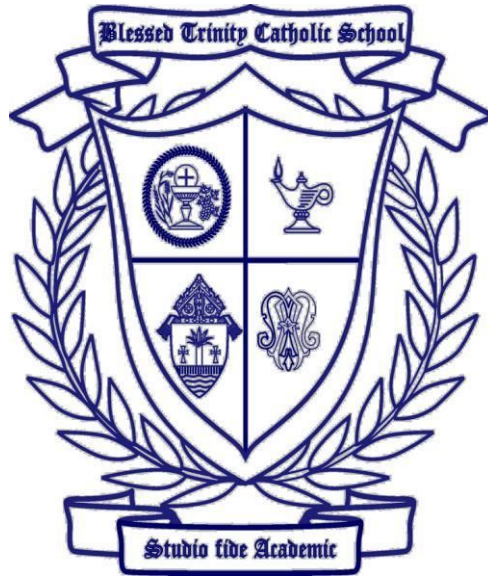


Blessed Trinity Catholic School



Parent-Student Handbook

Revised August 2020

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TABLE OF CONTENTS

Introduction (Archdiocese of Miami Handbook)	1
Mission	3
Vision Statement	3
Philosophy	3
School Hallmarks	3
Abuse Reporting	3
Accident and Illness	4
Accreditation	4
Admissions	4
Advertising by Outside Vendors/Businesses	4
After School Program	4
Allergies/Adverse Reactions	5
Anti-Bullying Policy (Archdiocese of Miami Handbook)	5
1. Definition	5
2. Scope	5
3. Reporting Complaints	6
4. Disciplinary Action	6
Arrival Procedures	6
Articles Prohibited at School	7
Attendance Policies	7
Awards	8
Birthday Treats	8
Calendar and Communication	8
Campus Security	9
Care of School Property	9
Cell Phone Use	9



Charities	10
Cheating	10
Child Protective Investigations (Archdiocese of Miami Handbook)	10
Classroom Parties	10
Communicable Diseases	11
Computer Use (Archdiocese of Miami Handbook)	11
1. Respect and protect the privacy of others:	11
2. Respect and protect the integrity, availability, and security of all electronic resources:	11
3. Respect and protect the intellectual property of others:	11
4. Respect the principles of the Catholic school:	11
Supervision and Monitoring	12
Unacceptable Use of Outside Technology	12
Consent	12
Consequences for Violations	13
Conduct (Archdiocese of Miami Handbook)	13
Conferences	13
Confessions	13
Confidentiality	13
Cooperation with Legal Authorities	14
Counseling Services	14
COVID-19	14
Communication Plan	14
Coverage	14
Daily Screenings and Forms	15
Curriculum	15
Custodial Rights	15
Delivery	15



Discipline	16
Discipline Specifics (Grades PK2 through 3rd)	16
Discipline Specifics (Grades 4th through 8th)	17
Dismissal Procedures	17
Public Display of Affection (Archdiocese of Miami Handbook)	18
Drug and Alcohol Policy (Archdiocese of Miami Handbook)	18
Early Dismissal	18
Early Dismissal Days	19
Electronic Acknowledgments (Archdiocese of Miami Handbook)	19
Emergency Contact	19
Entrance Age	19
Extra Credit Work	20
Field Trips	20
Parent Chaperones	20
Special Note	20
Financial Obligations (Archdiocese of Miami Handbook)	21
Fines	21
Fundraising (Archdiocese of Miami Handbook)	21
Spiritual Goals:	21
Spiritual Objectives:	21
Intellectual Goals:	22
Intellectual Objectives:	22
Sociological Goals:	22
Good Manners	23
Grading Scale	24
Graduation (Archdiocese of Miami Handbook)	25
Hair Styles	25



Harassment and Discrimination (Archdiocese of Miami Handbook)	26
Head Lice	26
Health Records	26
Home and School Association	26
Homework Assignments	27
Homework Deadlines	27
Homework Not Turned In	27
Honor Roll	28
Hours of Operation	28
Immunizations (Archdiocese of Miami Handbook)	28
Infractions	28
Primary Infractions	29
Major Infractions (Conduct Reports)	29
Injuries	29
Insurance of Students	29
Invitations	30
Jewelry	30
Lost and Found	30
Lunch	30
Make-Up	30
Mass Attendance	30
Masses/Liturgies during School Time	31
Medication Guidelines (Archdiocese of Miami Handbook)	31
Messages to Students	31
National Junior Honor Society	32
New Students	32
Documents Required	32



Children and Family Service Requirements:	32
Non-Uniform Dress Days	33
Notification of Rights under FERPA (Archdiocese of Miami Handbook)	33
Nut-Containing Products	34
Open Admission Policy (Archdiocese of Miami Handbook)	34
Parental Cooperation (Archdiocese of Miami Handbook)	35
Parent/Teacher Conferences	35
Parent/Volunteer/Guest Dress	35
Parent School Service	35
Participation in School Athletics or Organizations (Archdiocese of Miami Handbook)	35
Sportsmanship	36
Peanut Allergy Policy	36
P.E. Uniforms	37
PlusPortals (https://PlusPortals.com/blessedtrinity)	37
Private Tutoring, Coaching or Lessons (Archdiocese of Miami Handbook)	37
Progress Reports	37
Promotion	37
Rainy Day Pick Up Plan	38
Release of Students	38
Report Cards	38
Re-Registration	38
Retention	39
Returned Check Policy	39
Saint John Paul II Program	39
Sale or Distribution of Goods	39
School Office	40
School Policy and the Principal's Right to Amend	40



School-Sponsored Events (Archdiocese of Miami Handbook)	40
School Supplies	40
School Uniform and Dress Code	41
PK2-PK4 Students	41
K-5 Students	41
6-8 Students	41
Uniform Infractions	41
Cold Weather Uniform	42
School Work Missed	42
Search and Seizure Policy (Archdiocese of Miami Handbook)	42
Sexting (Archdiocese of Miami Handbook)	42
Smoking/Vaping (Archdiocese of Miami Handbook)	42
Sports Program	42
Eligibility for Sports	43
Student Appearance	44
Girls Appearance	44
Boys Appearance	44
Student Conduct (Archdiocese of Miami Handbook)	44
Student Supervision	44
Suspension and Expulsion	45
Tardiness	45
Telephone use by Students	46
Testifying in Divorce or Custody Proceedings (Archdiocese of Miami Handbook)	46
Testing Programs	46
Tests, Examinations and Authentic Assessments	46
Textbooks	46
Threats of Violence (Archdiocese of Miami Handbook)	47



Traffic Procedures	47
Transcript Request	48
Transfers/Withdrawals	48
Transportation Arrangements (Archdiocese of Miami Handbook)	48
Trinity Enrichment Program	48
Truancy and/or Being Out of Class	49
Tuition	49
Undocumented Students (Archdiocese of Miami Handbook)	49
Use of Photos (Archdiocese of Miami Handbook)	49
Use of School Grounds	50
Vacations	50
Visitor Expectations	50
Voicing Concerns	50
Weapons Policy (Archdiocese of Miami Handbook)	51
Weather and Other Emergencies	51
Parent-Student Acknowledgement Form	53



Introduction (Archdiocese of Miami Handbook)

An interesting and challenging experience awaits you as a student or parent of the school. To answer some of your questions concerning the school's policies, the school has prepared this Parent-Student Handbook. Please read it thoroughly and retain it for future reference. The policies stated in this handbook are only guidelines and are subject to change at the sole discretion of the school, as are all other policies, procedures, or programs of the school. From time to time, you may receive updated information concerning changes in policy. However, the school has the right to add, delete or revise any school policy or procedure with or without notice. This handbook is not a contract, express or implied, and none of the policies or provisions should be construed as such. If you have any questions about the school's policies, please ask the principal for assistance.



Message from our Pastor and Principal

Welcome to Blessed Trinity Catholic School! We ask that you please read this handbook carefully. You will find contained in it the guiding principles as they pertain to your affiliation with Blessed Trinity Catholic School.

Our mission and vision are embodied in the simple ABCs:

Anchored in Academics

Blessed by Service

Centered in Christ

Our faculty and staff are professional educators dedicated to the proper development of the entire individual. We will work together with our families to ensure the passing of Christian values, which are introduced first in the home and then nurtured in school and parish life.

Our goal is to assist in the spiritual, intellectual, physical, and social-emotional growth of each of our students. We take this responsibility very seriously. Each child has been blessed with many talents and gifts by our Creator. We ask our children to share those talents with us and put them to work to the best of their ability.

We are one family at Blessed Trinity Catholic School. Together we will educate the hearts and minds of our children. If you have any concerns, please feel free to stop by the school office and schedule an appointment.

Through God's blessing and Jesus's love, our working together as a family will prove fruitful for all. We remain,

Yours in Christ,

Fr. José N. Alfaro V.F.
Pastor

Mrs. Susy Del Riego
Principal



Mission

Blessed Trinity Catholic School's mission is to witness and nurture the transforming power of the teachings of Christ through academic excellence and servant discipleship.

Vision Statement

Blessed Trinity Catholic School's vision is to empower students to use their academic talents, gifts, and faith to be productive and compassionate citizens bringing the light of Christ to others.

Philosophy

Blessed Trinity Catholic School's sole focus is to educate the whole student: mind, body, and soul. This education encompasses personal well-being and health, spiritual growth, and academic achievement. Blessed Trinity Catholic School strives to achieve this goal by providing a learning environment centered in Christ's teachings and emphasizes the importance of Christian values. The development of faith and the instilling of sound Christian values is our daily mission.

The program of religious studies, academic curriculum, and system of discipline are designed to bring about our goals and objectives. It is the shared responsibility of the administration, faculty, staff, and families at Blessed Trinity Catholic School to believe and practice this same philosophy and to cooperate to achieve the goals of the school. Therefore, the involvement of Parent(s)/Guardian(s) and the parish family are viewed as an essential element in the development of the child. This enables the student to spread Christ's message through both word and action.

School Hallmarks

School Mascot: The Cougars - Cougars represent leadership and responsibility.

School Crest: The Blessed Trinity Catholic School crest is composed of four quadrants. Each quadrant represents the pillars surrounding the mission and vision of Blessed Trinity Catholic School.

1. Eucharist – Christ, our source and summit of life.
2. Lamp of Knowledge – Representing our quest to bring our students to excellence in academics and faith.
3. Archdiocesan Crest–Symbolizing our support of the Church, its mission and tenants.
4. Mary, Our Mother – Symbolizing our beacon of mercy and model of faithful surrender to salvation.

Abuse Reporting

As caregivers and advocates of minor children, all teachers and staff members are required by law to report suspected child abuse, whether it is physical, emotional, sexual, or neglect. No staff member or employee of Blessed Trinity Catholic School can be held liable for making such reports. Indeed, any staff member who becomes aware and does not report, may be liable for serious penalties, as silence contributes to the crime. Blessed Trinity Catholic School will follow the procedures and support any follow-up actions required by authorities. Parent(s)/Guardian(s) need to be aware that names of any reporters, should they be known, may not be given out and any incurred investigations may not be discussed except with the release of the investigating authority.



Accident and Illness

Parent(s)/Guardian(s) will be immediately notified if their child is taken ill or involved in an accident of a serious nature. If the information on the Emergency Contact Form changes during the year, Parent(s)/Guardian(s) is required to update it and return it to the school office immediately. Please encourage your child to advise his/her teacher if he/she feels ill or has been injured.

Accreditation

Blessed Trinity Catholic School is fully accredited by the Florida Catholic Conference and the National Council for Private School Accreditation. It also holds membership in the National Catholic Education Association.

Admissions

The following documentation is required for admissions:

- Application for Admission
- Pre-Admission New Student Information Form
- Report Card (most recent)
- FSA or Iowa Assessment results (most recent)
- Step Up Award Letter (if applicable)

Children considered for our St. John Paul II Program, which caters to children with exceptional needs, in addition to the above, please include the following:

- Psycho-Educational Evaluation
- IEP
- McKay Award Letter (if applicable)

All new students will be screened upon applying for admission. A non-refundable testing fee of \$30.00 in cash will be charged.

A student entering the 8th grade may not be accepted due to the nature of this year and subsequent promotion into high school.

Advertising by Outside Vendors/Businesses

Blessed Trinity Catholic School does not permit advertising by outside vendors/businesses, unless it is information from a company in direct relationship to the school and those it serves. An example would be the uniform company providing services to our families. All advertising must be reviewed and given the express permission of the Administration.

After School Program

After school care is available immediately after school until 6:00 p.m. The Angels Care After School Program is a fully licensed extended school day program available for Blessed Trinity Catholic School students. The program is managed and supervised by Mrs. Teresa Fabano, its Director. Registration forms and pricing information are available on PlusPortals. No care is provided on legal holidays, school holidays, or



Thanksgiving/Christmas/Easter break. All questions, concerns and inquiries should be directed to Teresa Fabano.

Students not picked up by 3:20 p.m. are automatically placed in the After School Program and Parent(s)/Guardian(s) will be responsible for any fees incurred.

Allergies/Adverse Reactions

It is the responsibility of Parent(s)/Guardian(s) to advise the school in writing of any allergies which a child may have. In the event that medication is necessary for treatment of an adverse reaction, said medication (e.g. Epipen®) must be provided in accordance with the guidelines under the medication subheading of the student handbook. It is also the responsibility of Parent(s)/Guardian(s) to monitor expiration of medication and provide a replacement.

Anti-Bullying Policy (Archdiocese of Miami Handbook)

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

1. physically, emotionally, or mentally harming a student;
2. damaging, extorting or taking a student's personal property;
3. placing a student in reasonable fear of emotional or mental harm;
4. placing a student in reasonable fear of damage to or loss of personal property; or
5. creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities or the Catholic mission of the school.

1. Definition

Bullying is the willful and repeated harm inflicted upon another individual which may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct. Cyber-bullying includes the following misuses of digital technology: teasing, intimidating, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). Bullying reflects a pattern of behavior, not a single isolated incident.

This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying.

2. Scope

This policy prohibits bullying that occurs either:

- on school premises before, during, or after school hours;
- on any bus or vehicle as part of any school activity; or



- during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

Each student and parent has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the school Principal. The Principal will provide the student/parent with the Bullying Complaint Report Form which must be completed, dated, and signed by the complaining party so that the school may initiate further inquiry, when appropriate.

4. Disciplinary Action

Any student found to have violated this policy may be subject to appropriate disciplinary action, which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the Principal's discretion.

False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate remedial action which may include, but is not limited to, the assessment of costs incurred by the School in its investigation and review of any reports deemed to have been made in bad faith.

As a Catholic School, we teach and encourage respect for the dignity of every person. It is essential that we not lose sight of this basic principle when discussing this policy regarding threatening words or behavior.

We expect every family in our school to thoroughly review the meaning and importance of proper respect for self and others as well as the meaning and implications of this policy. It is of the utmost importance that the home and school work together in helping children develop their human ability to deal appropriately with anger and disappointment.

Children who know they are loved and supported (and who are lovingly and supportively held accountable for their words and actions) develop a healthy self-esteem. Thus, they do not need to insult or threaten others.

Arrival Procedures

Pre-K Students: Parent(s)/Guardian(s) who is escorting a Pre-K child(ren) are to come into the school through the Pre-K gate will drop off the children in the classroom, and exit through the Pre-K gate. Pre-K2 students must be signed in daily with the teacher. Only siblings of Pre-K students may use the Pre-K gate for arrival. Parent(s)/Guardian(s) may not escort their older children to their respective classrooms.

K-8 Students: Parent(s)/Guardian(s) utilize the car line to drop off their children for morning arrival. Parent(s)/Guardian(s) will remain in their car while faculty members assist the children in exiting the cars. It is essential that all drivers be aware of the movements of children as they enter and exit their cars. The safety of our children is our priority. For this reason, we ask that all drivers not use cell phones while navigating through the drop-off and pick-up lines.

Gates are closed at 7:50 a.m. It is the responsibility of the Parent(s)/Guardian(s) to ensure that their children arrive at school at the proper time. All students are expected to be in their seats when the bell rings at 7:50



a.m. Parent(s)/Guardian(s) must escort tardy students to the office to sign in. Students will be given a tardy slip to enter class.

Blessed Trinity Catholic School allows 3 tardies per quarter. Parent(s)/Guardian(s) will be assessed a \$10.00 tardy fee (per student) for each additional tardy thereafter. Tardy fees will be billed at the end of each quarter. Once billed, tardy fees are due immediately. Any unpaid tardy fees may result in further disciplinary action. Please note the policy on tardiness in this handbook.

Articles Prohibited at School

Only those items needed for classroom use should be brought to school. Items which are hazardous to the safety of others, interfere with school procedures, or are not needed in class will be taken away from the student. Items will be returned to the parent, if requested.

Skateboards, skates, and the like are not allowed at any time at Blessed Trinity Catholic School. Students are not permitted to bring magazines, cameras, or other similar electronic devices, to school, unless requested by the teacher for a classroom project. Likewise, the students are not to bring toys, or articles not requested by the teacher. In the case of special projects, the teacher will indicate the time to bring these items. We discourage the children from bringing any kind of toy, small or large, to school. However, a teacher may allow a share day, or request games for rainy days or recess time.

Cellular phones are prohibited. Cellular phones and their use are prohibited at all times. Students are not to use their phones until they leave school grounds. If a student is caught with a cell phone, it will be taken away and held in the Principal's office. On the first offense, Parent(s)/Guardian(s) will need to pick up the phone. If this should happen again, the phone may be held by the Principal until the end of the school year. Necessary emergency calls are to be made through the school office.

Attendance Policies

Attendance for the full day is a legal requirement. The marking of attendance, late arrivals, and early pick up is a legal requisite and mandatory; noting the student is under the care of the school or with Parent(s)/Guardian(s).

Florida State Law stipulates that school be in session a minimum of 180 days. Student absences cannot exceed 20 days in a school year. Absences, with appropriate documentation to the school office, are excused for illness of student, doctor/dentist's appointment, or death in the family. Doctor/dentist's appointments should be scheduled after school hours.

When a student has been absent, a written excuse signed by the parent or guardian is required and will be kept on file. A student who is absent from school more than 20 days in a school year (or 10 days per half year), may not be promoted to the next grade. The Principal may grant an administrative academic promotion after considering the circumstances and particular situation. The school may report truancy to the Dept. of Children and Families when there is an extended absence without written explanation from the parent.

Although attendance at the school is of utmost importance, if a student is ill, it is imperative that he/she should remain at home. A child must be kept home until he/she has gone at least 24 hours fever free with no medicine. This is essential for the health and well-being of all our students.



It is the student's responsibility to make arrangements for work missed during the absence. Vacations are not considered excused absences; therefore, no make-up work will be assigned. Excessive absences may prevent a student from receiving honors and awards.

Awards

An End-of-the-Year Awards Assembly is held at Graduation for Eighth Grade. Students in Grades 1-7 will receive academic awards at the end of the school year.

Blessed Trinity Catholic School acknowledges the following awards:

- Eighth Grade: Receives 2nd Highest Academic Average and Highest Academic Average in the areas of: Religion; Language Arts; Reading; Trinity Enrichment; Math; Social Studies; Science and Golden Apple Award.

Highest Average Certificates: For Grades 1-2, students will be recognized for achievement in various subject areas.

Grades 3-8, will receive recognition for having a final average of 90%-100% without rounding and no minuses for each of the following areas: Religion; Language Arts; Reading; Trinity Enrichment; Math; Social Studies and Science. Students who earned an average of 90% or higher, with the exclusion of rounding and no minuses, in all the core subject areas: Religion; Language Arts; Reading; Math; Social Studies; Science, all four quarters of the school year, will receive the Golden Apple Award.

Honors: Grades 3-8 (Please refer to Honor Roll Policy).

Sports Awards: Student Athletes will receive participation certificates at the end of the year with special recognition for: Most Valuable Player and the Father Carney Award for Sportsmanship. The Archdiocese of Miami also holds a yearly Mass and recognition ceremony for the schools' top athletes. In addition, the Patrick Kelly award will be awarded to two 8th grade candidates who have illustrated sportsmanship, passion, joy and love for his/her fellow athletes and their sport.

Birthday Treats

All birthdays are to be celebrated during a student's lunch period. Since time is limited, cupcakes; donuts; cookies or brownies are encouraged rather than cake as it is easier to distribute. Parent(s)/Guardian(s) should communicate with the teacher, in advance, to adhere to the school's peanut free policy. If you choose to bring goody bags, they will be passed out at the end of the day.

Siblings that attend a birthday celebration must be signed out in the office. All visitors must be fingerprint cleared through the Archdiocese of Miami and Virtus compliant with a current and active Virtus account on record with Virtusonline.org. Balloons/flowers may not be brought or delivered to school.

Calendar and Communication

Calendars are posted each month on PlusPortals. PlusPortals acquaints the



Parent(s)/Guardian(s) with important dates and events that are to take place during the year and in the event that changes are needed. PlusPortals is the school's most essential means of communication with Parent(s)/Guardian(s). Parent(s)/Guardian(s) are asked to please refer to the calendar. All dates subject to change. Please refer to the portal regularly.

Campus Security

Blessed Trinity Catholic School has established the following procedures to ensure the safety of our students and staff:

1. All school entrances, including the front gate, are locked from 7:30 a.m. to 3:30 p.m. The front entrance gate is locked at all times; admittance is through a buzzer and Visitor Pass system.
2. After admittance through the front gate, Parent(s)/Guardian(s), guests, and service personnel are to come to the school office and receive a Visitor I.D. badge, before proceeding into the school.
3. The staff has been instructed to escort anyone who is not wearing their Visitor Pass back to the school office.
4. Students are also instructed not to open the gates or classroom doors to anyone unless authorized by staff.
5. A separate restroom has been reserved for guests and service personnel. Adults may not use the children's restroom during the day.
6. Blessed Trinity Catholic School is not responsible for any lost or stolen articles left in cars or any other area of the school, church, and their corresponding parking lots.

Parent(s)/Guardian(s) is requested to reinforce these procedures at home while maintaining a sense of security and trust for the school and its personnel.

Care of School Property

School equipment is for student use and should be treated with consideration.

Any student, who vandalizes, destroys, or damages school property is responsible for its repair or replacement. This behavior will result in disciplinary action that may result in suspension or expulsion.

Cell Phone Use

Students are not permitted to bring cell phones on campus. If a cell phone is brought to school for extreme cases, the cell phone must be turned off at all times and remain in the student's book bag. Students are not to use the phone until they leave school grounds. If a student is caught with a cell phone, it will be taken away and held in the Principal's office. On the first offense, Parent(s)/Guardian(s) will need to pick up the phone. If this should happen again, the phone may be held by the Principal/school office until the end of the school year. Necessary emergency calls are to be made through the school office.

Personal electronic devices, including computers, tablets, electronic readers, cellphones, smart watches and other web-enabled devices may be used before, during and/or after the normal school day and in other approved school supervised settings. Decisions regarding approval of use of such devices during the instructional day rests with the local school administration.



Charities

In order to incorporate the practice of generosity and charity in our teaching of Catholic value, our students help many people in various programs.

Charities that reflect the mission and philosophy of Blessed Trinity Catholic School will be taken into consideration. Even though the school would like to help everyone that is in need, it is pertinent that the school review its plan so that it may reasonably assist in a prudent and considered manner. Not all charities may be able to be assisted. The Administration has the right to determine which charities may be assisted in a given year.

Cheating

Cheating is a form of stealing – it is taking work or thoughts from another. Students should strive to do their individual best, not what is expected of someone else. Anyone found cheating, copying homework, class work, or exams, or giving such material to other students, may receive a conduct report and/or a “0” (zero) grade to be averaged into the subject involved, regardless of the assignment. Plagiarism, the copying of another’s published or unpublished work (or thought) from books, magazines, internet, etc. is also a form of stealing and will be handled accordingly.

Child Protective Investigations (Archdiocese of Miami Handbook)

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 persons 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 seek 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, please note that, under Florida law, DCF and local law enforcement have the discretion to conduct unannounced interviews and to disallow school staff member’s presence during these interviews.

Classroom Parties

There will be three classroom celebrations per year: Halloween, Christmas and End of the Year. The teacher, in conjunction with the homeroom parent, will coordinate these parties. Guidelines for the parties will be given by the Home and School Association.

For major holidays, classroom celebrations may be arranged by Administration with teachers and homeroom parents. These occasions are kept simple. Any celebration not planned or approved by the Administration is not permitted.

Siblings may not attend other classroom celebrations unless signed out in the office.



Communicable Diseases

A pupil who has been absent from school because of a reportable communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse, before he/she is readmitted to school. The Principal may readmit a pupil who has been absent because of non-reportable communicable diseases, such as chicken pox, German measles, and influenza. After a serious injury, the school is to receive written clearance from both the Parent(s)/Guardian(s) and doctor before the student will be permitted to engage in physical activities.

Computer Use (Archdiocese of Miami Handbook)

The school may provide its administrators, faculty and students with access to computers and various information technology resources including email and Internet access in order to enhance the teaching and learning environment of the school and to improve the school's operations. Students must use these resources in a responsible, ethical, and legal manner in accordance with the mission of the school and Catholic teachings. Therefore, students must abide by the following general rules of conduct:

1. Respect and protect the privacy of others:

- Use only assigned accounts and passwords;
- Do not share assigned accounts or passwords with others;
- Do not view, use or copy passwords, data or networks to which you are not authorized;
- Do not share or distribute private information about yourself or others.

2. Respect and protect the integrity, availability, and security of all electronic resources:

- Observe all network security practices;
- Report security risks or violations to the school Principal;
- Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
- Do not disrupt the operation of the network or create or place a virus on the network;
- Conserve and protect these resources for other students and Internet users.

3. Respect and protect the intellectual property of others:

- Do not infringe on copyright laws including downloading or copying music, games or movies;
- Do not install unlicensed or unapproved software;
- Do not plagiarize.

4. Respect the principles of the Catholic school:

- Use only in ways that are kind and respectful;
- Report threatening or discomfoting materials to the school principal;



- Do not access, transmit, copy or create materials that violate the school's code of conduct (such as indecent, threatening, rude, discriminatory or harassing materials or messages);
- Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
- Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
- Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks like Myspace or Facebook;
- Do not send spam, chain letters or other mass unsolicited mailings;
- Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's Principal;
- Do not engage in any form of cyber bullying.

Supervision and Monitoring

The school and its authorized personnel may monitor the use of information technology resources to help ensure that users are secure and in conformity with this policy. The school reserves the right to examine, use, and disclose any data found on the school's information networks or on any technological devices used by students on campus in order to further any administrative concern. It may also use this information in disciplinary actions and may furnish evidence of a crime to law enforcement.

Unacceptable Use of Outside Technology

The school expects students to use information technology (including, but not limited to, the Internet, email, instant messaging and text messaging) in a responsible and ethical fashion in compliance with all applicable laws and with Christian moral principles, both in and out of the school setting. Accordingly, students may not post, place, upload, share, or communicate any images, photographs, statements or inferences relating to or including profanity, vulgarity, indecency, illegal use of drugs, illegal use of alcohol or other illegal or illicit activities.

Additionally, students may not use information technology for the purpose of defaming, threatening, teasing or harassing any other student, staff member, parent, faculty member, or other person. This includes, but is not limited to, communications on social networks such as Instagram, Twitter, Tic Toc, Facebook or other social media. In addition, this rule applies to communications both during the school year and while students are on vacation or summer breaks.

Students are responsible for all materials and communications made on personal websites, social networks and the materials and communications should be consistent with Christian moral principles, including any materials or communications posted on their sites by other individuals. Moreover, any unauthorized use of the school's name (or common names associated with the school) or any likeness or image of the school or its employees or agents is strictly prohibited.

Consent

Many technological devices used at school have the capacity to generate audio recordings, video recordings, photographs, and other similar reproductions of images, likenesses, and/or sounds. The use of any such recordings and reproductions is governed by school policy. Parent(s)/Guardian(s) execution of this Handbook



constitutes an express consent and waiver as to any such recordings and reproductions incidental to the use of any technological devices on school property or at school events.

I hereby authorize my child(ren) to use the digital platforms, tools, and applications selected by Blessed Trinity Catholic School to support the Virtual Learning Program including but not limited to Zoom, See Saw, Google for Education Suite, IXL, Renaissance Learning, Class Dojo, Brain Pop, etc. I understand that these third-party platforms may maintain their own privacy policies, terms and conditions which Blessed Trinity Catholic School cannot control or assume responsibility for. I further understand that in order to facilitate program activities, these online platforms often include video and audio conferencing, recording, and other forms of electronic communication. This Virtual Learning Program as well as those school directives and requirements related to this program of study may be amended at any time at the sole discretion of the school with or without notice.

Consequences for Violations

A violation of these rules may result in disciplinary action, including the loss of a student's privilege to use the school's information technology resources and any additional consequences at the Principal's discretion including expulsion.

Conduct (Archdiocese of Miami Handbook)

Students and Parents are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith as determined by the Archbishop of the Archdiocese of Miami. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

Conferences

Parent(s)/Guardian(s) who would like a conference with the teacher and/or Principal should send a note or email requesting an appointment. Parents should always reach out to the teacher before contacting the Administration. Teachers' phone numbers will not be given out. Students or Parent(s)/Guardian(s) are not to call teachers at their homes or cell phones. Impromptu conferences are not beneficial. To conduct an effective conference, it is essential that both the Parent(s)/Guardian(s) and the teacher be prepared for the discussion. Teachers and Parent(s)/Guardian(s) is also asked to refrain from using social occasions to discuss concerns regarding a child. Social occasions are not an appropriate venue in which to engage in problem solving or even informal "school talk".

Confessions

Blessed Trinity Catholic School students receive the Sacrament of Confession twice a year. These are scheduled as deemed by the Pastor. However, it is also the responsibility of the students and Parent(s)/Guardian(s) to receive the Sacrament of Penance regularly.

Confidentiality

All school personnel will keep confidential information entrusted to them so long as no one's life, health, or safety is at stake. In these cases, Parent(s)/Guardian(s) will be promptly notified of the teacher's concerns.



Cooperation with Legal Authorities

It is the practice of the school to cooperate with any local, state, or federal investigators or law enforcement officers that contact the school in the course of any criminal investigation. The school will attempt to notify the Parent(s)/Guardian(s) of any student sought to be interviewed in the course of a criminal investigation on the school premises, unless directed by the investigator or law enforcement officer to the contrary, which is usually the case in investigations involving sexual or physical abuse. The school will attempt to have a representative present during such an interview, unless this is not permitted by the investigators, which is often the case in investigations involving sexual or physical abuse.

Counseling Services

The school has a counselor on staff and is a member of the student services team who assists in the academic, social, and emotional development of students. The counselor meets with students both individually and in groups, consults with teachers and Parent(s)/Guardian(s), assesses the developmental needs of students, and refers students and Parent(s)/Guardian(s), to appropriate resources. A counselor consent form must be signed each year and kept on file in the school office. Any parent who does not want their child to be seen by the counselor should indicate this on the School Counseling Informed Consent Form provided by the school.

COVID-19

Attendance at school and participation in school activities pose some risks including the transmission of COVID-19. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from COVID-19 or other communicable diseases is nonetheless present. Parents expressly assume such risks by allowing their children to attend school and to participate in school activities and/or by coming onto the school campus and attending school activities themselves.

In the event of a natural disaster, disease outbreak, or any other circumstances which in the judgment of the school administration make it unfeasible, unsafe, or otherwise imprudent to continue campus-based education, school educational programs shall resume as soon as practical by way of distance learning and/or other methods adopted by the school administration and faculty. Due to the school's continuing financial obligations related to its operations, there will be no suspension, reduction, or refund of tuition in these circumstances.

Communication Plan

1. If there is a confirmed case of COVID-19 at the school, the Archdiocese of Miami will be notified as per ADOM protocol, the local county health department will provide guidance and next steps. In addition, we may close temporarily and reopen at the direction of the local health department and notify parents and other relevant contacts.
 - a. Coordinate with local county health department.
 - b. Communicate with parents and providers.
 - c. Dismiss children and teachers in impacted spaces.
 - d. Clean and disinfect thoroughly.



Coverage

This plan has been promulgated to assist with preventing the spread of COVID-19; however, COVID-19 has been declared a worldwide pandemic by the World Health Organization and is extremely contagious. The Archdiocese cannot guarantee that an employee, student, volunteer, contractor or other campus visitor will not become infected with COVID-19. This Plan, and any other related policies and procedures, may be revised at any time with or without prior notice and the specific provisions may be subject to the discretion of the Superintendent of Schools and School Principals. This Plan may differ from other entities within the Archdiocese of Miami due to varying local laws and the unique nature of the services and population that each entity serves.

Daily Screenings and Forms

1. Temperature checks
 - a. Temperature checks will be done daily for staff and students upon entrance of the school.
 - b. A designated staff member will be responsible for documenting temperatures of staff and students. Touchless thermometers will be used to measure temperatures.
 - c. Any staff or student showing signs of illness will have their temperature taken in the school office. Any staff or student with a temperature above 100.4 or showing any respiratory symptoms will be isolated and sent home. A form will be filled out for documentation and communication will be made with the ADOM.
2. Face mask requirements
 - a. Face masks are an essential part of personal hygiene, social distancing, and frequent cleaning efforts. Staff and students are required to bring their own face mask. The school will provide an emergency supply of face masks for staff and students.
 - b. Students and staff will be required to wear face masks at all times while on campus.
 - c. Staff may wear a face shield for teaching purposes. Face shields will be provided by the school and will be an essential part of employee protection. Students will also have the option of wearing face shields and will bring them in from home.
 - d. Mask requirements will follow resident county CDC guidelines for schools.

Curriculum

Blessed Trinity Catholic School adheres to the curriculum and minimum time allotment policies set by the Archdiocese of Miami Office of Catholic Schools.

Custodial Rights

In the case of divorced parents, the school will interact with the parent who has legal custody of the child. The school ordinarily will deal with the parent having legal custody in matters of absence, lateness, truancy, early dismissal, disciplinary issues, school records, etc. Access to in-person conferences and the records and information pertaining to a minor child, including but not limited to school records may not be denied to a parent because the parent is not the child's primary residential parent. Full rights apply to either parent unless a court order specifically revokes these rights. In the latter case, it is the custodial parent's responsibility to provide evidence of such a court order.



Where both parents have shared custody, any major change in a child's status, i.e. entering school for the first time, withdrawal to another school, etc. requires the signature of both parents. Further, if custody is shared, financial arrangements are the responsibility of both parents. A signed financial agreement is made with the school by both parents upon acceptance of the student to Blessed Trinity Catholic School. If parents choose to divide payments, both parents assume responsibility in the case of the default of one.

Delivery

Students are not permitted to receive deliveries of any kind (e.g. flowers, balloons, cards, homework, projects, books, fast food, lunchboxes, water bottles, sports uniforms, clothing, school uniforms, book bags, etc.) at any time during the day.

Discipline

Discipline in a Catholic School is considered an aspect of moral guidance and character training and not a form of punishment. The purpose of discipline is:

1. To guide students in the following of Christ and Gospel values
2. To promote and cultivate virtues and character
3. To promote an environment conducive to learning

Consistent communication between home and school is encouraged to enable the children to grow in their human and spiritual character. Discipline is maintained when students work cooperatively with the Administration, the teachers, and companions toward the attainment of class and school objectives. However, it should be noted that the legitimate interests of the school extend beyond the school day and school hours. That is, home and school are to be reinforcing each other in philosophy and values. Students need to remember that they represent both their school and their families no matter where they go and whatever they are doing. For this reason, we strive to effectively teach our students that order and organization are absolutely necessary in a teaching-learning situation. Teachers and staff members also teach and guide students toward appropriate behavior and help them to understand that disrespect toward anyone, inappropriate behavior, property damage, and non-conformity to the rules will not be tolerated. Students are expected to behave consistent with the mission, philosophy, and vision of the school and the moral teachings of the Catholic Church. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.

If an action is serious enough as determined by the teacher and the Administration, (e.g. fighting, bad language, stealing, property damage, disrespect, etc.) more immediate and direct measures to curb the inappropriate behavior are taken in accordance with Archdiocesan policy.

Since the Parent(s)/Guardian(s) is the primary educators of their children, we communicate directly with Parent(s)/Guardian(s) in serious or repeated discipline situations and at times may bring them in immediately.

Discipline Specifics (Grades PK2 through 3rd)

While the younger children do not follow a formal infraction system, we teach and expect the same kind of appropriate behavior and self-control. The classroom measures and consequences are determined by the teacher and Administration and applied as is age appropriate.



Discipline Specifics (Grades 4th through 8th)

After classroom and school policies are reviewed and made clear, students are responsible for their actions. An appropriate warning will be given once. Thereafter, inappropriate student behavior will be handled on an individual basis.

Dismissal Procedures

It is the responsibility of Parent(s)/Guardian(s) to ensure that his/her child is picked up from school at the proper time. Parent(s)/Guardian(s) are required to specifically list on the Emergency Contact Form all persons authorized to pick up the child from school. The school reserves the right to require proper identification from anyone who is listed on this form, who is not personally known to the teacher or Administrators, coming to the school to pick up a student. The school reserves the right to refuse release of a child without proper identification. Anyone picking up a child must be 18 years of age or older.

1. Dismissal begins at 3:05 pm. The back parking lot gate will be open at approximately 2:30 pm. Each family has been assigned a gate (Main, Blue, PK), which was determined based on the youngest child in the family. For example, if you have a PK student and an 8th grader, your pick up destination is the PK gate. Please park your car and walk to the designated gate. We will release your child(ren) to you. At the completion of dismissal, all children who remain on school grounds, will be escorted to the After School Program. Parent(s)/Guardian(s) will be responsible for all fees incurred by the After School Program director.
 - a. PK2, PK3, PK4, and 1st grade will be dismissed at the PK gate, closest to NW 40th Street.
 - b. K, 2, 3, 4th grade will be dismissed from the blue gate in the back parking lot, entrance on NW 59th Avenue.
 - c. 5, 6, 7, 8th grade will be dismissed from the main gate closest to the school office and church.
2. Students must be dismissed from their Assigned Gate, whether or not the youngest child is absent from school. If someone is picking up children for multiple families, that person must report to each of the assigned gates for those particular families.
3. If one or more of the siblings is going to sports, they must dress, and:
 - a. report to their assigned gate if being picked up by a family member; OR
 - b. report to the Parish Hall if your child is being carpooled to a game.
4. All students riding the school bus, with written consent, will be accompanied by school personnel to the front of the church at dismissal.
5. All students walking home, with written consent, will be accompanied by school personnel to the front of the church at dismissal. Children may not be “walked out” to a parked car, or walk to neighborhood streets to be picked up.
6. Parent(s)/Guardian(s) is responsible to explain drop-off and pick-up procedures to any other adult designated to drive the children to and from school. The school cannot assume responsibility for confusion in this matter; any disregard for established procedures may jeopardize the safety of your children.



7. If you have a change in your normal drop-off or pick-up routine, please notify us, in writing, no later than 11 a.m. of that day. Send the email to BT SCHOOL@BLESSED-TRINITY.ORG. You may copy your child(ren)'s teachers and the person who is picking them up. Please let your children know ahead of time of the change. If there is an emergency and your plans change, you may call the school office and email your child's homeroom teacher and your children will be notified.
8. Once a student leaves campus, they are not permitted back on campus without an adult.

Public Display of Affection (Archdiocese of Miami Handbook)

The Catholic school promotes friendship, charity, kindness, love, and respect for self and others. However, inappropriate displays of affection, such as kissing or embracing which connote more than simple friendship, are not permitted in school, at school dances, or at any school event. Those who violate these rules may be subject to disciplinary measures, including detention, suspension, or expulsion. The Administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

Drug and Alcohol Policy (Archdiocese of Miami Handbook)

The use or possession of illegal drugs or illegal mood altering substances, alcoholic beverages, drug-related paraphernalia, or the abuse of prescription or over the counter drugs by any student on school property or while attending or participating in any school sponsored activity or at any time the student is wearing a school uniform is forbidden. Transgression of this rule will result in disciplinary action, which may include expulsion from the school, even for a first offense. Any student selling drugs on school property or at school functions may be immediately expelled.

The school is committed to a drug-free environment. This commitment may, under some circumstances, prompt a need for testing of students for evidence of substance abuse.

If a student exhibits the symptoms, or is suspected of, substance abuse, the school may require that the student undergo substance abuse testing at the parents' expense. If the results of the test suggest abuse (and the substance was not used on or brought to campus or a school related activity), the school will normally use this information to help the student seek assistance. Refusal to participate in such a test may result in expulsion from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense. While this measure may not often be implemented, given the seriousness of substance abuse, the administration may consider it an effective and justifiable way to combat the problem. A school may conduct random searches as set forth in the handbook.

Early Dismissal

Only Parent(s)/Guardian(s) may request, in writing, special permission from the school office regarding the early dismissal of his/her child for a valid reason. Early dismissal will not be allowed after 2:00 p.m. on regular days, and after 12:00 p.m. on early release days, in order to facilitate dismissal procedures.

Parent(s)/Guardian(s), who need to pick up students for dismissal before the regular dismissal time, must come to the school office to sign the student out. Early dismissal should be limited to doctor or dentist appointments



that could not be scheduled after school hours. A doctor or dentist's note will be required on the day following the early dismissal (if applicable).

Early Dismissal Days

The first Friday of the month, the school will have 1:00 p.m. dismissal for faculty and staff meetings. Every third Wednesday of the month, the school will have 1:00 p.m. dismissal for Staff Professional Learning Community (PLC) and Professional Development. Other designated early dismissal days will be listed in the school calendar. There may be times when the Administration may need to announce an unexpected early dismissal. This will be announced ahead of time so that families may adjust to these schedules. Students are expected to go directly home unless enrolled in one of the school programs. Students not picked up by 1:15 p.m. will be sent to the After School Program. Parent(s)/Guardian(s) are responsible for all fees incurred.

Electronic Acknowledgments (Archdiocese of Miami Handbook)

Periodically, the school may require that Parents/Guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a Parent(s)/Guardian(s) makes an electronic acknowledgment by clicking "submit" or "accept" on an electronic document, that individual is agreeing that he/she has read, understood, and agrees to be bound by the contents of the electronic document. Electronic acknowledgments and signatures are valid and binding and may serve as consent to the contents of any electronic communication.

Parent(s)/Guardian(s) is responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, Parents/Guardians, by executing the acknowledgement of receipt of this Handbook, HEREBY AGREE to receive and be bound by electronic acknowledgments.

Emergency Contact

It is the sole responsibility of the Parent(s)/Guardian(s) to maintain current the contact information with the school office. It is imperative that the contact information be updated regularly. Parent(s)/Guardian(s) is required to maintain accurate and current information with the school office.

The Parent(s)/Guardian(s) is responsible to notify the school office immediately of any change of address, phone number or email. This applies to both home and business, and is vital in case of emergency notification. Parent(s)/Guardian(s) is required to update the Emergency Contact/School Records if any contact or health information changes.

Entrance Age

According to Archdiocesan policy and the state of Florida:

- A child entering PK2 must be two years of age on or before September 1 of that year.
- A child entering PK3 must be three years of age on or before September 1 of that year.
- A child entering PK4 must be four years of age on or before September 1 of that year.
- A child entering Kindergarten must be five years of age on or before September 1 of that year.
- A child entering First Grade must be six years of age on or before September 1 of that year.



Extra Credit Work

Students are not permitted to do “Extra Credit” work for the purpose of bringing up a low grade. Extra Credit work is not a true reflection of comprehension and understanding.

Field Trips

Field trips may be organized by the school to enhance curricular objectives. Field trips are privileges given to students. No student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic/behavior standards. Field Trip Consent and Release forms will be sent home prior to the field trip giving the date and times, the place to be visited, and the mode of transportation. Parent(s)/Guardian(s) is to sign and return the form, if they wish their child to participate. No student may go on a trip without the signed consent of a parent or guardian. **Verbal consent over the phone or an email will not be accepted.** The school uniform is usually worn. Other clothing is permitted for certain trips at the discretion of the Administration. “On campus field trips” where special programs and activities are brought into the school for the students are also encouraged. Siblings are not permitted to attend field trips.

Parent Chaperones

1. Students must remain under the supervision and policies of the teacher.
2. Parent chaperones must follow the guidelines given by the teacher to ensure proper supervision and order.
3. Parent chaperones will be chosen based on the nature of the field trip, requirements and restrictions of the places being visited, and at the discretion of the teacher.
4. Parent chaperones who accompany field trips are required by policy to have the following completed before the date of the field trip:
 - a. Fingerprint clearance by the Archdiocese of Miami Department of Schools
 - b. The completion of the mandatory Virtus Workshop (certificate of completion must be on file) and maintain an active status on the Virtus Platform, wherein Virtus bulletins have been reflected as being read.
5. Parent chaperones are expected to support the school philosophy and the rules or directions of the teacher; Parent(s)/Guardian(s) must follow the same directions given to the students. Parent(s)/Guardian(s) who fail to comply with the expectations of school policy will be asked not to participate in any other field trip.
6. Parent chaperones must dress modestly and appropriately.
7. Parent chaperones are not permitted to consume alcoholic beverages.

Special Note

Unless a field trip is part of the curriculum and arranged by the school, the trip is not part of Blessed Trinity Catholic School. Examples of trips and activities not arranged or held by the school are: a Disney trip, St. Augustine trip, Islands of Adventure trip, etc. The school name, class name, school address, advertising, invitations, collection of money, printing of t-shirts, or any other items that make reference to the school, personnel, or students may not be used for these events. Families may not meet on Blessed Trinity Catholic School’s campus as part of the “meeting place”.



Financial Obligations (Archdiocese of Miami Handbook)

The satisfaction of all financial obligations to the school, including tuition and fees, constitutes a material condition for continued enrollment in the school. The school may disallow students from taking quarterly, semester, or final examinations if the parents or legal guardians fail to meet any financial obligation to the school. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or disenrollment of the student if any financial obligations are not met.

Fines

Fines are charged for the following:

- Lost library book (price of the book plus shipping & handling)
- Lost/destroyed textbooks (price of the book plus shipping & handling)
- Damaged textbooks (price of the book plus shipping & handling)
- Marked, damaged, or defaced desks (amount determined by Principal)
- Late arrival at school (\$10.00/per student after 3 tardies per quarter)
- iPad: cost of the repair or replacement if lost, damaged, or stolen. See iPad agreement for more details.

Fundraising (Archdiocese of Miami Handbook)

No student may solicit funds in the school's name unless such solicitation has been authorized in writing by the principal.

School fundraising helps Blessed Trinity Catholic School collect finances for various purposes such as improving infrastructural facilities, new uniforms for sports teams, or other resources to enhance curriculum. School fundraising is a fun way of getting a difficult goal met. Therefore, the cooperation of all is expected in fundraising projects. Participation in fundraisers, while not mandatory, is greatly encouraged. Events sponsored by Blessed Trinity Catholic School have been successful in raising the funds needed, but more importantly, gather our families and parish community.

Goals and Objectives

Spiritual Goals:

To aid the children in:

- realizing God's personal love for them through the study of our Catholic faith and values;
- the development of a loving relationship with God;
- the development of a deep and true devotion to our Lady;
- the development of a love for and loyalty to the Church;
- living the faith as witnesses to Christ in the world.

Spiritual Objectives:

We strive to implement these goals by:



- providing a religion curriculum that is rooted in the truth of God's unconditional love, through the sequential presentation of the whole of salvation history;
- providing opportunities for personal and communal prayer, use of Scripture, reception of the Sacraments, preparation and participation in the celebration of Mass, and in special devotions;
- providing opportunities to learn the role of our Lady in salvation history and promoting love for her through the study and appreciation of the rosary and scapular;
- guiding the children to internalize their knowledge of the Church as Christ's presence in the world by providing experiences of a true and active faith community;
- promoting attitudes of true service to others through the spiritual and corporal works of mercy.

Intellectual Goals:

To aid the children in:

- mastering of basic skills;
- bloom's taxonomy: acquiring the skills needed to recall, organize, synthesize, apply and evaluate information;
- development of their creative abilities, interests, and God-given talents;
- love for learning (development of a healthy curiosity and thirst for knowledge).

Intellectual Objectives:

We strive to implement these goals by:

- sequential mastery of basic skills;
- promoting learning situations that develop the children's interests while encouraging inquiry and critical thinking skills.

Sociological Goals:

To aid the children in:

- basic value of respect for self and others based on our Christian ethic;
- love and respect for their culture and that of others;
- self-direction and leadership;
- developing a true sense of concern and responsibility for others;
- appreciation of and loyalty for their country.

Sociological Objectives:

We strive to implement these goals by:

- providing an atmosphere of deep respect and courtesy and by presenting curriculum and activities in a manner that appreciates the contributions of all;
- helping the children to apply Christian moral standards as the criteria in solving life situations and world issues;



- encouraging age-appropriate independence through self-discipline in studies and classroom responsibilities;
- providing the children with opportunities for leadership and responsibility through classroom duties, student council, and other extracurricular activities;
- fostering attitudes of good citizenship through the study of and appreciation for our democratic form of government, as well as the lives of those who have contributed to the betterment of our country.

Aesthetic Goals:

To aid the children in:

- appreciate and respond to the beauty of the world by creative expression of their God-given talents;
- appreciate and develop a taste for the fine arts.

Aesthetic Objectives:

We strive to implement these goals by:

- teaching the children about the beauty of the world, nature and culture, and the need to protect and care for it;
- teaching a curriculum that exposes the children to the fine arts through creating and participating in art, music, and cultural experiences.

Physical Goals:

To aid the children in:

- developing coordinated, health bodies;
- developing positive attitudes toward physical change and growth;
- to create in the school an atmosphere of concern and care for health and safety;
- to value the practice of good personal hygiene and cleanliness.

Physical Objectives:

We strive to implement these goals by:

- providing physical education classes that endeavor to meet their needs, along with the option of after-school sports activities;
- providing a curriculum that teaches positive growth, development, and respect for life;
- encouraging responsibility for the safety of themselves and others;
- promoting the good habits of personal hygiene, cleanliness, health, and nutrition.

Good Manners

Students are expected to exercise courtesy, respect, and good manners at all times. It is very helpful to the students if these manners are also taught and reinforced at home. Otherwise, they have the appearance of something that is only for school or special occasions instead of something that is important for daily living. The following is a very basic list of manners we try to implement and practice at Blessed Trinity Catholic School. As the need arises, other items are taught and emphasized.



1. Greet any adult or fellow student with “Good Morning,” “Hello,” or “Welcome to Blessed Trinity Catholic School.” (If you know the person’s name, use their name with the greeting.)
2. Answer any adult with “Yes, Ma’am” or “No, Sister,” and answer a question with the adult’s name. Never say “yeah?”, “huh?”, or “what?”
3. When called from a distance, go to the person calling you. Do not answer while walking away or yell from another room.
4. Use “pardon me” or “excuse me” when you have not heard something.
5. Use this also when stepping in front of anyone, whether it is an adult or your own peers.
6. Step back from the door to allow an adult to enter first. Hold the door open if you arrive before the adult.
7. Offer to help carry books, packages, etc. for your teachers, staff members, Sisters, etc., unless you are managing your own heavy objects. Do the same at home for Parent(s)/Guardian(s) or other adults.
8. Never read items on your teachers’ desks. Never open envelopes addressed to someone else, especially your Parent(s)/Guardian(s) or teachers. This is illegal as well as showing a great lack of respect.
9. At the lunch table:
 - a. Elbows off the table;
 - b. Take small bites and chew with your mouth closed;
 - c. Swallow before speaking;
 - d. Don’t play with food;
 - e. Keep place neat;
 - f. Remove trash, food leftovers, and plates before leaving cafeteria ask to be excused from the table

Grading Scale

Pre-K through Grade 2 will not receive a percentage grade. The student will be evaluated on a Performance Scale with 4 as the exceeding expectations level and 1 as emerging skills level. The scale is:

4	Exceeding grade level standards
3	Proficient in meeting grade level standards
2	Development in meeting grade level standards
1	Emerging in the development of grade level standards

The goal is for every student to reach a level 3 to be a proficient learner in grade level standards by the end of the school year.

The standards (under each subject) will be measured by:

+	Area of strength
-	Area of weakness
S	Satisfactory
NA	Not assessed at this time



Grades 3-8 will receive a percentage grade. The grading scale is:

A	100-90
B	89-80
C	79-70
D	69-60
F	59-50 (A 50% will be indicated on the report card)

The standards (under each subject) will be measured by:

+	Area of strength
-	Area of weakness
S	Satisfactory
NA	Not assessed at this time

Students will receive a percentage grade in all subjects, both core subjects (Religion, English Language Arts, Mathematics, Science, and Social Studies) and enrichment subjects (Art, Music, Physical Education, and World Language).

Active Learner Traits

The Active Learner Traits for K-8 will be measured by:

+	Area of strength
-	Area of weakness

No mark indicates satisfactory performance

Graduation (Archdiocese of Miami Handbook)

When a student has successfully completed the course of studies offered and met all requirements, they are eligible to graduate from Blessed Trinity Catholic School. Participation in graduation is determined by satisfactory behavior/disciplinary record; return of all school property including technology, and have satisfied all outstanding financial obligations.

Hair Styles

Simplicity should be taught and encouraged. Both boys and girls are expected to keep their hairstyles neat and combed. Hair dye/artificial coloring is not permitted for girls or for boys. Any haircut infraction and consequence will be addressed.

Boys are to keep their hair cut neatly and evenly in a simple style. No trendy haircuts such as multi-layered styles, shaved, close crew cut (no shorter than #2; scalp is not to be visible), or any other “faddish” type of styles allowed. The hair is to be kept short (off the neck and ears and out of face) and combed in a traditional style.



Girls are to keep their hairstyles simple and neat. Unusual cuts, extreme, or “latest” styles, etc. are not permitted. Coloring and spraying the hair is also not permitted. Hair spray is not permitted at school. Ribbons/hair accessories that are appropriate should be simple and coordinate with the uniform. The Administration has the right to determine what is appropriate.

Harassment and Discrimination (Archdiocese of Miami Handbook)

The school is committed to providing an environment that is free of discrimination and harassment. In keeping with this commitment, the school will not tolerate harassment or discrimination on the basis of a person’s protected status such as gender, color, race, ancestry, national origin, age, physical disability, mental condition, marital status, veteran status, or citizenship status. All employees, faculty members, and students are protected under this policy. In addition, this policy applies to all conduct occurring on school grounds, at assignment outside the school, or at school-sponsored events. All students are responsible for helping to assure that any harassment or discrimination is reported. If a student witnesses or learns of any conduct that violates this policy, the student must immediately report the incident to his/her Principal. If, however, the Principal is the individual who is believed to have engaged in the inappropriate conduct, the student should notify the Superintendent of Schools of the Archdiocese of Miami. If an investigation reveals that inappropriate conduct has occurred, the school will take corrective action based on the circumstances.

Head Lice

Head lice are found worldwide. In the United States, infestation with head lice is most common among pre-school children attending child care, elementary school children, and the household members of infested children. While bothersome, this condition is not a cause for alarm. Nits may persist after treatment, but successful treatment should kill crawling lice. Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Once head lice have been identified, the school will notify the Parent(s)/Guardian(s). Discourage children and older students from touching each other’s hair, sharing combs and brushes, using blankets, stuffed toys, etc.

Health Records

Our school data base reflects a student’s health record (i.e. allergies, etc.) or medications of which school personnel should be aware. These records must list any particular health concerns or medication of which the school personnel should be aware. It is the responsibility of the Parent(s)/Guardian(s) to alert the school office of any changes related to a student’s health status. Without notification, each student is expected to participate in all activities and curricula.

Home and School Association

All Parent(s)/Guardian(s) is automatically members of the Home and School Association. The objectives of the Home and School Association are as follows:

- To foster and promote activities to improve the school and parish.
- To bring the home and school into a closer working relationship for the benefit of the children.
- To raise funds for school improvements and projects.
- To provide regular meetings to keep Parent(s)/Guardian(s) informed of budget, proposals, upcoming events, and fundraising activities.



- All home and school meetings are mandatory.

Each classroom has a volunteer homeroom Parent/Legal Guardian. Under the direction of the teacher, the head homeroom Parent/Legal Guardian helps the school by assisting the teacher with classroom activities and functions. In addition, they maintain contact with Parent(s)/Guardian(s) regarding monthly school events, and supporting the school and administration during fundraisers and planned activities.

Parent/Legal Guardians/volunteers that plan to participate in any school sponsored event, activity, field trip, class party, festival, etc. must be fingerprint cleared through the Archdiocese of Miami and Virtus compliant with a current and active Virtus account on record with Virtusonline.org. Failure to have fingerprint clearance and Virtus compliance on file in the school office will prohibit Parent(s)/Guardian(s)/Volunteers from participation.

One Parent/Legal Guardian must attend every Home and School meeting to stay abreast of all upcoming events and information pertaining to the school and parish. The Home and School Association is an important component of our school. Attendance is mandatory.

Homework Assignments

Pre-K to Grade 1 receives a weekly homework packet or newsletter. This packet will also contain pertinent reminders and teacher communication.

Grades 2-8 use an agenda book in which the student writes all assignments, projects, upcoming tests, etc. It is the child's responsibility to write this information.

*Students in the After School Program are given time for homework.

Homework Deadlines

Homework is due on the day set by the teacher. Ordinarily this is the next day as it is practice work to prepare for class. After 3 missed homework assignments per quarter, the ALT grade may be lowered. In addition, students who copy from another student will not receive credit, and may have his/her ALT grade lowered. See below for detention policy for students in Grades 6-8 who do not turn in homework assignments.

Students who were ill or had a real and unforeseen emergency are given another due date for class work and homework assignments. It is the child's responsibility to ask for absence assignments as soon as he/she returns to school. The time given is ordinarily 2 days. If answers to assignments have already been given to the rest of the class, alternate assignments may be given to absentees. However, if the student was present when the assignment was given and absent on the due date, the assignment is to be turned in on the date the student returns to school.

Homework Not Turned In

Grades K-5: teachers will notify Parent(s)/Guardian(s) every two (2) days of missing homework. After five (5) missing days another notification will be made.



Grades 6, 7, 8: Students will receive a detention when a total of 3 homework assignments are missed within a quarter. Attendance is mandatory and will be excused only due to severe illness. After the first detention, there will be a \$20 fee for every sequential detention received. Failure to attend detention may result in suspension. Detention will supersede any sport or other after school activity.

Honor Roll

Outstanding academic achievement will be recognized and awarded through an Honor Roll System in Grades 3-8. A student who receives a suspension will not be eligible for placement on the Honor Roll that grading period.

In order to receive Honor Roll, a student must meet the required criteria:

Principal Honors (Cougar Distinction)

Receive 97% or above average without rounding in the core subject areas: Religion, Reading, Language Arts, Mathematics, Social Studies, Science, and No (-)'s in any ALT box.

First Honors

Receive 93% or above average without rounding in the core subject areas: Religion, Reading, Language Arts, Mathematics, Social Studies, Science, and No (-)'s in any ALT box.

Second Honors

Receive 88% or above average without rounding in the core subject areas: Religion, Reading, Language Arts, Mathematics, Social Studies, Science, and No (-)'s in any ALT box.

Hours of Operation

School Hours: Pre-Kindergarten through Eighth Grade: 7:50 a.m. – 3:05 p.m.

School Office: School Days: 7:30 a.m. – 3:30 p.m.; Summer Months: 8:00 a.m. – 12:00 p.m.

Immunizations (Archdiocese of Miami Handbook)

The Archdiocese of Miami requires that prior to attendance in school, each student present or have on file with the school a certificate of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. A completed Florida Certificate of Immunization (Form DH 680) is required to document the administration of prescribed immunization doses. An exemption from immunization requirements is permissible only with a physician's certification as to the need for either a temporary or permanent medical exemption. An exemption from immunization requirements is not permissible for religious, philosophical, personal, or other reasons.

Infractions

Habitual infractions, 3 or more, will result in a conference with the Parent(s)/Guardian(s), student, teacher, and administration. A student may receive a suspension or expulsion depending on the seriousness of the infractions. Infractions may result in an automatic reduction of the Active Learning Trait (ALT) on the report card.



When a student receives a primary infraction, the teacher and student sign the infraction slip, which is sent home with the student to be signed by Parent(s)/Guardian(s) and returned the next school day. Students and/or Parent(s)/Guardian(s) may disagree with an infraction; however, the signature is required representing the reception of the infraction slip. Consistent communication with the teachers helps ensure that the receipt of infractions is greatly diminished.

Primary Infractions

Examples of inappropriate behavior resulting in a Primary Infraction include, but not limited to: disruptive behavior in the classroom/hallways/recess/or cafeteria; littering; possessing items not needed in school; improper language (written/verbal); writing or passing notes in school; disrespectful behavior towards fellow students; excessive talking; and not following teachers' classroom rules.

Three primary infractions result in a conduct report. Two conduct reports may warrant an automatic suspension. Detailed discipline policies are posted by the homeroom teachers.

Major Infractions (Conduct Reports)

Examples of inappropriate behavior resulting in a Major Infraction and possible automatic suspension/expulsion include, but are not limited to: access of unauthorized and/or inappropriate use of technologies/cell phones; fighting (regardless of who initiated it); cheating on a test or any other school work; plagiarism; forging a signature; stealing; serious disrespect; making fun of teachers or students whether spoken, written, or gestured; arguing; talking back; refusing to follow the rules; truancy; possession of cigarettes, alcohol, drugs, pornographic materials, disrespectful pictures or drawings; weapons (or any object which could be used as a weapon); writing on or damaging school property; open defiance of the authority of the teacher; unacceptable behavior in church.

Any other behavior deemed unacceptable by the teacher/administration may also result in an infraction or major infraction. The student is considered a student of the school at all times. A student who engages in conduct, whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials. The Administration reserves the right to determine the appropriate disciplinary action to be taken.

All conduct reports must be signed and returned to school the following day. A student will not be allowed into class without the signed conduct report. Parent(s)/Guardian(s) may disagree with the infraction; however, the signature is required representing the reception of the conduct report.

Injuries

If a child has been injured at school he/she should report the injury, immediately to the teacher, or Administration. Care will be given, the incident investigated appropriately, and Parent(s)/Guardian(s) notified. Student insurance covers these injuries if reported immediately. Accident insurance forms for injuries sustained at school are given upon request. Parent(s)/Guardian(s) is responsible for following up on any claims made.



Insurance of Students

Blessed Trinity Catholic School, through the Archdiocese of Miami, purchases insurance to cover all students during the times that the students are involved in school-sponsored activities or are traveling to or from a school-sponsored event.

Invitations

Only invitations to school functions may be distributed by the classroom teacher. No other invitations may be distributed. Invitations not authorized by Administration i.e. parties, activities, events, etc. are not allowed to be distributed anytime at school.

Jewelry

Girls may wear a single pair of “stud” earrings. Dangling or hoop earrings are not permitted for the sake of safety. One simple bracelet may be worn. Boys may not wear earrings. A small crucifix or holy medal may be worn on a silver or gold chain under the shirt. Otherwise, no necklaces are allowed. A simple traditional watch is permitted. No other jewelry is permitted with the school uniform.

Lost and Found

A lost-and-found area is located in the school cafeteria. Students are encouraged to look there for misplaced or lost sweaters, uniforms, shoes, etc. Articles not claimed at the end of the year will be given away or sent to the missions. Please ensure your child’s items are labeled with their name.

Lunch

Students may bring a lunch or purchase lunch in the school cafeteria. Students are not permitted to purchase food for other students. Procedures for purchasing lunch and menus will be published at the beginning of the school year. In general, a cafeteria menu is published each month by Gran Paris Bakery. The catering company works directly with Parent(s)/Guardian(s) regarding a cafeteria account for each child. Each purchase is then subtracted from that account. Sodas and energy drinks are not permitted. Students who forget their lunch will be given a simple lunch provided by Gran Paris Bakery and Parent(s)/Guardian(s) will be assessed the applicable lunch fee. It is up to each parent to reconcile purchases with Gran Paris Bakery. Fast foods and/or lunches may not be brought to school during the day.

Make-Up

Students may NOT wear make-up. Perfectly clear lip balm for chapped lips is allowed. Nails are to be kept short (no longer than just visible from the back of the fingers), and clean. Acrylic nails and/or colored nail polish are not permitted. Only clear nail polish is permitted.

Mass Attendance

As a Catholic parish and school, we encourage all families to become active members. We encourage all families to grow in their relationship with Christ and His church. Blessed Trinity Catholic School offers many opportunities for personal growth through prayer, various ministries, conferences, discussions, retreats, Religious Education formation classes, etc. As the first teachers of a child’s faith, Parent(s)/Guardian(s) is strongly encouraged to assist Blessed Trinity Catholic School in the religious formation of their children. The



development of Christian values is fostered through the active participation as a family in the Celebration of the Eucharist, prayer in the home life and involvement in the various parish ministries.

Blessed Trinity Catholic School welcomes all families. Catholic families are expected to practice their faith. Mass is an obligation and is part of the third commandment. It is also a precept of the Church, participation in Sunday Mass is considered basic and taken most seriously for any practicing Catholic. The Mass schedules are varied and widely available so that all may participate wherever you may be.

Because Blessed Trinity Catholic School is a parish school, emphasis is placed on active participation of our students and families at the parish level. To assist in this, the school will designate a homeroom grade to be represented one weekend each month at one of the Masses. Families are expected to be present during this designated day. Details will be posted on PlusPortals.

Masses/Liturgies during School Time

The school celebrates Mass together twice a month, usually Fridays at 9:00 a.m. or scheduled as deemed by the Pastor. Because of the school calendar or special feast days, another day may be chosen. Each class takes a turn hosting and preparing the liturgy. The school invites and encourages Parent(s)/Guardian(s) to attend. Other prayer services and devotions are also celebrated, such as the Stations of the Cross and Rosaries. These liturgies and prayer services are not replacements for participation at Sunday Mass, but are added opportunities for our children to grow in their relationship to God and the Church.

Medication Guidelines (Archdiocese of Miami Handbook)

Except as authorized by the school, students are not permitted to carry or distribute any prescription or non-prescription drugs or treatments, including aspirin, on the school grounds or at any school function. The administering of medicine to a student outside the doctor's office or a health institution is a parental responsibility and should only be delegated to school personnel when necessary and authorized by the school. Parents should ask their physicians if it is possible to prescribe medication so it can be administered at home. Only when necessary will the school allow the administration of medication on campus, and only under the following guidelines:

1. An "Authorization for Medication" form must be completed and submitted by a parent or legal guardian of the student. The name of the medication and dosage should be indicated on the form.
2. Medications to be dispensed at school should be labeled with the child's name and the exact dosage. The name and telephone number of the physician should also be on the label.
3. While the school may monitor a student taking the medication, the school will not remind students to come and take their medication.

Exceptions to this policy may also be made for the use, supply and administration of an epinephrine auto-injection (Epi-Pen®), and as authorized in writing by the school.

Messages to Students

In case of emergencies, messages for students may be left with school office personnel, who will deliver the message. Classroom instruction is not to be interrupted. Parent(s)/Guardian(s)/Guest(s) may not go directly to



classrooms without a Visitor ID from the office. When an appointment is scheduled with a teacher or other staff member, all visitors must check in at the school office.

National Junior Honor Society

Selection for membership into the National Junior Honor Society (NJHS) is available to those Sixth, Seventh and Eighth Grade students who excel in the area of Scholarship. These students may be selected into membership provided that they also exemplify the ideals of Citizenship, Leadership, Service, and Character.

Students earn candidacy into the Honor Society by academically achieving an average of 90% or higher without rounding in all core subjects for the first three quarters. In addition, they must not have received a negative in any Skills or Active Learner Traits. They are then invited to demonstrate the remaining ideals of the National Junior Honor Society by completing a series of forms, references, recommendation letters, and an essay. The Chapter's Faculty Council reviews all these documents and selects new members for induction into the chapter.

To maintain membership, NJHS members must:

1. fulfill service hours (8 hours per year in addition to the Confirmation service hours);
2. attend monthly meetings;
3. maintain an above average academic performance (average of 90% without rounding);
4. maintain all S's and +'s in the Skills and Active Learner Traits;
5. show leadership throughout the year;
6. pay an annual \$25 membership fee.

Members who fail to do so may be put on probation, or even removed, from the National Junior Honor Society.

New Students

Students who are new to our school will be on probation for the first quarter. At the close of the period, they will be evaluated for progress, both academically and behaviorally, to ensure that they are able to progress in our program. All new students will be screened upon applying for admission.

Documents Required

Admission to Blessed Trinity Catholic School for new students is made through formal registration in early spring. At this time, the following items must be presented:

- Completed registration form
- Student Emergency Contact Information form
- Birth Certificate (copy)
- Baptismal Certificate (copy)
- Data of any medical problem which the child may have
- Social Security Number
- Florida Certificate of Immunization (DH680)
- Florida School Entry Health Exam
- Records from any previous schools attended



Children and Family Service Requirements:

- The Parent(s)/Legal Guardian(s) of children entering, attending, or transferring to PK through 8th grade is responsible for submitting to the School Office a current Florida Certificate of Immunizations (DH680) completed and signed by a Florida licensed physician, Florida State or by the Dade County Department of Health.
- This form must be submitted prior to the first day of classes or expiration date, whichever comes first.
- It is the Parent/Legal Guardian's responsibility to keep track of expired forms and submit a current DH680 form. All students must present a current form DH 680 Part A documenting that this immunization process has been completed, Temporary Medical Exemption DH 680 Part B, or Permanent Medical Exemption Part C issued by the County Department of Health. Please refer to the Immunization Guidelines published on the Florida State website.
- New students are required to submit a current School Entry Health Exam completed and signed by a Florida licensed physician, by the State of Florida or by the Miami-Dade County Health Department.
- ALL STUDENTS entering, attending or transferring to SEVENTH GRADE will be required to have all the compulsory school immunizations.
- Form DH680 must be signed by a Florida licensed physician or by the State of Florida Department of Health and must state "complete for 7th Grade".

NOTE: Failure to provide the correct immunization documentation will exclude the student from school until all original forms are provided to the school office.

Non-Uniform Dress Days

The third Wednesday of each month, early release days, students can wear jeans or PE shorts, if applicable, and a Blessed Trinity Catholic School T-shirt with the exclusion of Mass days.

All other dress down days: Attire may be in the form of more casual attire, such as going to Church, movies, dinner, etc. A student is not permitted to wear shorts, leggings, tattered or ripped clothing, dresses/skirts must be no shorter than 2 fingers above the knee, shirts must cover shoulders, cover the midriff, and they may not be backless or sheer. Halters and tank tops not permitted. Shoes on these days must be appropriate closed-toed shoes. Sandals and heels are not permitted.

Additional jewelry and/or make up which is not permitted for regular school days is also not permitted on these special days. While we expect that Parent(s)/Guardian(s) will guide their children and check them before coming to school, we also expect each student to be fully responsible for his/her appearance. It is not necessary to purchase new clothing for these occasions as specified dress is permitted according to what most students should already have in their wardrobes. Students who wear inappropriate clothing will call Parent(s)/Guardian(s) for their school uniform and will sit in the office until they are properly dressed.

Notification of Rights under FERPA (Archdiocese of Miami Handbook)

The Family Educational Rights and Privacy Act (FERPA) affords Parents/Legal Guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:



1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should complete the Request for Release of Student Records and submit it to the School Principal (or appropriate school official) identifying the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write to the School Principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW Washington, DC 20202-5920.

Nut-Containing Products

Due to an increase of various allergies to nut-containing food products, the school does not sell or distribute foods containing nut products. Through the use of reasonable means to better accommodate allergies to nut products, we ask faculty, staff, students, and Parent(s)/Guardian(s) to practice caution when bringing lunches from home that contain nut products.

Open Admission Policy (Archdiocese of Miami Handbook)

The school has an open admission policy. No person, on the grounds of race, color, disability, or national origin, is excluded or otherwise subjected to discrimination in the receiving of services. Nor does the school discriminate in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of race, color, disability, age, gender, or national origin.



Some students may not be accepted because the school's educational program and facilities are not able to meet the needs of the child. When the school cannot accept all applicants, those students not accepted are encouraged to enroll in the parish Religious Education classes (R.E.).

Parental Cooperation (Archdiocese of Miami Handbook)

The school views the education of a student as a partnership between the Parent(s)/Guardian(s) and the school. Parent(s)/Guardian(s) and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it is at school events, on or off school campus, or on social media or other public forums. Just as a parent can withdraw a child from the school if desired, the school has the right to disenroll a student if it determines at its discretion that the parent or student partnership with the school is irretrievably broken.

Parent/Teacher Conferences

Parent(s)/Guardian(s), who wish to make an appointment with the teacher, should do so through PlusPortals, teacher's email, or send a note to the teacher. Teachers are not to be interrupted during arrival, dismissal or normal hours of instruction. If a response is not received within 48 business hours of requesting a conference, please contact the school office. Appointments with the Principal are to be made only after Parent(s)/Guardian(s) have discussed the issue or concern with the respective teacher.

Parent/Volunteer/Guest Dress

All adults who visit the school are expected to dress in a manner that shows respect for the professional and Catholic atmosphere of our school. It is very important that adults show modesty in dress that conveys respect for the human body. Visiting or volunteering at school includes: chaperoning field trips; assemblies; classroom parties; assisting teachers with student activities; attending Church functions with the students and coming to the office on business.

Parent School Service

Each family is asked to contribute some type of service to our parish family. Families are encouraged to participate in at least thirty (30) hours of service each year. This volunteer help provides service to the students and the parish which otherwise would have to be paid for. Opportunities are available as projects arise and Parent(s)/Guardian(s) is welcome to get involved anytime by contacting one of the Home & School Board Members.

Because Parent(s)/Guardian(s)/families are being asked to volunteer, it is required by Archdiocesan policy for any person over 18 years of age to be fingerprinted and take the Virtus Workshop before taking part in volunteering. All necessary copies of attending the Virtus workshop and fingerprinting must be submitted to the Administrative offices before a parent can take an active part in volunteering.

Participation in School Athletics or Organizations (Archdiocese of Miami Handbook)

The school recognizes the following sports, activities and clubs:



1. School clubs: Altar Servers, Choir, Media Club, National Junior Honor Society, Student Council
2. Major School Activities: Bass Fishing Tournament, Book Fair, Catholic Schools Week, Court of Dreams, Fashion Show & Luncheon, Parish Festival, Pig Roast, Red Ribbon Week, Spirit Day, Trike-a-Thon, Western Night
3. Dances: Middle School Dances
4. Athletics: Cheerleading, Cross Country, Golf, Primary Boys Basketball, Soccer; Primary Girls Soccer; JV Boys Basketball, Soccer; JV Girls Basketball, Soccer, Volleyball; Track and Field; Varsity Boys Basketball, Flag Football, Soccer, Volleyball; Varsity Girls Basketball, Flag Football, Soccer, Volleyball.

Prior to participation in any sport, each student must complete the Parent Consent and Release of Liability form and a physician's certificate to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, open gym, tryouts, and practice.

Parent(s)/Guardian(s), by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to participation in any sports, leagues, clubs, or activities.

The school is not responsible for student participation in any sports, leagues, or clubs not identified above. Parents hereby acknowledge that students who participate in any such program or activity do so at their own risk. Parents further acknowledge that the school does not control or sanction any such program or activity and that it shall not be held liable for any injuries or damages sustained by students or others arising from participation in such programs or activities.

The student must maintain a minimum cumulative average of 70% on his/her report card in the major subject areas and special subject areas. In addition, a student may not have a conduct report on file. Any student who arrives after 11:00 a.m., is dismissed early from school, or is absent, may not participate in a sport event on that same day.

It is a privilege to participate on a Blessed Trinity Catholic School athletic team. The Administration reserves the right to remove a student, temporarily or permanently, from a team for academic or disciplinary reasons.

Sportsmanship

The principle of good sportsmanship is paramount in all athletic competitions. Neither coaches, nor athletes, nor fans are permitted to heckle, jeer, insult, demean or ridicule any opposing team member or coach.

Peanut Allergy Policy

In order to ensure the safety of students with peanut allergies, please notify the homeroom teacher at least 72 hours in advance when cupcakes, donuts, or cookies to celebrate your child's birthday will be brought to school. This will give the teacher sufficient time to notify the Parent(s)/Guardian(s) of students with peanut allergy or any other allergy to provide a snack for their child on that day. Under no circumstance can Parent(s)/Guardian(s) nor teachers distribute party bags and/or candy.



All allergies must be listed in Emergency Cards that are part of the registration forms. If an Epipen® is necessary, it must be provided to the School Office. A meeting with all teachers that have students with allergies will be conducted at the beginning of the school year.

P.E. Uniforms

P.E. uniforms are purchased through Dennis Uniform. Blessed Trinity Catholic School's official P.E. uniform consists of the red P.E. t-shirt and the navy blue P.E. shorts with the current school logo on each. Only athletic tennis shoes/sneakers are to be worn on P.E. days with solid white or black athletic socks.

Students come dressed in P.E. uniform on the assigned P.E. day(s), unless Mass is being celebrated or there are other special activities. Students receive their P.E. schedule at the beginning of the school year.

PlusPortals (<https://PlusPortals.com/blessedtrinity>)

PlusPortals is a secure communication platform which serves as an extraordinary extension of our school. Parent(s)/Guardian(s) and students will be given an activation code to access information on PlusPortals for their particular child. Grades, attendance, school news, class news, assignments, calendars and more can be viewed on this site. PlusPortals can be viewed by Parent(s)/Guardian(s) to obtain their child's academic progress at any time and will be used to provide official documents such as progress reports (if applicable), report cards, and honor roll certificates.

Private Tutoring, Coaching or Lessons (Archdiocese of Miami Handbook)

Except as specifically noted in this Handbook, the school does not sponsor, oversee, or otherwise provide private tutoring, coaching, therapy, or other similar private lessons or services. Parents who engage school staff members for the provision of these services do so at their own risk and expense and are hereby advised that such services are outside the scope of the staff member's employment with the school.

Parents, by executing the acknowledgement of receipt of this Handbook HEREBY RELEASE the school, the Archdiocese, and their corporate members, officers, employees, affiliates, and agents from any claims or liabilities that allegedly arise from or are related to the provision of private tutoring, coaching, therapy, or other similar private lessons or services, regardless of where they may occur. As per Archdiocesan Policy, students may not be tutored by their homeroom teacher.

Progress Reports

Blessed Trinity Catholic School uses the Quarter system for the school year. Each quarter of the year contains approximately 45 teaching days. Progress Reports are issued on an as-needed basis in Grades 3-8. These must be signed and returned the next day.

It is important to keep in mind that the progress report is the official communication concerning the child's progress in the current quarter, and as such, it is an important means of communication with Parent(s)/Guardian(s). However, the progress report does not carry the weight of a report card. Low indicators on a progress report should demand interest in a parent/teacher conference and recommendations for progress should be implemented. Parent(s)/Guardian(s) who wish additional communication prior to the Progress Report should initiate contact with the teacher.



Promotion

Students are promoted at the end of each school year as success in mastery of skills and subject matter is achieved. When a child is in danger of not being promoted due to lack of mastery, a letter is sent to the Parent(s)/Guardian(s) in February and in April to notify the parent of a possible retention.

Parent(s)/Guardian(s) should confer with the teacher regularly. Every reasonable effort will be made to work collaboratively. Teachers and Parent(s)/Guardian(s) should have ongoing communication and collaborate on decisions regarding professional evaluative assessments and tutoring. Any student receiving an F average in two major subjects is in serious danger of not being promoted and/or may receive a recommendation for an alternate program. For further information, refer to the Retention policy in this handbook.

Rainy Day Pick Up Plan

In the event of severe weather or flooding, alternate dismissal plans may be implemented.

Parent(s)/Guardian(s) will be notified in advance. Please ensure your contact information is updated and you are regularly receiving formal school communications.

Release of Students

It is the responsibility of the Parent(s)/Guardian(s) to ensure that his/her child is picked up from school at the proper time. Parent(s)/Guardian(s) are required to complete the dismissal information on the student emergency contact form. This form specifically lists all persons authorized to pick up the child from school. The school reserves the right to require proper identification from anyone who is listed on the form coming to the school to pick up a student who is not personally known to the teacher or administrator (or her delegates) and to refuse release of the child without it.

Changes to this list of authorized persons are only accepted through written notice and must be received in the school office or via email to btschool@blessed-trinity.org by 11:00 a.m. on the day the changes are to be effective.

Report Cards

Report cards are issued at the end of each quarter, four (4) times a year. Pre-K through 2nd Grade reflects Standard-Based Grading. Students in Grades 3-8 receive percentages. The purpose of the report card is to report the child's achievement in mastery of course material. The student's achievement may or may not reflect his/her potential or ability.

Re-Registration

Re-admission of students each year is not automatic. The invitation is extended to all those who are progressing in the school program, do not have excessive absences or tardiness to school, and whose Parent(s)/Guardian(s) have complied with school policies in a positive manner. Consideration is given to families who attend weekly Mass, have participated in faithful stewardship toward their parish, and have fulfilled their financial responsibilities to the school. The re-registration forms are sent home in January. These forms must be returned by the designated date with the required registration fee for each child. The student is not considered registered until all registration forms have been submitted with the applicable registration fee. The registration fee is NON-REFUNDABLE and NON-TRANSFERABLE and can not be added to your FACTS account.



- Any forms not returned or fees paid by the designated date will be considered as openings for the next school year and the vacancies will be filled from the waiting list. This policy will also apply to nonpayment of initial fees.

Retention

A student will be retained if he/she receives an overall failing grade in more than two of the core subjects: Religion, Reading, Language Arts, Mathematics, Science, or Social Studies. Parent(s)/Guardian(s) will receive two written notices indicating possible retention.

If a student fails one of the core subjects, that student will be required to attend summer school at Blessed Trinity Catholic School. If no summer program is offered at Blessed Trinity Catholic School, students must attend an alternative program previously approved by the Principal.

Teachers will attempt to identify students with promotion-threatening difficulties by the midpoint of the school year, so that the school and Parent(s)/Guardian(s) may address the situation. Please be advised that due to limited class size, the re-registration of a retained student may not be guaranteed.

Returned Check Policy

A check returned by the bank for any reason will result in all future payments to the school being made either in cash or with a money order. A \$30.00 fee will be assessed for returned checks.

Saint John Paul II Program

The purpose of the Saint John Paul II Program (SPJII) is to identify and support students with specific learning needs so that every child can meet his/her academic potential. The Program's motto "Crescat Scientia Vita Excolatur" embodies the idea that each student will be fully enriched when his or her educational needs are fully met. SJPII serves students with mild disabilities by accommodating them in the General Education class settings. Students are placed in a Resource Room class for either English Language Arts courses and/or Mathematics course dependent upon the students' needs. Students are integrated with all general education students in the remaining courses, special area courses, worship, and other school related activities. The goal is to prepare each child to successfully mainstream at the appropriate time while fostering self-esteem and maximizing academic potential. (See Admissions for required documentation.)

If a student is transitioned into the program from our General Education program, the difference in Registration fees must be paid in full prior to the transition. If a student is transitioned out of the program and into our General Education program, the original Registration fee paid is non-refundable.

Sale or Distribution of Goods

Students may not sell or distribute any personal items or food/beverage in or adjacent to school grounds, including but not limited to: pencils, pens, cards, games, and electronic devices.



School Office

The school office is open from 7:30 a.m. to 3:30 p.m. each school day. The office is for business that is not on PlusPortals or handled by the teachers. For the safety of students and faculty, all Parent(s)/Guardian(s) and guests are required to check in at the school office and obtain a Visitor ID badge before proceeding into the school for business.

School Policy and the Principal's Right to Amend

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

Since situations could arise that were not foreseen at the time of publishing this Handbook, the school reserves the right to initiate, change, or modify the policies as needed. Blessed Trinity Catholic School will publish any revisions on PlusPortals, and in directives given to the students. Parent(s)/Guardian(s) and/or students will be notified of any amendments. However, the school has the right to add, delete, or revise any school policy or procedure with or without notice.

The Principal and/or Pastor is the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion. It is expected that all Parent(s)/Guardian(s) and Students will cooperate and support these policies in a positive manner. Blessed Trinity Catholic School also reserves the right to recommend or require Parent(s)/Guardian(s) to withdraw from a working relationship with the school. Parent(s)/Guardian(s) and students are required to sign and date a copy of acknowledgement of this handbook upon entrance and/or re-registration to the school.

School-Sponsored Events (Archdiocese of Miami Handbook)

The school does not sponsor, oversee, or in any way control parties or social functions at private residences. School-sanctioned events, including all field trips, excursions, or parties, are specifically identified in this Handbook or are identified in the school calendar and/or written notices generated and distributed by the school.

Parents, by executing the acknowledgment of receipt of this Handbook, hereby release the school, the Archdiocese of Miami, and their corporate members, officers, employees, affiliates, and agents, from any claims or liabilities that allegedly arise from or are related to attendance at parties or social functions at private residences or from participation/attendance at events not identified in the school calendar or in written notices from the school, including field trips, excursions, or parties.

Students engaged in conduct that is contrary to the mission and philosophy of the school may be subject to disciplinary action regardless of whether the conduct occurred at a school-sponsored function.

School Supplies

School supplies will be published on PlusPortals during the summer months. There are specific supplies required for each grade level. Students should only bring items on this list, unless notified specifically by the teacher for a particular project.



School Uniform and Dress Code

The wearing of a uniform is an integral part of Catholic School discipline. All students are expected to be in complete uniform from the first day of school, and to continue throughout the entire year. Students are expected to arrive in complete uniform each morning and to remain in full uniform (including tie and tucked in shirt) until they are in their car at the end of the day.

Students are also expected to be clean and well-groomed, which includes keeping shoes clean and polished, and clothing neat, in good repair, and ironed. Students who are “out of uniform” may receive an infraction.

The school partners with Dennis Uniform (<http://www.dennisuniform.com>) for its approved uniform articles and will provide a list for Parent(s)/Guardian(s). See PlusPortals for all uniform guidelines.

Dennis Uniform
8807 SW 132 Street
Miami, FL 33176
Telephone: 305.254.0000
Fax: 305.254.0303

PK2-PK4 Students

Girls: Navy/tan plaid polo dress and navy knee high nylon socks

Girls Shoes: Black or Blue Mary Janes

Boys: White with navy and tan 2 stripe rugby or solid tan, polo; navy shorts; navy socks

Boys Shoes: Black or Blue Velcro

K-5 Students

Girls: Navy/tan plaid jumper; solid navy cross-tie; white "puff sleeve" blouse with plaid border; navy knee high nylon socks

Girls Shoes: (Kindergarten Only): Black or Blue Mary Janes Girls Shoes: (Grades 1-5): Black or Brown (Burgundy) Penny Loafers

Boys: White with navy and tan 2 stripe rugby or solid tan polo; navy sweater vest (Mass and Special Occasions); navy pants (no shorts allowed); black or brown belt (Grades 1-5); navy socks. All shirts must be tucked in.

Boys Shoes: (Kindergarten Only): Black or Blue Velcro

Boys Shoes: (Grades 1-5): Black or Brown (Burgundy) Penny Loafers

6-8 Students

Girls: Navy/tan plaid skort (no more than two inches above the knee); white fitted blouse with new logo; navy/tan plaid cross-tie; navy knee high nylon socks; blazer (Mass days and Special Occasions)

Boys: White oxford shirt with new logo; navy/tan plaid long-tie; navy pants; black or brown belt; navy socks. All shirts must be tucked in.

Girls and Boys Shoes: Black or Brown (Burgundy) Penny Loafers

Uniform Infractions

The school mandatory uniform must be worn at all times. Uniforms that are torn, stained, faded and that generally do not fit properly must be replaced. Not wearing the uniform correctly and/or missing items: belts,



ties, socks, improper hair styles, etc. will result in an infraction. Infractions must be signed by Parent(s)/Guardian(s) and returned the next day. After three (3) uniform infractions, a Conduct Report will be issued. Conduct Reports prohibit participation in sports, Honor Roll for that quarter, and NJHS. Two (2) conduct reports result in an automatic suspension and are filed in the students' permanent file.

Cold Weather Uniform

Girls may wear navy blue tights or leggings under the regular school uniform.

All students must wear an approved school sweater or jacket over their regular uniform. Navy blue sweatshirt and sweatpant (sold at Dennis Uniform) may be worn in lieu of P.E. uniform on P.E. days. Heavier jackets may be worn on top of (not in place of) the school sweater. These should be taken off inside the classroom and the regular uniform worn. No hoodies permitted.

School Work Missed

School work missed due to illness must be made up within a period of 2 days times the number of days absent. It is the responsibility of the student to approach the teacher or check on PlusPortals to request this missed work. Students or Parent(s)/Guardian(s) may request these assignments on the day the child returns to school by emailing the classroom teacher.

Search and Seizure Policy (Archdiocese of Miami Handbook)

The Principal and his/her designee has access to any lockers, handbags, electronic devices, cell phones, book bags, desks, cars, or any other object that is brought onto the campus of the school or any school-sponsored event, and may remove or confiscate any object which is illegal or contrary to school policy.

Sexting (Archdiocese of Miami Handbook)

The electronic transmission or receipt from one minor to another of any photograph or video that depicts nudity may constitute illegal sexting. Students engaged in sexting will be subject to serious disciplinary consequences which may include expulsion from school. In addition, the school administration may report instances of sexting to the Florida Department of Children and Families or local law enforcement for appropriate investigation as to violations of law.

Smoking/Vaping (Archdiocese of Miami Handbook)

It is a violation of Florida law for any minor to knowingly possess any tobacco product, nicotine product, or nicotine dispensing device. In addition, the use of tobacco products, electronic cigarettes, and vaping carry known health risks that can be very serious. The use of any tobacco products, electronic cigarettes, and/or vaping in any form is prohibited on school property and at any school events. Violation of this policy will result in disciplinary consequences which may include expulsion from school.

Sports Program

Any student who has the permission of his/her Parent(s)/Guardian(s), meets Archdiocesan Health requirements and is progressing successfully in academic studies is eligible to try out for any sport which is sponsored by the school. Students may not be eligible for a tryout if the tuition account is in arrears. Students pay an athletic fee and uniform costs. The fee is established by the Administration at the beginning of each school year. Prior to participation in any sport, each student must complete the Parent Consent and Release of



Liability form and a Medical Release Form to the effect that the student is physically fit for participation in the sport. Participation includes pre-season conditioning, tryouts, and practice. In order for students to participate in after-school sports, he/she must have the following criteria:

1. Any sport that begins in the month of August/September must turn in the Parent Consent and Release of Liability form and the Medical Release Form prior to the start of the season.
2. Any sport that begins in the month of October through March must turn in the appropriate forms a week before tryouts.
3. An overall average of "C" or better on the report card in each of the following subject areas: Religion, Language Arts, Reading, Math, Science, Social Studies, and Spelling.
4. Athletes cannot have more than one D in a core subject.
5. An overall C average on the report card in the following subject areas: Art, Music, Physical Education, and Spanish.
6. Students must maintain a satisfactory disciplinary record; a student who receives a conduct report may be ineligible to participate in sports.

Eligibility for Sports

Eligibility for sports will be determined before/during tryouts for each sport and again at the end of the quarter report card. Students who qualify for sports, but suffer a drop in grades may be suspended from participation.

- Students who earn a grade lower than a "C" in a core subject during the quarter may be ineligible to participate until the following quarter pending on a grade of "C" or better on the report card.
- Students who earn a grade lower than a "C" in a core subject in the final report card may not be eligible to participate until the next school year.

It must be understood that all students who try out for a team will not necessarily make the team. The school participates in the All Catholic Conference which is a competitive league not a recreational league. It must be understood that playing time is at the discretion of the coach.

Once a student makes a team, they are expected to pay the athletic fee. Uniforms will be withheld until payment is received. Students are expected to be at every practice and game. If a student misses practice or a game due to a medical/family emergency it will be considered excused. It will be up to the Athletic Director if the student will be suspended from participation. The School Administration reserves the right to have the final decision in these disciplinary manners.

It is of the utmost importance for a student, who wishes to participate in after school sports, to be achieving academically and behaving appropriately in school. Student Athletes and Parent(s)/Guardian(s) is expected to comport themselves in keeping with the values of good sportsmanship, fair play, healthy competition, respect for coaches, officials and other players as well as behavior appropriate to a Catholic School. Inappropriate conduct during a game by students or Parent(s)/Guardian(s) may result in disciplinary action. Sportsmanship is a vital ingredient for all team sports.



Student Appearance

Girls Appearance

- Hair must be neat and trimmed at all times.
- No dying, highlighted, semi-permanent, glaze gloss or coloring of hair of any kind.
- No make-up, lipstick, colored lip-gloss, acrylic nails, tips or colored nail polish is permitted.
- Only one pair of earrings may be worn only on the earlobe. (No dangling or hoop earrings are allowed).
- Multiple earrings are not permitted.
- No body piercing of any kind.
- No shell, rubber, rope, string, leather or plastic bracelets or necklaces may be worn.
- One simple necklace may be worn.
- No cornrows or extreme hairstyles are permitted.
- One simple ring is allowed to be worn.
- No large or fancy hair ornaments such as flowers, butterflies, etc.

Boys Appearance

- Properly groomed hair is required at all times.
- Extreme haircuts, hairstyles, wedges, line, curving, coloring or shaved heads are not permitted.
- No excessive use of gel is permitted.
- Hair should be short, above the ears, and should not touch the shirt collar.
- Hair should be on or above eyebrows.
- Hair spray, mousse or water should not be used to disguise length of hair.
- No earrings or piercings of any kind.
- One simple chain around the neck may be worn.
- No shell, rubber, rope, string, leather or plastic bracelets or necklaces may be worn.
- Boys must be clean shaven (when applicable).
- No facial hair is permitted.
- Sideburns must be trimmed, neat and may not be below mid-ear.
- No cornrows, excessive bands or extreme hairstyles are permitted.
- One simple ring is allowed to be worn.
- Shirts are to be tucked in at all times.

Student Conduct (Archdiocese of Miami Handbook)

Students and Parent(s)/Guardian(s) is expected to behave consistent with the mission, philosophy, and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of (1) student disciplinary action, including expulsion, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.

Student Supervision

Supervision at Blessed Trinity Catholic School begins at 7:30 a.m. and ends after school dismissal at 3:20 p.m. (at 1:15 p.m. on early dismissal days). Students who do not go home on time by 3:20 p.m. and are not enrolled in any of our school programs are taken to the After School Program and if a fee is incurred, it is due at time of pick up.



Parent(s)/Guardian(s) is asked for their children's dismissal procedure at the beginning of each school year. The staff will not depart from this without a signed release from the Parent(s)/Guardian(s). When there is a change in a student's dismissal procedure, the office must be notified no later than 11:00 a.m. in writing by the parent. This is for the safety and security of every child and to give the Parent(s)/Guardian(s) reassurance. Students may NOT stay after school to watch after school games unless accompanied by a parent.

Suspension and Expulsion

Reasons for suspension with mitigating circumstances are reasons for expulsion. Reasons for suspension/expulsion:

1. Actions gravely detrimental to the moral and spiritual welfare of other pupils.
2. Habitual profanity or vulgarity.
3. Fighting, assault, battery, or any threat of force or violence, directed toward any school personnel or pupils.
4. Open, persistent defiance of the authority of the teacher or administrator.
5. Continued willful disobedience.
6. Use, sale, or possession of narcotics.
7. Use, sale, distribution, or possession of any alcohol for beverage purposes on or near school premises or school-sponsored events.
8. Smoking or having tobacco.
9. Stealing.
10. Willful cutting, defacing, or otherwise injuring in any way property, real or personal, belonging to the school.
11. Truancy.
12. Possession of a weapon on the school grounds (i.e. gun, knife, or any other object that poses as a weapon, including toy weapons).
13. Harassment or threats, verbal or written, including e-mail messages or internet postings.

Tardiness

Chronic tardiness is not a habit to cultivate. It disrupts the learning environment for the student and his peers. Therefore, the school strongly emphasizes the importance of being on time. Students must be in their classroom at 7:50 a.m. After that time, students are marked tardy. A late fee of \$10.00 per student is charged after 3 tardies per quarter.

In the case of a rare emergency, a tardy may be excused. However, whether a tardy is excused or unexcused, the student's late arrival must be marked as the child was not in the custody of the school. Any student who is tardy must be accompanied by a Parent(s)/Guardian(s) to the school office. The student must be signed in by Parent(s)/Guardian(s) and obtain a tardy slip before proceeding to class.

Students who do not report to school by 11:00 a.m. and do not have a valid reason are ineligible to participate in any extracurricular activities on that day.



When there is excessive tardiness, defined as more than 5 in a quarter, the Principal may require a conference with Parent(s)/Guardian(s). Excessive tardiness or absence may be cause for disciplinary action up to probation and/or denial of re-registration.

Telephone use by Students

Student emergencies are reported to the classroom teacher, the office, or Administration, and the office phone is used to contact Parent(s)/Guardian(s) if necessary. Students are not permitted to telephone home for homework, forgotten articles, to ask permissions, or to change their personal schedule arrangements. School phones are reserved for school business and emergencies.

Testifying in Divorce or Custody Proceedings (Archdiocese of Miami Handbook)

The Catholic Church recognizes marriage as a Sacrament. In the Union of Christian spouses, the Sacrament of Matrimony celebrates the relationship of Christ to the Church. Therefore, the school strongly supports the sacrament of matrimony as the foundation of family life and of the domestic Church. In recognition of the importance of the matrimonial sacrament to the Catholic faith, parents agree not to compel the attendance, testimony, or deposition of any school or church employee in any divorce, custody, or other legal proceedings which may in any way involve the dissolution of marriage or the determination of parental /custody rights.

In the event that a parent or legal guardian breaches this policy, any school or church personnel who are required to attend legal proceedings may be represented by an attorney. In addition, any and all legal fees and costs incurred by the school will be charged and become the responsibility of the parent or legal guardian.

Testing Programs

In addition to testing throughout the curriculum, standardized testing is administered to each child in Grades 2-8.

Grades K-1	TerraNova3
Grades 2-8	TerraNova3 and Inview
Grade 5	ACRE I (Assessment of Catholic Religious Education)
Grade 8	ACRE II (Assessment of Catholic Religious Education)

Tests, Examinations and Authentic Assessments

Students' academic progress may be evaluated through portfolios, projects, presentations, papers, reports, reviews, quizzes, and tests. The teacher will use these assessments for diagnostic, instructional and/or grading purposes. Blessed Trinity Catholic School must receive a copy of any evaluation, student recommendations, etc. that may assist in the educational advancement of a child. Blessed Trinity Catholic School reserves the right to recommend and not re-register a student that the school and its administration believe cannot be serviced at the school.

Textbooks

All texts are to be properly cared for. Hardcover textbooks may not be written in or highlighted. All books must be kept covered, carried to and from school in a book bag, and stored properly during the day. If books are lost



or damaged, Parent(s)/Guardian(s) will be responsible for the cost of replacement. The school will advise the Parent(s)/Guardian(s) of the cost.

Threats of Violence (Archdiocese of Miami Handbook)

Students are prohibited from making threats of violence. Students whose verbal or written comments, including electronic messages, pictures or posts on social media, that threaten serious bodily harm to another student, him/herself, a member of the faculty or staff or the destruction of property or whose behavior otherwise demonstrates they may pose a threat to the safety of the school, may be subject to disciplinary action including but not limited to:

1. Immediate suspension or expulsion from the school, at the school's discretion;
2. Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation; and/or
3. If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school.

This policy applies whether such threats or misconduct were made intentionally, unintentionally, or with or without ill will. Such misconduct may also violate Florida law and may subject the student to criminal proceedings. At all times, the school will cooperate with law enforcement investigations and maintains the discretion to contact law enforcement at any time.

Students and parents should immediately report any threats of violence or other concerning behavior that may suggest an individual intends to commit an act of violence.

Traffic Procedures

The safety of the children is our first goal in all of our traffic procedures. We are aware of the need to keep traffic procedures as efficient and rapid as possible. We also must consider the property and safety of our surrounding community neighbors. Our traffic procedures have been designed with and approved by the Archdiocese of Miami.

It is essential that all families comply with the daily procedures and with all directions given by police officers and school staff on duty directing traffic and/or supervising children.

It is also essential that all drivers be aware of the movements of children as they enter and exit their cars. For this reason we ask that drivers (Parent(s)/Guardian(s), grandparents, older siblings, aunts, uncles, etc.) do not use cell phones while dropping off or picking up students.

Courtesy and patience set a good example for the children and show the characteristics of Christian witness. Patience and courtesy are necessary for the safety of everyone. The school is located in a residential neighborhood. Out of respect for our neighbors, we must stipulate that drivers may not honk horns at any time during the pick-up procedure. Cars are not to be parked alongside school grounds. Local speed limits and stop signs must be strictly observed.

It is the responsibility of the Parent(s)/Guardian(s) to ensure that his/her child arrives and is picked up from school at the proper time. Parent(s)/Guardian(s) are required to specifically list on the Emergency Contact



Form all persons authorized to pick up the child from school. The school reserves the right to require proper identification from anyone who is listed on this form, who is not personally known to the teacher or administrators, coming to the school to pick up a student. The school reserves the right to refuse release of a child without proper identification.

Transcript Request

Parent(s)/Guardian(s) requesting transcripts must fill out a Transcript Request Form. Requests will be completed within 48-72 hours, excluding weekends, holidays and teacher workdays. A \$10 fee will be assessed for each transcript requested and must be paid in cash or credit card. Checks will not be accepted.

No fees will be assessed for transcripts requested by the Catholic High Schools at the end of the Eighth Grade year.

Transfers/Withdrawals

Parent(s)/Guardian(s) is required to notify the school office in advance of the date of transfer or withdrawal. An official Withdrawal Form must be filled out, signed by both parents (or of those that have legal educational decision making power for the child), and returned to the school office before a student can be withdrawn.

Upon request from the new school, all academic records will be forwarded provided that all textbooks, tablets and library books have been returned to the school, and all tuition and fees have been met for the current year. Transcript requests must be made at least 48 in advance; the request form is located on PlusPortals.

Upon student withdrawal from the Blessed Trinity Catholic School, the Parent(s)/Guardian(s) may have an exit interview with the Principal in order to receive exit documentation.

Transportation Arrangements (Archdiocese of Miami Handbook)

Parents hereby acknowledge and agree that the school does not provide or arrange for student transportation to or from school, except as specifically set forth in writing by the school. Student transportation to and from school each day is a parental responsibility. The school does not authorize or endorse any private transportation arrangements. In limited and documented circumstances, a parent may engage a commercial transportation company to transport a student from school; however, any such engagement requires the written authorization of the school and the execution of school documents allowing for such an arrangement.

Trinity Enrichment Program

The Trinity Enrichment Program is offered to students in Grades 4-8, who have demonstrated high levels of creative and productive thinking, have superior intellectual development, and demonstrate the ability to work at an accelerated pace in the areas of Reading and Language Arts. The students are fluent readers, have excellent comprehension skills, can determine inferences from any literature or informational text, and are proficient writers. The enrollment process includes current test scores and teacher recommendations. Students are pulled out of their homerooms during ELA and receive above-grade level instruction designed to challenge these advanced learners. Trinity Enrichment Math is offered for Grades 4 & 5. This course is designed for students who excel in mathematics and can receive instruction at a faster pace.



If a student is transitioned into the program from our General Education program, the difference in Registration fees must be paid in full prior to the transition. If a student is transitioned out of the program and into our General Education program, the original Registration fee paid is non-refundable.

Truancy and/or Being Out of Class

Truancy is being absent without prior knowledge or approval of the Parent(s)/Guardian(s) or the leaving of the school grounds without school approval. Truancy at Blessed Trinity Catholic School also includes being out of the supervising teacher's care without permission. This is a serious cause for disciplinary action. By law, three days of truancy is reportable to state authorities.

Tuition

Tuition is the main source of revenue for the school. Blessed Trinity Catholic School uses FACTS, a tuition management service that has all accounts computerized. This allows our accounting office to be up to date and provides various options for payment. Detailed information is given to each family at the time of registration.

All families are expected to use FACTS if not paying in full. There is a \$200 paid in full discount for tuition paid in full, prior to May 1st. All families are asked to be faithful and on time with payments. The school is providing an essential service to the family and relies on the tuition income to meet its operational expenses. If there is difficulty in meeting the commitment on time, please notify the school promptly.

There are twelve tuition payments, payable the first of each month. The first payment is due in May. The twelfth payment is due April 30th. The school may disallow students from taking quarterly or final examinations if the Parent(s)/Guardian(s) fail to meet any financial obligation to the school. In addition, the school may block portal access, the school may withhold the issuance of transcripts or any other student records including, but not limited to, report cards, progress reports, etc. and/or disallow participation in or access to school activities, and/or dis-enroll the student if any financial obligations are not met.

Undocumented Students (Archdiocese of Miami Handbook)

A student's enrollment and/or graduation from school does not confer a legal status nor does it serve to regularize an undocumented student. Although the Archdiocese of Miami may assist with the completion of an I-20 form, the school does not guarantee or confer any privileges or rights available to documented legal residents. Parents should consult with immigration legal counsel if they have any questions as to immigration status.

Use of Photos (Archdiocese of Miami Handbook)

The school reserves the right to use student or parent photos in any school or Archdiocesan publication including but not limited to print publications, videos, or websites including Facebook, Twitter, and other social media websites. Any parent who does not want his or her child's picture or video to be used accordingly must notify the school's principal in writing prior to the beginning of the school year.

By executing this acknowledgement of receipt of this Handbook, Parents HEREBY CONSENT, authorize, and grant permission to the school, the Archdiocese of Miami, and their agents, employees, or duly authorized representatives to photograph or videotape students and Parents and CONSENT to their publication for any purpose deemed proper by the school, including but not limited to, use on the internet.



Additionally, Parents, by executing this acknowledgement of receipt of this Handbook, HEREBY RELEASE the school, the Archdiocese of Miami, and their corporate members, officers, employees, and agents, from any claims or liabilities that allegedly arise from or are related to the use of student or parent photos.

Use of School Grounds

The use of school grounds or property without prior permission from the administration is prohibited.

Vacations

There are regularly scheduled vacations and holidays in the school calendar, based on days mandated by the State of Florida and the Archdiocese of Miami. Please check the calendar ahead of time and plan accordingly. These decisions are the responsibility of the Parent(s)/Guardian(s). Prolonged unauthorized absence can and does affect students' grades and academic standing. The school is not responsible for the results of these absences. Because the lessons must be taught, class work and homework will not be given ahead of time for these types of absences; if the days are numerous, the Parent(s)/Guardian(s) may need to acquire the assistance of a tutor to teach the missed classes.

Visitor Expectations

Blessed Trinity School is a closed campus. As such, all persons entering the school during school hours must enter and register at the school office. This includes visits to the classrooms. Visitors are reminded that Blessed Trinity Catholic School strives to maintain a respectful educational environment. Please dress appropriately when visiting our campus.

Parent(s)/Guardian(s)/Volunteers that plan to participate in any school sponsored event, activity, field trip, class party, festival, etc. must be fingerprint cleared through the Archdiocese of Miami and Virtus compliant with a current and active Virtus account on record with Virtusonline.org. Failure to have fingerprint clearance and Virtus compliance on file in the school office will prohibit Parent(s)/Guardian(s)/Volunteers from participation.

Voicing Concerns

From time to time, Parent(s)/Guardian(s) may have questions regarding school policy or situations regarding their own child. Please use the following procedures for handling these concerns in a respectful and timely manner:

1. Seek facts for yourself, not rumors from other Parent(s)/Guardian(s) or other people; talk about your own child.
2. Discuss the matter with the proper person, such as the classroom teacher as soon as possible.
3. After meeting with the specific teacher, if you believe further resolution is needed, contact the office to schedule an appointment with the Principal.
4. If satisfaction is still needed, make an appointment with the Principal through the Office Assistant.
5. If your concern warrants further action, make an appointment with the Pastor.
6. If the concern involves a student or family other than your own, please see the Principal.



In most cases, the problem can be resolved with little difficulty. The school administration does not ignore or retreat from parental concerns. Recommendations and possible solutions will be explored and implemented to the best of our ability. We wish to remedy problems and maintain a solid Catholic school environment according to our stated philosophy and guidelines. However, we recognize that not all decisions will be popular ones, nor can all needs possibly be met within the school.

Weapons Policy (Archdiocese of Miami Handbook)

Weapons are not permitted anywhere on school grounds or at any school activity. Any student who brings a weapon to any school activity, who is in possession of a weapon, or who threatens others with a weapon may be expelled from the school. Any item used to threaten or cause bodily harm may be considered a weapon.

Weather and Other Emergencies

Blessed Trinity Catholic School has preparation procedures for the teachers and students at school, for extreme weather and for other safety emergencies. In general:

1. The Archdiocese of Miami Department of Schools, asks us to follow whatever directives are given for the Miami-Dade public schools. Therefore, please do the following:
 - a. Listen to the TV news, radio stations, or Internet sites;
 - b. Follow the directives given for the Miami-Dade schools; we will do the same;
 - c. DO NOT call the school or Parish office for information; if the public schools are in session, Blessed Trinity Catholic School may be in session. If the recommendation is to evacuate or release the children, Blessed Trinity Catholic School will also release the children. Phone lines need to be free for the school to contact you, if necessary;
 - d. Blessed Trinity Catholic School will use the Administrator Plus Notify phone system to notify all Parent(s)/Guardian(s) of any current directives that may arise;
2. In the event of extreme weather, or any other emergency, when school is already in session, the school will stay in contact with the media, weather authorities, or any other mandated authorities, such as police. Teachers will follow school procedures for safety. However, if the family need requires it, Parent(s)/Guardian(s) may call the school and ask to pick up the children early. (If you choose to pick up children early, do this before 2:00 p.m. to avoid additional confusion in the office or traffic lanes). If early dismissal is recommended for the entire school, then procedures for phone communication relays will be utilized, via the Administrator Plus Notify Emergency Broadcast system;
3. In the case of an emergency situation, in which we are advised to stay in our present locations, the school will do the following:
 - a. A “lock down” procedure: all access to the school will be secured, and children will remain with the teachers and staff until further notice by authorities;
 - b. When we are advised to dismiss students, Parent(s)/Guardian(s) will be notified by the Administrator Plus Notify phone system. Please make sure the school has all necessary phone numbers and persons listed who have permission to pick up your children. It is imperative that you give updated phone numbers and caregivers as soon as a change becomes effective;



- c. Also indicate another family who may take your children in the case that you are required to remain at your job or location;
 - d. We will then release students to Parent(s)/Guardian(s) and caregivers, as listed on your emergency cards and contact information;
 - e. Parent(s)/Guardian(s) and other caregivers will be asked to wait outside the school; no one will be permitted inside;
 - f. Valid identification must be presented to school personnel before release;
 - g. We realize that this procedure may take some time, so everyone is expected to calmly cooperate;
4. If there would be a situation that prevents the use of the telephone, or Administrator Plus Notify, Parent(s)/Guardian(s) would come for the children as soon as it is possible and safe to do so. Again, your children will remain at school, in as safe a manner as possible, until we have received a clearance to dismiss them and release them into your care;
 5. Other situations that require an extraordinary early dismissal (e.g. power outage, or another non-emergency situation), the school will use the Administrator Plus Notify and/or emergency contact number system. The early dismissal procedures will take place.



Parent-Student Acknowledgement Form

Blessed Trinity Catholic School *Parent-Student Handbook Acknowledgement Form*

I, as Parent or Legal Guardian, acknowledge that I have read the entire contents of the Parent-Student Handbook and understand the consequences of any violations of the rules and policies of the school.

I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Parent-Student Handbook. I also understand that the school has the ultimate authority over the administration of the school and the interpretation of the school's rules and policies. Moreover, I further understand that all of the school's policies whether written or verbal are only guidelines and are subject to change at the sole discretion of the school with or without notice.

I also hereby acknowledge that I have read and agree to the terms of the **RELEASES** outlined in the School-Sponsored Events Policy, the Participation in School Athletics or Organizations Policy, and the Use of Photos Policy.

(Print Parent/Legal Guardian Name)

(Date)

(Signature Parent/Legal Guardian)

(Print Parent/Legal Guardian Name)

(Date)

(Signature Parent/Legal Guardian)

(Print Student Name)

(Grade)

(Print Student Name)

(Grade)

(Print Student Name)

(Grade)