

Blessed Trinity Catholic School

Pre -Kindergarten Handbook 2010-2011



10472 Beach Boulevard
Jacksonville, Florida 32246
904-641-6458
Fax 904-645-3762
btschool@comcast.net

Dear Parents,

Welcome to Blessed Trinity Catholic School. As your child's first teachers, you have already started the important work of educating your child. The early years are crucial ones in a child's development. During these formative years, children learn cognitive skills, acquire values, and form relationships, which will influence all future endeavors.

Your child is about to begin the process of formal education, which will consume much time and energy for many years to come. It is our hope that you will become our partners in this learning experience.

With this goal in mind, this handbook will familiarize you with the philosophy and objectives of our program so that we can work together to make this an enjoyable, successful, and productive year for our children.

Sincerely Yours in Christ,

Blessed Trinity Pre-Kindergarten Staff

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PHILOSOPHY

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

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

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

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

MISSION STATEMENT

Blessed Trinity Catholic School provides students the opportunity to flourish in a Christian based environment through academics, spiritual growth, and service in fellowship with our families and parish.

PRESCHOOL AIMS

The Pre-Kindergarten shall reflect an understanding that a child's self-esteem, patterns for learning, and basic values are established in the early years.

Our endeavor is to develop an appreciation of the love of Jesus in the child through personal interaction between child and teacher, individually and in small/large groups.

We will meet the developmental needs of the young child by providing a combination of activities that include indoor/outdoor play, active/quiet experience, and child-initiated/teacher-initiated learning periods.

The Pre-Kindergarten teacher and aide are dedicated to the highest quality of teaching and caring, rooted in the Christian faith.

Blessed Trinity Catholic School staff members are committed to enriching the lives of the children in our care. We value each individual child with his/her own personality.

DIRECTORY INFORMATION

Marie Davis, Principal
principal@blessedtrinitycatholicschool.org

Msgr. Vincent Haut, Pastor
vincent.haut@gmail.com

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

Phone: 904-641-6458
Fax: 904-645-3762
E-Mail: btschool@comcast.net
Website: www.blessedtrinitycatholicschool.org

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

School Colors: Hunter Green and White

PRE-KINDERGARTEN HOURS

Monday through Friday (according to 2011-12 Pre-K school calendar)

Class A (morning) --- 8:00 a.m. - 11:10 a.m.

Class B (afternoon) --- 11:40a.m. – 2:50p.m.

ADMISSION

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

Blessed Trinity Catholic School will abide by the Duval County school board age requirement. In order to be accepted into the Pre-Kindergarten 4-year-old program, your child must be 4 years of age on or before September 1st and potty trained. Students in Pre-Kindergarten are given priority enrollment into the Kindergarten program.

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

SPECIAL NEEDS CHILDREN

Individual schools establish admission policies for their own schools, which target students who are able to manage in a mainstream setting. Limited resources prevent us

from accepting students who would require more than simple accommodations/minor adjustments.

BIRTH AND BAPTISMAL CERTIFICATES

These certificates are to be submitted upon registration.

HEALTH CERTIFICATES

Blessed Trinity Catholic School will abide by the 1982 Florida Statutes, Chapter 232.0315 regarding school-entry medical examinations as well as Chapter 232.032 regarding proof of immunization. These certificates **must be on file** when the student begins classes.

WITHDRAWALS

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

FINANCIAL POLICIES AND TUITION

Voluntary Pre-Kindergarten (VPK)

- No Fees -

Non-Voluntary Pre-Kindergarten

Registration Fee: \$125.00 due at time of registration, **non-refundable.**

Operational Fee: \$125.00 **non-refundable**

TUITION

Voluntary Pre-Kindergarten (VPK)

Voluntary Pre-Kindergarten Voucher

Non-Voluntary Pre-Kindergarten

\$2,648 per year (\$2,448 + \$200 Service Hour Fee)

A fee of \$200 has been added to your tuition amount. Each family is required to give 20 hours of service to the Blessed Trinity school community. Hours should be completed between [May 23, 2011](#) and [May 25, 2012](#). Volunteers will be required to sign in and out in the front office. If volunteer hours are completed off-site or outside of school office hours, documentation of the number of hours, date, and nature of volunteer service should be submitted to the office. Office personnel will update the records accordingly. A refund of \$10 will be given for each hour served by May 25, 2012. Please refer to the *Volunteer* section of this handbook for requirements of volunteering when children are present. Maximum credit of \$200 per year. [Approved service time must directly benefit the material condition or operation of the school.](#)

[Families paying their tuition payment for the school year by May 10, 2011 will receive a 3% discount.](#)

We have contracted with FACTS Management Company to help us manage our tuition payments. Your first payment is due [June 20th](#) or [July 5th](#). It will be paid according to the payment option you chose when completing your FACTS enrollment form. There will be a \$38 fee assessed with your first tuition payment. There is a \$25.00 fee should funds be unavailable at the time of transfer. Please read the FACTS Tuition brochures for more information. Should your account become delinquent by two attempts to withdraw, the payment for the delinquent amount will become due immediately and paid directly to Blessed Trinity school office. FACTS will continue to access your bank account for the next regular tuition payment.

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

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

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

While a child is enrolled, there will be no refunds of tuition in case of absences or illnesses.

PAYMENTS TO SCHOOL

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

RETURNED CHECK POLICY

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

EMERGENCY INFORMATION

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

ATTENDANCE

A minimum attendance requirement of 37 days per grading period should be maintained to qualify a student for a passing grade for that quarter. This includes excused or unexcused absences.

Under conditions that warrant special consideration, the administration will make the final decision after meeting with the parents and teachers.

Please observe the following:

1. The homeroom teacher checks attendance. Students who are tardy are to report to the school office. Students who are not in the cafeteria by **8:00 a.m.** must obtain a tardy slip from the school office before going to the classroom.
2. Parents should notify the school of a child's absence by calling the office prior to 9:00 a.m. (class A) or 1:00p.m. (class B).
3. If a student is absent, a dated written note must be presented to the school office when the student returns.
4. Students should be fever free for 24 hours before returning to school.
5. Regular and punctual attendance of students is necessary for success in schoolwork. All absences are unexcused except those due to illness, accident or death in the immediate family.

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

Families who take a vacation while school is in session that requires a child to be absent from school for more than one week may jeopardize the child's place in the Pre-Kindergarten Program. Blessed Trinity School reserves the right to remove a child from enrollment if the child is absent due to a family vacation for longer than five school days.

6. If a student is to be excused early, a written excuse is to be presented to his/her homeroom teacher. Please try to make doctor and dentist appointments after school hours whenever possible. Check the school calendar for days off and any early dismissal dates, as these would be good days for making such appointments.
7. Students leaving school early **Must Be Signed Out In The Office.** Their parents or other duly authorized adult must pick up students.

TARDINESS

Class A - Students are to be **in the cafeteria** by **8:00 a.m.** Students not in the cafeteria at 8:00 a.m. will be marked tardy. Please make every effort for students to arrive on time to avoid classroom disruption.

Class B – Students will be dismissed from their cars at 11:40. Anyone arriving after the teacher has taken the class inside will be marked tardy.

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

SCHOOL CANCELLATION

Blessed Trinity Catholic School will follow Duval County School in emergencies, such as hurricanes. If the Duval County School Board cancels classes due to inclement weather, Blessed Trinity Catholic School will also cancel classes. Announcements of cancelled classes are made on radio and television.

ARRIVAL AND DISMISSAL PROCEDURES

Arrival

Class A and Early Bird - Carpool drop-off will begin at 7:40 a.m.

Class B – Carpool drop-off will begin at 11:40 a.m.

All students are to be dropped off in the carpool line to avoid people crossing through the cars. No student should get out of his/her vehicle until a supervisor begins carpool.

Dismissal

Once students have been brought out to carpool, they will only be released to vehicles in the carpool line. No person is to cross between cars once carpool has started.

Any student who is going home with someone that is not his or her parent/legal guardian must have that person's name listed on his/her carpool release list or bring in a written note containing the date and signature of parent/guardian.

Students that have not been picked up by 11:15 a.m. will be placed in Lunch Bunch at the expense of the parent/legal guardian. Any student that has not been picked up by 3:05 p.m. will be placed in the Extended Care Program at the expense of the parent/legal guardian and must be picked up by 6:00 p.m.

EXTENDED CARE PROGRAMS AVAILABLE AT AN ADDITIONAL FEE

See After-School Care Handbook for more information and enrollment forms.

- **MORNING CARE** (\$20.00 per month or \$2.00 a day)

Morning care is available from 7:15 a.m. until 7:40 a.m. All students who plan to stay in extended morning must be enrolled in the program. You must walk your child into the morning care room and sign them in. There is a separate charge for this program.

- **EARLY BIRD** (\$130 per month or \$5.00 per hour)

Early Bird is from 8:00 a.m. – 11:40 a.m. All students who plan to stay in the Early Bird program must be enrolled. Enrollment forms should be obtained from the school office. There is a separate charge for this program.

- **LUNCH BUNCH** (\$130 per month or \$5.00 per hour)

Lunch Bunch is from 11:10 a.m. – 2:50 p.m. All students who plan to stay in Lunch Bunch must be enrolled in the program. Enrollment forms should be obtained from the school office. There is a separate charge for this program.

- **AFTERNOON EXTENDED CARE** (\$140 per month or \$5.00 per hour)

Extended Care is from 2:50 p.m. until 6:00 p.m. All students who plan to stay in extended care must be enrolled in the program. Enrollment forms should be obtained from the school office. There is a separate charge for this program. No aftercare is provided the last day of classes before Christmas Break.

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

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

INSURANCE

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

REGISTRATION PROCEDURE FOR SUBSEQUENT YEARS

Students presently attending Blessed Trinity Catholic School, grades Pre-K through Eight, are given priority in registering for the following school year. The time and place of the registration will be announced in a school letter and the church bulletin. In order to be eligible for re-registration, any outstanding tuition or fees must be paid. Information

and fees required for registration will be announced in ample time for compliance. **All registration and operational fees are non-refundable.**

DRESS CODE

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

School Uniforms should be purchased at: R.C. Uniforms
11645 Beach Blvd. #103
Jacksonville, Florida 32246
904-646-0493

BOY'S SCHOOL UNIFORM

Pants – solid navy blue dress pants or navy blue dress shorts. Pants must fit properly and **not be faded**. Pre-Kindergarten boys pants may have partial elastic with pleated front closure or have a full elastic waist. Shorts may be worn from the beginning of the school year through October 31st and from April 1st through the end of the school year.

Shirts – grey knit collar shirt with school logo, short or long sleeve (R.C. Uniforms). No turtleneck shirts. No undergarment that is visible through the school shirt.

Shoes – **Non-P.E. Days:** solid dress leather oxford or loafer cut below the ankle. Closed shoe with no more than one-inch heel. No platform shoes or Heelys. **P.E. Days:** Students should wear tennis shoes all day.

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

Sweaters – solid green cardigan sweater or zip-up grey fleece with school logo (R.C. Uniforms).

Hair – Must be above the eyebrows, top of ears, and above the collar and neatly styled. Boys may not use special hair products to style hair to meet requirements. Partially shaven with long hair over the shaved area or dread-locks style haircuts are not permitted. Use of products to change the natural coloring of the hair is not be permitted, no spiking hair.

Other – No showy jewelry, earrings, tattoos, hats or caps are permitted. No make-up or nail polish is permitted..

GIRL'S SCHOOL UNIFORM

Plaid Jumper -drop waist style. (R.C. Uniforms)

Length may not be more than four inches from the floor at kneeling position. Girls may wear shorts that do not hang below the hem under their jumper.

Blouse – white button down front with Peter Pan collar, short or long straight sleeve. No lace, ruffles or turtleneck shirts. No undergarment that is visible through the school shirt.

Shoes - Non-P.E. Days: solid dress leather oxford or loafer cut below the ankle. Closed shoe with no more than one-inch heel. No platform shoes or Heelys. **P.E. Days**: Student should wear tennis shoes all day.

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

Sweaters – solid green cardigan sweater or zip-up grey fleece with school logo (R.C. Uniforms).

Hair – No hair in eyes, well groomed hair, no Bahamas beads in hair. Use of products to change the natural coloring of the hair is not be permitted, no spiking hair.

Other – No showy jewelry, no tattoos, no hats or caps are permitted. Pierced earrings are to be post only and not larger than ½ inch in diameter. No more than two earrings may be worn at any time (earlobes only please!) No make-up or nail polish is permitted.

NON-UNIFORM DRESS CODE

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

Boys and girls in Pre-K may wear shorts (beginning of school year through October 31st and April 1st until the end of the year, weather permitting) that fit at the waist and are longer than the child's fingertips when the arm is resting at the side. No biker or skintight shorts. Jeans must fit at the waist, cannot drag on the ground, must not be skin tight, and must be clean with no holes. All pants must fit at the waist and shirttails tucked in. Shirts must not exhibit any obscene, vulgar, or anything considered "bad taste" pictures or sayings. **If you are not sure, don't wear it.** Children must wear socks with school shoes or sneakers. No sandals, boots, or high top sneakers. The rules for hair and

accessories remain the same as stated in the student dress code section. Students who come to school improperly dressed will be held in the school office until proper clothing is brought to them. Students will be held responsible for any missed information/assignments.

COMMUNICATIONS

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

1. Handbook
2. Monthly calendars – please keep for reference
3. Open House
4. Conferences
5. Telephone
6. Parish Bulletin
7. Notes from teachers or administrators (website or paper)
8. Home and School Association
9. BTCS Email Information

Please check your child's folder and backpack daily.

TELEPHONES/CELL PHONES

Teachers are not available for telephone calls during school hours.

CELL PHONES: Students are not permitted to have cell phones on the Blessed Trinity school campus while under the supervision of staff or authorized volunteers. If a student needs a cell phone after school, he/she should bring the cell phone to the office upon arrival in the morning to park the cell phone in the off position for the day. The cell phone may be picked up by the student at dismissal. At no time during the day should a cell phone be in a student's possession.

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

ADDITIONAL COPIES OF SCHOOL DOCUMENTS/FORMS

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

PARENT-TEACHER CONFERENCE

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

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

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

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school where a message will be given to the teacher to return your call. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
2. If the problem is more serious, the parent or guardian should inform the principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately. Therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may be requiring our immediate attention at the time.
3. All staff members of Blessed Trinity Catholic School promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the spiritual, psychological, academic, and physical welfare of your child and his or her fellow students.
4. With this in mind, parents and guardians are expected to show the same concern and respect for the staff of Blessed Trinity Catholic School, as well as

the other children and families of our community. The following behaviors, therefore, are unacceptable within our community: assaults or harassment of a staff member, students or parents, intimidating or verbally abusing any member of the community---in person or in writing.

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

DISCIPLINE

Spanking is not allowed – ever! No treatment, verbal or otherwise, is ever used which would lower a child's dignity or interfere with the development of healthy self-concepts. Various options are used:

- 1) Sit in a "quiet place"
- 2) Restricted playground time
- 3) Removed from the classroom to the main office

ACADEMIC REPORTS

Formal Academic Reports are sent home in January and at the end of the year. Informal progress is communicated throughout the school year.

SICK CALL

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

MEDICATION

Staff members of the school MAY NOT GIVE MEDICATION to a child unless a written parental consent with instructions is provided. **If a child is under a doctor's care**

and Tylenol or over the counter medication is prescribed, a physician's authorization is required. Prescription medications will be given only if they are dropped off at the office in original containers properly labeled with the child's name, the name of the medication, and the dosage to be administered. This must be accompanied by Diocese of St. Augustine Medication Release Form signed by the parent/guardian giving permission for the medication to be dispensed to the child. The Medication Release Form will be placed on file in the school clinic. **ALL MEDICINES** sent to school must be clearly labeled and kept in the school office during school hours. If at all possible, please arrange dosage times to avoid the necessity of bringing medications to school.

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

SAFETY/CLINIC

Utmost precautions are taken to prevent accidents.

Children will be sent to the clinic when they are ill or have sustained an injury. After parents have been called, the child may remain in the clinic until an authorized adult has arrived to take the child home. Parents are asked to please pick up your child as quickly as possible. The Office/Clinic Aide must remain with your child until your arrival and appreciates your efforts to arrive at school within the hour. Records are kept in the school clinic of students using the clinic daily for the following reasons: illness, injury, and administering medication. Accident reports are kept on file.

HEAD LICE POLICY

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

- Following treatment, your child may return to school. He/she should report directly to the school office with proof of treatment (the box top of the medication used). He/she will then be rechecked for signs of nits (eggs) in the hair or live head lice.
- Should nits (eggs) or live lice be found, you will be asked to, once again, remove your child from school until the nits and/or lice have been removed.
- Should your child be clear of all signs of head lice, he/she will be allowed to return to the classroom.

- After a period of seven days, you must bring the box top of the second medication used to retreat your child's head lice to the school office. At this time, your child will be checked again to be sure all signs of head lice have been removed from the hair. (Please check with school personnel to find out when the second box top is required).
- The school will make periodic checks of children found to have head lice within the seven-day to ten-day treatment periods. Any sign of nits (eggs) or live lice will result in the child being removed from school

LOST AND FOUND

Students are expected to be responsible for their own property (Pre-Kindergarten students are given a lot of assistance in this area). Students who find articles, which have been lost or misplaced, are asked to turn them in at the school office. All students who lose articles are encouraged to check the Lost and Found, which is located in the office. All personal property should be properly identified with first and last name of the student and the grade. Unlabeled and unclaimed items may be disposed of weekly.

CHEWING GUM

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

FOOD

A child is not to bring food from home unless he brings enough to share with the entire class. The school will furnish a snack each day. If your child is on a special diet or has an allergy, please notify the teacher for her records.

If a child is enrolled in the Early Bird Program or the Lunch Bunch Program, he/she must bring his/her own lunch or a Hot Lunch ticket.

LUNCH PROGRAM FOR STUDENTS IN EARLY BIRD OR LUNCH BUNCH PROGRAMS

Blessed Trinity offers a hot lunch program, which is catered through SLA Management. The lunches are prepared on-site and mirror the National School Lunch standards for daily requirements of protein, vegetable, fruit, dairy, and grain. Lunch tickets are used and may be purchased in books of five. The booklets are sold at scheduled times throughout the month. **WHEN SENDING IN PAYMENT FOR LUNCH TICKETS, ON THE**

FRONT OF THE ENVELOPE, PLEASE INDICATE CHILD'S NAME AND GRADE AND WHETHER THE CHILD WILL BE USING A TICKET THE SAME DAY.

Teachers will check your child's folder for a lunch ticket in the designated slot each morning and turn in the count to the front office by 8:30 a.m. **If your child is tardy or will not be arriving to the Early Bird Program prior to 8:30am, please notify the school office if you plan for your child to purchase a hot lunch. If your child arrives without a lunch or hot lunch ticket and remains at school during the lunch period, he/she will be given a charged lunch for that day.**

Lunch is eaten between the hours of 11:00 a.m. and 12:00 p.m.. Students should not bring glass bottles, soft drinks, or excessive amounts of candy. Students are expected to exhibit appropriate behavior.

BACKPACKS

Backpacks with wheels are **not** allowed.

PARTIES

Parties are scheduled throughout the school year for holidays and special occasions. The teacher and homeroom parent decide the appropriate refreshments and activities. Parents may be asked to donate food or money to defray the cost of the party.

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

1. The office or teacher will not provide telephone numbers or addresses of students.
2. Invitations may only be disbursed in school, if the entire class is invited or if all boys or all girls only are invited.
3. Flowers, balloon bouquets, etc. will not be delivered to a student during the day. Students will be notified at the end of the school day and called to the office to pick items up.
4. If cupcakes, cookies, brownies, etc. (please, no cakes) are brought to the school, they may only be distributed to the class of the student whose birthday is being celebrated (even if the student has a sibling in another class). Please note that the younger children will often discard the entire cupcake after eating the frosting. You may want to consider purchasing mini-cupcakes.

CAMERA

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

SCHOOL PROPERTY

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Blessed Trinity School is not responsible for student's personal property that is not required to be at school for the purpose of the student's education. No writing in borrowed library books is permitted. The student will pay a fine or replacement for damaged or lost library book.

TOYS

Toys can be brought to school only on a sharing day. Please check with your child's teacher to know which day this is for his/her class. Please, no guns, knives or large toys. Children may bring books on any day.

TRANSPORTATION

Our school does not provide transportation to or from school. Occasional field trips may be scheduled, at which time we will arrange bus transportation.

FIELD TRIPS

1. Field trips are considered a part of the curriculum, as they are concrete learning experiences. Special forms are sent to parents explaining policy, rules, and regulations relative to this type of activity. Students are expected to attend. In compliance with Diocesan policy, students who fail to submit a proper form will not be allowed to participate in the field trip. Telephone calls will not be accepted in lieu of proper forms. Should your child misplace the original form, a duplicated may be picked up in the school office at a per copy charge of 25 cents. Field trips are designed to correlate with teaching units and to achieve curricular goals. Uniforms are to be worn except when circumstances, as defined by the administration, call for otherwise.

2. Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
3. A field trip is a privilege and not a right.
4. There are no “traditional” field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
5. All grades do not always have the same number of field trips.
6. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
7. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
8. A written **official permission slip**, signed by the parent or legal guardian and witness, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due no later than three days prior to the scheduled trip. **Note:** a fax does not take the place of an original signature.
9. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
10. Parents may refuse to permit their children from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
11. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for the day.
12. All monies collected for the field trip are **non-refundable**.
13. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
14. Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

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

VOLUNTEERS

EVERYONE, INCLUDING PARENTS/GRANDPARENTS/GUARDIANS, ETC., MUST HAVE A VOLUNTEER APPLICATION WITH THREE REFERENCE CHECKS ON FILE IN THE SCHOOL OFFICE, FINGERPRINT CLEARANCE ON FILE WITH THE DIOCESE, A SIGNED ACKNOWLEDGEMENT OF ETHICAL CONDUCT, AND MUST HAVE ATTENDED A PROTECTING GOD'S CHILDREN WORKSHOP TO CHAPERONE A FIELD TRIP OR VOLUNTEER IN A SUPERVISORY CAPACITY WITH STUDENTS.

The following documentation is required by the Diocese of St. Augustine and must be on file with the school prior to volunteering in a capacity that involves supervision of students:

1. Fingerprint clearance via Live Scan
2. Three reference checks
3. Attendance at a *Protecting God's Children* workshop
4. Signed Standards of Ethical Conduct

The following activities will require all three forms of documentation:

- Clinic volunteers
- Field trip volunteers
- Classroom helpers that are left alone to supervise students
- Cafeteria helpers
- Any activity which brings you in direct contact with students

Volunteers that help with any activity during the Pre-Kindergarten school hours must have an FBI clearance on file. This clearance is obtained via a Live Scan fingerprint process.

Protecting God's Children workshops are scheduled periodically throughout the parishes of the Diocese of St. Augustine. Dates for scheduled workshops may be found by logging on to www.virtus.com.

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

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

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

PARENTS AND VISITORS

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

THREATS AND VIOLENCE

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

However, there are times when some fail to measure up to this standard and we need to act accordingly. All threats of violence that are verified will be taken seriously. A threat is an expression of intent to cause physical or mental harm regardless of whether the person communicating the threat has the present ability to carry out the threat and regardless of whether the threat is conditional or future. Threatening behavior consisting of words or deeds that are intended to intimidate anyone in the school community is strictly forbidden.

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

Police May Be Called

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

SEXUAL HARRASSMENT POLICY

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

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

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

Any student who alleges sexual harassment by another student should bring this matter to the attention of the principal, and his or her parents/guardians, teachers, and guidance

counselor. The principal will ultimately investigate the incident. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated.

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

INTERNET ACCEPTABLE USE POLICY

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

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

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

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

The most important prerequisite for someone to receive an Internet access privilege is that he or she takes full responsibility for his or her own actions. Diocesan schools and the sponsors of Internet connections will not be liable for the actions of anyone

connecting to the Internet through their hook-ups. All users/their parents shall assume full liability, legal, financial, or otherwise, for their actions.

Internet – Terms and Conditions of Use

1. **Acceptable Use:** The primary purpose of the Internet connection is to support education by providing access to unique resources and the opportunity for collaborative work. The school's Internet access must be in support of education and research and consistent with educational objectives. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Be aware that pirating or transfer of certain kinds of materials is illegal and punishable by fine or jail sentence.

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

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

- Users may not post personal contact information about themselves or other people. Personal contact information includes complete names, home address, telephone number, school address and credit card number.
- Users must be polite and use appropriate language. They may not be abusive in messages to others or use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- Users must promptly report any messages received that are inappropriate or make them feel uncomfortable to the Internet Sponsor.
- Users may not agree to meet with someone they have met online.
- Electronic mail (e-mail) is not private. People who operate the system do have access to all mail. All incoming e-mail will be through a classroom account and will be read by an Internet Sponsor before being distributed to users.
- Illegal activities are strictly forbidden. Users may not attempt to access information that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other persons.

- Messages relating to or in support of illegal activities must be reported to the authorities. If users mistakenly access inappropriate information they must immediately tell their Internet Sponsor. (They may not show this information to other users.) This will protect users against a claim that they have intentionally violated this policy.
- Users may not download any software without the prior consent of their Internet Sponsor.
- Users may not use the network in such a way that would disrupt the use of the network by other users.
- Users may not make any deliberate attempt to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
- Users must assume that all communications and information accessible via the network are private property.

4. **Warranties:** The Diocese of St. Augustine and the schools of the Diocese make no warranties of any kind, whether expressed or implied, for the Internet services provided. The Diocese of St. Augustine and the schools of the Diocese will not be responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at the users own risk. The Diocese of St. Augustine and the schools of the Diocese specifically deny any responsibility for the accuracy, quality or timeliness of information obtained through its services.

5. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If users feel they can identify a security problem on the Internet, they must notify their Internet Sponsor. Users may not demonstrate the problem to other users. Attempts to perform administrative functions will result in the suspension or cancellation of user privileges. Any user identified as a security risk or having a history or problems with other computer systems may be denied access to the Internet. Unauthorized use of this access will be treated as theft.

6. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other agencies or networks that are connected to any of the Internet. This includes, but is not limited to, the uploading or creation of computer viruses.

7. **The Student's Code of Internet Conduct** is made available to each family. Disciplinary action including suspension may be administered at the discretion of the principal or designee. Technology Coordinators and all other teachers' responsibilities are included in the school's faculty handbook and with the Technology Benchmarks (syllabus). Internet policies are outlined in greater detail in the Administrator's Handbook of the

Diocese of St. Augustine. If a user violates any of these guidelines, his or her access will be terminated and future access could be denied. The Office of Educational Services, school principals, and school technology coordinators each reserve the right to examine the school's data at any time.

8. **Personal Internet:** Users may not post on personal Internet (ex. Myspace.com) sites to which they have access away from school grounds, any pictures or inappropriate text comments that reflect a negative image of the school or school personnel, other students, races, and/or ethnicities.

9. **Email Communication:** All email communication between staff and students at Blessed Trinity Catholic School should be conducted through the school email system or School Notes. Email communication should NEVER be conducted through personal email accounts, social networking websites, or other remote third-party websites.

DISPUTE RESOLUTION

Blessed Trinity Catholic School, as part of the larger faith community of the Church, desires to impart fairness and justice in all actions and judgments made by administrators and teachers. While it is important to maintain and protect the rights of students/guardians, they should be made aware of their respective rights and responsibilities, which arise from and complement these rights. Students and parents/guardians are presumed to be aware of school rules, regulations, and the Code of Conduct.

Dispute Resolution Procedures:

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

1. The student's parents/guardians will be contacted and informed of the nature of the violation and will be required to immediately pick up the student from school. The student will thereafter be suspended from school until decisions are reached on the violation and the consequences.
2. A Review Board will be convened within three school days after the suspension. (Saturdays, Sundays, and holidays do not count as school days). The Review Board will consist of the principal, assistant principal, a teacher chosen by the administration, and a teacher chosen by the parent or guardian of the student.
3. The Review Board will afford the student and his parent(s) or guardian(s) the opportunity to review the available evidence and materials relevant to the incident. The student and his/her parents/guardians will be given an

opportunity during the hearing to present matters relevant to the issues including matters in extenuation and mitigation of the offenses. If the violation is alleged to have caused personal injury, property loss, or property damage, the purported victim(s) of the personal injury, property loss or property damage will also be given an opportunity to submit matters to the Review Board in person or in writing as the Review Board deems fit. There is no right to attorney representation at the hearing. In determining whether a violation of the Code of Conduct is substantiated, the Review Board will apply a preponderance of the evidence standard.

4. The Review Board will issue a written decision concerning the student's culpability and disciplinary or corrective measures as soon as reasonably practicable (normally within 48 hours of the termination of the hearing). The decision of the Review Board will be enforced by the school administration.
5. Within 24 hours (not including Saturday's, Sunday's, or holidays) of notice of the Review Board's decision, the parent/guardian of the student may appeal the Review Board's decision to the Pastor for further review and decision.
6. The decision of the Pastor will be carried out and upheld by the school administration.
7. Any further appeal of the decision by the parents/guardians must be through the Diocese of St. Augustine Dispute Resolution System.

SCHOOL LOGO AND LETTERHEAD

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

HOME AND SCHOOL ASSOCIATION

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

BLESSED TRINITY CATHOLIC SCHOOL ADVISORY BOARD

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

Its duties and functions are to:

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

RIGHT TO AMEND

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