



BLESSED TRINITY
CATHOLIC SCHOOL

**Parent/Student
Handbook**

WELCOME TO BLESSED TRINITY

Every family has access to a copy of this Blessed Trinity Catholic School handbook through our school website. Please download it, or bookmark that page in your web browser for future reference. It contains information and policies regarding the school and its 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
Preschool/Extended Day/Club Tiger	612-869-4800
St. Peter Parish	612-866-5089
St. Richard 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 revere 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 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 reach 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.

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

Guidelines Regarding Respect for Parents and Guardians

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 with the concern.
- Setting appointments with 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 school community by attending school events, volunteering, or joining a committee.

Guidelines Regarding Respect for Faculty and Staff

Parents can expect mutual respect when communicating with school staff:

- Reinforcing school policy and authority.
- Speaking and acting respectfully toward parents and guardians.
- Contacting parents/guardians directly involved in the concern and will not discuss school issues with parents/guardians not directly involved.
- Demonstrating positive support for students and will not allow disagreement between staff and parents/guardians in front of students.
- Maintaining professionalism and confidentiality with issues concerning students.
- Allowing for scheduled appointments and will make an effort to respond to parent requests for communication as quickly as possible.

- Listening to all sides of a story to help students and parents deal with difficult situations.
- Keeping an open mind so that the best resolutions of problems can occur.

BOARD STRUCTURES

Blessed Trinity Catholic School has a two-level Board structure. As outlined below, the Blessed Trinity Corporate Board and the Blessed Trinity School Board serve as the governing bodies, establishing policies and providing direction to meet the mission of Blessed Trinity Catholic School.

Corporate Board

MEMBERSHIP

The Blessed Trinity Corporate Board shall consist of four (4) voting members, consisting of the Vicar General for Education, the Director of Catholic Education of the Archdiocese and two members appointed by the Archbishop. The Vicar General for Education shall serve as Chairman of the Blessed Trinity Corporate Board.

TERMS

Corporate Board Members serve three (3) year terms or until a successor has been appointed.

CORPORATE BOARD ROLE

The Blessed Trinity Corporate Board is established as the legal corporation for the purpose of operating a Catholic school serving Church of the Assumption, Church of St. Peter, and Church of St. Richard. The Corporate Board acts as the corporate authority for Blessed Trinity Catholic School with authority to set policy in the areas of ministry and Catholic Identity, revision or modification of Corporation Bylaws, changes in status or operation of the Corporation, approval of School Board Members, and affirmation of policies as related to powers reserved for the Corporate Board. The Corporate Board has no authority to act in areas reserved for the Archbishop or designated to the Blessed Trinity School Board.

School Board

MEMBERSHIP

The Blessed Trinity School Board shall consist of up to twenty-one (21) members, elected by seated School Board members from candidates affirmed by the Blessed Trinity Corporate Board. No more than one-third (1/3) of School Board members shall be current parents of children attending the school. The Canonical Administrator of Blessed Trinity Catholic School is an ex-officio voting member. The School Principal shall serve as an ex-officio, non-voting member.

TERMS

School Board Members shall serve three (3) year terms. No board member shall serve more than two consecutive, full terms. Board members may be invited to return after a one year hiatus.

ELECTION OF NEW/REPLACEMENT BOARD MEMBERS

The Blessed Trinity School Board shall annually, or as vacancies arise, recommend candidates for membership to fulfill the needs of the Board. The Blessed Trinity Corporate Board approves individual candidates to be elected by the School Board and seated at the next regular Board meeting.

OFFICERS

Annually, the School Board shall elect a President, Vice-President, Secretary, and Treasurer for their respective terms. The School Board may designate other officers as necessary, following the same election process.

SCHOOL BOARD ROLE

The Blessed Trinity School Board shall act as the policy-making body for Blessed Trinity Catholic School to ensure the successful operation of the school. The School Board has authority within the areas of Financial Management, development of School Advancement and Long-Range Plans, enacting policies to provide for the efficient and effective operation of the school, evaluation of the implementation of plans, and evaluation and review of the School Principal. The School Board does not have authority to act in areas reserved for the Archbishop, Corporate Board or areas of operation designated for School Administration. The School Board is committed to the fulfillment of the mission of Blessed Trinity Catholic School.

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 campus that their student attends between 7:30 and 8:00am to inform the school that their child will be absent or tardy that day. Be prepared to state your child's name, grade, teacher's name, and the reason for absence.

- Penn Campus 612-866-6906
- Nicollet Campus 612-869-5200

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.

Please note:

- 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.
- 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.
- If a child is well enough to return to school, please do not ask that he/she be kept inside during recess, as supervision is unavailable. Exceptions will be made upon receipt of a doctor's written request or by arrangements made with the principal.
- If your child has been out ill for the school day, or has left school early due to illness, 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 7:30am at the Nicollet Campus and 7:40am 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.

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 the 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 a 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, Blessed Trinity Catholic School will announce early dismissals or closures first on WCCO TV Channel 4, WCCO Radio 830, and online at minnesota.cbslocal.com, with additional news outlets to follow.

If there is no announcement, school is in session.

Closure Decisions

Decisions are based on the safety of all community members traveling to school. Blessed Trinity will likely close when Richfield Public Schools close due to the number of students using their transportation. Independent closures may also occur, so always look for "Blessed Trinity" or "Blessed Trinity – Richfield" in announcements.

Parent Notifications

After notifying news outlets, families enrolled in our notification system will receive a text message, email, and phone call using the contact information we have on file.

Emails will include the most detailed information about after-school care, programming and activities.

Please ensure your contact information is up to date to receive timely notifications. *If you're not receiving text or email notifications, it may be because your correct contact information is not in our system, or you haven't enrolled for text alerts. Please contact the office if you believe your email or phone number is incorrect.*

To enroll in text alerts, each phone number needs to authorize receiving text alerts. Scan this QR code to create a text 'Yes' and send to the short code to use the Text Notification System.



Extended Day Programs:

Extended Day and the Homework Room will close when school is closed. Official announcements will include Extended Day closures whenever possible.

MORNING ARRIVAL/AFTERNOON DEPARTURE

Nicollet Campus Morning Arrival

School begins at 7:30am at Nicollet Campus. Students must be in their classrooms ready to learn by 7:30am. The buses begin arriving at 7:15am and drop off students in the designated area. Parents driving their students to school may begin dropping off their students at 7:15am.

To ensure a safe and smooth process each morning, parents should:

1. Enter the south parking lot from Nicollet Ave. Pull up as far forward in the designated unloading zone as possible.
2. At 7:15am or later, students may exit the vehicle in the designated area — see yellow on map marked "Unloading Zone."
3. Students will walk in the crosswalk and on the sidewalk to enter the building at Door 1.
4. Keep moving forward to unload in the unloading zone only. Do not stop and unload at Door 1. This backs up traffic onto Nicollet Ave.
5. Complete the loop at a slow speed and exit the parking lot by turning right onto Nicollet Ave.

Before School at Nicollet Campus



Nicollet Campus Afternoon Dismissal

School ends at 2:10pm at Nicollet Campus. At the end of the day, it is essential that all students go directly home unless a teacher has asked them to stay, they are registered for Homework Room, or are registered for and participating in an after school activity.

Students must be picked up by 2:25pm. At 2:25pm, all other students must be off the school campus. No supervision is available. If parents are late for dismissal pickup, students will be taken to the Homework Room which is available from dismissal to 3:30pm for supervised quiet study time after school. Parents must enter the building and pick up their children for all after school activities. Students will board their buses at the designated bus loading area.

To ensure a safe and smooth dismissal process, parents who are picking up their students should:

1. Enter the south parking lot from Nicollet Ave.
2. Line up along the loading zone as marked on the map.
3. Once the last teacher arrives, you will be waved to the designated loading spot for your student(s).
4. If you are picking up multiple students, stay in line until you have all your passengers in the vehicle.
5. Exit by turning right onto Nicollet Ave.

After School at Nicollet Campus



Penn Campus Morning Arrival

School begins promptly at 7:40am. Students must be in their classrooms ready to learn by 7:40am. Students may not enter the building prior to 7:30am. Parents needing to drop their children off prior to 7:30am must register for our Club Tiger childcare program and pay a fee. School buses arrive at 7:30am and have right of way. Parents dropping off preschool students should enter the parking lot from 75th St, park in the designated area and walk their students into the building. Older siblings of preschool students may enter with the preschooler and parent. Do not park along the curb.

To ensure a safe and smooth morning arrival, parents dropping off their kindergarten through 3rd grade students should:

1. Enter the parking lot from 75th St.
2. Line up in 2 lines along the west side of the parking lot, leaving a driveway clear for buses.
3. Wait for the bus to arrive and staff to wave you ahead. Take turns at the merge and pull up behind the bus in the unloading zone at Door 6.
4. Follow staff directions and pull up as far into the unloading zone as possible. Three cars can unload their passengers at once.
5. Once your student and the students in the cars in front of you have unloaded and made it onto the sidewalk, you may pull forward and exit the parking lot at 75th St.



Penn Campus Afternoon Pick Up

School ends at 2:00pm. The school buses leave at 2:00pm. Students who are not picked up by 2:10pm will go to our after school program, Club Tiger, and pay a fee. If you need to pick up your student prior to 2:00pm, you must call the office and notify the school of an early pick up. You will need to park and enter the building to pick up your student.

Parents picking up a preschooler or a student from the Club Tiger program must park in a designated parking spot and enter the building to retrieve their student. Do not park along the curb.

To ensure a safe and smooth dismissal process, parents picking up their kindergarten through 3rd grader should:

1. Enter the parking lot from 75th St.
2. Line up in 2 lines along the west side of the parking lot, leaving a driveway clear for buses.
3. Wait for staff to wave before pulling up to the loading area. Take turns at the merge.
4. Pick up your student from the designated spot. Three cars can load their passengers at once.
5. Once your student and the students in the cars in front of you have loaded, you may pull forward and exit the parking lot at 75th St.



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 school staff. 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 Catholic 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 extracurricular 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 extracurricular activities. Students of families with unpaid balances who do not have an active payment plan with the Business Office may not be allowed to participate in extracurricular activities including athletics and band.

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

CHILDREN WITH LEARNING DIFFERENCES / SPECIAL NEEDS

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 the 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 staff member and reported to police.
6. Suspicious people or activity on campus or reported by the police will be communicated according to the Crisis Management and Communication plan
7. All employees as well as all school volunteers who have regular or unsupervised

contact with minors are subject to criminal background checks, signing the current "Code of Conduct" and completing assigned Safe Environment online training modules. These must be completed every three years.

CHILDREN GOING TO ANOTHER STUDENT'S HOME

If a child is going home with another student a permission message from both households must be sent to school prior to that day. The note from each household should include both the parent's and the student's name, address and telephone number as well as the parent's signature.

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 recruiting 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 to the school campus, the students and their chaperones may walk.

Uniforms

Students are expected to be in uniform for field trips. No out of uniform passes may be used on field trip days.

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, and the events will be posted on the school's Google calendar.

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 offices. Visitors will receive an official school visitors/volunteer pass. They must wear the pass while in the building. Upon leaving, visitors must sign out in the logbook and return the pass.

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, Subdivision 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, signing the current "Code of Conduct" and completing assigned Safe Environment online training modules. These must be completed every three years.

The following positions are subject to a mandatory background check:

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

*Minnesota State Law requires volunteers and employees acting in the capacity of coaching must successfully complete an additional 123b Background Check.

REVIEW AND RELEASE OF RECORDS

Parents, guardians and eligible students (age 18 or attending post high school education)

may request to review records or data related to the student. "Records or data" is defined by any or all of the following:

1. Demographic information (Name, Address, Phone, & Other Contact Information)
2. Academic Work Completed
3. Level of Achievement (grades, standardized achievement test scores)
4. Attendance Data
5. Standardized Assessment Scores
6. Health Data
7. Family Background Information/Questionnaires
8. Teacher or Counselor Observations or Ratings
9. Behavior Reports

To request a review of records, an appointment should be made in advance with the principal. The principal is to respond to a request for record review within a reasonable amount of time.

A Release of Records (or Release of Student Information) can arise for any number of reasons, including but not limited to; agency support, education evaluation, transfer of schools, high school application, and public district reporting. Requests may be made directly from officials with a legitimate educational interest and others as provided for by law, but whenever possible a signed request from a parent/guardian will be required. Records Release Forms are available in the school office at any time.

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 can 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 supporting planning for the school health program. The HPP consults with Richfield Public Schools health staff to ensure state mandated services and expectations are met. The HPP is available to consult with staff and families as needed regarding student health needs and services at school. 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, students, school staff and health paraprofessionals 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 manufacturer.
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 school office staff under the supervision of the principal.
3. Parents/guardians 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 in 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.

3. Emergency names and telephone numbers of a designated relative, friend or neighbor will be kept on file in the school office. The parent is responsible for keeping emergency information current.
4. School staff will call the child's physician as necessary.
5. 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.
6. 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 in the illness/injury log.
7. 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.
8. 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 the 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.

When directed by public health or school health guidance, written information is sent home with the students in the classroom for specific reportable and infectious diseases.

HEAD INJURIES

1. Major incidents may first require a call to 911 before calling a parent. An incident report will be 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. The incident will be 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 preschool 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 Catholic School.
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 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 3 years old, or prior to 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 the 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

The 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 and 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 work 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, gunpowder 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.

ALCOHOL/CHEMICAL/DRUG/ CONTROLLED SUBSTANCE ABUSE POLICY

Blessed Trinity Catholic School is concerned about providing a safe and healthy environment and is concerned about the well-being 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 controlled substances (unless under the direction of a physician), alcohol, marijuana 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, nunchucks, mace or explosives. Items such as pocket knife, letter opener and box cutter, laser pointers, matches, lighters, firecrackers or other gunpowder 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 form 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 LOCKDOWN

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 encounters. 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, and 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 (e.g. epithets, derogatory remarks or slurs, sexual comments, jokes or stories, etc.)

2. Physical harassment (e.g. grabbing or touching, gestures, unwelcome or sexually motivated physical contact, request or pressure for sexual activity, etc.)
3. Written/Visual forms of harassment (e.g. sexually explicit notes, letters, cartoons, drawings or graffiti, etc.)
4. Requests for sexual favors or unwelcome sexual advances (i.e. quid pro quo).

“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 report, 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, and 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

Minnesota State Law 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 a 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).

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. This also applies to any school issued software, accounts, or subscriptions used on any device or communications and actions involving any member of the Blessed Trinity Catholic School 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 contained in this policy and applicable acceptable use policies for that network or resource.

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 online 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. School devices and accounts are monitored by content filters and management software at all times. During school days and approved school activities, student use is supervised by assigned school personnel.

Personal Electronic Devices

Personal Electronic Devices include, but are not limited to: smart phones, cell phones, portable computers, digital cameras, mp3 players, smart watches 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 non-school 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 must use a Blessed Trinity student account to use a school-issued device.
- Students must save work in their Google account or on their assigned school device.
- Files created by a student should be limited to school assignments and are considered property of the author and Blessed Trinity. No files may be changed or deleted without the author's permission, except by the system administrators.
- Students are expected to keep their account passwords private from other students and notify the system administrators in the event they feel their account has been compromised.
- 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.
- Online activity relating to or in support of illegal activities may be reported to authorities.
- 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)
 - Text Messaging

- Taking photos or videos in school or at school events that are not related to a school assignment or approved by a school administrator
- Downloading or installing software other than applications allowed by the administrator
- Personal websites or social media (including, but not limited to: Facebook, Instagram, TikTok, Snapchat, 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 the others' addresses, use the BCC (Blind Carbon Copy) field in your email program. This hides the email addresses from others in the list.
- Don't add someone to a group message without their permission AND the permission of those already in the group. When you add them to the group, their information is shared with everyone in that group. This would include emails, text messaging, and all other online messaging activities.
- 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 Blessed Trinity Catholic School 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 cyberbullying to an adult you trust.
- 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 in a pattern that wouldn't be easy to guess.
- Do not share your password with anyone except your parent or guardian.
- Electronic mail (e-mail) and other online communications are not private.
- If you use social networking sites (Facebook, Instagram, TikTok, Snapchat, 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

- 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.

- Keep use of electronic devices at home in a common area and not behind closed doors.
- Encourage your children to share their online passwords and passcodes with you.
- Know with whom your children are communicating online.
- 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.
- 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, a member of the Curriculum Committee, 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.
2. Steps b and c should not exceed 30 days in duration.
3. 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.
4. If the person bringing the concern is still not satisfied with the decision, he or she may file a grievance.

PARENTS' GRIEVANCE POLICY

If 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.
 - a. Examples:
 - i. Parent to teacher (respondent). If no resolution,
 - ii. Parent to principal. If no resolution,
 - iii. Parent to Canonical Administrator. If no resolution,
 - iv. 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 ASSISTANCE, ENROLLMENT, PAYMENT & COLLECTIONS

TUITION ASSISTANCE POLICY

Blessed Trinity Catholic School strives to make education available to all those who desire it for their children. We use TADS as our tuition management system. All families who wish to be considered for financial assistance must submit a financial aid application through TADS. The information is confidential and will be viewed by only the principal and financial administrator.

Families are encouraged to complete this process as soon after January as possible to ensure access to aid.

The financial administrator, with the approval of the principal, is responsible for awarding all financial assistance offered through Blessed Trinity Catholic School. There are other outside granting organizations. Please call the principal to discuss your personal situation if you have any questions.

TUITION

The Enrollment process follows the registration process and requires the completion of an agreement that is sent to each family through TADS. Agreements listing the cost of tuition less financial assistance or discounts are sent out early in the calendar year for the following school year.

Families are encouraged to choose the automatic withdrawal option for payment processing.

TUITION COLLECTION

All accounts are managed through TADS Financial Management System, with payments due according to the agreement completed in your family account. Families complete account agreements and setup via TADS portal through the enrollment process and receive reminders according to individual account settings.

Effective June 1, 2018, the Blessed Trinity Catholic School Board approved the following collection policy. In addition, you may find this in your TADS agreement.

The following procedures will be implemented for tuition payments that are in arrears for families with students currently enrolled. Interest and late fees may be applied. Payments made on accounts with past due tuition and fees will always be applied first to tuition and then to fees. Please refer to the information in your TADS agreement for specific information and policies.

1. When a scheduled payment becomes thirty (30) days past due, the school will send the first written communication requiring a response to the school about the missed tuition payment. The administrator has authority to engage in negotiations for

payments.

2. If the family does not respond to the first written communication within two weeks, a second communication will be sent.
 - a. The second communication will reiterate the family's responsibilities to make agreed upon tuition payments as well as the school's willingness to work with the family to create an achievable payment plan.
 - b. The principal or administrator will also attempt in-person contact. The administrator has authority to engage in negotiations for payments.
3. If there is no response to the second communication within two weeks of transmittal (or if the response is not accompanied by agreed upon action), a third and final communication will be sent giving the parent or guardian two weeks to contact the principal or administrator and either make an agreed upon payment or negotiate a new tuition plan. At this point, the principal must be involved in negotiations.
4. If the tuition payments are 60 or more days in arrears and the parents have not engaged in constructive negotiations with the school, at the school's discretion, the matter may be referred to a collection agency. Furthermore, where no good faith effort to meet their tuition obligation has been made by the family, the family may be directed to withdraw the student from the school.

Families who are behind in their tuition may incur penalties including late fees or their students' exclusion from extracurricular activities and athletics.

Families with past due band, athletic and/or enhancement fees should prioritize tuition payments. When an account is behind, all payments made will first be applied to past due tuition and the remainder to band or other enhancement fees. Any student with outstanding tuition and/or band fees will not be allowed to register for the next trimester band until their tuition and fees are no longer in arrears.

All tuition must be paid 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 and enrollment will be held if there is tuition outstanding.

Graduating eighth graders must have all tuition and fees paid prior to graduation to avoid penalties, including late fees and referral to an outside agency. 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. Students will call home and have parents bring the appropriate uniform to school.
2. Students 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 pants require a zipper with a button, waistband and pockets. Navy blue dress slacks, navy blue khaki-style pants and all approved styles sold at Donald's uniform store are acceptable. No stretch Knits in grades 4-8. Girls in grades K-3 may wear knit blue pants with elastic waists, but not leggings. All pants must be sized correctly, neither too tight nor too loose.

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 shorts must be navy blue khaki-style or dress-style with a zipper and button waistband.. Skorts should be navy blue or uniform plaid. Shorts and skorts must be sized correctly, neither too tight nor too loose.

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

Skirts and Jumpers

Uniform plaid jumpers and skirts are available at Donald's Uniform Store. Girls may also wear navy blue uniform skirts purchased elsewhere, so long as they follow the fit guidelines and style of the Donald's options. Skirts must fall at the knee and not above. Skirts and jumpers must be sized correctly, neither too tight nor too loose.

Notes: Girls in grades K-8 may wear uniform jumpers, skirts, pants, or shorts/skort. Shorts can only be worn from April 15 through October 15.

Shirts and Blouses:

Acceptable uniform shirts include:

- White Oxford (long or short sleeve)
- White Plain Polo style
- School Logo polo in white or hunter Green
- White cotton blouse or cotton dress shirt (long or short sleeve) not tailored. See correct style at Donald's uniform store
- White Turtleneck

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, neither too tight nor too loose.

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 and Tights

Solid colored socks are required at all times. White tights may be worn under skirts and jumpers in place of socks.

Shoes

Flat bottomed, close-toed shoes are required for student safety. No slippers, slides, sandals, flip flops, cleats or roller bottomed shoes are permitted. Shoelaces must be tied.

Sweatshirts

Hunter Green sweatshirt with school Logo only. No plain green without an official logo.

Notes: Only sweatshirts with the official school logo may be worn.. A permitted shirt or blouse with collars must be worn under the sweatshirt.

Sweaters & Vests

Acceptable sweaters and vests must be navy blue and include:

- Button-up cardigan
- Pull over crew neck sweater or vest
- Pull over v-neck sweater or vest

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 may not have hoods.

Miscellaneous

The following attire is considered inappropriate for school: excessive jewelry, visible tattoos and body/facial piercing (other than earrings), face paint, excessive or distracting makeup, 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 plaid jumpers and skirts may only be purchased at the following store or at the Used Uniform Sale.

Donald's Uniform Store

Saint Paul Store - 972 Payne Avenue | St. Paul, MN 55101 | 651-776-2723 Ext. 0

Hopkins Location - 4 Shady Oak Road | Hopkins, MN 55343 | 651-776-2723 Ext. 2

www.donaldsuniform.com

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, but not leggings. 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, neither too tight nor too loose.

A permitted shirt or blouse must be worn under the sweater/sweatshirt/vest. No inappropriate words, slogans, or images (at administrators' discretion). No low-cut or exposed midriff tops, no tank tops, camisole tops or cap sleeves.

Socks

Socks and/or tights are required at all times.

Shoes

Flat bottomed, close-toed shoes are required for student safety. No slippers, slides, sandals, flip flops, cleats or roller bottomed shoes are permitted. Shoelaces must be tied.

Skirts/Jumpers

K-8 girls' skirts, dresses 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), face paint, excessive or distracting makeup, 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

- Girls Volleyball
- Boys Soccer
- Girls Soccer

Winter

- Girls Basketball
- Boys Basketball

Spring

- Co-Ed Ultimate Frisbee

- Girls on the Run

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 kindergarten through eight.

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 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 athletes are required to follow the correct code of conduct as outlined by the Blessed Trinity Athletic Board policies.

ASBESTOS, QUALITY AIR & PEST MANAGEMENT FOR BUILDING

Blessed Trinity Catholic School, in cooperation with the Churches of St. Peter and St. Richard, and in accordance with the Federal Asbestos Hazard Emergency Response Act (AHERA), the Indoor Air Quality (IAQ) and the Integrated Pest Management (IPM), has an inspection and management program for all asbestos-containing building materials, the improvement of air quality and safe management of pest control. We strive to maintain a safe and healthful environment for our community's youth and employees. Every three years, all buildings are re-inspected for asbestos content, safe air quality and pest control management by an accredited inspector with the Environmental Protection Agency (EPA). Every six months, all materials containing asbestos are surveyed. Any materials needing repair or removal are done so safely and responsibly under our asbestos operation and maintenance program. Blessed Trinity Catholic School has a list of locations and types of asbestos containing materials found in our buildings. A copy of the asbestos, air quality, and pest control management plans are available at each campus upon request. Questions related to the plan should be directed to the Blessed Trinity Principal.