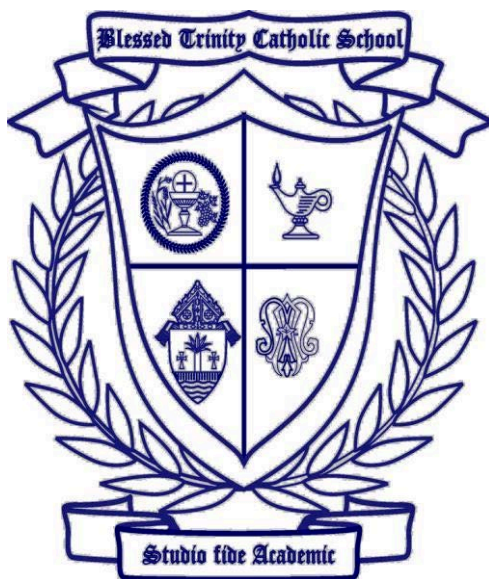


Blessed Trinity Catholic School



Parent-Student Handbook

Revised September 30, 2025

4020 Curtiss Parkway, Virginia Gardens, FL 33166
305-871-5766



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Introduction (Archdiocese of Miami Handbook)

We are blessed and honored to welcome you as a valued member of Blessed Trinity Catholic 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 our **BTS**:

Better in academics.

Together in Christ.

Succeeding in life.

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. Matias Hualpa
Pastor

Mrs. Susy Del Riego
Principal



Mission

Succeeding together through Catholic formation, academics, athletics, and a Community that brings all to Christ.

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 Terra Nova NEXT or other standardized assessment (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

All new students will be screened upon applying for admission. A non-refundable testing fee of \$75.00 in cash will be charged.

Please note that students entering or transferring to the 8th grade are not eligible for admission, as this transitional year plays a critical role in preparation for 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 3:15 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 the Parent(s)/Guardian(s) to monitor expiration of medication and provide a replacement.

Anti-Bullying Policies (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

a. 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.

b. 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

a. This policy prohibits bullying that occurs either:



- i. on school premises before, during, or after school hours;
- ii. on any bus or vehicle as part of any school activity; or
- iii. during any school function, extracurricular activity or other school-sponsored event or activity.

3. Reporting Complaints

a. 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

a. 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, administrative withdrawal, 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.

Bullying/Harassment Investigation Disclosures. While the School generally prohibits the nonconsensual disclosure of information contained in educational records, limited exceptions apply including for the disclosure to victims of bullying or harassment when disciplinary sanctions or other measures relate directly to the victim. Parents hereby consent and acknowledge that the School may, pursuant to this exception, disclose to the victims of harassment or bullying, and to their parents, any information related to disciplinary sanctions and/or bullying at issue regardless of whether the matters disclosed are part of an educational record.

Arrival Procedures

Pre-K Students: Pre-K children and their siblings are to be dropped off at the Pre-K gate, where staff will be on hand to receive them. Students in Pre-K2 must be signed in and signed out daily with the teacher at the gate. Parents/guardians may not escort their children to the classroom.

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. Any student who is not, is considered tardy.**

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. 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 other similar items 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.

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, the 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.

Artificial Intelligence (Archdiocese of Miami Handbook)

Artificial Intelligence refers to systems that simulate human decision-making processes without direct human intervention. These systems include chatbots, machine learning algorithms, and automated tools. Generative Artificial Intelligence refers to technology that creates content including text, images, video, and computer code by identifying patterns in large quantities and training data, and then creating original material that has similar characteristics.

These AI tools have great potential but also have potential risks and ethical implications. Blessed Trinity Catholic School recognizes the growing impact of AI on education and this policy aims to guide our students in the responsible and ethical use of AI within our community.

Before using AI, students should engage in three steps:

(1) Consultation. Students should always consult with their teacher prior to using any AI tool to determine if the task, assignment, or assessment can be completed with AI assistance.

(2) Documentation. If granted permission to use a Generative AI tool, students must document their interaction with it by cutting and pasting the conversation into a separate document that can be shared with their teacher.



(3)Citation. Where its use is permissible, students must cite the use of the Gen AI tool. AI tools may not replace a student's work and students should be mindful to engage in ethical practices when using AI, carefully consider the validity of any AI generated content, and ensure their work product reflects their original thought and understanding. The presentation of AI generated content without a teacher's approval will be considered academic dishonesty and will result in disciplinary consequences.

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. This includes excessive tardies. Minutes and hours late add up to full days of school which are missed and count towards the 20 day maximum limit. Any medical appointments should be scheduled after school hours or on days off.

When a student has been absent, a note 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, or displaying symptoms of any illness, 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 and should return to school when they are no longer contagious. This is essential for the health and well-being of all our students.

Upon their return, it is the student's responsibility to make arrangements for work missed during the absence. Vacations should not be taken during school days, therefore neither parents nor students may request work in advance of an absence.

To report your child's absence from school and/or provide excusal notes, please email attendance@blessed-trinity.org

Any and all medical excuses MUST be submitted within 7 days of the absence. Anything submitted after that will not be considered.

Awards

Blessed Trinity Catholic School acknowledges the following awards for Eighth Graders:

- Eighth Grade students will receive a promotion medal and a pin for any subject in which the final average is 90 or above, without rounding.



The following awards represent students who have distinguished themselves not only in academics, but as model students inside and outside of the classroom. This means that the student may not have earned any minuses in their ALTs for the school year, conduct reports, or suspensions.

- The Overall Highest Distinction and Overall Distinction awards will go to the highest and next highest ranking score in the class respectively without rounding. Final averages of the 8th grade year for the 6 core subjects (Religion, Mathematics, Reading, Language Arts, Science, and Social Studies), as reflected on the report card, will be calculated to determine the highest and next highest average. Note that Trinity Enrichment Classes and/or ADOM Virtual Algebra 1 Honors class will be weighted for these or any other honors calculations.
- Principal's Merit Award
- Christian Leadership Award
- Pastor's Award
- 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.

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

Sports Awards: The Archdiocese of Miami holds a yearly Mass and recognition ceremony for the schools' top athletes. Blessed Trinity also hosts a Sports Awards Ceremony for all of our Cougar athletes.

Please refer to the Infractions Section as those may preclude students from receiving awards.

Birthday Treats

All birthdays are to be celebrated during a student's lunch period. Since time is limited, only cupcakes; donuts; cookies or brownies are allowed, as they are easy to distribute. No glass containers are allowed.

Parent(s)/Guardian(s) should communicate with the teacher, in advance, and 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. Balloons/flowers may not be brought or delivered to school.

Students must come to school in complete uniform on their birthday unless using their N.U.T. card.

Siblings may not attend birthday celebrations and parents are discouraged from signing them out in the office to attend.

Bookbags

NO rolling bookbags are permitted on campus, as they present a danger both in the classrooms and on the staircases.

Calendar and Communication

Calendars are 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 on the portal **regularly**. **All dates are subject to change.**



Campus Security

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

1. Blessed Trinity School has contracted with Virginia Gardens Police to have a police officer on duty during school hours.
2. 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.
3. 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.
4. The staff has been instructed to escort anyone who is not wearing their Visitor Pass back to the school office.
5. Students are also instructed not to open the gates or classroom doors to anyone unless authorized by staff.
6. A separate restroom has been reserved for guests and service personnel. Adults may not use the children's restroom during the day.
7. 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.
8. To ensure the safety and well-being of our students and staff, Blessed Trinity Catholic Schools reserves the right to approve or restrict visitors to the school campus, as well as to any school-sponsored activities or events.

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 Phones & Smart Watches

The use of student cell phones is **NOT** permitted on campus. Furthermore, students may not bring smart watches on campus. Any cell phone brought to school **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/smart watch, an infraction may be issued and the device may be taken away and held in the Principal's office. On the first offense, Parent(s)/Guardian(s) will need to pick up the device. If this should happen again, it 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.

Charities

In order to incorporate the practice of generosity and charity in our teaching of Catholic values, 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, classwork, 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. **The use of AI (Artificial Intelligence) tools is not permitted. Any work completed using AI may result in a score of 0 and/or other disciplinary action.** 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 Services (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 person responsible for the child’s welfare must report such knowledge to the Department of Children and Families (DCF). The school will cooperate with all child protective investigations by DCF or the local law enforcement agency. Reports should be made to Florida’s Department of Children and Families by calling the Abuse Hotline at: 1-800-96-ABUSE (1-800-962-2873).

In addition to contacting DCF, abuse may be reported to the Safe Environment Office of the Archdiocese by calling 305-215-6635 or emailing abuserreporting@theadom.org.

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 may be classroom celebrations during 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 and must be approved by administration. These occasions are to be kept simple. Any celebration not planned or approved by the Administration is not permitted.

Siblings may not attend other classroom celebrations and parents are discouraged from signing them out in the office to attend.

Communicable Diseases and Related Items (Archdiocese of Miami Handbook)

Attendance at school and participation in school activities poses some risks including the transmission of communicable diseases. Although the school has taken various measures to reduce the risks of transmission, the possibility of infection from communicable diseases is



nonetheless present. Parents expressly assume such risks by allowing their children to attend school and 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.

Community Service Activities (Archdiocese of Miami Handbook)

Community service activities are not school activities and Blessed Trinity Catholic School does not mandate or direct any specific location or locations in the community where these services are to be performed. Students are free to select the location where they wish to perform community service so long as the location and the activity meet the requirements of the school. Blessed Trinity Catholic School does not operate or control the locations where students choose to perform community service and consequently the school, its agents, and affiliates do not assume responsibility for any injuries, damages, or losses incurred in the course of performing these services in the community. Students perform these services at their own risk.

Conduct (Archdiocese of Miami Handbook)

Blessed Trinity Catholic School is committed to maintaining a safe, respectful, and disciplined learning environment. In order to uphold these standards, the school administration is empowered to fully investigate allegations of student bullying, misconduct, threats of violence, and other concerns that may impact the school community. As part of this process, school administrators may conduct inquiries, review relevant information, and interview students as necessary. Students are expected to cooperate fully with any investigation. The school may also involve parents or guardians at its discretion. The failure to comply with an investigation or provide truthful information may result in disciplinary action.

In addition, 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 administrative withdrawal, and/or (2) restrictions against any behavior that violates this policy, even if not specifically stated in this handbook.



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 administrative withdrawal, 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/text teachers on their personal phones. Impromptu conferences are not allowed.** 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) are 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 Statement (Archdiocese of Miami Handbook)

School officials including teachers, administrators and other paraprofessionals in the performance of their duties will have access to student educational records. **Parents/Guardians by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE AND CONSENT** to the disclosure of such records including the nature and existence of a disability, a medical/educational diagnosis, or any associated minor adjustments or accommodations made to such school officials with a legitimate educational interest in the information.

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 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.

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 (e.g. homework, projects, books, fast food, lunchboxes, water bottles, sports uniforms, clothing, school uniforms, book bags, Chromebook, etc.) after the 7:50AM bell has rung. Flowers, balloons, cards, etc. are never allowed to be delivered.

Detention

If a detention is earned, the student must serve in the following week, as stated in the notice email. Detentions will be held on the specified days at 7:00AM. Students serving detention should be dropped off at the Pre-K gate by 6:55AM. Students will be dismissed from detention straight to their homerooms. Failure to attend or late arrivals may result in a new detention date or a suspension.

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 educator 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.

Please keep in mind that all communication should have a respectful tone.

Discipline Specifics (Grades PK2 through PK4)

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 K 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.

The school uses Class Dojo as a means of marking infractions. Parents should sign up and check this tool daily.

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 2:45 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 K will be dismissed at the PK gate, closest to NW 40th Street.
 - b. 1st, 2nd, 3rd, and 4th grade will be dismissed from the main office gate closest to the school office and church.
 - c. 5th, 6th, 7th, and 8th grade will be dismissed from the blue gate in the back parking lot, entrance on NW 59th Avenue.
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 a 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 via the school's Bike/Walk Form, will be accompanied by school personnel out of the blue gate in the back parking lot entrance on NW 59th Avenue. **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 Dismissal@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.

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 administrative withdrawal from the school, even for a first offense.



Any student selling drugs on school property or at school functions may result in a disciplinary response, up to and including administrative withdrawal.

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. It may also involve the use of drug dogs and other methods in the discretion of the school administration which seek to deter the use and/or distribution of illegal drugs or alcohol.

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 administrative withdrawal from the school.

At times, the school may choose to conduct random drug testing of the student body at the parents' expense.

A school may conduct random searches as set forth in this 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 11:00 a.m. on early release days**, in order to facilitate dismissal procedures.

Students will not be dismissed early to anyone other than the parent(s)/guardian(s) without written permission from the parent. The latest this should be sent to the school office is 11:00 am the day of the dismissal.

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

On various days, the school will have 12:00 p.m. dismissal for faculty and staff professional development. These 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 12:15 p.m. will be sent to the After School Program. Parent(s)/Guardian(s) are responsible for all fees incurred.

No lunch will be served on early dismissal days.

Electronic Acknowledgments (Archdiocese of Miami Handbook)

Periodically, the school may require that parents or guardians make electronic acknowledgments confirming the receipt and/or acceptance of various policies, procedures, notices, releases or updates. Any time a



parent/guardian 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. Parents and guardians are responsible for reviewing the contents of any electronic document prior to making any electronic acknowledgments. In addition, **Parents/Guardians, by executing the acknowledgment 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 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.
- All students need to be completely toilet trained to attend Blessed Trinity Catholic School beginning in PK3. PK2 students may still wear Pull Ups, however, it is the parents’ responsibility to potty-train the child before transitioning to PK3.

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 Volunteers

1. Students must remain under the supervision and policies of the teacher.
2. Parent volunteers must follow the guidelines given by the teacher to ensure proper supervision and order.
3. Parent volunteers 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 volunteers 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.
5. Parent volunteers must dress modestly and appropriately.
6. Parent volunteers are not permitted to consume alcoholic beverages.
7. To ensure the safety and well-being of our students and staff, Blessed Trinity Catholic Schools reserves the right to approve or restrict visitors to the school campus, as well as to any school-sponsored activities or events.

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 administratively withdraw the student if any financial obligations are not met.

Parents/Guardians, by executing the acknowledgment of receipt of this Handbook, HEREBY AGREE to be responsible for the full balance of tuition and any related fees regardless of any scholarship that may be available. Should such scholarship awards not cover the entire balance due or otherwise not become available, Parents/Guardians agree that they remain responsible for the full tuition amount and fees. Additionally, with respect to these scholarships, any student with a disability does not have an individual right to receive some or all of the special education and related services that the student would receive if enrolled in a public school under the Individuals with Disabilities Education Act (IDEA), as amended.

Fines

Fines are charged for the following:

- Lost 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 or Chromebook: cost of the repair or replacement if lost, damaged, or stolen. See agreement for more details.

Fundraising (Archdiocese of Miami Handbook)

No student or family member 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, as this is 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, Sir," 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 and clean;
 - f. Remove trash, food leftovers, and plates before leaving cafeteria ask to be excused from the table;
 - g. Check the floor and report any spills

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
(blank) 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 or lower (A 50% is the lowest grade indicated on the report card)

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

+ Area of strength
- Area of weakness
(blank) 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).

Special Area Grading Rubric

The following rubric will be used to grade students in the special area classes (Art, Music, PE, and Technology).

Grades K-2

| Grade For Assignment | Criteria |
|----------------------|--|
| 1 | Little to no participation |
| 2 | Actively participates, but may struggle to meet the objective |
| 3 | Meets the objective, shows appropriate effort |
| 4 | Excels in class activities and content. Performance is above and beyond what is expected for this grade level. |

Grades 3-8



| Grade For Assignment | Criteria |
|----------------------|--|
| X | Exempt from lesson (absent or pulled out for services) |
| 0 | No Participation, though present in class. |
| 70 | Minimal participation in the lesson. |
| 75 | Actively participates in lesson, following basic instructions |
| 80 | Actively participates in lesson, follows instructions, and meets the objective of the lesson. |
| 90 | Actively participates in lesson, follows instructions, meets the objective of the lesson, and demonstrates effort. |
| 100 | Meets above criteria and excels in lesson. |

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

When a student has successfully completed the course of studies offered and met all requirements, they are eligible to be promoted from Blessed Trinity Catholic School. Participation in the promotion ceremony 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. Students not in accordance may receive a uniform infraction and must comply in a timely manner, as stated on the notice. Failure to comply may result in automatic detention.



Boys are to keep their hair cut neatly and evenly in a simple style. Eyebrows must be visible. There must be at least a one inch clearance between the hair and the eyebrows. The hair is to be kept short (off the neck and ears, out of face, and extending no more than 2 inches all around) and combed in a traditional style conducive to the learning environment.

Girls are to keep their hairstyles simple and neat in their natural hair color. Coloring/highlighting the hair is not permitted. Hair should be kept out of the face/eyes and combed in a traditional style conducive to the learning environment. 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, 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 assignments 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.

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

Students not completing HW assignments may earn a minus in ALTs for Responsibility.



Honor Roll

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

Averages for the 6 core subjects (Religion, Mathematics, Reading, Language Arts, Science, and Social Studies) as reflected on the report card, will be calculated to determine honors. Note that Trinity Enrichment Classes and/or ADOM Virtual Algebra 1 Honors class will be weighted for these or any other honors/awards calculations.

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

Principal's Honors (Cougar Distinction)

Receive 97% or above average in the core subject areas: Religion, Reading, Language Arts, Mathematics, Social Studies, Science, and No (-)'s in any ALT box, no conduct reports or suspensions. (For weighting purposes, the GPA equivalent for Principal's Honors is 4.0 or higher). No grade below 88% may be received in any subject area whether major or minor.

First Honors

Receive 93% or above average in the core subject areas: Religion, Reading, Language Arts, Mathematics, Social Studies, Science, and No (-)'s in any ALT box, no conduct reports or suspensions. (For weighting purposes, the GPA equivalent for First Honors is 3.8-3.99). No grade below 80% may be received in any subject area whether major or minor.

Second Honors

Receive 88% or above average in the core subject areas: Religion, Reading, Language Arts, Mathematics, Social Studies, Science, and No (-)'s in any ALT box, no conduct reports or suspensions. (For weighting purposes, the GPA equivalent for Second Honors is 3.5 - 3.79). No grade below 80% may be received in any subject area whether major or minor.

TRINITY ENRICHMENT PROGRAM

| Letter Grade | Percentage | Honors GPA |
|--------------|------------|------------|
| A+ | 97-100 | 4.5 |
| A | 93-96 | 4.3 |
| A- | 90-92 | 4.0 |
| B+ | 87-89 | 3.8 |
| B | 83-86 | 3.5 |



| | | |
|-----------|-----------------|------------|
| B- | 80-82 | 3.2 |
| C+ | 77-79 | 3.0 |
| C | 73-76 | 2.8 |
| C- | 70-72 | 2.5 |
| D+ | 67-69 | 2.2 |
| D | 63-66 | 1.8 |
| D- | 60-62 | 1.5 |
| F | Below 60 | 0.0 |

GENERAL EDUCATION PROGRAM

| Letter Grade | Percentage | GPA |
|---------------------|-------------------|------------|
| A+ | 97-100 | 4.0 |
| A | 93-96 | 3.8 |
| A- | 90-92 | 3.7 |
| B+ | 87-89 | 3.5 |
| B | 83-86 | 3.0 |
| B- | 80-82 | 2.7 |
| C+ | 77-79 | 2.5 |
| C | 73-76 | 2.3 |
| C- | 70-72 | 2.0 |
| D+ | 67-69 | 1.7 |
| D | 63-66 | 1.3 |
| D- | 60-62 | 1.0 |
| F | Below 60 | 0.0 |



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 Florida Certificate of Immunization (Form DH 680) completed by a health care provider licensed in the state of Florida and participating in Florida Shots is required to document the administration of prescribed immunization doses.

The Archdiocese of Miami does not accept immunization exemption requests based upon religious, philosophical, personal, or other reasons. Medical-related immunization exemption requests are reviewed on a case-by-case basis. Such requests must be made through submission of the Florida Certificate of Immunization (Form DH 680) and signed by a health care provider licensed and located in the state of Florida. Medical exemptions are only approved for legitimate documented medical needs. The Archdiocese reserves the right to not accept any medical exemption request.

Should there be an outbreak of a communicable disease at school, students with medical immunization exemptions may be asked to remain home throughout the incubation period of the disease.

Infractions

Habitual infractions, 3 or more in a week, may result in a detention. A student may receive an immediate detention, suspension, or expulsion depending on the seriousness of the infractions. Infractions may result in a minus of the Active Learning Trait (ALT) on the report card.

Three detentions may result in a conduct report. Two conduct reports may result in a suspension.

Primary Infractions

When a student receives a primary infraction, the teacher records the infraction on ClassDojo, reflected as a negative point, which sends the parents an immediate notification. Consistent communication with the teachers helps ensure that the receipt of infractions is greatly diminished. Parents should sign up to receive email notifications for their child(ren)'s ClassDojo account using the Parent Invitations distributed at Open House/first week of school.

Examples of inappropriate behavior resulting in a Primary Infraction include, but are 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.

Additional classroom rules/expectations may be posted by the homeroom teachers.

Please keep in mind that all communication should have a respectful tone.



Major Infractions and/or 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, vaping pens, 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 simple "stud" earrings no more than 6mm in diameter. Huggies, dangling, or hoop earrings that may snag/be pulled are not permitted for the sake of safety. 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 with a plain black or brown watchband is permitted. Smart watches/fitness trackers are not permitted. No other jewelry is permitted with the school uniform. Failure to comply with these guidelines may result in a uniform infraction.



Lost and Found

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

Lunch

Students may bring 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 Maschio's Food Service. 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 Maschio's Food Service and Parent(s)/Guardian(s) will be assessed the applicable lunch fee. It is up to each parent to reconcile purchases with Maschio's Food Service. Fast foods and/or lunches may not be brought to school during the day. No glass containers are allowed.

The use of a microwave oven by students on campus is not permitted. Likewise, teachers may not warm/heat food or beverages for students in a microwave.

Make-Up

Students may NOT wear make-up. Perfectly clear lip balm for chapped lips is allowed. Nails are to be kept short and clean. Acrylic or other artificial nails and/or colored nail polish are not permitted. Only clear nail polish is permitted. Students not in accordance may receive a uniform infraction and must comply in a timely manner, as stated on the notice. Failure to comply may result in automatic detention.

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 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 be made for the use, supply and administration of an epinephrine auto-injection (Epipen), or as otherwise authorized in writing by the school. In particular circumstances, the school may agree to administer medication or otherwise provide health care interventions that go beyond a minor adjustment for a particular student. In those cases, Parents 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 those health care interventions that are beyond minor adjustments.

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 Active Learner Traits nor have earned a conduct report or any other disciplinary action. 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 or transferring to PK through 7th 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.



- The Parent(s)/Legal Guardian(s) of children attending 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

On dress down days, students may wear PE shorts (or PE winter sweats if temperature is below 70 degrees) and a Blessed Trinity Catholic School T-shirt, unless otherwise specified.

For picture days or other less casual dress down days, students must dress modestly. 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 are not permitted. Shoes on these days must have a back/strap securing the shoe to the foot, for safety reasons. **Crocs are never 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 are not in accordance with the Non-Uniform Dress Days guidelines may receive a uniform infraction and must call Parent(s)/Guardian(s) for their school uniform. Students will wait 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 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 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.

Parental Cooperation (Archdiocese of Miami Handbook)

The school views the education of a student as a partnership between the parents and the school. Parents and students are expected to comply with the school rules and policies, and to accept and support the authority of school officials, whether it be at school events, on or off school campus, or on social media or other public forum. Just as a parent can withdraw a child from the school if desired, the school has the right to administratively withdraw 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. Such meetings may include the parent, teacher, and principal.

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 required to participate in at least thirty (20) hours of service each year, 4 of these hours must be at our Parish Festival. 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.

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

The school recognizes the following co-curricular and extra-curricular activities:

1. School clubs: Altar Servers, Art Club, Chess Club, Choir, National Junior Honor Society, Student Council
2. Major School Activities: Book Fair, Catholic Schools Week, Cougar Color Run, Court of Dreams, Golf Tournament, Parish Festival, Party on the Carney, Pig Roast, Red Ribbon Week, Spirit Day, Trunk or Treat
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.

Parents acknowledge that participation in these co-curricular and extra-curricular activities may be inherently dangerous and, the school cannot ensure the safety of all students involved in its activities and programs.

Prior to participation in any athletic activity, 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. **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 participation in any co-curricular or extra-curricular activities, including all athletics activities and school dances.**

The school is not responsible for student participation in any co-curricular and extra-curricular activities 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 program or activities.

For purposes of this handbook, a co-curricular and extra-curricular activity is defined as a group of individuals dedicated to a particular interest or activity, and a league is defined as a group of teams or individuals participating in an athletic activity.

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 sports 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.



For purposes of this handbook, a club is defined as a group of individuals dedicated to a particular interest or activity and a league is defined as a group of teams or individuals participating in an athletic activity.

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.

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 acknowledgment 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.**

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. **Please keep in mind that all communication should have a respectful tone.**

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) after the 2nd and 3rd quarters 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.

Any student with excessive absences and/or tardies may be retained in the present grade.

Promotion to High School

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

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 administrative withdrawal. The administration reserves the right to determine what is, or is not, appropriate behavior in a Catholic school.

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

Parent(s)/Guardian(s) are required to ensure that the person picking up the child is on their 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 dismissal@blessed-trinity.org by 11:00 a.m. on the day the changes are to be effective.



Students will not be released to walk/bike home without the completion of the Bike/Walk Form by the parent.

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 (59% or lower) 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 (59% or lower) one of the core subjects, that student will be required to attend summer school via Carlo Acutis Virtual Academy (CAVA).

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 \$40.00 fee will be assessed for returned checks.

Safety in Private Spaces (Archdiocese of Miami Handbook)

Blessed Trinity Catholic School complies with the requirements of §553.865, Florida Statutes, The Safety in Private Spaces Act. Except where facilities are specifically designated as unisex, the school's bathroom and locker room/changing facilities are designated exclusively for use by biological



females or biological males. Any student who willfully enters a school restroom or locker room/ changing facility designated for the opposite sex and refuses to depart when asked to do so by any school personnel will be subject to disciplinary consequences as established by the school principal unless a specific statutory exception applies. This handbook provision shall be considered a part of the school's code of student conduct.

Saint John Paul II Program

The purpose of the Saint John Paul II Program (SJPII) 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.

Section 504 - Policy Statement (Archdiocese of Miami Handbook)

Blessed Trinity Catholic School complies with the mandate of Section 504 of the Rehabilitation Act which prohibits discrimination on the basis of disability in certain programs and activities. Pursuant to the requirements of the Rehabilitation Act, Blessed Trinity Catholic School will make those minor adjustments that can accommodate students with disabilities to the school's educational programs and activities.

The school's designated 504 Coordinator and contact information are as follows: Brenda Cummings, (305)762-1268. Parents with questions regarding the school's disability accommodations or related items should contact the 504 Coordinator. Parents may file a grievance as to any decisions related to a disability accommodation and request an internal hearing and review by sending a written notice addressed as follows:

Dr. LaTonya White, Associate Superintendent
Office of Catholic Schools
Archdiocese of Miami
9401 Biscayne Blvd
Miami Shores, FL 33138



The internal hearing and review will seek the prompt and equitable resolution of disability discrimination complaints.

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 supplies may be purchased through School Ready Supplies, which will be delivered directly to the classrooms.

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 until the completion of the academic 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. This includes ensuring that uniform clothing maintains its original color (white shirts must be white, etc.). Students who are “out of uniform” may receive a uniform infraction.

The school partners with Risse Brothers Uniforms <https://www.rissebrothers.com/shop.cfm> for its approved uniform articles and will provide a list for Parent(s)/Guardian(s). See PlusPortals for all uniform guidelines.

Risse Brothers Uniforms
656 NE 125th St.
North Miami, FL 33161
786-216-7024

PK2-PK4 Students

Girls:

- Plaid polo dress with red logo embroidered knit top
- Navy knee high socks (solid navy; NO PATTERN/TEXTURE)
- Full zip or quarter zip performance jacket with embroidered logo
- BTS Sweatshirt sold by HSA ONLY (<https://blessed-trinity-catholic-school.square.site/>)

Girls Shoes:

- Black Mary Janes

(<https://www.striderite.com/products/clair-mary-jane-bigkid> or www.skechers.com/microstrides---recess-rules/302627L_BBK.html)

Boys:

- Red logo embroidered polo
- Navy logo embroidered shorts or pants
- Navy dress socks (<https://a.co/d/5Babcgn>)
- Full zip or quarter zip performance jacket with embroidered logo
- BTS Sweatshirt sold by HSA ONLY (<https://blessed-trinity-catholic-school.square.site/>)

Boys Shoes:

- Black velcro dress shoes (NO sneakers) (<https://www.striderite.com/products/gavin-loafer-littlekid>)

K-5 Students

Girls:



- Plaid drop waist jumper with logo embroidered
- White "puff sleeve" blouse with navy piping or white long sleeve blouse with navy piping
- Solid navy cross-tie
- Navy knee high socks (solid navy; NO PATTERN/TEXTURE)
- Full zip or quarter zip performance jacket with embroidered logo (NOTE: This is the only outerwear allowed to be worn during Holy Hour)
- BTS Sweatshirt sold by HSA ONLY (<https://blessed-trinity-catholic-school.square.site/>)

Girls Shoes:

- Black Mary Janes (<https://www.striderite.com/products/clair-mary-jane-bigkid>)
- <https://a.co/d/bCRCxDz>

Boys:

- Navy logo embroidered polo (must be tucked in)
- Khaki logo embroidered pants (no shorts allowed)
- Black leather belt
- Navy dress socks (solid navy; NO PATTERN/TEXTURE) (<https://a.co/d/5Babcgn>)
- Navy logo embroidered sweater vest (all Holy Hours and Special Occasions)
- Full zip or quarter zip performance jacket with embroidered logo (NOTE: This is the only outerwear allowed to be worn during Holy Hour)
- BTS Sweatshirt sold by HSA ONLY (<https://blessed-trinity-catholic-school.square.site/>)

Boys Shoes:

- Black lace or velcro dress shoes (no sneakers).
PLEASE NOTE, if your son does not know how to properly tie his shoes, DO NOT purchase a lace dress shoe. It is a tripping hazard.
(<https://www.striderite.com/products/gavin-loafer-littlekid>,
<https://www.striderite.com/products/laurence-loafer-bigkid>,
<https://www.striderite.com/products/ty-oxford-littlekid>)

6-8 Students

Girls:

- Navy Short Sleeve Performance Polo with Logo (non-PE days with the exception of Holy Hours & Special Occasions)
- Front and back flap plaid skort (no more than two inches above the knee)
- Navy knee high socks (solid navy; NO PATTERN/TEXTURE)
- White Oxford shirt with embroidered logo for all Holy Hours and Special Occasions (short or long sleeve- all shirts must be tucked in)
- Plaid cross-tie for all Holy Hours and Special Occasions
- Blazer for all Holy Hours and Special Occasions



- Full zip or quarter zip performance jacket with embroidered logo
- BTS Sweatshirt sold by HSA ONLY (<https://blessed-trinity-catholic-school.square.site/>)

Boys:

- Navy Short Sleeve Performance Polo with Logo (non-PE days with the exception of Holy Hours & Special Occasions)
- Khaki logo embroidered pants
- White oxford shirt with embroidered logo for all Holy Hours and Special Occasions (short or long sleeve- all shirts must be tucked in)
- Plaid self-banded tie for all Holy Hours and Special Occasions
- Blazer for all Holy Hours and Special Occasions
- Black leather belt
- Navy dress socks (solid navy; NO PATTERN/TEXTURE) (<https://a.co/d/5Babcgn>)
- Full zip or quarter zip performance jacket with embroidered logo
- BTS Sweatshirt sold by HSA ONLY (<https://blessed-trinity-catholic-school.square.site/>)

Girls & Boys Shoes:

- Black Penny Loafers (<https://a.co/d/gUdCYhv>)

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. may result in an infraction. Please see specific guidelines for hair styles, jewelry, and makeup. Infractions will be documented and a notice will be sent home. Uniform infraction notices must be signed by Parent(s)/Guardian(s) and returned the next day. After three (3) uniform infractions, a detention may be issued. Please note that these infractions do not reset and are counted throughout the entire school year. After three detentions, a Conduct Report may be issued. This may prohibit participation in sports, Honor Roll for that quarter, and NJHS. Three (3) conduct reports may result in an automatic suspension, which is filed in the students' permanent file.

Cold Weather Uniform

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

Heavier jackets may be worn on top of (not in place of) school approved outerwear. These should be taken off inside the classroom and the regular uniform worn. **No hoodies permitted.**

Only a white undershirt may be worn whether it be long or short sleeved.

P.E. Uniform

- Red short sleeve crew neck t-shirt & blue mesh shorts with school logo sold by HSA ONLY (<https://blessed-trinity-catholic-school.square.site/>)
- Black athletic sneakers- may have white sole/trim (NO Converse or lifestyle/casual sneakers)



PLEASE NOTE, if your child does not know how to properly tie his/her shoes, DO NOT purchase a lace sneaker. It is a tripping hazard.

- Black athletic socks (<https://a.co/d/bnyFiyb>). *NO white/colored/novelty socks*
- BTS Winter Set **sold by HSA ONLY** (<https://blessed-trinity-catholic-school.square.site/>) *To be worn when temperature is under 70 degrees.*

School Work Missed

School work missed due to illness must be made up. 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 administrative withdrawal 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. The electronic transmission of sexually explicit language by a student may also constitute grounds for disciplinary action.

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 administrative withdrawal 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.



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.

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. Students who earn 1 detention during a sports season may earn a ½ game suspension. Students who earn 2 detentions during a sports season may earn a full game suspension. Students who earn a 3rd detention during a sports season may be removed from the team. Any student who receives a conduct report may be ineligible to participate in sports. Students on Probationary Status may not participate in sports until their status changes.

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.

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.

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 stud earrings may be worn only on the earlobe. (No dangling or hoop/huggie earrings are allowed). Refer to the Jewelry Section.
- Multiple earrings are not permitted.
- No body piercing of any kind.
- A small crucifix or holy medal may be worn on a silver or gold chain under the shirt. Otherwise, no necklaces are allowed.
- Bows/ribbons must match uniforms and not distract from learning.

Boys Appearance

- Properly groomed hair is required at all times.
- Extreme haircuts, hairstyles, wedges, line, curving, and coloring are not permitted.
- Hair should be short, above the ears, eyebrows, and shirt collar.
- No earrings or piercings of any kind.
- A small crucifix or holy medal may be worn on a silver or gold chain under the shirt. Otherwise, no necklaces are allowed.
- Boys must be clean shaven (when applicable).
- No facial hair is permitted.
- Sideburns must be trimmed, neat and may not be below mid-ear.
- Shirts are to be tucked in at all times.
- Ties worn properly (with top button buttoned and covered by the tie).

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 3:15 p.m. (at 12:15 p.m. on early dismissal days). Students who do not go home on time by 3:15 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. These include, but are not limited to:

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.

Any student who receives an indoor or outdoor suspension is required to complete any and all work assigned during that class day and homework as well. Students may not receive credit for any of these assignments which are required to be completed. They may receive a 0 for these assignments in accordance with the grading scale. Any tests or graded assignments missed due to suspension may not be made up.

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.

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 and/or result in student being retained in the same grade.





Technology Use (Archdiocese of Miami Handbook)

The school may provide its administrators, faculty and students with access to technological devices (e.g. computers, tablets, etc.) 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:
 - a. Use only assigned accounts and passwords;
 - b. Do not share assigned accounts or passwords with others;
 - c. Do not view, use or copy passwords, data or networks to which you are not authorized;
 - d. Do not share or distribute private information about yourself or others.
2. Respect and protect the integrity, availability, and security of all electronic resources:
 - a. Observe all network security practices;
 - b. Report security risks or violations to the school principal;
 - c. Do not vandalize, destroy or damage data, networks, hardware, computer systems or other resources;
 - d. Do not disrupt the operation of the network or create or place a virus on the network;
- e. Conserve and protect these resources for other students and Internet users.
3. Respect and protect the intellectual property of others:
 - a. Do not infringe on copyright laws including downloading or copying music, games or movies;
 - b. Do not install unlicensed or unapproved software;
 - c. Do not plagiarize.
4. Respect the principles of the Catholic school:
 - a. Use only in ways that are kind and respectful;
 - b. Report threatening or discomfoting materials to the school principal;
 - c. 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);
 - d. Do not access, transmit, copy or create materials that are illegal (such as obscene, stolen, or illegally copied materials or messages);
 - e. Do not use the resources to further any other acts that are criminal or violate the school's code of conduct;
 - f. Do not use the resources for non-educational purposes such as visiting chat rooms, social websites or networks;
 - g. Do not send spam, chain letters or other mass unsolicited mailings;
 - h. Do not buy, sell, advertise, or otherwise conduct business or political campaigning without prior written approval from the school's principal.
 - i. Do not engage in any form of cyberbullying.



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 and social media (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, texting and communications on social networks. 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 and on social media, 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. Parental/guardian 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.

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 administrative withdrawal.

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 administrative withdrawal.

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. A violation of this policy will constitute a breach of the parental cooperation requirement.

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 as follows:

| | |
|------------|--|
| Grades K-1 | TerraNovaNEXT |
| Grades 2-8 | TerraNovaNEXT and Inview |
| Grades 2-8 | ARK (Assessment of Catholic Religious Education) |

It is of the utmost importance that your child is here at school on time throughout our testing periods. Students who are late may not be able to enter the class once testing has begun. If a student is tardy and misses the test or is absent they will be required to make up the test during the makeup days.

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.

Text Messages/Telephone Calls (Archdiocese of Miami Handbook)

The school may use text messages and automated telephone calls to alert parents/guardians of important information related to the school's mission, operations, and activities. Parents/guardians acknowledge and consent to the receipt of these messages when providing their telephone numbers.

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)

The disciplinary consequences for a student whose verbal or written comments, including email messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:

1. Immediate suspension from the school;
2. Reporting to law enforcement;
3. 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. If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be administratively withdrawn from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the school principal.
4. 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 administratively withdrawn from school;
5. The school should inform the Office of Catholic Schools of these cases. The school may submit an informational report to the police.

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.) not use cell phones while dropping off or picking up students.**

Anyone picking up a child from school must park only in designated parking spots. Please do not park or wait in the Church rotunda driveway.

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. Except upon the written consent of the school, parents should not utilize internet-based transportation services (such as Uber or Lyft) to transport students to/from school and school-sponsored activities.

Trinity Enrichment Program

The Trinity Enrichment Program is offered to students in Grades 3-8, 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, Language Arts, and Mathematics. The enrollment process includes current performance in class, Terra Nova NEXT, i-Ready scores, and teacher recommendations. Students are pulled out of their homerooms during ELA and/or Mathematics to receive above-grade level instruction designed to challenge these advanced learners.

Students must maintain at least a 70% average in their Trinity Enrichment class(es) in order to remain in the program.

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 are 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 even if paying in full. 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 the student and parental 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.

Families wishing to withdraw their child from the school in the middle of a quarter are required to pay tuition and fees through the end of the quarter regardless of the date withdrawn. Grades, transcripts, or any other records will not be released until the tuition and fees have been paid in full.

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, Instagram 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, classwork 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. Missed work should be requested by the student/parent upon the student's return to school.

Visitors & 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. **To ensure the safety and well-being of our students and staff, Blessed Trinity Catholic Schools reserves the right to approve or restrict visitors to the school campus, as well as to any school-sponsored activities or events.**

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 administratively withdrawn from the school. Any item used to threaten or cause bodily harm may be considered a weapon. In particular, the possession of any instruments or objects that can be used to inflict serious harm on another person or that can place a person in reasonable fear of serious harm will be considered weapons. Included in this category are BB guns, Airsoft guns, and toy or replica guns represented as real guns. Also included in this category is the possession or storage of items which are prohibited at school, including but not limited to ammunition clips, bullets or cartridges, flammable liquids, combustible materials, poisonous substances, mace, pepper spray, and any other items which may result in injury.

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. The Archdiocese of Miami makes its own determination on school closures.
 - c. DO NOT call the school or Parish office phone lines. 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.



EARLY CHILDHOOD PARENT HANDBOOK

ADDENDUM

Welcome and Philosophy

Our Early Childhood Program reflects the belief that every child is created in God's image and likeness, with unique gifts and abilities. We nurture spiritual, social-emotional, physical, and cognitive growth through developmentally appropriate, play-based learning in a Catholic environment. Families are partners in this journey, and together we build the foundation for lifelong faith and learning.

Curriculum and Learning Approach

We align our curriculum with:

Florida Early Learning and Developmental Standards
Florida Catholic Conference Early Education Program Standards
NAEYC best practices

Our curriculum weaves Catholic values, daily prayer, and Gospel teachings into play-based, child-led learning experiences. Teachers thoughtfully design environments filled with opportunities for literacy, numeracy, science, and hands-on exploration to inspire curiosity and a sense of wonder in God's creation. Using ongoing, research-based assessments, learning experiences are continually tailored to support the unique needs and growth of every child in our care.

Daily Schedules and Routines

Consistent routines help children feel secure. A typical day includes:

- ✓ Morning welcome and prayer
- ✓ Center-based learning and outdoor play
- ✓ Snack and mealtimes
- ✓ Rest/nap time
- ✓ Closing prayer and dismissal



Arrival and Dismissal Procedures

- PreK classrooms open at [Insert time]. Children must be in class by [insert time].
- It is in the best interest of children that they are on time and able to participate in the opening activities of the group as this sets the tone for the rest of the day and aids in smooth transitions.
- [Insert arrival/drop-off instructions here]
- Students arriving late will: [insert specific instructions here].

Dismissal

- PreK students are dismissed atv[insert times here]. Students in PreK will be picked up at the [insert specific instructions here].
- [INSERT LATE PICK-UP AND AFTER CARE INFORMATION HERE]

Authorization for Pick-Up

- Children will only be released to their parents and those persons listed on the registration form as emergency contact/alternate pick-ups.
- A photo ID will be required of someone whom we do not know. Staff have access to all student files to ensure that children are dismissed only by those listed on the emergency contacts. A signed note must be given to the school office prior to releasing your child to someone who is not listed on your child's registration form. [Edit as needed]

Toileting and Self-Care Policies

We encourage and support toileting independence in alignment with Florida DCF and ADOM guidelines.

- **Developmentally appropriate support:** Toileting skills develop gradually from infancy through preschool. Teachers provide age-appropriate guidance, encouragement, and support at each stage of development.
- **Infants and toddlers:** Diapering and toileting routines are handled with care, consistency, and attention to hygiene. Families are encouraged to communicate toilet training readiness so we can partner in supporting this milestone.



- **PK2 children:** At this stage, many children are still developing toileting independence. Teachers will encourage self-help skills (pulling up/down clothing, washing hands) and support progress without pressure. Families should provide extra clothing and keep us informed about toilet training at home.
 - **PK3 and older:** Children entering PK3 and PK4 programs are expected to be toilet trained and able to manage their toileting needs with minimal assistance. Occasional accidents are understood as part of development and will be handled calmly and respectfully.
 - **Partnership with families:** Open communication between home and school helps maintain consistency and supports your child's success.
 - **Extra clothing:** Families are asked to provide several complete changes of clothes (including socks and shoes) to keep at school for use if needed.
 - **Encouraging independence:** At all ages, teachers gently guide children toward greater self-care skills, promoting confidence and a sense of accomplishment.
-

Health, Illness, and Safety

- **When to Stay Home:** Children must stay home if they have:
 - A fever of 100.4°F or higher (must be fever-free for **48 hours without medication** to return).
 - Vomiting or diarrhea (must be symptom-free for **48 hours without medication** to return).
 - Any undiagnosed or contagious rash.
 - Any communicable illness (e.g., flu, chickenpox, pink eye, strep throat, stomach virus).
 - Head lice or nits.
 - Eye discharge (eyes must be clear to return, even with a doctor's note).
 - Excessive nasal or ear discharge.



- **Absences:** Parents must notify the school by email [Insert Email] by [Insert Time] if their child will be absent.
- **Physician's Note:** Required for any absence of **3 or more consecutive days** or after a contagious illness to verify the period of contagion has passed.
- **If a Child Becomes Ill at School:**
 - Parents will be contacted to pick up their child **immediately**.
 - Staff will assess the illness, keep the child comfortable, and monitor until pickup.
- **Medication Policy:** Medication will only be administered with written parental consent and physician instructions. (If Applicable)
- **Health & Safety Practices:**
 - Frequent handwashing is practiced daily.
 - Monthly emergency drills are conducted to ensure preparedness.
- **Exposure Notifications:** If a child in the program is diagnosed with a communicable illness, parents will be notified with the illness name and symptoms for awareness.

Immunizations

Before attending school, all students are required to have a valid immunization record on file in compliance with the Florida Department of Health guidelines.

- **A Florida Certificate of Immunization (Form DH 680)** completed by a healthcare provider participating in Florida Shots must be submitted to document:
 - Required immunizations
 - A valid medical exemption (temporary or permanent) if applicable
- Only medical exemptions certified by a physician are accepted. Exemptions based on religious, philosophical, or personal beliefs are **not permitted**.



- Students without the required documentation will not be allowed to attend until all immunization requirements are met.
-

Communication with Families

- **Partnership and Respect:** We value open, respectful communication and strong partnerships with families to support each child's growth and development.
- **Classroom Updates:** Teachers provide regular updates through [classroom apps, newsletters, or folders] to keep families informed about daily experiences, learning, and upcoming events.

Parent-Teacher Conferences:

- Held 2–3 times per year to discuss your child's progress, screenings, assessments, and overall development.
 - Dates will be shared in advance, and families will have opportunities to sign up for a convenient time.
 - Additional conferences may be scheduled as needed to support your child's success.
 - **Addressing Concerns:** Sensitive matters should first be discussed directly with your child's teacher. If further support is needed, families are encouraged to reach out to school administration.
 - **Ongoing Communication:** Families are welcome to schedule a meeting with teachers or administration at any time to discuss questions, concerns, or celebrations.
-

Positive Behavior Guidance and Social-Emotional Development

Our Approach:



- We use positive guidance strategies that reflect the dignity of each child and model Christ's love.
- Teachers encourage self-regulation, problem-solving, and making amends when needed.
- Clear and consistent limits are set with kindness and respect.
- Prohibited practices include corporal punishment, shaming, food withholding, and punitive toileting methods.

Positive Guidance Strategies:

- Redirecting children from inappropriate behavior toward positive choices.
- Teaching appropriate social-emotional skills to address challenges.
- Reassessing the environment, activities, and supervision to support positive behavior.
- Using positive language and celebrating appropriate behaviors.
- Maintaining consistent, age-appropriate consequences for classroom rules.
- Building and maintaining strong, supportive teacher-child relationships.

Family Partnership:

- Parents will be notified if disruptive behaviors arise.
- Conferences may be scheduled with the Director and family to discuss strategies for supporting the child.
- A specialized team may be formed to create a plan that promotes the child's success.

Prohibited Practices:



- Any form of corporal punishment (e.g., hitting, spanking, shaking, rough handling).
- Isolation where the child cannot be seen or supervised.
- Binding, tying, or restricting movement.
- Using or withholding food or beverages as punishment.
- Demeaning or humiliating toileting practices.
- Emotional abuse, threats, profane language, or verbal abuse.
- Placing a child in a crib or portable crib for disciplinary purposes.

Expulsion & Suspension Policy

Our program is committed to creating a safe, nurturing, and inclusive environment where all children can grow, learn, and thrive. We align with the Florida Department of Children and Families and the Office of Early Learning's position on supporting children's social-emotional and behavioral health through positive practices.

- **Our Commitment:**
 - Promote positive, developmentally appropriate classroom environments.
 - Prioritize the social-emotional well-being of all children.
 - Encourage developmental screenings and referrals for additional support as needed.
 - Support parent involvement and partnership in addressing their child's needs.
 - Provide professional development for staff on alternatives to expulsion and suspension.
 - Collaborate with early childhood mental health consultants and interventionists when appropriate.



- Track and analyze data on expulsions, suspensions, and dismissals to ensure fair, thoughtful decision-making.
- **When Enrollment May Be Terminated:**

While every effort is made to avoid expulsion or suspension, the program reserves the right to discontinue a child's enrollment for reasons including, but not limited to:

 - Failure to follow the policies and procedures outlined in the Parent Handbook.
 - A child's needs exceed what the program can safely and effectively support within current staffing and resources.
 - Behavior that poses a serious risk to the health and safety of the child, other children, or staff.
 - Parent or guardian behavior that is disruptive, unsafe, or violates childcare licensing regulations (e.g., vulgarity, intimidation, harassment, or interference with program operations).

We strive to work closely with families to address challenges and seek solutions before reaching this point. Every decision to terminate enrollment is made thoughtfully, with the best interests of all children and staff in mind.

Nutrition and Mealtime Expectations

- **Parent-Provided Snacks:** Parents are asked to provide nutritious snacks for their child's mid-morning and afternoon snack times. Please ensure all snacks are cut into small, bite-sized pieces to avoid choking hazards.
- **Nut-Free Facility:** To protect children with allergies, our program is a **nut-free environment**. Any food items containing nuts or nut-based ingredients will be sent home unopened.
- **Lunch Program:**
 - A well-balanced, hot lunch is available daily through our on-site caterer, C.O.L.E.
 - Meals exceed USDA minimum standards and include:



- Home-style cooking
 - Generous serving portions
 - Monthly menu cycles
 - Meals prepared fresh the same morning
 - Kid-friendly options
- Menus are posted in classrooms and available online through Plus Portals.
- **Mealtime Practices:**
 - Teachers model gratitude and lead children in prayer before meals.
 - Mealtime is treated as a social and learning opportunity where children practice self-help skills and table manners in a supportive environment.

Special Diets and Allergies

Parents are encouraged to review the posted menus regularly. If a child has an allergy to an item on the menu, families must provide nutritious alternative food options for their child.

- If parents do not provide appropriate substitutions for a meal, the program will supply supplemental food items to ensure the child receives a complete and balanced meal.
- For children requiring a special diet:
 - A written note from the child's pediatrician is required, along with a sample meal plan for the special diet.



- This documentation will be kept on file, posted in a visible location in both the kitchen and classroom, and followed by all staff members responsible for the child's care.
-

Rest Time Procedures

Daily rest/nap time is provided.

Celebrations, Birthdays, and Holidays

- **Religious Observances:** Classroom celebrations and activities reflect the liturgical calendar and Catholic traditions.
 - **Birthday Celebrations:**
 - All treats must be **store-bought** and **free of any nut ingredients** to protect children with allergies.
 - Homemade treats are not permitted.
 - Non-food items (such as stickers, pencils, or small toys) are preferred for celebrations.
 - Gum and candy are **not allowed** in the center or inside goody bags.
 - Goody bags may only contain items safe for children under 3 years old and will be distributed to parents at dismissal.
 - Birthday celebrations are for your child and their classmates only; family members or outside guests are not included in classroom celebrations.
-

Transition to Kindergarten

Teachers and administrators support a smooth transition by:



- Building readiness skills
 - Offering parent resources
 - Coordinating visits to Kindergarten classrooms when possible
-

Family Involvement Opportunities

Families are welcomed to participate in:

- Classroom activities
 - Faith-based events
 - Volunteer opportunities (must meet ADOM Safe Environment requirements)
-

Possessions from Home

- **Jewelry:** For safety reasons, children may not wear jewelry to school. Jewelry can pose hazards if it gets caught on play equipment or breaks and becomes a choking risk. The program is not responsible for lost or damaged jewelry. Parents are also asked to use caution with small hair accessories, as they can be a choking hazard for younger children.
 - **Toys and Personal Items:** Toys from home are not permitted unless a teacher has requested an item for a specific classroom activity or event. Please check your child's pockets before school to ensure small items such as toys, coins, or other objects are not brought to school.
-

What Students Need Daily

- Each child is assigned a labeled cubby for personal belongings.



- A **complete change of clothes** (shirt, shorts/pants, socks, and underwear) must always remain in the cubby.
- For children in PreK-2 who are not yet toilet trained, parents should provide wipes and diapers as requested by the teacher.
- Full-day students will need a **nap mat**, which may be purchased through the program for \$35.00 (includes carrying pouch). Mats will be sent home every Friday for washing and must be returned the following Monday in their pouch. If a replacement mat is needed, a \$35.00 fee will apply. Mats may not be shared between students.
- **Labeling:** All personal items, including clothing, water bottles, and nap mats, must be labeled clearly with your child's first and last name.
- **Water Bottles:** Water bottles must have a secure cap and be labeled with the child's name.
- **Prohibited Items:** Bottles, pacifiers, and sippy cups are not permitted at school.

Parent Acknowledgement Form

I acknowledge receipt of the Early Childhood Parent Handbook Addendum. I understand it supplements the Archdiocese of Miami Parent Handbook and agree to abide by the policies and procedures outlined.



Appendix A - Rilya Wilson Flyer

Rilya Wilson Act

Pursuant to s. 39.604, Florida Statutes, a child from birth to the age of school entry, who is under court-ordered protective supervision or in out-of-home care and is enrolled in an early education or child care program must attend the program 5 days a week unless the court grants an exemption. A child enrolled in an early education or child care program who meets the requirements of this act may not be withdrawn from the program without prior written approval of the Department or community-based care lead agency. If a child covered by this act is absent, the program shall report any unexcused absence or seven excused absences to the Department or the community-based care lead agency by the end of the business day following the unexcused absence or seventh consecutive excused absence.

Educational stability and transition are key components of this act to minimize disruptions, secure attachments and maintain stable relationships with supportive caregivers of children from birth to school age. Successful partnerships are imperative to ensure that these attachments are not disrupted due to placement in out-of-home care or subsequent changes in out-of-home placement. A child must be allowed to remain in the child care or early education setting that he/she attended before entry into out-of-home care, unless the program is not in the best interest of the child. If a child from birth to school-age leaves a child care or early education program, a transition plan needs to be developed that involves cooperation and sharing of information among all persons involved, respects the child's developmental stage and associated psychological needs, and allows for a gradual transition from one setting to another.

This law provides priority for child care services for specified children who are at risk of abuse, neglect, or abandonment. These children are also known as Protective Services children.

Rilya Wilson Act Requirements:

- ✓ Protective services children **MUST** be enrolled to participate 5 days per week.
- ✓ Protective services children **MAY NOT** be withdrawn without prior written approval from the Department of Children and Families (DCF) or Community Based Care (CBC).
- ✓ If a Protective Services child has 7 consecutive excused or any unexcused absence, the child care provider **MUST** notify the appropriate community based care staff.
- ✓ The Department and child care providers **MUST** follow local protocols set up by the CBC to ensure continuity.
- ✓ If it is not in the best interest of the child to remain at the child care or early education program, the caregiver **MUST** work with the Case Manager, Guardian Ad Litem, child care and educational staff, and educational surrogate, if one has been appointed, to determine the best setting for the child.

Community-Based Care Lead Agencies Contact Information:

<http://www.dcf.state.fl.us/programs/cbc/docs/leadagencycontacts.pdf>

**** If you have concerns regarding any child that you may care for, please contact the Florida Abuse Hotline at 1-800-96-ABUSE****



Appendix B - Influenza Brochure

During the 2009 legislative session, a new law was passed that requires child care facilities, family day care homes and large family child care homes provide parents with information detailing the causes, symptoms, and transmission of the influenza virus (the flu) every year during August and September.

My signature below verifies receipt of the brochure on *Influenza Virus, The Flu, A Guide to Parents*:

Name: _____

Child's Name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your child care provider, in order for them to maintain it in their records.



What should I do if my child gets sick?

Consult your doctor and make sure your child gets plenty of rest and drinks a lot of fluids. Never give aspirin or medicine that has aspirin in it to children or teenagers who may have the flu.

CALL OR TAKE YOUR CHILD TO A DOCTOR RIGHT AWAY IF YOUR CHILD:

- Has a high fever or fever that lasts a long time
- Has trouble breathing or breathes fast
- Has skin that looks blue
- Is not drinking enough
- Seems confused, will not wake up, does not want to be held, or has seizures (uncontrolled shaking)
- Gets better but then worse again
- Has other conditions (like heart or lung disease, diabetes) that get worse



How can I protect my child from the flu?

A flu vaccine is the best way to protect against the flu. Because the flu virus changes year to year, annual vaccination against the flu is recommended. The CDC recommends that all children from the ages of 6 months up to their 19th birthday receive a flu vaccine every fall or winter (children receiving a vaccine for the first time require two doses). You also can protect your child by receiving a flu vaccine yourself.

What can I do to prevent the spread of germs?

The main way that the flu spreads is in respiratory droplets from coughing and sneezing. This can happen when droplets from a cough or sneeze of an infected person are propelled through the air and infect someone nearby. Though much less frequent, the flu may also spread through indirect contact with contaminated hands and articles soiled with nose and throat secretions. To prevent the spread of germs:

- Wash hands often with soap and water.
- Cover mouth/nose during coughs and sneezes. If you don't have a tissue, cough or sneeze into your upper sleeve, not your hands.
- Limit contact with people who show signs of illness.
- Keep hands away from the face. Germs are often spread when a person touches something that is contaminated with germs and then touches his or her eyes, nose, or mouth.



When should my child stay home from child care?

A person may be contagious and able to spread the virus from 1 day before showing symptoms to up to 5 days after getting sick. The time frame could be longer in children and in people who don't fight disease well (people with weakened immune systems). When sick, your child should stay at home to rest and to avoid giving the flu to other children and should not return to child care or other group setting until his or her temperature has been normal and has been sign and symptom free for a period of 24 hours.

For additional helpful information about the dangers of the flu and how to protect your child, visit: <http://www.cdc.gov/flu/> or <http://www.immunizeflorida.org/>

What is the influenza (flu) virus?

Influenza ("the flu") is caused by a virus which infects the nose, throat, and lungs. According to the US Center for Disease Control and Prevention (CDC), the flu is more dangerous than the common cold for children. Unlike the common cold, the flu can cause severe illness and life threatening complications in many people. Children under 5 who have the flu commonly need medical care. Severe flu complications are most common in children younger than 2 years old. Flu season can begin as early as October and last as late as May.



How can I tell if my child has a cold, or the flu?

Most people with the flu feel tired and have fever, headache, dry cough, sore throat, runny or stuffy nose, and sore muscles. Some people, especially children, may also have stomach problems and diarrhea. Because the flu and colds have similar symptoms, it can be difficult to tell the difference between them based on symptoms alone. In general, the flu is worse than the common cold, and symptoms such as fever, body aches, extreme tiredness, and dry cough are more common and intense. People with colds are more likely to have a runny or stuffy nose. Colds generally do not result in serious health problems, such as pneumonia, bacterial infections, or hospitalizations.



For additional information, please visit
www.myflorida.com/childcare or contact your
local licensing office below:

CF/P1 175-70, June 2009

This brochure was created by the Department of Children and Families in consultation with the Department of Health.

INFLUENZA VIRUS



"The Flu" A Guide for Parents



Appendix C - Distracted Adult Flyer



Getting In; Getting Out

Out: Check the Back Seat

FLORIDA DEPARTMENT OF CHILDREN & FAMILIES
MYFLORIDAFAMILY.COM

- In just **10 MINUTES**, a car's temperature can increase by **19°**
- Before getting out of your car, check the back seat ... **DON'T FORGET YOUR CHILD!**
- **NEVER** leave your child alone in a car and **CALL 911** IF YOU SEE **ANY CHILD LOCKED IN A CAR!**
- Place something in the back seat that you will need at work, school, or home (your laptop; your lunch).

Developed by:
PREVENTION UNIT
Office of Family and
Community Services

Getting In; Getting Out...



In: Check Behind The Car

- **BEFORE GETTING IN THE CAR AND STARTING THE ENGINE,** walk around the car and **CHECK FOR KIDS, TOYS, AND PETS!**
- Make sure there is **NOTHING UNDER OR BEHIND YOUR CAR** that could attract a young child.
- **PICK UP TOYS, BIKES, CHALK OR ANY TYPE OF EQUIPMENT** around the driveway so that these items don't entice kids to play.

Developed by:
PREVENTION UNIT
Office of Family and
Community Services





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)