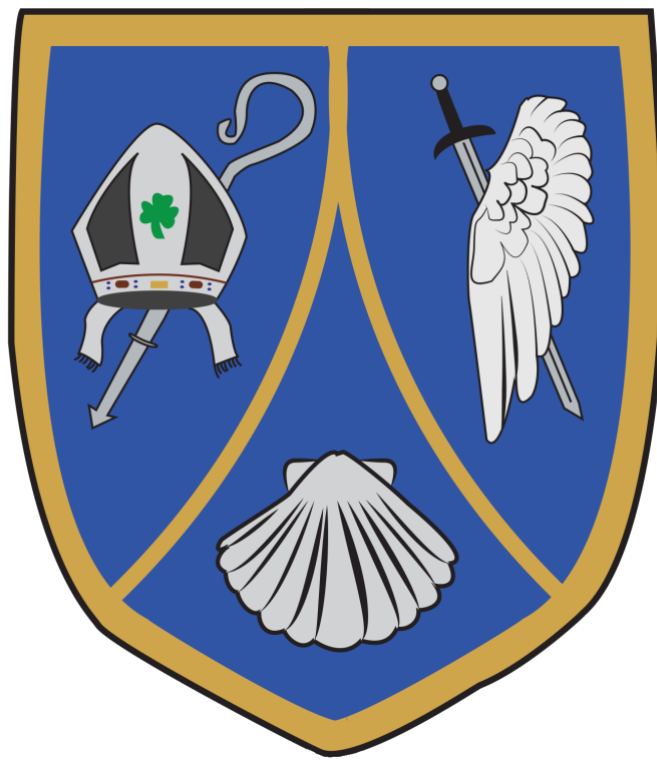


BLESSED TRINITY CATHOLIC SCHOOL

Dane, WI

Student Handbook

2021-2022 AD



OUR VALUES

Reverence

Respect

Responsibility

Contact Information:

Blessed Trinity Catholic School

109 S. Military Dr.

Dane, WI 53529

608-592-5711 (general number)

608-592-5711, ext. 7 (Principal)

Website:

www.btcatholic.us/school

Facebook:

www.facebook.com/BTCatholic/

Mission Statement:

Blessed Trinity Catholic School seeks to provide a holistic and Christ-centered education that equips our students to become the young men and women that God created them and calls them to be.

Core Virtues:

- Reverence (for God): We strive to teach reverence through regular student participation at Holy Mass and the other sacraments, and through other regular prayer opportunities.
- Respect (for oneself and for others): We work to teach this virtue through modeling this behavior between teachers and students, through education in the other related virtues, and through encouraging our students to become all that they can with God's help.
- Responsibility: We aim to teach responsibility by helping our students to realize the natural consequences of their actions - both good and bad - and by helping them grow to consistently make good decisions.

School Colors:

Blue and Gold

School Patron:

Saint Michael

Prayer:

Prayer is very important in the life of every Christian. Prayer enables us to develop and build a personal relationship with Jesus Christ. Prayer helps us to make Christ the center of our daily lives. As such, students will have the opportunity to participate in a variety of regular prayer experiences directed towards these goals, and including, but not limited to, the following: Holy Mass, Advent and Lent prayer services, the Rosary, Stations of the Cross, May Crowning, and more!

At the heart of all authentic learning is the pursuit of Truth. But Truth is not just an ideology; rather it is a person, Jesus Christ - who famously said in St. John's Gospel: "I am the...Truth." Therefore, in order to facilitate every student's encounter with Jesus (who is the fullness of God's Truth) all learning, and studying should be accompanied by a prayerful disposition.

Admissions:

Blessed Trinity Catholic School respects the dignity of each child and his or her right to an education. No child will be prevented from being accepted into our school because of race, sex, nationality, ethnic origin, or religious affiliation. Blessed Trinity Catholic School reserves the right to assess and to place new students in the appropriate grade as the administration and faculty deem fitting. No child(ren) will be turned away for their inability to pay tuition.

Tuition and Fees:

1. \$2,500.00 for the 1st enrolled student per family.
2. \$1,500.00 for the 2nd enrolled student per family.
3. \$500.00 for the 3rd enrolled student per family.
4. The tuition is capped at \$4,500.00 per family for more than 3 enrolled students.
5. Student book fees are \$225.00 per student.
6. Student book fees are capped at a maximum of \$550.00 per family.

No student will be turned away because of financial need. We are able to offer students and families tuition assistance, please contact the principal if this is a concern you have. Refunds are not given except in extenuating circumstances at the sole discretion of the school administration.

Security:

For security purposes all building doors are locked during school hours. Visitors must come in through the main school doors and should sign-in and out at the school office. This includes entering during regular school hours, including when volunteering for lunch prep and other needs.

Various safety drills will be conducted throughout the year to ensure that students and staff know what to do in case of an emergency. Safety plans are located by each classroom doorway.

Attendance:

When a child is going to be absent, tardy, or leaving early, the school office should be notified by a legal guardian before 7:45am by phone (608-592-5711, ext. 7) or email the student's classroom teacher AND principal. If a child has an extended illness the office should be notified each day by 7:45am. If a student will be away from school for more than 5 days a note from a doctor must be provided for any further absences to be excused for that illness. If the office is not notified of an absence the student will be marked as "unexcused" and will not receive credit for that day.

Generally, absences during the school year other than for illnesses, personal/family emergencies, or for funerals are discouraged. The school principal may, however, grant special approval for absence for family vacations, provided that a written request is given in advance. Parents are asked to write a note to their child's teacher two weeks before the trip. This advance planning will allow the teacher enough time to work with the parents and the student regarding homework completion.

Giving children assignments to complete ahead of time for a foreseen absence is a very time consuming and sometimes impossible task for teachers. Students often cannot do the work because they have missed the explanations, discussions, and help given in the classroom. It is also difficult to gauge how far a class will progress in each subject since much depends upon how quickly the students grasp the material presented, the type of in-class projects done, as well as other factors. Understandably, teachers may not be able to fulfill such a request. All of these are good reasons for parents to be wary of taking children out of school for purposes other than emergency or illness.

Arrival and Dismissal:

School doors to the gym (located immediately to the right of the St. Michael Church main doors) will be open at 7:30am for anyone who wishes to drop off their child(ren) before school. Classes begin at 7:45am. All doors will be locked by 7:45am. Anyone who wishes to visit the school should use the main school doors on the west side of the building and sign-in and out at the school office.

At the conclusion of the school day students will be dismissed at 2:30 pm with the sound of the dismissal bell.

Students will need to be picked up *by* 2:45. For every 10 minutes after this time that a student is waiting for a parent (without previous notice and approval) the parent will be charged \$10. It is important for students to be picked up on time for teachers to fulfill their end of the day duties.

Tardiness and Absenteeism:

Wisconsin Statutes require that all absences be recorded as excused or unexcused. Because we are concerned with your child(ren)'s safety and well-being, we ask that you please notify the school office by phone or email by 7:45am regarding an absence or tardiness. Failure to do so will result in an unexcused absence unless there are extenuating circumstances (that will be reviewed by the principal on a case-by-case basis). If a child misses school, he/she may not participate in any Blessed Trinity extracurricular activity that same day. If a student has an appointment or is tardy, a parent/legal guardian must sign the student out and back in at the office.

Types of absences:

- Excused Absence: An absence due to illness, or the death of a family member. Medical, dental, and other doctor's visits may also be excused, although parents are asked to request doctor's appointments at times when school is not in session. Students must report to their teacher and request make-up work immediately upon their return. The consecutive number of days missed plus one will be allowed to complete the make-up work. Wisconsin State Law (118.16) requires regular attendance at school. The following are acceptable excuses for absence:
 - Personal illness (a doctor's note may be required)
 - Personal/family emergency
 - Required court appearance

- Other circumstances approved by Blessed Trinity Catholic School administration
 - Written excuse before any additional pre-arranged absence (under 10 days per school year)
 - All other absences are unexcused
 - COVID 19 illness in the immediate family
- Explained Absence: An absence not listed above; this occurs when a parent/legal guardian takes the student out of school with the principal's prior knowledge and approval. Students will be required to obtain assignments for the classes that will be missed prior to leaving. The assignments will be due on the day that the student returns to school. Failure to follow this policy will result in the absence being recorded as unexcused.
 - Unexcused Absence/Truancy: An absence in which the student is not at school and that does not qualify as "excused" or "explained." The student will be brought to the office for disciplinary action. Parents will also be notified. The principal has the right to determine or to change an absence from excused to unexcused or vice versa.

Tardiness:

- Tardiness refers to arriving late and/or leaving early without due reason. Sleeping in, staying up late the night before, and "having a rough morning" are not acceptable reasons for excused tardiness.

School Intervention Process/Progression regarding Truancy/Excessive Absences:

- It is widely recognized that any pattern of excessive absence (excused, unexcused, or a combination) has an adverse effect on the learning process. Because of this philosophy, the school principal will use the following steps to address situations involving excessive or unexcused absences.
 - The office will contact a parent or guardian if a student is absent and has not called in.
 - After 3 unexcused absences, parents will be notified.
 - After 5 unexcused absences, the student is considered habitually truant. The school will request a student/parent meeting.
 - Should the absences continue and persist to the point of truancy, in accordance with Wisconsin Statutes, authorities will be notified.
- The principal may make exceptions for extenuating circumstances at his or her discretion.

Bus Services:

Bus service is available to children who live within the Lodi School District. The bus service is provided by Kobussen and can be arranged with them by calling (608) 592-0551.

If your student utilizes this bus service, you must provide a written note or email the school office when alternative transportation has been arranged for a particular day. This note or email should include the name of the person to whom the child should be released to ensure the child's safety.

School Closing:

If school is closed due to inclement weather, we will notify the following television stations: WISC Channel 3, WKOW Channel 27, and NBC 15. A message will also be posted on our Facebook page (www.facebook.com/BTCatholic/). If there are special circumstances the school office will notify all parents/legal guardians by email as well. Blessed Trinity is located within the Lodi School District and is comprised, mainly, of students in the Lodi/Dane area. Therefore, we will follow all inclement weather callings made by Lodi Public School.

Dress Code:

School uniforms provide many benefits for a Catholic school community, including ensuring that proper modesty is maintained, that appropriate clothing is worn for Holy Mass and for other moments of prayer, and as a means of demonstrating respect for oneself and others in a serious learning community. Blessed Trinity Catholic School has had a uniform policy in place for over two decades now. Cooperation of both parents/guardians and students with the policy is essential. It is as follows. Students are to wear:

- White, cardinal red, or dark navy-blue polo shirts (not light blue).
- Khaki or navy-blue pants and/or a skirt or jumpers for girls (skirts/jumpers **must reach the end of the fingertips when having hands down by your sides**; plain leggings in the colors of khaki, navy-blue, white, or cardinal red are to be worn with a skirt or shorts only; **leggings worn alone is a violation of the school dress code, including during Phy-Ed.**
- Khaki or navy-blue shorts may be worn in September and May as the principal permits and are **must reach the end of the fingertips when having hands down by your sides.**
- Formal dress is a white polo shirt and navy-blue pants or a jumper.
- Clothing should not be marked by a particular brand with a visible logo larger than one square inch.
- Students may wear sweatshirts that are plain navy blue, cardinal red, or white with no visible logos; no hoods or hats are to be utilized in the building
- Good hygiene practices are to be followed. Hair will be neat and tidy.
- Students may bring athletic wear (i.e. graphic t-shirt and athletic shorts) for P.E. However, for girls, **shorts must be mid-thigh length or longer, and wearing just leggings is unacceptable.** Students who do not follow this P.E. dress code will be asked to change. Students may be refused to participate and will lose points for the day.
- Students are not allowed to have unnatural hair colors.

Dress Code Enforcement Policy

Students who are not in proper uniform will be asked to comply with the school's uniform policy immediately, even if that means being brought a change of clothes. Notification will be sent to

parent(s)/guardian(s). If a student reoffends again during a trimester, a student will be removed from class until a parent/guardian is able to get their student into compliance. Blessed Trinity will provide loaner clothes when possible, but parents should not count on the school's loaner closet. Should a student continue having dress code violations after a third time, a Behavioral Action Plan must be developed in accordance with the school's *Progressive Discipline* policy.

No uniform dress code can possibly cover all eventualities or possibilities. The principal will ultimately decide what is acceptable and what is not acceptable.

Recess:

Students are to respect the school boundaries during recess (the church parking lots and playground equipment). Students are not to go behind the Church, by the cemetery, or behind the school unless given explicit permission. Students should always anticipate going outside, even if it is cold. Should the temperature reach zero or zero wind-chill during a scheduled event or recess, the students will stay inside. Proper outside attire is required to go outside. Therefore, all students are to wear hats, gloves, and jackets (snow pants and boots) when the weather/administration deems it necessary. Students are to immediately line up once the bell rings. Students are not to bring balls or other athletic equipment from home.

Spirit Wear Days:

Students are welcome to wear shirts that they have purchased with the school name/logo on them. The school also offers scheduled days for wearing other attire, such as favorite sports jersey day, favorite character day, etc. Students who wish not to participate in these opportunities should wear the usual school uniform. These "casual dress days" are still subject to the following:

- Leggings require a skirt or shorts.
- Shorts are to be knee length or longer.
- All clothing should be in good and modest taste, allowing the student to participate in prayer services without dishonoring God or disrespecting others.
- No unnatural hair colors are permitted.

Physical Exams and Immunizations:

Blessed Trinity Catholic School recommends but does not require that children entering school have had recent physical, visual, and dental examinations. Up-to-date immunizations records, however, must be provided at the start of each new school year.

Medications:

When it is necessary for a child to take medication during school hours, Blessed Trinity Catholic School follows the policy guidelines provided by the Diocese of Madison in compliance with Wisconsin Statutes.

The full policy is on file in the school office and applies to both prescription and nonprescription medications. A summary of the directives is as follows:

- A Medication Consent Form must be signed by the parent or legal guardian of the student. These forms are available in the school office.
- Written instructions from the health care provider must be sent to the school office explaining the administration of the medication, including any circumstances under which the prescriber should be contacted.
- The medication must be brought to the school office in an original container labeled by the pharmacy or the manufacturer with the student's name, medication name, dose, and frequency of administration.
- The medication will be stored in the school office and administered only by authorized staff.
- Students with specific medical conditions (i.e. diabetes) will have an Emergency Action Plan. This EAP will be updated annually and reviewed by the student's parent(s)/legal guardian(s) and the primary care provider. The EAP will include the student's name, the warning signs and symptoms, what to do in case of an emergency, and phone numbers of the parent(s) and primary physician. The EAP will be available in the school office and will accompany a student on any field trip.

Asthma Policy:

Blessed Trinity Catholic School recognizes that asthma is a condition that affects many school children; we positively welcome any student with asthma. Immediate access to reliever inhalers is absolutely important, but first the office will need proper documentation for any student who will be carrying an inhaler. For those children who need an inhaler they will be encouraged and supported to carry this with them. The forms that are required to be filled out regarding medication and the like are located in the office.

Food Allergies:

Blessed Trinity Catholic School recognizes that life-threatening food allergies are a condition that affects many children, and we welcome all students regardless of food allergies. At all levels, in conjunction with the student's parent(s)/legal guardian(s) and the primary caregiver/allergist, the school will prepare an Emergency Action Plan for any student possessing a life-threatening allergy. The EAP will be updated annually and reviewed by the student's parent(s)/legal guardian(s) and the primary caregiver/allergist. The EAP will include the student's name, the allergen(s), the warning signs and symptoms, procedures in case of an emergency, and phone numbers of parent(s)/guardian(s), doctors, and allergists. The EAP will be available in the school office and will accompany a student on any field trip.

Asbestos Annual Notification:

Blessed Trinity Catholic School follows the Asbestos Hazard Emergency Response Act (AHERA) and has performed the required three-year asbestos re-inspection. The inspector conducted a room-by-room survey, inspecting building material and assessing known and assumed asbestos-containing building materials. The management plan and all asbestos records are available for inspection during regular

school hours. There is no restriction as to who will be allowed to review the plan, and there are no costs involved. The extreme size and complexity of these documents may require assistance of a staff member familiar with the plan during your examination of the copy. Operations and maintenance activities are and will be performed as needs arise over the years.

Discipline:

In keeping with our overarching goal of forming students to become the young men and women that God created them and calls them to be, every effort will be made to teach our students to behave and carry themselves in a manner that is consistent with the Christian virtues of reverence, respect, and responsibility. Blessed Trinity Catholic School wants to ensure that students have the ability to learn and that teachers have the ability to teach in safety and without undue disruption because of others' behavior and choices. As such, to foster this type of learning environment, rules and structures exist so that students might grow in their ability to make wise and loving choices, and to learn from their mistakes with the help of our faculty.

At Blessed Trinity Catholic School - as a Catholic institution - we follow the principle of subsidiarity. With respect to student discipline, this means that all disciplinary matters should first be addressed/resolved between the student, the immediate teacher/staff member who witnessed the behavior, and the parent(s)/legal guardian(s) (when necessary and as is appropriate). **Only if the problem cannot be satisfactorily addressed/resolved in this matter or if further clarification is necessary should the conversation proceed to the next level of authority** (the principal, then the Pastor, then the Bishop, etc.). It is not helpful for the student, for the other students, for all the school families, or for the faculty to supersede authority and to bring all matters to the principal or Pastor without following this Catholic process of subsidiarity.

With respect to setting and managing behavioral expectations in the classroom teachers are primarily responsible. Serious breaches of conduct in the classroom or violation of universal school rules will be forwarded to the principal (when and as is appropriate following the principle of subsidiarity) and may result in further disciplinary action. In the end, all matters of student conduct are under the general supervision and review of the principal (in collaboration with the Pastor). All disciplinary dealings with the school are held in confidence between the student, parent(s)/legal guardian(s), and other school representatives. All disciplinary decisions of the administration are final.

Rules and Expectations:

- Faculty members will develop and communicate clear expectations for the classroom as well as professional approaches to respond when their expectations are not met. In all such instances the following principles will serve as a guide regarding disciplinary policy and action:
 1. Every attempt will be made to maintain the dignity and self-respect of the individuals involved.

2. Students will be guided and given the opportunity to solve the problems they have created, without creating problems for anyone else.
3. If a student cannot or chooses not to solve a problem they have created, the teacher will work to resolve the problem in keeping with the context of the situation and the individuals involved.
4. Misbehavior will be handled with natural or logical consequences whenever possible. When this is not possible, other age-appropriate consequences will be assigned. Any necessary reconciliation with restitution will be part of the process.
5. Misbehavior will be viewed as an opportunity for individual problem solving and preparation for adulthood.
6. Parents will be notified about misbehavior that is deemed by the teacher to be an on-going behavior pattern or is otherwise serious.
7. Instances of isolated or minor infractions may not be cause for parental notification.
8. Serious, disruptive, or harmful behavior may be referred to the principal for a progressive discipline plan of action.

- Blessed Trinity Catholic School expects the following of its students (note: this list is not comprehensive, as in the end students are ultimately expected to conduct themselves according to the Christian virtues of reverence, respect, and responsibility):

Reverence:

- Students are expected to pay attention and participate while at Holy Mass, in church, and/or during other times of prayer.
- Students are expected to wear “Mass appropriate” clothing (i.e., school uniforms) for Holy Mass.
- Students are expected to not misuse God’s Holy Name (by taking it in vain).
- Students are expected to care for church property (and not to vandalize it).
- Students are expected to refrain from eating or chewing gum while in church.
- Students are expected to return their hymnals to the cart in a neat and orderly manner.
- Students are expected to speak at an appropriate level while in church.

Respect:

- Teachers have the right to teach. Students are expected to not disrupt or stop the teacher from teaching through one’s words or behaviors.
- Students have the right to learn. Students are expected to not disrupt or stop another student from learning through one’s words or behaviors.
- Students are expected to be honest.
- Students are expected to be respectful and courteous towards the Pastor, the principal, all teachers and staff, volunteers, other adults, and fellow students.
- Students are expected to use appropriate language.
- Students are expected to speak respectfully to and about others.

- Students are expected to respect the property of the school, church, and others.
- Students are expected to not fight or engage in rough playing with others.
- Students are expected to walk whenever entering or leaving the school/church and when moving from one area of the building to another.
- Students are expected to not play in or around the restrooms.
- Students are expected to not wear hats in the building.
- Students are expected to not chew gum in the building.
- Students are expected to obey the directions of all adults in the building.
- Students are expected not to engage in any bullying or teasing activities.
- Students are expected to not disrupt other classes while in the hallways.
- Students are expected to not use cellphones or other personal electronic devices during the school day.
- Students are expected to follow all rules and directions while outside at recess.
- Students are expected to use an “inside voice” while in the building.
- Students are expected not to engage in any kissing, touching, or other inappropriate behaviors.
- Students are expected to not engage in any physically dangerous activities that endanger their safety or that of another student.
- Students are expected to obey the following cafeteria rules:
 - Follow the lunch line order.
 - Talk at a normal conversation level.
 - Stay seated until you are dismissed.
 - Deposit all trash in appropriate containers.
- Students are expected to not have food, drink, or gum in the classroom(s) or on school grounds unless the teacher makes specific exceptions.
- Students are expected to not steal.
- Students are expected to not leave class or school grounds without permission.
- Students are expected to obey the recess rules (staying within proper boundaries, lining up when instructed to do so, no trading cards, etc.).

Responsibility:

- Students are expected to adhere to the school dress code.
- Students are expected to complete all assignments on time and to the best of one’s ability.
- Students are expected to participate fully in class.
- Students are expected to take responsibility for one’s choices, words, and actions.
- Students are expected to arrive to school and be in the classroom on time.
- Students are expected to not cheat on tests, quizzes, homework, etc.
- Students are expected to not use Chromebooks, computers, iPad, or other technology to access impure, violent, or other inappropriate material.
- Students are expected to not use drugs, alcohol, tobacco, etc.
- Students are expected to not bring weapons to school.

- Students are expected to clean up after themselves, including in the hallway, and when using equipment for recess or gym.
- Once again, in addition to these rules and expectations, each teacher will establish his/her own classroom rules and procedures. Students are responsible for fulfilling all these expectations, and for acting in accordance with the Christian virtues of reverence, respect, and responsibility at all times.
- With respect to property damage caused by a student the principal has discretion as to whether to charge the student's family or not for the cost of replacing or repairing the damaged property.

Behavioral Modifications and Consequences:

It is expected that every student will give their classmates and teacher(s) his or her undivided attention and respect by following the aforementioned rules listed above; behavior that is contrary to this will result in disciplinary action.

- 1st offense: Verbal warning
- 2nd offense: Teacher/student conference - parents will be notified
- 3rd offense: Detention before or after school
- 4th offense: Parent/teacher/student meeting
- 5th offense: Dismissal from class

Detention: Students may be assigned to detention if there are any minor discipline problems. Detentions can range in length, place, and date depending upon the severity of the infraction. Detentions will be served the following day of the infraction so that transportation can be arranged.

- The Progressive to Expulsion:
 - The first dismissal from school - a student will receive two consecutive days of detentions
 - The second dismissal from school - a student will be assigned a period, two to four days suspension from school
 - The third dismissal from school - a student will be expelled from Blessed Trinity Catholic School

Dismissal from Class: Because of the serious nature of the health and safety of our students and staff, students who are asked to leave the classroom will be sent to the principal's office. Parents will be notified in the appropriate situations. Please review your student's teacher's classroom management plan for details regarding discipline.

Again, teachers may issue their own detention without the student being sent to the principal as part of their own classroom management, and a note will be sent home by the faculty member. In cases in which the principal assigns a detention, written notification will be sent home or a phone call will be made. Written notification of a principal detention or suspension will need to be signed by a

parent/legal guardian and returned to the principal. Students will not be readmitted to class until the signed written notification is returned. Students will not receive credit for the time missed. Blessed Trinity Catholic School is not responsible for any transportation home after a detention. Students that are involved with other after school activities will have notification of their detention or suspension sent to others as is necessary.

Progressive Discipline:

Occasionally, a student may require more progressive measures to inspire understanding and bring about immediate changes in behavior. When deemed appropriate based on the context of the situation, the administration of the school may be involved along with the classroom teacher, the student's parent(s)/legal guardian(s), and the student in creating a Behavioral Action Plan to help the student to become successful in managing his or her behavior. If such plans are not successful, the administration may require that parents seek a professional behavioral evaluation to provide resources and assistance to the student, the family, and the school. Parents are expected to cooperate with the school in such circumstances.

In the case of harmful, dangerous, or serious ongoing disruptive behavior, the administration may utilize a suspension from school, which is an unexcused absence. Depending upon the severity and/or frequency of behavior a suspension may vary in length.

When progressive measures of this kind do not help the situation, or when there is a lack of partnership between the parent(s)/legal guardian(s), expulsion from school may be judged to be in the best interest of the student and the school. Expulsion is the permanent removal of the student from school and is an extreme measure to be used only on very rare occasions. **The overall welfare of the school (the "common good") must be considered by the administration (in relation to the individual good of the student).** For serious behavior problems, recurring behavior interventions, repeatedly refusing or neglecting to obey school rules, and/or insubordination, expulsion may be recommended. A student may also be expelled from school by engaging in conduct that endangers the health, safety, or property of self or others. The decision of expulsion will be determined by the Pastor and the Principal. Expulsion may also be part of the consequences written in a Behavioral Action Plan.

Harassment Policy:

Harassment includes any type of bullying. Bullying is a repeated abuse of power by an individual or group who deliberately targets others for physical, psychological, or emotional abuse. Examples of bullying behaviors include but are not limited to a pattern of intimidation, threats, menacing taunts, spreading rumors, cyberbullying, texting, social networking, picking-on or isolating others, or other psychological abuse. Bullying can also include physical contact aimed at provoking a defensive or aggressive response. Bullying and harassment will not be tolerated and will be dealt with immediately and appropriately. Bullying and/or harassment may be grounds for expulsion. The first step for anyone is to inform the classroom teacher and the principal so that an investigation can begin immediately.

The Diocese of Madison's Education Advisory Commission has developed a policy that will be followed at Blessed Trinity Catholic School regarding sexual harassment (DBA 4200). "All persons involved in educational programs are entitled to a working and learning environment free from all forms of discrimination including sexual harassment or intimidation. No educational employee, volunteer, or student shall be subjected to unwelcome sexual advances, requests for sexual favors, or other sexual conduct, verbal, visual, or physical."

Search and Seizure:

The school retains the right to search a student's locker or have a student empty bags, purses, or pockets when a reasonable cause exists. Any searches will be conducted by an administrator in the presence of another adult, and the parent(s)/legal guardian(s) will be notified.

Academic Integrity:

Academic integrity occurs when teaching and learning happen according to the values of truth, honesty, fairness, and justice. Students of all ages and grades are expected to present their own work and to be honest in test-taking and other assessments. Scholastic dishonesty is the misrepresentation of one's own work. It may include plagiarism (uncited presentation as one's own work done by another, whether from a published source, friend, or relative), cheating, or other falsification on any type of assessment such as a homework assignment, paper, project, quiz, test, or exam. Cheating and plagiarism will result in a zero on the assessment and may result in notifying the parent(s)/legal guardian(s). Depending upon the frequency or severity of the violation(s) they may necessitate additional meetings with administrators and further consequences.

New Grading Policy:

Students are graded on a 4-point scale based on mastery:

4 – Student is performing at above grade level expectations, independently (this grade is given out seldomly)

3 – Student is performing at grade level expectations, independently

2 – Student is performing at grade level expectations with assistance/Student is not performing at grade level expectations independently

1 – Student is performing below grade level expectations with assistance/Student is not performing at grade level expectations with assistance

0 – Not assessed at this time

Electronics:

Students may not use their own electronic devices during the school day (from the time they are dropped off until the final dismissal bell) or while under supervision in a school-sponsored before- or after-school activity. Once a student has been dismissed for the day and is waiting for his/her ride the governance of the electronic device is the responsibility of the student and his/her parent(s)/legal

guardian(s). If a cell phone or other electronic device is brought to school, it must be **always kept in the student's backpack and inside of the locker on silent or turned off**. Parents should not expect students to check a device for messages. If a parent wishes to leave a message for a child, the parent may contact the school office to have a message relayed to the child before dismissal. Devices found to be in the possession of a student will be kept by the teacher or administrator and returned to the student upon dismissal. Repeated failure to adhere to this policy will result in a meeting between the principal and the student's parent(s)/legal guardian(s).

Photographs:

At times photographs of students will be taken as they are involved in various activities. Parents/Legal guardians are asked to sign a media release form granting Blessed Trinity Catholic School permission to use these photos for public relation purposes (in the Lodi Enterprise, the Catholic Herald, on Facebook, school brochures, etc.). This form is available in the school office.

Volunteers:

Blessed Trinity Catholic School requires, following the requirements of the Diocese of Madison, all who volunteer at school to undergo safe environment training and a background check.

The Diocese of Madison's Office of Safe Environment ensures that our school (and parish) meet the compliance standards required by the USCCB Office of Child and Youth Protection in accordance with the Charter for the Protection of Children and Young People. Any person who is responsible for the independent supervision of children at the school or at a school activity or event must be pre-screened using the same procedures diocesan parishes and schools use when conducting employee criminal record background checks (as required by the Diocese of Madison, Policy DBA 4112). The term "independent supervision of children", as used in this policy, refers to situations where:

- One or more persons supervise children outside the presence of a person employed by, or a member of the clergy assigned to, the parish or school and/or a person who will have contact with children on a frequent or regular basis.

Volunteers at Blessed Trinity Catholic School must therefore:

- Participate in Protecting God's Children for Adults.
- Sign an Authorization for Background Investigation which will authorize a background investigation before volunteer work can begin.

Once a volunteer has completed all requirements, his or her name will be placed on an approved volunteer list. Blessed Trinity Catholic School will only use volunteers on the approved list in the following areas:

- Field Trips
- Classroom volunteers
- Volunteers for various school events
- Recess Duty
- Other instances where an individual will have frequent or regular contact with students

Custody Issues:

In the event of a divorce or separation it is assumed by the school that each parent has been awarded equal rights regarding access to their children. If there are special circumstances such as sole custody, limited access or restraining orders, copies of these court documents must be on file in the school office. The school needs full disclosure of the custodial agreement, or students will be allowed to go with either parent.

Hot Lunch and Milk:

Blessed Trinity provides the option of hot lunches on Mondays and Wednesdays because of the generosity of parent and non-parent volunteers. Hot lunch costs \$2.50 per student per lunch, including milk. Parents/legal guardians are encouraged to sign-up to provide the hot lunches on these days. If you are the one preparing the meal for that day you will be reimbursed for the cost of the food and your child(ren) eat for free that day. Students will pay for lunch via FACTS family portal. Parents will be billed for lunches that have not been previously paid for.

On Tuesdays, Thursdays and Fridays, when there is a funeral and when students opt out of hot lunch, students are expected to bring a cold lunch with them to school.

If a student forgets his/her lunch and the school must provide one, then the parent will be charged the regular hot lunch fee for that day.

Physical Education:

Physical Education is an integral part of the holistic instructional program. All children will be required to participate unless a doctor's certificate is presented. If on a particular day a student cannot participate, please send a signed note to the school office. A daily note will be satisfactory for up to three consecutive days. After that time a doctor's statement is required. Students are also required to have adequate clothing for running and physical activity. Running shoes and loose/comfortable clothes are necessary for your child to participate in and earn full credit for these classes. A change of clothes (P.E. clothes) is expected for students in **grades 5-8** and these should be comfortable and yet modest (no short shorts, no bikini straps, etc.). Leggings are not to be worn as athletic wear/pants. Leggings must be accompanied by shorts. If a student wears leggings without shorts, she will be asked to change and may be refused to participate (depending on the appropriateness of exercising in uniform).

Because Blessed Trinity Catholic School partners with parents to educate students we encourage families to:

- Attend Mass/Church services on a weekly basis.
- Pray regularly as a family.
- Start each day well: with prayer, breakfast, and a calm beginning - this makes the rest of the day a bit easier for your child(ren).
- Ensure that your child has a healthy lunch.
- Try to make sure that your child(ren) has 8-9 hours of sleep each night.
- Praise your child each day for something that he/she has accomplished. Have a special place to put schoolwork or articles brought home.
- Discuss 1 thing that your child(ren) learned at school each day.
- Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to be at school.
- Take your child to the library and/or encourage him/her to read (or read to your child if he/she is young).
- Keep the lines of communication open between home and school, especially with the classroom teachers. Inform the teachers of anything going on at home that may affect student behavior. If the student is reluctant to go to school, please contact the teacher; there is a certain reason that is causing the behavior and it can probably be solved.
- Stress organization.
- Provide necessary materials for schoolwork.
- Work at home with the skills taught at school.

Parent/Teacher Conferences:

At the end of the first and second terms, parent-teacher conferences will be required. A parent/guardian will come in to meet with the student's teacher in order to establish a home-school connection and update with academics and behavior progress. If a parent/guardian needs to reschedule, they must reschedule directly with the classroom teacher. Phone call conferences are only to be utilized seldomly. There is value in meeting in person. A sign-up form will be emailed to the parent(s)/legal guardian(s). Once received, the parent(s)/legal guardian(s) can choose the time that best fits their schedule. If the proposed days and/or times do not work another time or day can be scheduled in conversation with the teacher.

Outside of these two regularly scheduled times for parent-teacher conferences we welcome your requests for conferences throughout the rest of the year. It is very important that you be involved with your student's progress. Please schedule all requests for additional meeting times or concerns with the specific teacher(s).

Mass Attendance & Participation

All students will attend Mass with their class on Wednesday and Friday. Students have no school on Holy Days of Obligation in order to observe the Feast and adhere to the Church's abstinence of work on Holy Days.

Students in grades 5-8 will participate in Mass in a special way by reading and serving. Students will practice for the readings during the regular school day and a schedule will be put out for parents to view ahead of time on the website.

All parents/guardians and family members are invited to join the school for Daily Mass on Wednesday and Friday each week at 8:00 am and on Fridays throughout the year for Adoration (1:15 pm) and Stations of the Cross during Lent (1:45).

Please contact Mrs. Zepp if you have any questions or concerns regarding any point in this handbook.