



# Parent/Student Handbook

2016-2017

Last updated:  
2/23/2017

## WELCOME TO BLESSED TRINITY

Every family will receive a copy of this Blessed Trinity Catholic School handbook. Please keep it for future reference. It contains information and policies regarding the school programs. There are additional school procedures within each and every grade level and individual classrooms. Each teacher sets classroom rules regarding behavior, grading, systems, testing procedures and academic performance so that optimal learning can take place for all students at the various levels of learning. You will learn of these at the fall information nights, communication from individual teachers, school conferences and through your children as daily work comes home. All teachers and grade levels have varying policies.

Please read through these policies and procedures carefully.

### Important Phone Numbers

Nicollet Campus	612-869-5200
Penn Campus	612-866-6906
Cub Club	612-866-1039
St. Peter's Parish	612-866-5089
St Richard's Parish	612-869-2426
Assumption Parish	612-866-5019

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## **MISSION & PHILOSOPHY**

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

Blessed Trinity Catholic School is the parish school of Assumption, St. Peter and St. Richard. We are clearly Catholic, intentionally inclusive, and academically excellent. We are devoted to wholly educating our children to their greatest potential as images of God.

### **BLESSED TRINITY CATHOLIC SCHOOL PHILOSOPHY**

As a clearly Catholic School, Blessed Trinity Catholic School is grounded in the teachings, traditions and values of the Roman Catholic Church. We work as partners with parents to help our children develop their unique God-given gifts and talents, to develop personal integrity and self-discipline, and to reverence all of God's creation.

At Blessed Trinity Catholic School we feel called to be intentionally inclusive, and work to provide a high quality Catholic education to all who desire it in our increasingly diverse community.

At Blessed Trinity Catholic School we are committed to academic excellence. We provide a whole education in a nurturing environment. We strive to help our students reach their fullest potential as images of God - spiritually, intellectually, emotionally, morally, socially, and physically through meaningful and joyful educational and faith experiences.

### **GOALS**

The goals of Blessed Trinity Catholic School are to:

- Provide for the faith formation of students through worship and education based on Roman Catholic doctrine and tradition.
- Build a caring Christian community enabling its members to serve others.
- Use effective teaching methods and sound curriculum in response to varied learning styles enabling students to attain their highest potential.
- Provide an environment that fosters life-long learning skills.
- Provide opportunities that will challenge students to recognize and develop their physical and mental health.
- Encourage parents to demonstrate a commitment to Catholic elementary school education by active participation in the life and activities of the school.
- Create and maintain an environment that promotes an acceptance, understanding, and appreciation of diversity.

## **PARENT INVOLVEMENT**

### **Policy Regarding Parent Respect**

Consistent with the Mission Statement of Blessed Trinity Catholic School and the common goal of providing the best educational experience and school environment possible, positive support by every parent or legal guardian is expected. Children are both observant and impressionable, so it is critical that a united team of teaching staff and parent/guardian are demonstrated and modeled.

The Blessed Trinity Catholic School community expects its members to act respectfully and responsibly with others inside and outside the community. In any form of collaboration, disagreement and concern is likely to happen and good communication becomes critical in resolving issues. Productive communication involving disagreement or concern should not occur with the children present. Mutual respect will benefit everyone.

From time to time, parents, guardians and other adults within the Blessed Trinity community fail to fulfill their obligations, fail to act with respect toward others within the school, or otherwise engage in degrading, threatening or other behaviors which offend the school's commitment to a mutually respectful and peaceful environment and do so in ways that poorly model to students and impair the school staff and other parents to fulfill these goals.

The following guidelines are to be used to guide communications between parents/guardians and school staff.

### **Guidelines Regarding Respect**

Please assist us by:

- Reinforcing school policy and authority.
- Talking and acting respectfully toward staff members.
- Demonstrating positive support for the staff in front of children.
- Contacting the staff member directly involved in the concern.
- Setting appointments with the staff members for meetings.
- Coming into meetings with an open mind.
- Asking for all sides of the story before making conclusions.
- Developing relationships with your children's teachers.
- Being active members of the community. Attending school events, volunteering, or joining a committee.

### **Statement of Staff Obligations to Parents**

Parents can expect mutual respect when communicating with school staff.

- Staff will reinforce school policy and authority.

- Staff will talk and act respectfully toward parents and guardians.
- Staff will contact parents/guardians directly involved in the concern and will not discuss school issues with parents/ guardians not directly involved.
- Staff will demonstrate positive support for students and will not allow disagreement between staff and parent in front of students.
- Staff will maintain professionalism and confidentiality with issues concerning students.
- Staff will allow for scheduled appointments and will make effort to respond to parent requests for communication as quickly as possible.
- Staff will listen to all sides of a story to help students and parents deal with difficult situations.
- Staff will keep an open mind so that the best resolutions of problems can occur.

## **SCHOOL ADVISORY BOARD STRUCTURE**

### **Membership**

The School Advisory Board shall consist of nine (9) appointed members. The Canonical Administrator, School Principal, Development Director and Financial Administrator shall serve as ex-officio, non-voting members.

### **Terms**

Members of the School Advisory Board shall serve three-year terms. No Board member shall serve more than two complete three-year terms in consecutive order. No Board member shall serve more than 8 consecutive years.

### **Selection of Replacement Board Members**

If a Board member resigns or otherwise vacates his or her position before that Board member's term is completed, the pastor of the parish from which the Board member was selected shall appoint a replacement Board member to complete the unfinished term, after consultation with the other pastors.

### **Officers**

At each June Board meeting, the Board shall elect from its members a Chair and a Chair Elect. At its discretion, the Board may elect co-chairs for the chair position.

### **School Advisory Board Role**

The primary continuing responsibilities of the School Advisory Board are to act as the policy-making body for Blessed Trinity and to help in an advisory role to the principal in the operational functions of the school. The Board is committed to ensure a quality Catholic education at Blessed Trinity Catholic School that is available to all parish families.

## **“PAWS”**

### **What is it?**

PAWS stands for Parents Active With School. As a standing committee of the Blessed Trinity Catholic School Advisory Board, PAWS promotes parent and school communication activities, fundraising, and volunteerism. All parents are encouraged to attend PAWS meetings. It is a wonderful way to get in touch with other school parents and to find out about school events.

### Membership

All parents/guardians of Blessed Trinity students and teachers are members.

### Goals:

- To promote parent and school communication.
- To encourage parents to actively participate in social functions and volunteer programs of the school.
- To coordinate fundraising activities approved by the Board of Education and Fund Raising Review Committee.
- To coordinate school social functions.

## **GENERAL INFORMATION**

### **ATTENDANCE/ ABSENTEEISM**

Absenteeism from school, for reasons other than illness, causes problems for students and teachers beyond missing daily assignments. The student misses class instruction, the introduction or reinforcement of skills and concepts, as well as the interaction with classmates. Students who attend school consistently and are on time develop better socially, establish better communication with their teachers, and acquire important lifetime habits such as dependability, self-sufficiency, and responsibility. Therefore, the purpose of this policy is to encourage regular school attendance and punctuality. It is intended to be positive and not punitive.

### **Absenteeism due to illness**

Parents/guardians should telephone the Nicollet Campus (612-869-5200) between 7:30 and 8:30 a.m. to inform the school that their child will be absent or tardy. Calls before these times are answered and recorded by an answering machine. Please leave a message. If a parent/guardian does not call, the school will call the parent/guardian to confirm the absence. Students arriving after the official school starting time or who leave early must come to the school office to sign in/out and follow the guidelines as stated in the Blessed Trinity Leaving School Grounds policy.

1. If a child is ill for one day, please do not call for make-up work. Let the child rest, recover and return to school to get his/her work the following day.

2. If a child will be absent longer, the office should be notified to request make-up work. Please allow one day's notice to gather the material since a teacher does not have sufficient free time during the school day to prepare work for absent students.
3. If a child is well enough to return to school, please do not ask that he/she be kept inside during recess or noon hour, as supervision is unavailable. Exceptions will be made upon a doctor's written request or by arrangements made with the principal.
4. If your child has been out ill for the day, they are not allowed to participate in after school or extracurricular activities.

### **Absenteeism due to sporting events**

If a student chooses to miss school due to a sporting event or activity, this absence is an unexcused absence. Teachers are not required to give make up work to students. A note must be sent to the office 24 hours in advance if the teacher will allow missed work and tests to be completed.

### **Absenteeism due to vacations**

Vacations taken while school is in session are strongly discouraged because the absence can have an adverse effect on the quality of education for all students. If vacations are taken outside of the scheduled breaks during the school year, it is the policy of Blessed Trinity Catholic School that teachers are not responsible for giving assignments out in advance. The reason for this is two-fold. First, assignments may change from day-to-day, so there is no way to be sure that the assignments given in advance are accurate. Second, it places an unfair burden on the faculty, since preparing assignments can be time consuming. When the child returns to school, the assignments will be given out together with a deadline for their completion.

Twenty-four hour notice is requested for absenteeism due to vacations. Parents are asked to inform the school in writing for a planned absence.

### **TARDY POLICY**

School starts promptly at 7:30 a.m. at the Nicollet Campus and 7:40 a.m. at the Penn Campus. All students who arrive after the start time should report to the office for a Tardy Pass. Habitual tardiness has an adverse effect on the education of the tardy child who misses the same class every day, and on the rest of the students in the class who experience the interruption of late entries into the classroom. After three tardies in a trimester, phone calls will be made to parents/guardians. If tardiness continues, written communication will be sent to the parents to set up a conference with the teacher(s), school counselor and principal at which time a written plan will be made to ensure on-time arrival to meet the child's educational needs. Excessive tardiness may also be considered truancy and may warrant contact with legal authorities. A student who is tardy more than 10 times in a year is not eligible for the end of year "perfect attendance" award.



## **TRUANCY**

Students who miss school without a legal excuse are considered truant. Truancy is against the law. If a student has 3 unexcused absences, parents will be notified as in tardy section above. If truancy continues to be a problem, an Educational Neglect Petition will be filed with Hennepin County authorities. Excessive tardiness may also be considered truancy.

The following is an excerpt from the Hennepin County Educational Neglect packet: Please pay particular attention to information on excused absences.

Q: What is the difference between truancy and educational neglect?

A: Truancy focuses on the child and educational neglect focuses on the parent. For a child to be found the subject of educational neglect, the parent must have been unable or unwilling to meet the child's educational needs. The law also requires that the referring school has made appropriate efforts to resolve the attendance problem.

Q: What school efforts to resolve the attendance problem are required before the school submits a truancy or educational neglect referral?

A: The referral form lists the three required steps of school action: (1) notice to parent, (2) school conference with parent, (3) evaluate how student's educational/social needs may impact attendance problems.

Q: What are legitimate reasons to excuse student absence?

A: Legitimate excuses would include illness or family emergency. Explanations which a court would not find "lawful" include: child missed the bus, family has no clean clothes, child had to stay home to baby-sit younger siblings, child overslept.

Most parents do a great job in supporting our attendance policy. Your efforts will help reinforce positive work habits which will be important for your children throughout their lives.

### **Adverse Weather Conditions**

In the event of adverse weather conditions, Blessed Trinity Catholic School Administration announces school closings on WCCO TV Channel 4, Radio 830, and website (<http://minnesota.cbslocal.com/>). No announcement means school is in session.

Due to a wide variety of transportation methods used to get to school, Blessed Trinity Administration decisions to close will be made based on the ability for community members to arrive safely to school. Because of the number of students using transportation through Richfield Public Schools, Blessed Trinity will close when Richfield Public Schools close. Any decisions to close are independent of Richfield Public Schools and families should watch for Blessed Trinity (or Blessed Trinity –Richfield) announcements at media outlets.

Because of staff and schedule limitations, when Blessed Trinity closes, Cub Club and Club Tiger Programs (Extended Day) are closed. Whenever possible, information regarding Extended Day closure will be included in official announcements.

## **MORNING ARRIVAL/AFTERNOON DEPARTURE**

### **Nicollet Campus**

School begins on the Nicollet Campus at 7:30 a.m. Students should not arrive at the Nicollet Campus before 7:15 a.m. Buses begin arriving at 7:15 a.m. and drop off students in the designated area. Parents should enter the south entrance parking lot from Nicollet Ave., drive up to the cones and drop off their children, then loop around the parking lot and exit.

In the case of inclement weather, students will be allowed into the building early and should go to the cafeteria.

At the end of the day, parents picking up their children should follow the same procedure.

At the end of the day, it is essential that all students go directly home unless a teacher has asked them to stay, or an adult is with them at all times.

School dismisses at 2:10 p.m. and students must be picked up by 2:25 p.m. At 2:25 p.m., all other students must be off the school campus. No supervision is available. The only exception are students who ride the Holy Angels busses home and must wait for Holy Angels' dismissal, and those who are working with specific teachers. If parents are late for dismissal pickup, students will be taken to the homework room which is available from dismissal to 3:15 p.m. for supervised quiet study time after school. Parents must enter the building and pick up their children for all after school activities.

### **Penn Campus**

School begins promptly at 7:40 a.m. Please do not drop children off before 7:30 a.m. Parents needing to drop their child off before 7:30 must use our Club Tiger child care program. When dropping children off by car, please give the right of way to school buses pulling up to the curb by the school door. Most buses arrive between 7:30 a.m. and 7:40 a.m., so please keep this in mind when dropping your child off. The only exception is those students arriving on the early Richfield bus.

In the afternoon children not taking a bus will be dismissed after all buses have left at 2:00 p.m. If a parent needs to pick up a child before the buses leave, they may do so but please come into the school to pick up your child. This procedure is necessary to insure the safety of each child. Children that have not been picked up by 2:10 p.m. will go to our after school program, Club Tiger. The curb outside of the school is reserved for buses both before and after school. Please park cars in other parts of the lot.

## **TEXTBOOKS/LIBRARY MATERIALS**

Textbooks are purchased by Blessed Trinity Catholic School for student use. All books are assigned and inventoried. Students will be required to pay for books that are lost, damaged, excessively soiled or worn.

Each student is responsible for books and magazines taken from the library. Lost and damaged books should be reported to the librarian. Students will be required to pay for the replacement of lost/damaged materials. Library fines may be incurred for missing or unreturned materials.

## **SACRAMENTAL PREPARATION**

Sacraments are best received and prepared for in the parish setting. The sacraments of initiation, specifically First Eucharist, are seen as steps in the initiation process into a parish and as such are to be celebrated in the context of the parish. It is the parish that supports the parents in the preparation for this and all sacraments for children.

According to Catholic teaching, parents are the primary educators of their children in the ways of faith. They are entrusted with the responsibility for preparation of the sacraments. Blessed Trinity Catholic School will enhance the programs in each parish by the religious instruction that is part of our core curriculum and by keeping parents informed of important dates and meetings for each of the three parishes via our school newsletter.

Each of the three parishes will provide programs and resources for their parents in the area of sacramental preparation as their program dictates. All questions about sacramental programs should be referred to the Director of Religious Education in each parish.

## **COMMUNITY INFORMATION**

The administration may distribute community news that may be of interest to our students and families. These activities must not be in conflict with programs being sponsored by Blessed Trinity Catholic School, and of its three parishes, or the mission and philosophy of the school. The administration reserves the right to determine which community information gets published.

## **INVITATIONS TO PARTIES**

Because Blessed Trinity seeks to maintain an inclusive environment; school party invitations and gift giving that do not include the entire class should take place outside of school.

## **CLASSROOM PARTIES/TREATS**

If parents want to recognize a child's birthday, a small, prepackaged treat is appropriate. Cases of pop, pizza, cakes, etc. are not necessary and are discouraged. The treat should be a healthy one in accordance with the Wellness Policy.

Birthday treats are not to be distributed in the school lunchroom where many children are present to avoid cliques and groupings of students while others are left out.

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular is defined as programs and activities that take place outside the regular classroom and general academic programs. Blessed Trinity School recognizes the importance of these activities as a means for developing social and leadership skills in our young people, as well as for offering opportunities to broaden interests and abilities.

Extra-curricular programs are offered to students at various grade levels. Activities are coordinated by parent and teacher volunteers, and are offered when coordinators are available. Students who participate in extra-curricular activities must keep current with their academic responsibilities and progress. Students who violate the school's discipline policies may not be allowed to participate in extra-curricular activities.

Extra-curricular activities include school plays, musicals, athletics, student council and other activities sponsored by the school.

## **CHILDREN WITH SPECIAL NEEDS**

Procedure regarding learning differences/special needs children:  
Blessed Trinity Catholic School recognizes that all students learn in different ways and have different educational needs.

Learning differences/special needs can be broadly defined as:  
Any child requiring additional assistance in order to maintain successful academic or social placement in an age-appropriate classroom.

Classroom teachers concerned about a student will discuss the problem with the principal and the student's parents/guardians. Students who have learning differences or a particular disability may be eligible for special education services through the school district of Richfield or through the student's school district of residence.

A non-public special education program is available to eligible non-public school students through the public schools. These services will be provided in the most appropriate setting within the district or by the purchase of service from approved schools and/or agencies.

Parents must request assistance in order for their children to be considered. Eligibility is determined by special education personnel from the public school as a result of observations, assessment and consultation with teachers and parents/guardians. A program of intervention is determined in conjunction with a team of individuals who know and work with the student.

- Assessment takes place in the child's non-public school.
- Certified special education personnel at public school sites near the child's school teach classes during school hours.
- Conferences, which parents are strongly encouraged to attend, are generally held in the child's non-public school.
- Transportation for students, when necessary, is provided free-of-charge by the school district.

Parents may obtain a referral form from the child's teacher or the principal.

Every effort will be made by Blessed Trinity Catholic School to support and assist the special needs student. Minimal disruption in the classroom and of the student's class day are essential for maintaining a supportive, Christ-centered classroom and school environment.

## **CHILD PROTECTION**

As a society, our efforts to prevent crimes against children have not kept pace with the increasing vulnerability of our youngest citizens. Because children cannot look out for themselves, it is everyone's responsibility to look out for them. Many crimes against children CAN BE PREVENTED.

In cooperation with Missing Children Minnesota and National Center for Missing and Exploited Children, Blessed Trinity Catholic School has developed the following guidelines:

### **At School**

1. When registering a child for school, either a copy of a birth certificate or records from a previous school will be accepted. A parent may ask the school to "flag" the child's birth certificate, school, or medical records, so that when anyone requests these documents, the parent/guardian will be informed of the request.
2. If a parent/guardian requests that the school withhold the child from the child's other parent, a copy of the custody order or restraining order will be required in order for the school to have the authority to honor the request.

3. A "call in" and "call back" system will be enforced. When attendance is taken and a child is absent, the parent/guardian will be called if he/she has not called in to say that child will be absent. If something has happened to the child on the way to school, a search can be started immediately.
4. Parents/guardians wishing to take children out of school at a time other than the end of the school day are required to check in at the office first. A log will be kept in the school office to record the information, and a parental signature is required. The child will be picked up at the school office.
5. Children must be safeguarded during outdoor play times and at dismissal by teachers and parents wishing to help. Anyone "hanging around" school property, sitting in a car watching children, trying to approach children, talking to a child, and who is not known to belong there, should be reported to any teacher and reported to police.
6. Notification of any suspicious person or incident reported by police will be sent home with each child on the same day.
7. Written parent notification of any suspicious person or incident reported by police will be sent home with each student on the same day.
8. All volunteers, coaches, & helpers who have contact with children will be required to have a background check done & be cleared of any charges which could cause harm to children before they will be allowed to volunteer.

### **CHILDREN GOING TO ANOTHER STUDENT'S HOME**

#### **Penn**

If your child is going home with another child, Blessed Trinity Catholic School must have a note from all parents involved indicating where the children are going and with whom. This must be done ahead of time. Students may not make plans during the school day.

#### **Nicollet**

If a child is going home with another student a permission note from all parents must be sent to school. The note should include both the parent's and the student's name, address and telephone number as well as the parent's signature.

The note must be sent to school prior to that day. No arrangements can be made by the students during the day.

## **FIELD TRIPS**

Field trips off campus are a normal and regular part of the school year. All students are expected to participate in school field trips. Permission slips are required for all activities scheduled to take place off campus. Teachers set due dates by which students must have permission slips and trip fees in. This is for the purpose of making financial arrangements for the trips and recruit the appropriate number of chaperones and teacher arrangements, as well as the mode of transportation, etc.

Students who do not turn in permission slips on the due date will not be allowed to attend the field trip. A teacher or staff person will be assigned to remain in school with these students. Verbal permission over the phone is not accepted.

## **TRANSPORTATION**

Blessed Trinity will use school or chartered buses to transport the students and their chaperones to field trips when the distance is greater than a two-mile radius from the student's campus. For field trips that are in close proximity of the school campus, the students and their chaperones may walk.

## **INTER-CAMPUS ACTIVITIES**

Activities, school Masses & enhancement classes that take place between the Nicollet and Penn Campuses, Academy of Holy Angels or Church of the Assumption will not require permission slips. All students from one campus will be bused to the other campus for the event. Parents will be notified of these special events via the weekly school newsletter.

## **PARENT/VISITOR CHECK IN PROCEDURE**

All visitors to Blessed Trinity Catholic School are required to follow this procedure. A visitor is defined as: any person who is not an enrolled student or hired staff.

All visitors check in/sign in upon entering the school. Sign-in books are located in both school entrances. Receive official school visitors/volunteer pass. Wear the pass while in the building. Sign out in the logbook and return pass when leaving the building.

This procedure is intended to log activity taking place within the school, help students identify approved guests, and add to the security of our entire school system.

## **CRIMINAL HISTORY BACKGROUND CHECKS**

In 2008, the Minnesota legislature made changes to the laws relating to the use of criminal background checks used in schools. Among the changes made is a requirement that all Minnesota schools notify parents and guardians each year about the school's criminal background check policy. Minnesota Laws, ch.275, sec. 1 & 123B.03, Subd. 1 (e).

Mandatory Criminal Background Check Policy. All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. A school may decide not to conduct criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors.

The following positions are subject to a mandatory background check:

- Academic coaches
- Administration
- Athletic coaches
- Bus drivers
- Classroom help
- Extracurricular advisors
- Field Trip
- Food service personnel
- Childcare workers
- Specialist teachers
- Substitute teachers
- Teachers
- Teaching assistants
- Tutors
- Volunteers

## HEALTH

### HEALTH SERVICES

School health services are provided through a contract with the Richfield School District and Blessed Trinity Catholic School. A Health Paraprofessional ("HPP") is responsible for the school's health services which include: health screening (vision & hearing), making referrals, review of immunization records and maintenance of student health records (both required by law), identifying the health needs of the school and designing a school health program. The HPP visits school regularly and is available to consult with staff and families as needed; the school has a schedule of these visits. Questions or concerns about the health needs of a child can and should be directed to the HPP.

### Request for Health/Emergency Information

At the beginning of the school year, the parents/guardians will be asked to complete emergency contact information that will be kept on file in the school office. The parent/guardian is responsible for keeping this information current.

A written update regarding a child's health will be required of the parent/guardian. This information will be recorded in the student's health record. Health records are confidential and are kept in a locked area. Throughout the school year, the school staff will be kept informed of any changes in a child's health status.



If a child's physician recommends limited or non-participation in physical education, a signed note from the physician must be sent to the school office indicating the length of time and reason for non-participation.

## **Medication Policy**

Whenever possible, the parent/guardian shall make arrangements to give medication at home. However, there are times when a student's health may be compromised if medication is not given during the school day.

For the safety of your child, it is essential that the following be observed when medication is to be given during the school day:

## **Prescription and Over-The-Counter Medications**

Written consent must be given by a licensed prescriber and parent/guardian. A form is provided for this purpose. Verbal permission will not be accepted. Parents must notify the school in writing if a medication is discontinued. A new completed form is required if there is a change in dosage or change in times. Prescription labels must reflect changes.

No student may carry his or her own medication. An epi-pen or metered dose inhaler may be carried if written instructions are provided by the licensed prescriber. Parents, student, school staff and health paraprofessional will jointly review a medication management plan.

## **Medication Labeling**

1. Medication must be sent to school in the original container appropriately labeled by the pharmacist or manufacture.
2. Over-the counter medication will have the student's name and date added to the package.
3. For prescription medications, ask to have the medication divided in two bottles completely labeled one for school and one for home.
4. Prescription labels must reflect changes in medication dosage or time.
5. Samples of medication given by a licensed prescriber must include all the information found on a prescription label along with the physician's written instructions.

## **Medication Administration**

1. ALL medication will be stored in the school office in a locked area unless otherwise indicated by the prescriber or pharmacist.
2. The child will take medication at the designated time, supervised by authorized personnel. Medication will be administered by the health paraprofessional, or the the school office staff under the supervision of the principal.
3. Parent/guardian will provide the school with a measuring tool for liquid medications.
4. If the dosage of medication requires one-half tablet, the pills must be supplied to the school already cut.
5. Send a one-month's school supply of daily prescription medication. Count out of the number of school days in the month and send only the number of doses. The empty bottle will be sent home with the student at the end of the month.

## **ILLNESS & INJURY PROCEDURES**

Injury and illness will be managed following protocol established by the Blessed Trinity School Board in consultation with Richfield Public School Health Services.

### **Minor Illness/Injury**

1. Minor injuries (scrapes, cuts, etc.) and illness (headaches, colds, stomach upsets) may not necessarily require a call to a parent if it is determined that the child will not need to go home.
2. The staff person providing the treatment will record illness and injury visits on the school log.

### **Major Illness/Injury**

1. I give permission to Blessed Trinity to make whatever emergency measures are judged necessary for the care and protection of my child. In the case of an emergency and/or a life-threatening situation, the local emergency resources will be contacted by calling 911 first.
2. Blessed Trinity Catholic School does not have the physical facility to care for an ill child for several hours. A parent will be contacted at home or at work. Parents should make prior arrangements with another person to care for their child in case of an accident or injury when a parent cannot be reached.
  - a. Emergency names and telephone numbers of a designated relative, friend or neighbor will be kept on file in the school office.
  - b. The parent is responsible for keeping emergency information current.
3. School staff will call the child's physician as necessary.
4. An ambulance may be used to transport a child to a hospital for medical care if no other arrangements can be made, or if the emergency resource

- (911) deems it necessary at the expense of the parents or appropriate insurance.
5. The appropriate staff will complete an incident report form for all injuries requiring medical follow-up. A copy of the report will be available to the parent. A notation is also made on the illness/injury log.
  6. A parent will be called when it is determined that a child is too ill to remain in school. The child will be allowed to rest in the office, under staff supervision, until the parent arrives. The incident will be recorded on the illness/injury log.
  7. Children with fevers will be sent home. The child must remain at home until the child's temperature has been normal for at least 24 hours. Children who have been sent home with fevers will be checked by the school staff if they return on the day immediately following.

### **REPORT OF ABSENCE**

A parent will contact the school between 7:30 and 8:00 a.m. to report a child's absence and the reason for the absence. A parent must sign a child in or out when a child is entering school late or leaving school early.

### **REPORT OF INFECTIOUS DISEASE**

Blessed Trinity Catholic School follows the infectious disease information and exclusion policies provided by Mn. State Health Department.

Parents are required to inform the school within 24 hours (exclusive of weekend/holidays) when their child has been diagnosed as having any infectious disease.

Written information is sent home with the students in the classroom when there is an incident of infectious disease.

### **HEAD INJURIES**

1. Major incidents may first require a call to 911 before calling a parent. An incident report is completed.
2. Minor bumps to the head require a call to the parent and close observation. An information letter on head injuries will be sent home with the student.
3. The incident is recorded in the school log.

## **ADMISSIONS POLICIES**

### **PRESCHOOL ENROLLMENT POLICY**

No child, regardless of religious affiliation, whose family desires to enroll him/her at Blessed Trinity Catholic School for the purpose of obtaining a Catholic elementary education, shall be denied admission to the school on the basis of race, color or national origin provided Blessed Trinity possesses capacity for additional enrollees.

Tuition and fees must be current for registration to be valid. Families whose accounts are in arrears will lose priority status.

Within each category, priority will be given based on receipt of registration fee.

Priority enrollment will be given during the first two weeks of March as follows(The actual registration dates will be announced annually):

1. Current students at Blessed Trinity Catholic School preschool.
2. Potential students currently on a waiting list for a particular preschool grade.
3. The siblings of current Blessed Trinity Catholic School students
4. Siblings of current Blessed Trinity Catholic School alumni.
5. Families who are registered and participating parishioners of Assumption, St. Peter, and St. Richard parishes without children already in Blessed Trinity Catholic School.
6. Children and grandchildren of current employees of Assumption, St. Peter, and St. Richard parishes and Blessed Trinity.
7. Families who are registered, participating parishioners of other Catholic parishes.
8. Other Families.

### **K-8 ENROLLMENT POLICY**

No child, regardless of religious affiliation, whose family desires to enroll him/her at Blessed Trinity Catholic School for the purpose of obtaining a Catholic elementary education, shall be denied admission to the school on the basis of race, color or national origin provided Blessed Trinity possesses capacity for additional enrollees.

Tuition and fees must be current for registration to be valid. Families whose accounts are in arrears will lose priority status.

Within each category, priority will be given based on receipt of registration fee.

Priority enrollment will be given during the first two weeks of March as follows(The actual registration dates will be announced annually):

1. Current students at Blessed Trinity Catholic School (K-8).
2. Potential students currently on a waiting list for a particular grade.

3. The siblings of current students.
4. Siblings of alumni.
5. Families who are registered and participating parishioners of Assumption, St. Peter and St. Richard's parishes without children already in Blessed Trinity Catholic School.
6. Children and grandchildren of current employees of Assumption, St. Peter, and St. Richard parishes and Blessed Trinity Catholic School.
7. Families who are registered, participating parishioners of other Catholic parishes.
8. Other families.

Once a child is accepted into Blessed Trinity Catholic School, he/she will not be asked to leave because of enrollment considerations. Keeping current with tuition and fees will guarantee enrollment.

All registrations are based on availability of space.

Open enrollment will begin after the priority enrollment period is over (The actual open enrollment date will be announced annually).

### **NEW STUDENT PROBATION**

All students in grades 1-8 entering Blessed Trinity Catholic School will be admitted on a probationary basis for 90 school days. At the end of this period, the student will be admitted as a regular student and will be subject to all disciplinary actions as written in the parent handbook. During the 90-day probation period the student's teachers will apprise the principal and/or parent periodically as to the status of the student's continued enrollment. Anytime during this probation period the student's enrollment at Blessed Trinity Catholic School can be terminated because of behavior or academic performance.

### **KINDERGARTEN ADMISSIONS POLICY**

Chronological age is the primary criterion for admission into Blessed Trinity Catholic School.

All incoming Kindergarten students must submit a copy of their birth certificate to the school office.

Minnesota statutes (Chapter No. 173 of the 1967 session) specify that children reaching the age of five on or before September 1 of any year are eligible for admission to kindergarten that year. Statutes also specify that children reaching the age of six on or before September 1 are eligible to enter first grade in that year.

## **Early Childhood Screening**

Screening is recommended for all children in Minnesota before they enter kindergarten. Screening includes a FREE check of your child's height, weight, hearing, vision, development and a review of immunization records. A teacher discusses the results of screening with parents. The results of screening help identify needs that may require special attention before your child enters school. Children should be screened when they are 4 years old, or a year before entering kindergarten. Screening of children is done through the public schools or the community education office.

Please send a copy of your child's screening report to our office.

## **GRADE PLACEMENT**

Blessed Trinity Catholic School faculty and administration will determine grade placement for students along with the individual student's parent/guardian.

Grade placement for students will be based primarily upon chronological age, although individual student's needs will be carefully considered. Transferring students will be placed in next consecutive grade as academic research indicates.

The intention of our policy is to create within each classroom a supportive, yet challenging, academic and social atmosphere. This enables significant growth in each student's academic and interpersonal skills. In addition, we will attempt to foster respect and understanding – with regard to the diversity, gifts, talents and special abilities of each and every member of the class.

When considered appropriate, students will be allowed to advance in grade level by specific academic subjects, while retaining grade placement whenever possible within their age appropriate social group. Students will not be allowed to skip a grade entirely.

When students need additional assistance, every effort will be made to assist them to maintain appropriate grade placement.

## **CLASS SIZE**

Blessed Trinity strives to meet the individual academic and spiritual needs of our children. This policy attempts to achieve a balance between quality education and our physical and financial limitations.

Paraprofessionals (Teachers' Assistants) may be utilized whenever class sizes meet or exceed the following numbers:

PreK	10 students
K-5	20 students
6-8	25 students

Absent unusual circumstances, the maximum class sizes at Blessed Trinity Catholic School will be:

PreK	20 students
K-3	25 students
4-8	27 students

Blessed Trinity School Board reserves the right to change class sizes under certain circumstances. Class size policies may vary from year to year.

## **DISCIPLINE**

Blessed Trinity Catholic School believes that each student is responsible for his/her behavior in maintaining a Christian atmosphere in the school. At the heart of Blessed Trinity's discipline philosophy is respect for authority, others, property and oneself, and the maintaining of a safe and healthy environment. The policy is based on two premises: first, that the teacher has the right to maintain a classroom atmosphere conducive to teaching and learning. The second premise is that each child has the right to pursue the educational goals and objectives of Blessed Trinity Catholic School unhindered by disruptions or infractions.

The faculty and administration recognize the importance of positive reinforcement for constructive student behavior and believe that students should be held accountable for inappropriate behavior.

### Classroom Expectations

- Choose a thinking attitude; fill the mind with questions.
- Choose learning behaviors that show the best possible effort.
- Choose to take turns when sharing solutions to problems, answers to questions, and new ideas.
- Choose to occupy your own learning space in a manner which:
  - shows dignity.
  - is free of distractions that interfere with teaching or learning.
- Choose comments and actions that are respectful, positive, kind and constructive.

## **MISBEHAVIOR**

Misbehavior happens. A humane teacher often can use the occasion for a student to learn important lessons about personal responsibility, caring for others, and helping the group function effectively. When consequences are given, they need to be fair, consistent, appropriate to the level of infraction, and respectful of the student's dignity. The process as a whole should be understood by both student and teacher not as adversarial, but as moving toward the Gospel values of forgiveness and reconciliation.

Because of God's gift of diversity among the teachers, the faculty can never be perfectly consistent in their enforcement of the school rules. However, the following partial list can serve as a guideline to students of which misbehaviors are likely to incur disciplinary actions:

put-downs	disruptive behavior
rough play	talking at the wrong time
uniform violations	loud noises or running in the halls
bad language	tardiness between classes
budging in line	coming to class without materials
chewing gum	playing in the bathroom

One of the harmful effects of misbehavior is that it can break down the trustful relationships among students, parents and teachers. In the best interest of the student's growth and attitudes, parents and teachers need to stay united and actively working to maintain and repair that vital trust.

A detention may be given to a student in grades 4 - 8 who fails to adhere to school policies or classroom rules. A detention includes a written behavior notification slip and a 30 minute stay after school. Detention must be served within 3 days of the offense, and the parents will be responsible for transporting the students after they serve detentions.

## **SEVERE BEHAVIOR**

There are certain behaviors where classroom consequences are not appropriate due to the severity of the action. Consequences for these behaviors may result in immediate removal of the student from the classroom, loss of privileges, immediate meeting with parents and/or suspension, and /or expulsion.

Examples of severe behavior include:

1. Fighting
2. Blatant disrespect for authority
3. Use of alcohol or drugs on school property
4. Abusive behavior (verbal or physical)
5. Theft or vandalism
6. Truancy or absence during the school day without parent or guardian permission
7. Leaving school grounds during school hours without permission from parent/guardian or school faculty/administration.
8. Sexual harassment
9. Making verbal or written threats
10. Possession of dangerous objects (e.g. gun, lasers, lighters, matches, knives, slingshots, gun powder items, and projectiles) and any other object that may be deemed a weapon. (See Weapons section).



An administrator has the authority to determine the appropriate consequences in cases of severe behavior.

## **SUSPENSION**

In-school suspension means the temporary exclusion of a student from a classroom. Suspensions are held in a place determined by the administrator. The student earning in-school suspension is responsible for all missed assignments. The length of in-school suspension may be one-half school day, one full school day, or several school days.

Out-of-school suspension means the temporary exclusion of a student from the school building. The student is responsible for all missed assignments.

Suspension is used as part of the detention process or as a consequence for a serious offense.

## **EXPULSION**

Expulsion is the permanent exclusion of a student from school. Expulsion may be used as part of the detention process or for serious offenses. Because of the severity of this consequence, every effort will be made to correct the behavior through other channels. Expulsion is an administrative decision. (Rev. 9/9/2002)

## **ALCOHOL/CHEMICAL/DRUG ABUSE POLICY**

Blessed Trinity Catholic School is concerned about providing a safe and healthy environment and is concerned about the wellbeing of all students. It has, therefore, established the following policy:

Any student found to be buying, selling, or giving away, under the influence of, or in the possession of drugs (unless under the direction of a physician), alcohol or tobacco while on school grounds, attending a school event or while being transported to or from a school-sponsored event, will face immediate suspension or expulsion.

Parents/guardians will be notified as well as the police. The student may be referred for chemical dependency evaluation.

## **WEAPONS**

“Weapon” means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of causing bodily harm or death, or any other device or instrument which, in the manner it is used or intended to be used, is likely to cause bodily harm or death. Some examples of weapons include, but are not limited to: pellet guns, knives, metal knuckles, nunchuckas, mace or explosives. Items such as

pocketknife, letter opener and box cutter, laser pointers, matches, lighters, firecrackers or other gun powder items are also considered to be weapons. Students who witness the presence of any weapon should report it to a teacher or the principal immediately. Weapons will be confiscated, and the police will be immediately notified. Parents/guardians will also be notified. Possession of a weapon will result in an immediate suspension or expulsion.

## **LEAVING SCHOOL GROUNDS**

Students may not leave the school premises during the school day without the permission of the school administrator. Students who do leave must have written permission and will be picked up at the school office. Students must leave from the office; they may not be picked up from their classroom, playground or other areas of the school facility.

Only authorized adults whose names are listed on the school emergency card will be permitted to pick up the student. If, in the case of an emergency, an adult who is not listed on the child's card must pick up the student, that adult must have permission from the child's parent/guardian and the school must be notified.

A child who leaves the school grounds without permission as outlined above is subject to disciplinary action consistent with the Blessed Trinity Catholic School Discipline Policy.

## **BUILDING SECURITY/CODE ALERTS**

The police will be called for any unusual or suspicious activity on parish/school property.

Code Alerts are to be used in case of special emergency situations where people need to stay where they are and remain calm. These alerts are NOT for emergencies such as fire and tornado which already have emergency procedures.

### **Situation Codes:**

**Code Red Lock Down** This code is issued in the most serious situations that are non-contained or non-controlled. There is a high threat of serious injury due to hostile encounter. Staff and students take cover.

**Code Red Evacuation** This is used to inform staff there is an emergency situation and staff should remain where they are and stay posted for evacuation instructions.

**Code Yellow** This code is used when there is a possible threat. Students and teachers should lock doors and remain in the classroom, but they do not need to take cover. No passing in the hallways will take place during a code yellow.

**Code Green** This is the ALL CLEAR signal. Additional information or directions will follow the signal.

## **BULLYING AND HARASSMENT POLICY**

It is the policy of Blessed Trinity Catholic School to provide a learning and working environment that is safe and respectful for all persons. Created in the image and likeness of God, each member of our community shares a fundamental human dignity. The school helps all members learn and grow in their ability to use their God-given talents and freedom of choice responsibly with the goal that good choices become good habits. As bearers of the divine image, members of the school community deserve care and respect from all. Therefore, harassment, bullying, and retaliation are not to be tolerated as this compromises the safe learning environment of Blessed Trinity Catholic School.

In an effort to support a positive environment where expectations for choices are clear, Blessed Trinity Catholic School has adopted the Discipline with Purpose (DWP) program, teaching 15 essential Self-Discipline Skills with strategies to address misbehavior. The goal is to proactively teach successful behaviors that reduce incidences of misbehavior, including bullying and harassment. The program works to enhance successful behaviors and build positive relationships at school for all students.

This policy serves as a guide for when expectations of respect are not met, and for when reconciliation and restitution are needed.

### **Definitions**

For purposes of this Policy, the following definitions shall apply:

“Aggressor” means an individual who engages in Bullying, Harassment or Retaliation.

“Bullying” is the repeated use by one or more persons of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, that is objectively offensive, is directed at a Target, and that:

- causes physical harm or emotional harm that results in clearly identifiable physical symptoms to the Target or places the Target in reasonable fear of such harm;
- causes damage to the Target's property;
- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a Hostile Environment at school for the Target;
- infringes on the rights of the Target at school, including defamation and invasion of privacy; or
- materially and substantially disrupts the education process or the orderly operation of a school.

“Cyber-Bullying” means Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device.

\* For the purpose of this Policy, whenever the term "Bullying" is used it is to denote either Bullying or Cyber-Bullying.

"Harassment" means any type of repeated abusive or demeaning conduct that is based on a person's race, color, religion, country of origin, physical or other disability, age, political belief, affiliation, or socioeconomic status

"Hostile Environment" means a situation in which Bullying causes the school environment to be permeated with intimidation, ridicule or insult that is sufficiently severe or pervasive to materially and substantially alter the conditions of the student's education.

"Physical Abuse" is a form of harassment that includes but is not limited to physical or mental injury, or threatened injury, any anything other than accidental means. When referring to child physical abuse, this refers to injury inflicted by a person responsible for the care of the child.

"Retaliation" means any form of intimidation, reprisal, or harassment directed against any person who reports Bullying, provides information during an investigation of Bullying, or witnesses or has reliable information about Bullying.

"Sexual Harassment" means harassment as a form of sex discrimination and is defined by state law as including but not limited to:

1. Verbal Harassment (harassment (e.g. epithets, derogatory remarks or slurs, sexual comments, jokes or stories, etc.)
1. Physical harassment (e.g. grabbing or touching, gestures, unwelcome or sexually motivated physical contact, request or pressure for sexual activity, etc.)
3. Visual forms of harassment (e.g. sexually explicit notes, letters, cartoons, drawings or graffiti, etc.)
4. Requests for sexual favors or unwelcome sexual advances (etc.).

"School Grounds" mean property on which a school building or facility is located or property that is owned, leased or used by a school for a school-sponsored activity, function, program, instruction or training.

"Staff" includes, but is not limited to, educators, faculty, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletics coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

"Target" is a student against whom Bullying or Retaliation has been perpetrated.

#### Prohibition Against Bullying, Harassment, and Retaliation

Blessed Trinity Catholic School expressly prohibits bullying and/or harassment in all forms, either by an individual or group of aggressors.

Bullying, including Cyber-Bullying, and Harassment is prohibited:

1. On School Grounds owned, leased, or used by the school

2. At any school-sponsored or school-related activity function or program whether on or off School Grounds
3. At a school bus stop or on a school bus/vehicle owned, leased, or used by the school; or
4. Through the use of technology or an electronic device owned, leased or used by the school

Bullying and Harassment is also prohibited at a location, activity, function, or program that is not school-related or via technology or an electronic device that is not owned, leased or used by the school if the action materially or substantially disrupts the education process or the orderly operation of the school.

Retaliation against a Target, witness, a person who makes a good faith reporting, or who provides information during an investigation, of Bullying or Harassment, is prohibited.

## **Procedures**

Blessed Trinity Catholic School takes all reports of Bullying, Harassment, or Retaliation seriously.

Any student, parent/guardian of a student, volunteer or community member is strongly encouraged to report all acts of bullying or harassment to the student's teacher or the principal. Any staff who witnesses or becomes aware of any act of Bullying, Harassment, or Retaliation must report the incident to his/her immediate supervisor, the principal, or the canonical administrator. Reports can be made confidentially or anonymously when requested. Anonymous reporting may make it difficult to investigate or corroborate any alleged acts.

Once a report is made, the principal shall conduct a timely and documented investigation of the alleged act. The canonical administrator or his designee may also conduct the investigation. The right to confidentiality, both of the Aggressor and the Target will be respected consistent with the school's legal obligations and the necessity to investigate allegations and take corrective action when Bullying, harassment, or Retaliation has occurred.

Once the investigation is complete, the Aggressor, Target, Parents (if Applicable) will be advised of the outcome as appropriate with the findings and relevant state or school policy. A copy of the detailed investigation report documenting interviews, conclusions and recommendations will be placed in the corresponding school file for Bullying or Harassment.

Any person who violates this policy shall be subject to discipline in accordance with the School's disciplinary policy.

A substantiated charge against a student of Blessed Trinity Catholic School may include: age-appropriate disciplinary action, remediation, referral to community resources, suspension or expulsion.

A substantiated charge against an employee or volunteer of Blessed Trinity Catholic School shall subject the employee or volunteer to disciplinary action, up to and including removal from the position and/or exclusion from future activities with the school.

False accusations of Bullying, Harassment, and Retaliation are also a serious violation of the school discipline policy. If an accusation was not made in good faith or for malicious purposes, it may result in discipline consistent with the school's discipline policy.

Anyone who represents Blessed Trinity Catholic School, including parents/guardians, is expected to read and understand this policy and certify compliance with their signature. All community members are expected to review the policy annually within the appropriate handbook. Training on this policy and procedures shall be formally provided for Staff at the beginning of employment and at least once every three years. This policy and procedures are included in all handbooks and posted in the administrative offices of the school.

Anyone with questions regarding this policy, procedures, or an investigation should contact the Principal for more information.

#### Mandated Reporting to Civil Officials

The Law of the State of Minnesota requires that certain categories of persons are to report to civil authorities if they know or have reason to believe or reasonable cause to believe that a minor is being abused. Blessed Trinity Catholic School directs its employees who are mandated reporters to comply with the requirements of the Law. It should be noted especially that concerns should be reported within twenty-four hours to civil authorities. Furthermore, Blessed Trinity Catholic School directs all of its employees and volunteers, even those who are not mandated reporters, to report their knowledge or belief of the abuse of child, when knowledge or belief is obtained while engaging in the ministries of Blessed Trinity Catholic School, to Hennepin County Law Enforcement, or to Hennepin County Social Services. If circumstances warrant it, a report can be made to the Minnesota Department of Human Rights (1-800-675-3704).

## **STUDENT ACCEPTABLE USE POLICY FOR TECHNOLOGY**

This policy is in place to protect our entire school community. Therefore, all use and rules should be assumed to include not only equipment owned by the school and on school grounds, but also any device brought onto school grounds or used at home, or communications and actions involving any member of the BTCS community (including, but not limited to: students, teachers, parents, administrators and staff).

## **ACCEPTABLE USE**

The purpose of technology is to support learning and education for the students. The use of such resources must be in support of education, communications and research and be consistent with the educational objectives and mission of Blessed Trinity Catholic School.

Use of other organizations' networked or computing resources must comply with the rules appropriate for that network.

Transmission of any material in violation of any U.S. or state law or regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for illegal activities, product advertisement or political lobbying is also prohibited.

## **PRIVILEGES**

The use of school technology by a student is a privilege, not a right, and inappropriate use will result in, at minimum, a revocation of those privileges. Based upon the acceptable use guidelines outlined in this policy, the school and system administrators will deem what is inappropriate use, and their decision is final. Consequences may include denying, revoking, or suspending specific user accounts or access, payments for damages and repairs, discipline by school officials and, if necessary, law enforcement authorities.

## **RELIABILITY**

Blessed Trinity Catholic School makes no warranties of any kind, whether expressed or implied, for the service it is providing or for information received across the Internet.

## **INTERNET ACCESS**

Internet access is available to all students and teachers. We believe the internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service is to facilitate educational use of and experience with on-line resources. Our expectation is that this resource will be used in accordance with the school's mission.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Multimedia content such as music, sound, and video clips are also available, and new technologies make more types of media available every day. We have taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials, and a user may discover controversial information. It is expected, in that case, the material be brought to the attention of the supervising teacher.

We firmly believe that the valuable information and interaction on this worldwide network far outweighs the possibility that users might procure material that is not consistent with the educational goals of Blessed Trinity. Students will be supervised at all

times when accessing on-line resource, and the school will require efficient, ethical, and legal utilization of these networked resources.

### **PERSONAL ELECTRONIC DEVICES**

Personal Electronic Devices include, but are not limited to: cell phones, portable computers, digital cameras, mp3 players, and other communications, computing and imaging devices. Students are not permitted to use these devices during the school day. This includes making/receiving calls, texts, or emails, taking or sharing photos or videos, or transmitting information of any kind. If prohibited use of a device is suspected, school authorities may confiscate and search the device in question to investigate further.

### **POLICY EXTENDS TO CONDUCT OFF SCHOOL PREMISES**

A student engaging in any unacceptable use of the Internet when off school premises and without the use of school technology also may be in violation of this policy as well as other Blessed Trinity Catholic School policies. In situations when the school receives a report of an unacceptable use originating from a nonschool computer or resource, the school may investigate such reports to the best of its ability. Students may be subject to discipline by school and possibly law enforcement authorities for unacceptable conduct off school premises.

### **STUDENT RULES CONCERNING USE OF TECHNOLOGY**

- Students are allowed to use school computers only when supervised by an employee of Blessed Trinity Catholic School. Internet access is also filtered and monitored.
- Students must use a student logon to use a computer in school, including classroom computers.
- Students must save work in their Google Apps account or on the school file server. Files created on the school network should be limited to school assignments and are considered property of the author. No files may be changed or deleted without the author's permission, except by the system administrators.
- Copyright rules apply. Do not copy others' work without permission from the owner. Plagiarism will not be tolerated.
- No threatening or obscene material is allowed on the school network.
- Users may not sell, advertise or promote political views using the school network.
- The following is not permitted by students at school:
  - Personal E-mail (outside the btcsmn domains)
  - Chat Rooms
  - Instant Messaging (IM)
  - Downloading or installing software (including, but not limited to: updates and plug-ins)
  - Taking software off of school grounds, whether physically or electronically



- Peer-to-peer networks, commonly known as a source for downloading music/movie files
- Personal web software and web sites (including, but not limited to: Facebook, MySpace, etc.)

### **SAFE AND RESPONSIBLE USE OF INTERNET SERVICES**

Below are just a few guidelines for safe and responsible use of the internet. While students are not allowed to use personal email and messaging at school, they may use these at home and should be encouraged to follow these guidelines. These include (but are not limited to) the following:

- Don't email or chat with anyone you don't already know face-to-face.
- Do not share or post your mailing or email address or phone numbers (or other identity information) to anyone, and do not share addresses and numbers of others.
- When sending an email to a list of people who may not already have each others' addresses, use the BCC (Blind Carbon Copy) field in your email program. This hides the email addresses from others in the list.
- Be polite. Do not write or send abusive messages to others. Obscene, rude, inappropriate, disparaging or discriminating language, photos, video or other digital information, whether using school or personal equipment, involving any member of the BTCS community (including, but not limited to: students, teachers, parents, administrators and staff) will not be tolerated. Violation will result in discipline by school and possibly law enforcement authorities.
- Report cyber-bullying to an adult you trust.
- Do not forward chain letter emails.
- Be aware of spam, scams and phishing when reading email. Do not open, reply or forward these messages.
- Use secure passwords for online accounts. A secure password is 8 characters or longer and includes numbers and symbols.
- Do not share your password with anyone except your parent or guardian.
- Electronic mail (e-mail) and other online communications are not private. Messages relating to or in support of illegal activities may be reported to authorities.
- If you use social networking sites (Facebook, MySpace, etc.), make sure all privacy settings are set so only those people you know and have "approved" can see your profile.
- Don't post photos identifying yourself or friends on a public unprotected site or profile.

## RECOMMENDATIONS FOR PARENTS/GUARDIANS

- It is strongly encouraged that computers at home be in a family room and not behind closed doors.
- Know with whom your children are communicating online and have a copy of their passwords for online accounts.
- Don't think that because you believe your child knows more than you about the internet and its workings that they will also know the risks involved or that you cannot put limits on their internet activity. Young children and teens are trusting of internet sources – they are vulnerable!
- Many online games have a chat window option – know with whom your child is chatting and what kinds of things they are saying.
- Learn about the different parental control tools, protective software, and controlled access options that are available, and decide which, if any, are best for your needs.
- Use websites or other resources to find out the “lingo” of today's internet communications. Know what your child is saying – in not so many words.

## LEARNING RESOURCES REVIEW POLICY

The resources in our curriculum and specifically in our libraries are there to support and enhance the curriculum which is a direct reflection on the mission and philosophy of Blessed Trinity Catholic School. All decisions as to the selection of these resources will be made after reflecting on this mission and philosophy.

If a resource is found to be objectionable by an individual or group, the following procedure will be followed:

1. The staff person to whom the objection is raised will attempt to resolve the issue directly and informally with the person bringing the concern. If the concern is alleviated, the staff person should write a brief memo to the principal regarding the incident. If the concern is not resolved the following steps will be taken. The resource will not be pulled from circulation until all of the following steps are complete.
  - a. The person with the concern will fill out, and return to the principal, the “Request for Reconsideration of Learning Resources” which can be obtained from the principal.
  - b. At the next regularly scheduled school board meeting the principal will inform the board of the concern and share the information found on the “Request for Reconsideration of Learning Resources” with the board members. The principal will request that an ad hoc committee be set up to review the material and resolve the request (This committee will be made up of three board members, the campus librarian, and the principal).

- c. The committee members will each read or view the resource in its entirety.
  - d. After all committee members have reviewed the resource the committee will discuss the request and write an opinion on it. If the committee cannot agree on the opinion they will write both a majority and minority opinion.
  - e. The principal will follow the directive of the majority opinion and contact the concerned party as to the decision in writing.
1. Steps 2 and 3 should not exceed 30 days in duration
  2. If the person bringing the concern is not satisfied with the decision he or she may file an appeal to the Blessed Trinity School Board. He or she may ask to have the matter placed on the agenda of the next regularly scheduled school board meeting for consideration. The advisory board will hear the appeal to the decision and attempt to reach consensus on the request.
  3. If the person bringing the concern is still not satisfied with the decision, he or she may file a grievance.

## **PARENTS' GRIEVANCE POLICY**

If at all possible, complaints, disputes, or disagreements should be resolved on a person-to-person level. If this cannot be accomplished, the person seeking resolution must follow the following procedures.

### Stage I

1. Discuss the problem with the person's immediate supervisor. If there is no resolution, then...
  2. Discuss the problem with the next level of administration. If there is no resolution, then...
  3. The person seeking resolution is entitled to begin Stage II of the grievance process.
1. Example:
    - a. Parent to teacher (respondent). If no resolution,
    - b. Parent to principal. If no resolution,
    - c. Parent to Canonical Administrator. If no resolution,
    - d. Parent makes a written request to begin Stage II of the grievance process.

### Stage II

1. A written request to begin Stage II of the grievance process must be submitted by the parent to the principal within 10 working days after conferring with the Canonical Administrator.

2. A grievance committee shall be formed consisting of three persons: one designated by the Canonical Administrator, one designated by the respondent, and one designated by the person seeking resolution. The committee shall be formed within 10 working days of the principal's receipt of the written request.
3. The grievance committee shall meet within 15 working days of being formed to receive evidence and to make recommendations for resolution. The committee shall determine whether evidence shall be written, oral or both.
4. At the conclusion of the meeting, and after due consideration (discussion, thought and prayer), the committee shall write a summary of the meeting. Its recommendation for resolution shall be made in writing to the principal, who in turn shall determine that no school and/or parish policies have been altered or amended. The recommendation shall then be forwarded to the concerned parties.
5. The grievance procedure shall be completed within 25 working days after the principal receives the written request. It is the responsibility of the person seeking relief and the respondent to follow the recommendations of the committee.

If the complaint, dispute or disagreement is not resolved to the satisfaction of either party, a referral to the Archdiocesan Due Process may be made. Nothing shall obligate either party to consent to conciliation or arbitration under the Archdiocesan Due Process Procedure.

## **TUITION**

### **TUITION ASSISTANCE POLICY**

Only parishioners (registered and participating members) of Assumption, St. Peter's or St. Richard's parishes, who wish to send a child(ren) to Blessed Trinity Catholic School are eligible for tuition assistance in cases of financial hardship. Parishioners must demonstrate a financial need through a "qualification" process before tuition assistance will be provided. Parishioners will not be denied admission based on financial need, which will be determined through the qualifying process. Anyone requesting financial assistance must contact the school principal.

### **TUITION COLLECTION POLICY**

Tuition is payable in installments of 12 months (June-May), 10 months (August-May), Quarterly (July, October, January, April), or Annually (September). All accounts are managed through TADS Financial Management Systems, with payments due according to the agreement completed in your family account. Family complete

account agreements and setup via TADS portal through the registration process and receive reminders according to individual account settings.

Families with accounts past due at the end of each trimester must have a written payment plan in place in order for the student(s) to attend the next trimester. All tuition must be collected as of May 15 from the previous school year, or a written payment plan must be in place for the student to be enrolled for the next school year. Registration is invalid if there is tuition outstanding. Graduating eighth graders must have all tuition and fees paid by May 1.

Parents must make arrangements with the Principal or Financial Administrator to avoid penalties.

## **UNIFORM POLICY**

Parents are expected to be the primary monitors of the uniform policy. Please help us by ensuring your child is in uniform each day.

Students are expected to be in full, correct uniform each school day. The classroom teacher will expect a note of explanation from the parent if the student is not in uniform.

Consequences: Students who do not abide by the standards of the uniform policy will be given the following options:

1. Student will call home and have parents bring the appropriate uniform to school.
2. Student will be given a used uniform from the office to wear for the day.

Out of uniform days will occur at the discretion of the school principal and will be announced in advance. Attire for non-uniform days must be suitable and appropriate for school. Some inappropriate examples are t-shirts with inappropriate sayings, shirts that do not cover belly button or stomach areas or are too low cut, and pants that are torn or sized incorrectly. Pants that are too low on the hips (hip-huggers and low-rise pants) are not allowed.

## **Uniform Description**

Pants:

Uniform style requiring zipper with button waistband and pockets.

Navy Blue Dress Slacks-All approved styles sold at Donald's uniform store or any Blue "look-a-like" bought at other stores.

No stretch Knits in grades 4-8

Girls in grades K-3 may wear knit blue pants with elastic waists

Notes: Permitted pants do not include faded pants, pants with holes, sweats, jeans, cargo pants, stretch pants, leggings or stirrups. Pants must be plain with no logos,

emblems, symbols, or words displayed on them. All pants must fit at the waist. No low rise or hip-huggers. No baggy pants worn below the waistline.

#### Shorts and Skorts:

Uniform style requiring zipper with button waistband.

Shorts- Navy Blue Dress Shorts                      Skorts- Navy Blue or Uniform Plaid

Notes: Shorts or skorts may be worn from April 15 to October 15. Permitted shorts do not include jeans, cutoffs, sweats, short shorts, cargo or athletic shorts. Shorts must be hemmed or cuffed.

#### Shirts/Blouses:

White Oxford (long or short sleeve)

White Plain Polo style or School Logo White/ Hunter Green Polo Style

White Cotton Blouse or Cotton Dress Shirt (long or short sleeve) not tailored. See correct style at Donald's uniform store

White Turtle Neck

All shirts and blouses must have sleeves that extend down to the elbow. Blouses and shirts with collars must have buttons that go to the neck/collar (no v-neck or Johnny collars). Shirts must be long enough to be tucked in, must not be low-cut, and must be sized correctly- not too tight or too large.

Notes: All shirts and blouses must be tucked in at all times. Shirts must be plain with no logos, emblems, symbols, or words displayed on them (except the white/ hunter green shirts with the official school logo). Blouses must be small collared, without lace, and not sheer. T-shirts are not permitted. White-only T-shirts with no wording, pictures or letters, may be worn under regular uniform shirts.

#### Socks:

Socks or tights are required at all times.

#### Shoes:

Flat bottomed, closed shoes. No sandals, flip flops, cleats or roller bottoms. Shoelaces must be tied.

#### Sweatshirts:

Hunter Green with School Logo only. No plain green without official logo.

Notes: Only sweatshirts with the official school logo may be worn. Sweatshirts must not be worn alone. A permitted shirt or blouse with collars must be worn under the sweatshirt.

#### Sweaters & Vests

Navy Blue (Solid)

Button- up Cardigan

Pull over Crew Neck

Pull over V-Neck

Notes: A permitted shirt or blouse must be worn under the sweater/vest. Sweaters/vests must be plain with no logos, emblems, symbols or words displayed on them. Sweaters/vests do not have hoods.

Skirts/Jumpers: Available at Donald's Uniform Store  
(Official – Jumper – Grades K-8)  
(School Plaid Only – Skirt – Grades K-8)

Notes: Girls in grades K-8 may wear jumpers, skirts, pants, or shorts/skorts. Navy blue uniform skirts may be worn by girls in grades K-8.

Skirt Length: K-8 Girls skirts and jumpers must be at the knee and not above.

Miscellaneous: The following attire is considered inappropriate for school: excessive jewelry, visible tattoos and body/facial piercing (other than earrings) unusual hair dye or hairstyles. Natural hair colors only. This will be determined at the discretion of the faculty and administration.

General Notes:  
The Blessed Trinity Uniform Policy does not apply to preschool students.

The jumpers and skirts may only be purchased at the following store or at the Used Uniform Sale.

Donald's Department Store – 972 Payne Avenue | St. Paul, MN 55101 | 651-776-2723  
and 6407 City West Pkwy | Eden Prairie, MN 55344 | 952-942-7448

## **OUT OF UNIFORM POLICY**

Out of uniform days will occur at the discretion of the school principal and will be announced in advance. Attire for non-uniform days must be suitable and appropriate for school, with similar expectations as the school uniform. Some inappropriate examples are t-shirts with inappropriate sayings, shirts that do not cover belly button or stomach areas or are too low cut, and pants that are torn or sized incorrectly. Pants that are too low on the hips (hip-huggers and low-rise pants) are not allowed.

## **OUT OF UNIFORM DRESS CODE**

Pants:

All pants must fit at the waist.  
Grades K-3 may wear knit pants with elastic waists.  
Stretch Knits in grades 4-8 are only permitted under other appropriate clothing (Skirts, Sweater Dresses, etc.)

No: Pants with holes, stretch/yoga/leggings or stirrups (unless worn under other items).  
No low rise or hip-huggers. No baggy pants worn below the waistline.

### Shorts and Skorts:

Shorts, skorts, or capri pants may be worn from April 15 to October 15.  
Shorts must be at the knee and not above

No: Shorts with holes or cutoffs

### Shirts/Blouses/Sweatshirts/Sweaters

All shirts and blouses must have sleeves that cover the entire shoulder.  
Shirts must be long enough to be tucked in, must not be low-cut, and must be sized correctly- not too tight or too large.

A permitted shirt or blouse must be worn under the sweater/sweatshirt/vest  
No: Inappropriate words, slogans, or images (at administrators' discretion)  
Low cut or exposed mid-riff. No tank tops, camisole tops or cap sleeves.

Socks:  
Socks or tights are required at all times.

Shoes:  
Flat bottomed, closed-toe shoes.

NO: sandals, flip flops, cleats or roller bottoms. Shoelaces must be tied.

Skirts/Jumpers:  
Skirt Length: K-8 Girls skirts and jumpers must be at the knee and not above.

Miscellaneous: The following attire is considered inappropriate for school: excessive jewelry, visible tattoos and body/facial piercing (other than earrings) unusual hair dye or hairstyles. Natural hair colors only. This will be determined at the discretion of the faculty and administration.

## ATHLETICS

### Interscholastic Sports

Fall	Boys Football Girls Volleyball Boys Soccer Girls Soccer
Winter	Girls Basketball Boys Basketball
Spring	Girls Softball



## Boys Baseball

Additional fall and spring teams may be formed if numbers warrant and funds and coaches are available.

Intramural activities may be offered throughout the year for grades three through eight. Throughout the year, skills clinics may be provided for our younger students in grades kindergarten through second.

Athletics provide an opportunity for students to represent Blessed Trinity Catholic School while participating in a variety of sports and fitness experiences. We believe athletics should be competitive, but athletes should learn sportsmanship and fair play first. We also believe athletics provide an opportunity for students to experience success, whether it's through winning a game or acquiring a new skill or ability. All of our programs are consistent with and support school philosophies and promote Christian attitudes toward other teams, officials, teammates and coaches.

Student athletes are welcome to participate on a Blessed Trinity team provided they follow school guidelines as stated in the school handbook and athletic policy. Coaches may establish individual team guidelines. The school strongly encourages parents to attend athletic events and expects that they will display good spectator sportsmanship.

Parents of Blessed Trinity Athletics are required to follow the correct code of conduct as outline by the Blessed Trinity Athletic Board policies.