of honor roll status for the quarter in which the behavior occurred, at the discretion of the principal.
- The offending student is subject to one or more of the disciplinary actions listed for Level I offenses and is also subject to **expulsion** from Blessed Trinity upon recommendation of the principal. If expulsion is recommended for consideration, the Dispute Resolution procedures will be followed.

## **6<sup>th</sup> Through 8<sup>th</sup> Grade**

### **Level I Offenses (2 Points)**

- Late to class
- Violation of classroom rules
- Disrupting a class
- Dress Code Violations
- Excessive Talking
- Chewing gum (\$10 fine)
- Eating in unauthorized areas
- Disruptive behavior in school common areas
- Inappropriate public displays of affection
- Irreverence at church, liturgies, or prayers
- Neglecting Homework/ Projects
- Throwing food in the cafeteria\*
- Other

### **Level II Offenses (5 Points)**

- Cheating/Academic dishonesty
- Cutting a class
- Fighting
- Vandalism
- Graffiti
- Leaving school grounds without permission
- Disrespect of a staff member/student
- Swearing
- Use of obscene or indecent gestures
- Possession of or transfer of obscene materials
- Use of racist or discriminatory language
- Harassment of a verbal, written, or physical nature, including violation of the Sexual Harassment Policy
- Malicious Gossip



- Bringing discredit to Blessed Trinity Catholic School
- Defiance of school appointed authority figure
- Other

### **Level III Offenses (10 Points)**

**\*\*\*Depending on the severity of the misconduct, a detention, suspension or expulsion may be warranted upon initial incident.**

- Arson
- Assault and battery on a staff member
- Assault and battery on another student
- Bringing discredit to Blessed Trinity Catholic School
- Defiance of school appointed authority figure
- Possession of a gun in the school
- Possession of alcohol in the school
- Possession of drugs in the school
- Possession of tobacco in the school
- Smoking in school
- Theft
- Any conduct that would constitute a misdemeanor or felony under federal or state Florida Laws
- Improper use of Technology
- Other

### **Consequences – 6<sup>th</sup> through 8<sup>th</sup> Grade**

Consequences for inappropriate behavior are listed below. These accumulation totals are based on an entire school year. Totals will not transfer to subsequent years.

- Students accumulating **10 points** will serve one Saturday School session.
- Students accumulating **15 points** will serve one day in-school suspension and be suspended from any school sponsored athletic team for a period of one school week. In-school suspension will result in a zero for the day for any enrichment classes.
- Students accumulating **20 points** two days of Saturday School.
- Students accumulating **25 points** will serve two days of in-school suspension and be suspended from any school sponsored athletic team for a period of two school weeks. In-school suspension will result in a zero for the day for any enrichment classes.
- Students accumulating **30 points** will serve one out-of-school suspension or in-school suspension as deemed appropriate by administration.
- With ANY further infraction, the student will not take part in any school sponsored athletic team or field trip for the remainder of the current school year. Parent/Student conference

with Principal and/or Pastor – possible expulsion. If expulsion is recommended for consideration, the Dispute Resolution procedures will be followed.

- Behavior deemed contrary to the expectations of a Blessed Trinity Catholic School student may result in loss of honor roll status for the quarter in which the behavior occurred, at the discretion of the principal.

**\*Any student caught throwing food or playing with food in such a manner as to cause damage or create unnecessary cleanup in the cafeteria will receive an automatic Saturday School.**

**Please note:** Students in possession of, use, or transfer of controlled substances, substances represented to be a controlled substance, alcohol, knives, firearms, and other weapons or dangerous objects and facsimiles thereof, combustible or flammable liquids and products will be subject to immediate suspension; upon review of the grounds for expulsion. When expulsion is recommended for consideration, the Dispute Resolution procedures will be followed.

*Consequences are applied to student misconduct off-campus when it is determined that such misconduct creates a hostile environment or threatens substantial disruption at school or interference with the rights of students to be secure.*

#### In-School Suspension

- All in-class assignments\* are sent to the office for the student to complete.
- The student may take any exams administered on the day of the in-school suspension. Test grades will be counted.
- The student will receive a grade of 0 for any enrichment classes missed on the day of the in-school suspension.

\*At the end of the day, the student should find out what homework has been assigned. The student will not be allowed to work on homework during the suspension.

#### Out-of-School Suspension

- The student will receive a grade of 0 on all class assignments including exams.
- The student will receive a grade of 0 for any enrichment classes missed on the day of suspension.

**Students and parents/guardians are presumed to be aware of school rules, regulations, and the Code of Conduct.**

The faculty and administration work consistently and diligently toward providing our students with a safe and wholesome atmosphere where education and values are taught and practiced.

Any buying, selling, possession, or use of narcotic drugs or alcohol whether on campus or during all school sponsored activities, such as field trips, athletic events, etc. or on a school bus transporting students to or from school or these activities, will result in the immediate expulsion of the offending student(s).

Any explicit sexual activity, either alone or with another student whether on campus or during all school sponsored activities, such as field trips, athletic events, etc. or on a school bus transporting students to or from school or these activities, will result in the immediate expulsion of the offending student(s).

### **SATURDAY SCHOOL**

Hours for Saturday School (SS) are 8 a.m. - 11 a.m. Doors will open at 7:45 a.m. The doors will be locked at 8:00 a.m. and no late arriving students will be allowed to enter. All students will be expected to stay until 11:00 a.m. Parents will be charged \$25 per session.

- Students must dress and act appropriately. No music or video devices of any type will be allowed. Students will not be able to use telephones, cell phones, or any other electrical devices during the Saturday School session. Sleeping will not be permitted. Food and beverages will not be allowed.
- Talking is allowed only with supervisor's permission. Students who cause disruptions or are otherwise disrespectful may be removed from the SS session and will be referred to the office on Monday for further disciplinary action.
- Absences due to illness will only be excused with a medical note and it must be presented to the administration on the first day after Saturday School. It is important to remember that students assigned SS will serve it regardless if a school activity is scheduled during that time. Example: A student is assigned 3 hours of SS and the student also has a softball game during that time. The student would miss the game and attend SS.
- All transportation to and from SS is the responsibility of the student and/or parent.
- Students assigned to SS will be expected to attend the next scheduled Saturday unless fewer than 3 days' notice was given. In that case, the students would be expected to attend on the next scheduled Saturday. Example: a student is assigned SS on Thursday the 17<sup>th</sup>; the next SS is on Saturday the 19<sup>th</sup>. This student would not have to attend this session but would have to attend the next scheduled SS after the 19<sup>th</sup>. Students who wish to serve a SS with less than 3 days' notice may do so at their own discretion. However, they must alert the office of their decision prior to 1:30 p.m. Friday afternoon.
- There will be a 10 minute break taken at 9:30 a.m. During this time, students will be allowed to go to the restroom, to their lockers and visit with other students.
- After 11 a.m. there is a \$1 per minute charge per child that is not picked up.

- STUDENTS WHO ARE LATE FOR OR MISS THE ASSIGNED SS SESSION WILL BE PLACED ON THE SS LIST FOR THE FOLLOWING SS SESSION AND CHARGED FOR BOTH SESSIONS. IF THEY FAIL TO ATTEND THE FOLLOWING SESSION, THEY WILL BE SUSPENDED FROM ALL CLASSES.

### **INSPECTIONS & SEARCHES OF PERSONAL EFFECTS, LOCKERS AND DESKS**

The health, safety, and welfare of students, faculty, administrators, staff, and volunteer personnel is an extremely important consideration for Blessed Trinity Catholic School. Accordingly, there will be occasions when a student's personal effects, desk, and/or locker will need to be examined to ensure that health, safety, and welfare is maintained. The principal may direct non-discriminatory inspections of lockers, desks, and personal effects of the entire school or recognizable segments of the school, such as a particular grade or grades. The primary purpose of such inspections is to ensure that contraband items and items detrimental to health, safety, and welfare are not within the school premises. Contraband is defined as items and materials that the student is prohibited to possess as a matter of federal or state law as well as items and materials prohibited by school regulations, such as gum, medications, flammable liquids, etc. Although the primary purpose of these inspections is health, safety, and welfare, students will be subject to disciplinary action upon discovery of contraband during the inspection. Additionally, upon reasonable suspicion that a student or students committed offenses of the Code of Conduct or committed violations of federal or state criminal statutes, the principal may direct a search of the personal effects, desk, or locker of the students concerned when there is reasonable suspicion that the instrumentalities of the offense, the fruits of the offense, or contraband items relating to the offense would be found therein.

Each student is assigned a locker or cubby in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated inside or out with items deemed inappropriate. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Students in Grades 6 – 8 are issued a school-owned combination lock to use to protect their personal items. The school maintains a universal key and reserves the right to open student lockers at any time without probable or reasonable cause. The locks are the property of Blessed Trinity Catholic School. Students will be responsible for replacement of any lost or damaged lock.

### **THREATS AND VIOLENCE**

It is the desire and expectation of every administrator, teacher, parent, and student that all will be safe in our schools. The Catholic teaching of respect for the dignity of each person because he/she is made in the image and likeness of God provides the basis for who we are. It is important that this teaching permeates the Catholic school community.

However, there are times when some fail to measure up to this standard and we need to act accordingly. All threats of violence that are verified will be taken seriously. A threat is an expression of intent to cause physical or mental harm regardless of whether the person

communicating the threat has the present ability to carry out the threat and regardless of whether the threat is conditional or future. Threatening behavior consisting of words or deeds that are intended to intimidate anyone in the school community is strictly forbidden.

If a student makes a threat, the principal, at his/her discretion may suspend/expel the student from school. If suspended, the student may be required to receive psychological assessment and counseling and, if required, the student may return only if he/she presents a written recommendation to that effect from the psychologist/psychiatrist and the administration is willing to have the student return to school. A reinstatement conference should take place with the parents and student. Parents should be notified in writing that a second offense will result in further disciplinary actions up to and including expulsion.

### *Police May Be Called*

If the administrator has reason to believe that a crime has been committed, the police may be called.

## **SEXUAL HARASSMENT POLICY**

Catholic teaching recognizes that we are each made in the image and likeness of God and that we treat each person with dignity and respect. Faculty and students alike should model this teaching.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other inappropriate oral, written, or physical conduct of a sexual nature. Sexual harassment, as defined above, may include but is not limited to the following:

- Verbal or written harassment or abuse of a sexual nature
- Pressure for sexual activity
- Repeated remarks of a sexual nature to a person, accompanied by implied or explicit threats

Any student who alleges sexual harassment by another student should bring this matter to the attention of the principal, and his or her parents/guardians, teachers, and guidance counselor. The principal will ultimately investigate the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

A substantiated charge of sexual harassment against a student shall subject that student to disciplinary action, which may include but not be limited to suspension or expulsion.

### **SCHOOL DANCE**

No sexually suggestive or erotic dancing is permitted at officially sponsored school dances. The chaperone will give a formal warning at the first infraction. If there is a recurrence involving either one or both of the offending parties, they will be ordered to return home. Parents must be available to retrieve their child should this occur and they are summoned to pick up their son or daughter.

## **INTERNET ACCEPTABLE USE POLICY**

In virtue of the values professed in Catholic schools of the Diocese of St. Augustine, appropriate use of the Internet now available to students and teachers on site at many Diocese schools is assumed. We are very pleased to bring this access to our school community and believe the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication.

The Internet is a vast, global, electronics communication network, linking computers at universities, high schools, science labs, and other sites. Through the Internet, one can communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, many titles are available for downloading on the Internet, most of which are of educational value. Because of its enormous size, the Internet's potential is endless. It is possible to speak with everyone from prominent scientists to world leaders to a friend at college.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. It is impossible to control all materials on this global network, and an industrious user may discover controversial information. We (the Diocese of St. Augustine) firmly believe that the valuable information and interaction available on this worldwide network far outweigh the possibility that users may procure material that is not consistent with the educational and religious goals of our community.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users, who must adhere to strict guidelines. It is the purpose of these guidelines, as well as the contract for Internet use, to make sure that all who use the Internet, both students and faculty, use the valuable resource in an appropriate manner. If a user violates any of these guidelines, his or her access will be terminated and future access could be denied. The Internet Coordinators reserve the right to examine all data at any time.

The most important prerequisite for someone to receive an Internet access privilege is that he or she takes full responsibility for his or her own actions. Diocesan schools and the sponsors of Internet connections will not be liable for the actions of anyone connecting to the Internet through their hook-ups. All users/their parents shall assume full liability, legal, financial, or otherwise, for their actions.

### ***Internet – Terms and Conditions of Use***

1. **Acceptable Use:** The primary purpose of the Internet connection is to support education by providing access to unique resources and the opportunity for collaborative work. The school's Internet access must be in support of education and research and consistent with educational objectives. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or

obscene material, or material protected by trade secret. Be aware that pirating or transfer of certain kinds of materials is illegal and punishable by fine or jail sentence.

2. **Privileges:** The use of the Internet is a privilege, not a right, and inappropriate use will result in a suspension or cancellation of that privilege. The Internet Coordinators will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of schools may request the Internet Coordinators to deny, revoke, or suspend specific user access privileges.

3. **Network Etiquette:** Users are expected to abide by the generally accepted rules of network etiquette and those established by the Diocese of St. Augustine which include, but are not limited to, the following:

- Users may not post personal contact information about themselves or other people. Personal contact information includes complete names, home address, telephone number, school address and credit card number.
- Users must be polite and use appropriate language. They may not be abusive in messages to others or use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users must promptly report any messages received that are inappropriate or make them feel uncomfortable to the Internet Sponsor.
- Users may not agree to meet with someone they have met online.
- Electronic mail (e-mail) is not private. People who operate the system do have access to all mail. All incoming e-mail will be through a classroom account and will be read by an Internet Sponsor before being distributed to users.
- Illegal activities are strictly forbidden. Users may not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons.
- Messages relating to or in support of illegal activities must be reported to the authorities. If users mistakenly access inappropriate information they must immediately tell their Internet Sponsor. (They may not show this information to other users.) This will protect users against a claim that they have intentionally violated this policy.
- Users may not download any software without the prior consent of their Internet Sponsor.
- Users may not use the network in such a way that would disrupt the use of the network by other users.
- Users may not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.

- Users must assume that all communications and information accessible via the network are private property.
4. **Warranties:** The Diocese of St. Augustine and the schools of the Diocese make no warranties of any kind, whether expressed or implied, for the Internet services provided. The Diocese of St. Augustine and the schools of the Diocese will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at the users own risk. The Diocese of St. Augustine and the schools of the Diocese specifically deny any responsibility for the accuracy, quality or timeliness of information obtained through its services.
  5. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If users feel they can identify a security problem on the Internet, they must notify their Internet Sponsor. Users may not demonstrate the problem to other users. Attempts to perform administrative functions will result in the suspension or cancellation of user privileges. Any user identified as a security risk or having a history or problems with other computer systems may be denied access to the Internet. Unauthorized use of this access will be treated as theft.
  6. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other agencies or networks that are connected to any of the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.
  7. **The Student's Code of Internet Conduct** is made available to each family. Disciplinary action including suspension may be administered at the discretion of the principal or designee. Technology Coordinators and all other teachers' responsibilities are included in the school's faculty handbook and with the Technology Benchmarks (syllabus). Internet policies are outlined in greater detail in the Administrator's Handbook of the Diocese of St. Augustine. If a user violates any of these guidelines, his or her access will be terminated and future access could be denied. The Office of Educational Services, school principals, and school technology coordinators each reserve the right to examine the school's data at any time.
  8. **Personal Internet:** Users may not post on personal Internet (ex. Facebook.com) sites to which they have access away from school grounds, any pictures or inappropriate text comments that reflect a negative image of the school or school personnel, other students, races, and/or ethnicities.
  9. **Email Communication:** All email communication between staff and students at Blessed Trinity Catholic School should be conducted through the school email system. Email communication should NEVER be conducted through personal email accounts, social networking websites, or other remote third-party websites.

### **DISPUTE RESOLUTION**

Blessed Trinity Catholic School, as part of the larger faith community of the Church, desires to impart fairness and justice in all actions and judgments made by administrators and teachers. While



it is important to maintain and protect the rights of students/guardians, they should be made aware of their respective rights and responsibilities, which arise from and complement these rights. Students and parents/guardians are presumed to be aware of school rules, regulations, and the Code of Conduct.

### **Dispute Resolution Procedures:**

These procedures apply when a student commits a violation of the Code of Conduct and where the principal determines that the violation warrants consideration for the student's expulsion from school.

1. The student's parents/guardians will be contacted and informed of the nature of the violation and will be required to immediately pick up the student from school. The student will thereafter be suspended from school until decisions are reached on the violation and the consequences.
2. A Review Board will be convened within three school days after the suspension. (Saturdays, Sundays, and holidays do not count as school days.) The Review Board will consist of the principal, assistant principal, a teacher chosen by the administration, and a teacher chosen by the parent or guardian of the student.
3. The Review Board will afford the student and his parent(s) or guardian(s) the opportunity to review the available evidence and materials relevant to the incident. The student and his/her parents/guardians will be given an opportunity during the hearing to present matters relevant to the issues including matters in extenuation and mitigation of the offenses. If the violation is alleged to have caused personal injury, property loss, or property damage, the purported victim(s) of the personal injury, property loss or property damage will also be given an opportunity to submit matters to the Review Board in person or in writing as the Review Board deems fit. There is no right to attorney representation at the hearing. In determining whether a violation of the Code of Conduct is substantiated, the Review Board will apply a preponderance of the evidence standard.
4. The Review Board will issue a written decision concerning the student's culpability and disciplinary or corrective measures as soon as reasonably practicable (normally within 48 hours of the termination of the hearing). The decision of the Review Board will be enforced by the school administration.
5. Within 24 hours (not including Saturdays, Sundays, or holidays) of notice of the Review Board's decision, the parent/guardian of the student may appeal the Review Board's decision to the Pastor for further review and decision.
6. The decision of the Pastor will be carried out and upheld by the school administration.
7. Any further appeal of the decision by the parents/guardians must be through the Diocese of St. Augustine Dispute Resolution System.

## **SCHOOL LOGO AND LETTERHEAD**

Blessed Trinity Catholic School logos and letterhead may not be reproduced and used without direct permission from the school administration.

## **HOME AND SCHOOL ASSOCIATION**

The Home and School Association works to support and enhance the educational ministry of the school. Fundraising, parent education, and building community are goals of this organization. The Home and School Association Board consists of the President, Vice President, Secretary and Treasurer. A fundraiser chair and volunteer chair may also sit on the board. General meetings inviting all parents to attend are held six times a year.

## **BLESSED TRINITY CATHOLIC SCHOOL ADVISORY BOARD**

The Advisory Board shall assist the Pastor and Principal in the implementation of the policies governing operations of the school and ensure that these policies follow the intent and spirit of the policies laid down for the schools in the diocese by the Office for Educational Services.

Its duties and functions are to:

1. Assist in supporting the goals of the institution, the Diocese of St. Augustine, and its accrediting agency.
2. Participate in communicating the purpose and programs of the school to the Diocesan Advisory Board on Education and the parish-at-large.
3. Assist in the preparation of the annual budget.
4. Act in a consultative capacity in hiring the school Principal.
5. Include the following standing committees: long-range planning, finances, maintenance, and other ad hoc committees as needed.
6. Develop positive public relations.
7. Assist the Pastor/Principal in the planning and building of new educational facilities.
8. Participate in the “new board training” offered annually by the Diocesan Advisory Board of Education.

## **CHILD PROTECTIVE INVESTIGATIONS**

Florida law provides that any person who knows or has reasonable cause to suspect that a child is abused by a parent, legal custodian, caregiver, or other person responsible for the child’s welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida’s Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873). Child protective investigations by DCF or local law enforcement agencies sometimes include interviews of students at school and may occur without advance notice. When it is reasonably possible, the school will request of the

investigator that the school be allowed to notify the parents that their child has been asked to participate in a child protective investigation. The school may also request the presence of a school staff member during investigative interviews on school property. However, the school will follow the direction of the investigator with respect to these requests.

### **RIGHT TO AMEND**

Blessed Trinity Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents through e-mail communication or hardcopy.

This Student/Parent Handbook is a live document.

Revisions are shown in blue.

Revision Date: February 11, 2022