Blessed Trinity Catholic School is accredited by the Middle States Association of Elementary and Secondary Schools.

Blessed Trinity Catholic School accepts students of all races, gender, national origin, religious beliefs, age or disability, if with reasonable accommodations on the part of the school, the disabled student's needs can be met.

Students and parents must accept and abide by the school policies for the student to attend Blessed Trinity School.
Disclaimer

The Blessed Trinity School Handbook is a contract between parents and the school. The school reserves the right to amend or add to the policies, procedures, rules and regulations contained in this handbook at any time. Blessed Trinity can make applicable changes to the handbook as situations dictate.

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Mission Statement

Deeply rooted in the gospel message of Jesus Christ, Blessed Trinity Catholic School is a diverse community with a rich tradition of academic excellence, faith formation, and personal development.

Promoting academic excellence along with spiritual, artistic, emotional and athletic growth in a Christ centered environment, the faculty and parents form an educational partnership, serving each child as a unique individual.

Students, empowered with a sense of respect, understanding and compassion for others, are prepared to succeed, lead and serve in the global society of the 21st century.

History of Blessed Trinity Catholic School

On July 1, 2012, Blessed Trinity Catholic School was established to serve the educational needs of the families of the Bridesburg and Lower Mayfair neighborhoods. The regional school was the result of the merger of Pope John Paul II Regional Catholic School and St. Timothy Catholic School. The school opened its doors on September 5, 2012, to 617 students from Pre-Kindergarten to grade eight.
School Policy and Principal's Right to Amend

Any student’s action that is not in keeping with the philosophy of Blessed Trinity Catholic School is subject to the review of the administration and may lead to withdrawal from school.

The principal and/or pastor reserve the right to add, delete, or change any and all policies related to the school and this handbook at any time.

Unforeseen situations may arise after the writing of this handbook, which may call for an amendment. Students and parents would be notified of any changes.

The pastor and principal are the final recourse in all disciplinary situations and may waive any disciplinary rules for just cause at his/her discretion.

Spiritual Life

Prayers and Worship

As a Catholic School, Blessed Trinity School puts great emphasis on the spiritual development of the child. Each school day begins and ends with prayer. Students are encouraged to make prayer a central part of the day both in and out of school. All students are required to participate in daily prayer and other liturgical celebrations regardless of their own personal or family beliefs. The greatest success our school can hope to achieve is to assist each child in the development of an an active relationship with God.

Gathering as a school community for liturgy is an important component of our school. Students are given opportunities to participate in liturgical events throughout the school year. Students are encouraged to gather with their families and the parish Communities each weekend for the celebration of the Mass.

Students of all faiths participate in liturgies and prayer services during the school year.
Sacramental Participation

The development of an active sacramental life is a major goal of our school. The reception of the sacraments is encouraged as part of the school routine. Opportunities for Reconciliation and reception of the Eucharist are provided throughout the school year.

Sacramental formation has a special place in the curriculum at Blessed Trinity School. As students prepare to celebrate the sacraments for the first time, parents are encouraged to become active members of the preparation.

Christian Service

Acts of Christian service and charity bring the lessons of the classroom to life. Students are encouraged to make service a part of their experience at Blessed Trinity. Opportunities to be of service to the school and parishes present themselves on a frequent basis. Students are expected to participate willingly.

POLICIES AND PROCEDURES

Academic Honesty

The process of learning involves the development of integrity and values. All students are expected to do their own work. Any forms of cheating, dishonesty and plagiarism are forbidden. Written work and projects are completed by students and not parents/guardians.

Honesty is the responsibility of each student. Cheating is a voluntary act for which there may be reasons, but for which there are no acceptable excuses. The term CHEATING includes, but is not limited to:

- Plagiarism
- Giving or receiving answers or information on a test of a quiz
- Copying the work of another student
- Possession of any unauthorized materials during an exam
- Changing an answer or grade after work has been graded
- Permitting others to copy your work and claim it as their own
- Forgery
- Aiding or supporting another student in cheating

Students will receive no credit (receive a zero) for assignments, quizzes or tests if it is judged by the teacher that the student was involved in academic dishonesty.
Academic Honors

Students in fourth through eighth grade are eligible to receive First or Second Honors with the following criteria:

First Honors: 90 or above in numerically graded subject areas and “3” or above in all minor subject areas (music, technology, art, physical education, library, world language). Students who receive a check mark, signifying a weakness or improvement needed are not eligible for honors. Behavior and effort grades must be a “3” or above with no checks.

Second Honors: 85 or above in each numerically graded subject areas and “3” or above in all minor subject areas. Students who receive a check mark, signifying a weakness or improvement needed are not eligible for honors. Behavior and effort grades must be a “3” or above with no checks.

Admission

Blessed Trinity Regional Catholic School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to its students. The school does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, its admission policy or in any school administered program.

The school endeavors to accommodate students with special needs, as the school’s resources and capabilities reasonably permit. The school reserves the right to decline admission or impose reasonable conditions of attendance where indicated under the circumstances.

The following guidelines have been established for admission to Blessed Trinity Regional Catholic School:

1. Parents/guardians must provide the following information at registration:
   - Transfer from previous school (if applicable)
   - Copy of immunization record
   - Original state-issued birth certificate
   - Baptismal Certificate
   - Copy of last report card
   - Copies of standardized testing, psychological and/or special testing
   - Registration fee

2. Provided there is sufficient room and the student does not have an academic, emotional, or disciplinary problem that the school feels
incapable of handling, admission will be granted.

3. Blessed Trinity Regional Catholic School reserves the right to deny admission to any student who has previously been asked to leave or has been dismissed from this or any other Catholic, public, charter, or private school for any reason.

4. Blessed Trinity Regional Catholic School reserves the right to revoke admission to any student who has gained admission through falsified information, whether written or verbal.

5. The following age requirements have been established by the State of Pennsylvania:
   Pre-K 3 year-old program—3 yrs. old by September 1
   Pre-K 4 year-old program—4 yrs. old by September 1
   Kindergarten-5 yrs. old by September 1
   Grade 1-6 yrs. old by September 1.
   
   **NO EXCEPTIONS WILL BE MADE.**

6. Students and parents/guardians may be asked to sign a probationary acceptance agreement at the discretion of the school administration, The terms of which are binding.

7. Students may be required to take levels tests in Reading and Math in order to properly place students.

8. No student is fully registered until all necessary documentation has been received and placement has been decided by school administration.

   Our school serves a variety of purposes, including the academic, spiritual, social, and physical development of our students. The primary purpose is the religious or spiritual. We exist for the purpose of evangelization and catechesis; that is the proclamation of the Gospel and formation of the entire school community of Faith. Our school offers a complete Catholic religious education program and makes every effort to develop the faith in all the students so that they may live a full Christian life.

**Non-Catholic students may be admitted to our school under the following conditions:**

   - The permission of the Pastor is obtained.
   - Space is available, without denying the admission of eligible Catholic students.
   - The parents/guardians agree in writing to permit their child(ren) to attend religious classes and functions that are offered as part of the school.
- The parents/guardians commit themselves in writing to accept and promote the philosophy, goals, objectives and regulations of the school.
- The parents/guardians agree in writing to assume full responsibility for all financial obligations.

**Appointments**

Blessed Trinity Regional Catholic School realizes that there may be some difficulty in securing doctor appointments after school hours. The school requests that every effort be made to schedule appointments for days off or after school hours. If it is necessary to take a child out of school for an appointment, please request an early dismissal in writing from your child’s homeroom teacher. Parents are required to meet their child in the school office and sign him/her out in the dismissal log.

**Please do not schedule an early dismissal during lunch time (11:45-12:45).**

Students being dismissed before 1:00 PM will be marked absent for one half day.

**Arrival**

The school bell for entrance into the building is at 7:40 AM. There is no adult supervision until 7:40 AM. No student may enter the school without permission of a faculty or staff member.

Students in grades 1 to 3 enter the school building through the library doors in the school yard. Students in grades 4-6 enter the school building through the map doors at the gym. The students in grades 7 and 8 will enter the building through the CARES doors in the school yard. Students are met by faculty and staff at these locations and are supervised.

Parents/guardians who drive their children to school should use the Car Loop. Please make a right turn into the Battersby Street driveway. Drop your child off and keep moving to the exit on to Battersby Street. The Car Loop line may be used by Pre-K and Kindergarten parents/guardians. A Pre-K aide will meet the little ones and take them to their classrooms.

The heavy volume of traffic around our school presents some serious safety concerns during the morning. Parents are urged to use the Car Loop or to park on the street and allow their children to walk to the appropriate entrance.

Please read the letter sent out the first day of school, which explains the procedure for morning arrival. There is no parking permitted on Hawthorne Street, as this is a bus drop off and pick up area. Parents/guardians who do not obey the "No
Parking" regulation on Hawthorne Street, block the driveways of neighboring homes or double park their vehicles, will have their license plate photographed and forwarded to the 15th Police District FOR TICKETING.

**PLEASE DO NOT PARK ON HAWTHORNE STREET IN FRONT OF THE MAIN ENTRANCE. THIS AREA IS RESERVED FOR THE SCHOOL BUSES.**

PLEASE DO NOT PARK ACROSS THE STREET FROM THE SCHOOL AND HAVE YOUR CHILDREN CROSS IN BETWEEN CARS. THIS IS DANGEROUS. STUDENTS ARE NOT PERMITTED TO EXIT VEHICLES IN THE MIDDLE OF THE STREET. PLEASE DO NOT BLOCK THE DRIVEWAYS OF THE SCHOOL AND THE HOMES ADJACENT TO SCHOOL PROPERTY.

Please accept and follow these simple rules for morning drop off. The entire school community urges parents to cooperate with these rules and to keep student safety a priority. The school recognizes that many parents feel safer if they see their children enter the schoolyard. If you must watch your child enter the schoolyard or the school building, please park away from the school property and walk to the entrance of the school yard. If vehicles are parked illegally in the No Parking Zone, the police will be called to ticket the illegally parked vehicles.

Parent-teacher discussions should not take place in the schoolyard. Parents are asked to contact the school office to arrange for a meeting or to schedule a phone conference. Parents are reminded not to enter the schoolyard with the children.

Students entering the building after the 7:50 AM bell are considered late and must enter the school through the main entrance on Hawthorne Street. These students will receive a late slip for admission to class.

**Assemblies**

The school may arrange for in-school assemblies as an extension of the educational routine. Being part of an appreciative audience is a learning experience; therefore, every student is expected to show proper respect and courtesy during this time. The teacher and principal have the right to prohibit students from attending an assembly due to unsatisfactory behavior in class.

**Attendance**

Regular school attendance affects the child’s academic development. The Commonwealth of Pennsylvania prescribes the total amount of days that school is in session.
Behavior Calendars

Wednesday Card

Students in grades 3-8 are issued a Wednesday Card to monitor both academic and behavioral progress. The Wednesday Card, in conjunction with Option C, provides weekly feedback on a student's behavior, academics, and acceptance of student responsibilities in school. Cards are distributed every Wednesday and should be signed and returned no later than Friday of the same week. Refusing to sign the Wednesday Card does not negate any noted infractions. If a parent/guardian has any questions, the card should be signed and returned and the teacher contacted.

In addition to the Wednesday Card, parents/guardians are given a list of infractions and commendations to explain the codes on the card. Not all behaviors can possibly be included in the general list. Serious infractions will be dealt with separately.

**BLESSED TRINITY CATHOLIC SCHOOL WILL NOT TOLERATE ANY BEHAVIOR THAT INTERFERES IN THE TEACHER’S ROLE AS TEACHER AND THE STUDENT’S ROLE AS LEARNER.**

Infraction Reports

When appropriate, infraction reports are issued to address student behavior. Parents/Guardians are reminded to sign the infraction report the day it is issued. Refusing to sign the report does not negate the infraction. If a parent/guardian has a question regarding the behavior or consequence, the report should be signed and the vice-principal contacted.

**Students receiving 3 infraction reports in a trimester will receive a detention.**

Breakfast Program

All students are eligible to receive a free breakfast. Students who wish to receive a breakfast must arrive at school between 7:30 and 7:40 AM. The breakfast is picked up in the Hot Lunch Room. Students take the breakfast to the lunch room where they are supervised until 7:45 AM at which time they are dismissed to their classrooms.

No breakfast will be served after 7:40 PM.
Calendar

The School Calendar can be located on the school website www.btrcs.org. A copy is sent home to each family at the beginning of the school year.

**The Calendar is subject to change as the need arises.** Families will be notified of any changes in plenty of time, allowing families to make necessary arrangements for their children.

CARES Program

If a student is not picked up by 2:55 PM, the student will be sent to CARES and the parent/guardian are responsible for paying the CARES fee for after school.

Parents are required to sign children out in the dismissal log each day as they leave the CARES program.

On days when school does not close early for inclement weather, but the weather does cause travel problems in the afternoon, the school requests that parents pick up CARES students earlier than regular pick-up times. The school reserves the right to close the CARES Program should the weather begin to cause travel problems after the end of the school day. In such a circumstance, parents would be notified by phone.

Those who owe CARES Program payments will not receive Progress Reports, Report Cards and may not participate in Class Trips until the account is up-to-date. CARES does not provide services for students in seventh and eighth grade.

**CARES is not available on Noon or 1:00 PM dismissals.**

Celebrations

When a child is celebrating a birthday, parents may send in a small non-food treat to share with their class. Any items such as fast food, pizza, cake, cupcakes, ice cream, flowers and balloons are not permitted.

If your child is having a birthday party, your child is not permitted to distribute party invitations in school. This presents an issue of hurt feelings when a child is not invited.
Cell Phones

Many students bring their cellphones to school each day. The administration understands that in many cases students walk to and from school or take the school bus to and from school each day and students may need to reach their parents/guardians during those times each day.

**Once students come into the building all phones must be turned off.** Each teacher collects all cell phones from his/her class at the beginning of the school day and sends them to the main office where they are kept until the end of the school day. Any student who does not turn in their cell phone at the beginning of each school day will be subject to a detention. After two detentions have been issued to a student for not turning in a cell phone, the student will not be able to bring their cell phone to school.

**Any student who is seen with a cell phone during the school day will have the phone taken from them and it will not be returned until a parent/guardian comes to the school office to sign for it.**

A student who uses their cell phone during the school day to text, take photos, videos, post photos and/or videos on the internet, or make phone calls will be suspended and will not be able to return to school until a parent/guardian meets with an administrator. **Cell phones should not be turned on until the student has left the school property.**

If a student is part of the CARES program (before or after school), they may not use their cell phone for any purpose. If a student needs to make a phone call, the CARES phone is available with teacher permission.

If a student has an emergency during the course of the school day and needs to call a parent/guardian, the school office phone is available.

The principal and vice principal have the right to read texts, view photos and videos and to listen to voicemails on the student’s phone, if there is reason to suspect that the student or other students could be harmed emotionally or physically.

Smart watches follow the same guidelines as a cell phone. If a student is found using their smart watch for reading texts or accessing the internet, it will be confiscated and the same rules will apply as a cell phone.
Change of Address

Please notify the school office, in writing, of any change of NAME, PHONE NUMBERS, OR ADDRESSES, even if they are temporary.

Child Abuse and Neglect

It is the policy of Blessed Trinity School, as well as all of the Catholic Schools across the Archdiocese of Philadelphia to take responsible action to prevent and reduce incidents of child abuse and neglect. Teachers, staff and administration are MANDATED REPORTERS. If a child reports abuse or neglect to a teacher, staff member or administrator, it is the LAW that it must be reported to the Department of Human Services. All teachers, staff and administrators are obligated by law to report abuse and neglect as well as any suspicions of such to proper authorities.

Crisis Management

Fire drills are scheduled according to the City of Philadelphia regulations. Records of these drills are kept on file in the school office. Students are expected to behave in an appropriate manner, due to the serious nature of these drills.

It is also necessary for our school to practice lockdown drills to address potential emergency situations. Each classroom is equipped with a phone which connects directly to the school office. Videos cameras are located at the main entrance and other locations in the area of the main entrance and stairway.

In the event of a lockdown or a shelter in place, no one is permitted into or out of the school building until an “all clear” situation has been declared.

Crossing Guards

Crossing Guards are on duty during the times that the students travel to and from school. The Crossing Guards are provided by the city. Students are reminded to OBEY the crossing guards as they cross the streets.

Parents are reminded to speak to their children concerning street safety. Students are further reminded that they are to cross the street only at the intersection and with the assistance of the Crossing Guards.

Parents/guardians are asked to support this request by following the
directives of the crossing guards and by allowing the children to remain in their lines until they reach the corner.

Parents/guardians are reminded that Crossing Guards have the great responsibility of ensuring student safety at the dangerous intersections near our school.

Parents/guardians are urged to cooperate and respect the Crossing Guards. No parent/guardian should interfere with the job of the Crossing Guards at arrival or dismissal. If a Crossing Guard is absent from their corner, parents/guardians may assist the teachers in crossing the students.

Custody Policy

It is the policy of Blessed Trinity Regional Catholic School not to become involved in the adjudicating of the rights of parents in relation to the custody of their children. Parents who are separated, divorced, or unmarried MUST provide the school with proper documentation concerning custody and visitation rights of their children. This documentation will be kept on file in the main office.

Custodial parents are likewise asked to supply the school with copies of restraining orders if the need should arise. In the absence of this documentation, the school ASSUMES that the parents share custody. The school building is not the place to settle disputes of this nature. It is the responsibility of the parents to notify the school of any change in custody arrangements. Parents have the responsibility to communicate school information to the non-custodial parent.

Only those individuals who have legal custody of the student may attend school meetings, participate in educational decisions and review educational records regarding the student. Persons who do not have legal custody are not permitted to participate in these matters. This includes grandparents, aunts, uncles, step-parents, brothers, sisters, etc.

The school cannot conduct separate conferences for custodial and non-custodial parents. The school requests that the custodial parent inform the non-custodial parent of all school information including weekly communications, calendars, etc. The school will not produce a separate set of documents for non-custodial parents.

Persons who do not have legal custody (including those with visitation rights but not legal custody) have no such educational rights and may not participate in these matters.

This school abides by the provisions of the Buckley Amendment with respect to the rights of the non-custodial parents. In the absence of a court order to the contrary, Blessed Trinity will provide the non-custodial parent with access to academic records
and other school information regarding his or her child. If there is a court order stating that there is to be NO information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

**Daily Dismissal**

The goal of our afternoon dismissal is to allow all students to exit the school in a safe, orderly, and timely manner. Students leave the school accompanied by the classroom teachers and are required to stay in line until they reach the designated corners. Students are expected to remain quiet in line. Parents are required to meet with their children at the appropriate corner on a daily basis or to use the Car Loop. **No parents are permitted in the schoolyard at dismissal. No student may be taken from the dismissal line until he/she reaches the corner.** Cooperation with this policy allows for the safety of all students especially at the beginning of the school year, as teachers get to know the pick-up routines of their students.

Students are expected to dismiss in the same line each day. If a student needs to be dismissed from another line, a note must be sent to the child’s teacher and the office would be notified of the change.

The following lines have been established for dismissal:

<table>
<thead>
<tr>
<th>Bus Lines</th>
<th>Car Loop Lines</th>
<th>CARES</th>
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**Walkers’ Lines are as follows:**

- Hawthorne and Levick Streets
- Hawthorne and Hellerman Streets
- Battersby and Levick Streets

**Discipline**

Discipline is key to the effective management of any school. The essence of Christian discipline is self-discipline. We believe that discipline is fundamental to life. Students need to realize that observing rules brings order, peace and happiness to themselves and others. Self-discipline is encouraged as a mark of maturity and a step toward greater independence.

The principal and pastor are the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at their discretion.
Dismissal Problems

Please inform your children that they are to go back into the school building and report to the office if they are not picked up at dismissal. Parents are asked to call the school office (215-338-9797) if they know that they will not be on time to pick up their child at dismissal. Students at all grade levels should be reminded of this important safety consideration regularly by parents. Children not picked up by 2:55 PM will be sent to the CARES Program and parents will be charged accordingly. After 6:00 PM, 911 will be called to report that a student has not been picked up.

Dismissals

Dismissal at noon is considered a half-day of school. If a dismissal occurs at 1:00 PM, this is considered a full day of school. These days are listed on the calendar.

Dress Code/School Uniform

A dress code has been established for students attending Blessed Trinity Regional Catholic School. Students are expected to report to school each day in the proper school uniform. There will be uniform checks from time to time. Students not in the appropriate school uniform will receive an infraction.

Students should wear their Blessed Trinity Regional uniform with pride. The uniform should be clean and in good condition. In general, uniforms should be purchased at Flynn and O'Hara. Items that are purchased elsewhere should be IDENTICAL to the uniform items sold at Flynn and O'Hara.

Pre-K3, Pre-K4, and Kindergarten students wear the gym uniform. In the warm weather the Blessed Trinity gym shorts and t-shirt are worn. In the cooler weather the Blessed Trinity sweatpants and sweatshirt are worn. Pre-K and Kindergarten must wear sneakers each day, including Dress Down Days. This is for SAFETY reasons.

ONLY BLESSED TRINITY GYM sweatshirts may be worn in school. No other sweatshirts or hoodies may be worn during the school day.

For warmth in class the navy blue uniform sweater vest or cardigan sweater must be worn. No other sweaters or sweatshirts may be worn in class.
Uniforms are worn from the first day of school, either the regular school uniform, or the optional summer/fall uniform which may be worn from April 1st through October 31st.

If a child wears a t-shirt under his/her shirt or blouse, the t-shirt must be white with no writing or graphics showing through the shirt or blouse. T-shirt sleeves or hems must not extend below the regulation shirt or blouse.

From time to time a Dress Down Day may be permitted for a special occasion. Rules concerning, make-up, jewelry, etc. are enforced on Dress Down Days. Children should be dressed modestly in clothing for Catholic School students. Parents of children who are dressed inappropriately on a Dress Down Day or Picture Day, will be contacted and asked to bring their child’s school uniform for the child to change into.

Hairstyles for students must be appropriate for Catholic School students. While it is difficult to spell out all of the exact requirements, general guidelines have been established and will be followed.

Hairstyles for both boys and girls should be conservative. No student may wear styles that have shaved sides or tracks. No Mohawks or buns. Boys’ hairstyles that fall below the eyebrows or the shirt collar, cover the ears completely or are of extreme volume or fullness are not permitted. Extreme hair color changes (for example, green, blue, red, pink, etc.) are not permitted. If a parent has any cause to think that a change in hairstyle may violate school policy, it would be best to avoid such a change.

Anyone in violation of the hairstyle policy must take the appropriate steps to restore hair to an acceptable form within a reasonable timeframe as established by the school administration. The school administration reserves the right to make the final decision on hairstyles.

Hair accessories for girls should be simple. No large bows or flowers as these are a distraction. **Girls are permitted to wear ONE pair of small earrings on the lower part of the ear. Hoops are not permitted to be worn.** Earrings on any other part of the ear are not permitted. Earrings are not permitted to be worn by boys in any grade level at any time. This includes boys in Pre-K and Kindergarten.

If boys are going to have their ears pierced for the summer months, parents are instructed to wait until school has ended to do so. Tattoos are not permitted in school. Facial hair is NOT permitted.

Any piercings on any other part of the body are not permitted. This includes—tongue, nose and any other body part. A band-aid covering a newly-pierced ear is a violation of the dress code.

Jewelry should be simple—a watch, a necklace with a cross, a simple chain or ring. No multiple bracelets or necklaces. Students who wear inappropriate jewelry will
be required to remove it and take it home at the end of the school day. The school assumes no responsibility for lost or stolen jewelry.

Girls are not permitted to wear makeup to school. No nail polish, sculptured or artificial nails may be worn. Girls wearing makeup will be required to remove it. After one incident of wearing make-up a “code” will be added to the student’s Option C record as this is disregard for school rules.

Girls uniforms should be at a modest length—to the knees. All shirts must be tucked in.

School shoes are worn with the summer/fall uniform. Sneakers are to be worn on gym days. Sneakers may be any color, however, no high tops or light up sneakers are permitted. Socks are to be worn with the sneakers and they must be black or white. NO HIGH TOP SNEAKERS.

Boys’ school shoes are worn with the school uniform. They must be black and tied shoes. SNEAKERS ARE NOT PART OF THE REGULAR SCHOOL UNIFORM. Socks must be seen above the shoes.

Spirit Day shirts or any other shirts from school events (Thanksgiving Parade, Show, St. Patrick’s Parade, etc.) are not considered as the school gym shirt and should not be worn on gym days.

Personal appearance that constitutes a distraction is not permitted. Final approval or disapproval is at the discretion of the administration. Any change in the school uniform will be communicated to parents in the weekly communication.

The school certainly recognizes that occasionally a situation will occur that prevents a student from wearing a complete uniform. Such circumstances would be rare. If this is the case, please send in a note to the homeroom teacher explaining the circumstances. Repeated instances where students do not report to school in the proper uniform speak to a lack of parental cooperation. Blessed Trinity Regional has established a dress code and it is expected that all families adhere to it.

It is important for all students to follow the dress code with the full support of their parents.
UNIFORM CODE

Spring/Fall School Uniform

Boys
Grades 1 to 8
From April 1st to October 31st
Khaki shorts or pants, black belt, dark blue short-sleeve polo shirt with school emblem
Black socks with dress shoes. No sneakers.

Girls
Grades 1 to 8
From April 1st to October 31st
Khaki skort or shorts with black belt, dark blue short-sleeve polo shirt with school emblem or school jumper and short sleeve Peter Pan collar.
Blue saddle shoes or Mary Janes with navy blue knee socks. No sneakers.

Gym Uniform
All students
From April 1st to October 31st
School navy blue gym shorts with Blessed Trinity gray t-shirt
Sneakers with white or black socks  
NO HIGH TOPS, NO LIGHT UP SNEAKERS

Winter Uniform

**Boys--Grades 1-5**  
From November 1st to March 31st

- Khaki pants with black or brown belt
- Long sleeve navy polo shirt with school emblem  
  OR
- Long sleeve white dress shirt with school tie and vest or navy blue sweater with school emblem.
- Black tied dress shoes with black socks. No sneakers.

**Boys--Grades 6-8**  
From November 1st to March 31st

- Khaki pants with black or brown belt
- Oxford shirt with school tie and V neck cardigan navy blue sweater with school emblem.
- Black tied dress shoes with black socks. No sneakers.
Girls--Grades 1-5
From November 1st to March 31st

Plaid jumper with white long sleeve Peter Pan collared blouse
No short sleeve blouses may be worn unless wearing a navy blue school sweater with school emblem.
Navy blue tied saddle shoes or Mary Jane shoes with navy blue knee socks or navy blue tights.

Girls--Grades 6-8
From November 1st to March 31st

Plaid skirt with Oxford shirt
V Neck cardigan with school emblem
Blue saddle or Mary Jane shoes
With blue knee socks or stockings
Gym Uniform

All students
From November 1st to March 31st

Navy blue sweatpants with school emblem and school gym sweatshirt
Student may wear their choice of low sneakers with white or black socks.
NO HIGH TOPS/NO LIGHT UP SNEAKERS

Pre-K 3, Pre-K 4 and Kindergarten students will wear the gym uniform all year.
Only Blessed Trinity shorts, sweatpants, t-shirts and sweatshirts may be worn.

UNIFORM CHANGES

Exceptions to the uniform code are permitted only if a doctor’s note is presented stating the medical reason for the change.
Dress Down Days

Dress Down Days may occur occasionally at the discretion of the principal. All attire must be appropriate for a Catholic School. The principal reserves the right to have a parent/guardian pick up a student if the student’s attire is not appropriate or does not follow the guidelines for a Dress Down Day. If a student does not wear the appropriate clothing, they may not be able to participate in future Dress Down Days during the school year.

Inappropriate Clothing for a Dress Down Day
- Shorts that are TOO short or too tight
- Leggings
- Tank tops for boys or girls
- Short tops for girls
- Halter tops for girls
- Flip flops, bedroom slippers
- Tight shirts
- Pajama bottoms
- Inappropriate writing on shirts
- No slides

Early Dismissals

Blessed Trinity Catholic School will dismiss occasionally at Noon. These dates are included in the yearly calendar. Plan accordingly for these early dismissals. Noon dismissals are considered a half day of school.

At times during the year, it is necessary to dismiss at 1:00 PM. These will include days where a faculty meeting in scheduled. Dismissal at 1:00 PM is considered a full day of school.

There is no CARES on early dismissal days.

Eighth Grade Graduation

Eighth grade students who have completed the prescribed course of study and maintained an acceptable discipline record are eligible for graduation. IF FINANCIAL OBLIGATIONS ARE NOT UP-TO-DATE, EIGHTH GRADE STUDENTS ARE NOT PERMITTED TO PARTICIPATE IN THE EIGHTH GRADE CLASS TRIP, GRADUATION DANCE AND GRADUATION LITURGY AND CEREMONY.

PARTICIPATION IN THE CLASS TRIP, GRADUATION DANCE AND GRADUATION LITURGY AND CEREMONY IS A PRIVILEGE, NOT A RIGHT.

THE SCHOOL ADMINISTRATION HAS THE RIGHT TO DENY ANY STUDENT PARTICIPATION IN THE CLASS TRIP, GRADUATION DANCE AND GRADUATION LITURGY AND CEREMONY IF, IN THE VIEW OF THE SCHOOL, THE STUDENT’S
DISCIPLINARY RECORD INDICATES THAT THE PRIVILEGE SHOULD NOT BE EXTENDED.

Participating in the graduation ceremony, class trip and dance are a privilege. Students who demonstrate unsatisfactory behavior may not be permitted to attend any or possibly all of the eighth grade activities. If a student is NOT PERMITTED to participate in the ceremony and/or liturgy, the student may not come to church on the night of the event.

If a student is NOT PERMITTED TO attend the dance and/or eighth grade trip and shows up for either event, the student will be mailed their diploma and may not attend the graduation liturgy and ceremony.

Eighth Grade Scholarships

The Connelly Foundation offers two scholarship programs to the 8th grade students entering Diocesan High Schools. Information on these scholarships, their availability, and specific requirements are distributed to all members of the eighth grade during the school year.

From time to time other scholarships may become available. This information would be distributed to the students. It is the sole responsibility of the students to bring home scholarship information once it has been distributed.

The eighth grade teachers share dates and times of entrance exams for the Diocesan High Schools with all students. It is the responsibility of the parents/guardians to complete applications for the entrance exams.

Electronic Device/Cell Phones

The administration and faculty realize that cell phones have become almost a necessity in keeping communication open with children, especially for working parents.

Any student who brings a cell phone to school must hand in their phone to their homeroom teacher at the beginning of the school day. Once cell phones are collected the homeroom teacher sends the phones to the main office in a bag clearly marked with the grade and room number. Cell phones are placed in a secure area. At the end of the school day the phones are sent back to the homerooms and distributed to the owners.
Students who bring cellphones to school are expected to turn them off upon entering the school building. Students are not permitted to use their phones to make or receive calls or text once they are on school property. Students are not permitted to take photos or videos on school property or in the school building.

If an emergency occurs and a student must make a phone call, the student must come to the main office to make the call.

If a cell phone or any other electronic device is taken from a student during the school day, the device will be sent to the office where it must be picked up by a parent/guardian.

**ELECTRONIC GAMES/TOYS, IPODS OR THE LIKE ARE NOT PERMITTED IN SCHOOL. THE SCHOOL IS NOT RESPONSIBLE FOR LOSS OR DAMAGE OF THESE ITEMS EVEN IF THEY ARE TAKEN FROM THE STUDENT.**

As valuable as social media is today, it can also be very disruptive in the school setting. Pictures and photos posted by students can be detrimental to the reputation of the school. If objectionable material is posted online by a student and is brought to the attention of the teachers, staff or administration, the student can be subject to suspension or dismissal from Blessed Trinity.

**Extra Credit Work**

Teachers receive requests for extra credit assignments. These assignments are given to students who complete all class and homework on time and are having difficulty in a particular area.

**Extra Credit is not assigned to students who do not complete or hand in work or are not properly prepared to take a test.**

**Faculty Meetings**

Dates for Faculty Meetings are listed on the school calendar sent home at the beginning of the school year.

**Family Vacations**

Regular attendance is important for good academic progress. Family vacations during the school year are discouraged. If, due to family obligations, a student takes a vacation during the school year, the student is required to get all missed assignments
the day he/she returns to school. The student will be given a deadline by the teacher(s) to complete all written work and take any assessments that may have been missed. **TEACHERS ARE NOT EXPECTED TO PROVIDE ASSIGNMENTS PRIOR TO TRIPS.**

Please notify the teacher as well as the principal by sending a note stating the dates the students will be absent from school.

Teachers are not expected to re-teach material that was introduced while the student was on vacation.

**Field Trips**

Students do not have the right to refuse to participate in class trips. Class trips are educational experiences carefully planned by the teachers to correspond with a specific area of the curriculum. However, students who have discipline issues or those who a teacher deems as a behavioral problem in the classroom, may not be permitted to attend a class trip.

During the past, the Connelly Foundation offered and arranged educational field trips to Blessed Trinity students in grades 4 to 8. The field trips were free courtesy of the Connelly Foundation. The trips are offered on a rotating basis to Catholic Schools in Philadelphia. At this time, Blessed Trinity has completed its field trip rotation and will not be eligible to participate for another three years. Therefore, all class trips must be paid for by parents/guardians unless the school receives a grant from a foundation which would cover the cost of a trip. If tuition is not up-to-date, then a student may not participate in a class trip.

Field trips, as part of the educational experience, may be planned by the homeroom teachers. The purpose of every class trip is to broaden the intellectual, cultural and social experiences of each child. There will be no overnight trips or activities that the School deems to be high risk. Each student’s parent/guardian must provide written permission for each trip in order for the student to participate. Verbal permission over the phone is not acceptable. Faxed permission slips with parent/guardian signature are not acceptable.

A class trip is a privilege that can be taken away if the school deems it appropriate. If a student is not permitted to participate in a class trip because of disciplinary issues, the student is required to report to school on the day of the trip and will be given an independent assignment.

If a parent/guardian does not want a child to attend a field trip for any reason, he/she must notify the school in writing. If the child does not go on the field trip, the child should stay home and will be marked absent.
Parent chaperones must have the State Police Background Check, Fingerprinting, as well as the Child Abuse Clearance and proof that Safe Environment training has been completed. The homeroom teacher decides on the procedure for the selection of chaperones. Chaperones are required to pay for the trip.

NOTE: Reasonable care will be provided to protect the safety of each child on the trip. Blessed Trinity Regional is not liable for any incidents that occur during the course of the trip.

FAMILIES WHO HAVE AN OUTSTANDING TUITION BALANCE MAY NOT PARTICIPATE IN ANY TRIPS.

Forgotten Books, Assignments, Etc.

From time to time after the end of the day’s dismissal, a student may discover that they have forgotten a book or an assignment in the classroom and return to school to get the necessary items. It is not always possible to permit a student to do so. If the teacher is in the classroom or if a staff member, teacher, or other school personnel is present and able to walk the student to the classroom, the student will be able to get the books and assignments.

Parents/guardians are not permitted to walk their child up to the classroom as it is a safety issue. With the numerous exits in the building, it is difficult to monitor the comings and goings of additional individuals.

Fundraising

When fundraisers are planned, each family is requested to participate, if possible. Fundraiser participation is not mandatory. The school sets specific goals for the proceeds of each fundraiser.

General Communications

Information is communicated to parents/guardians through the internet. Parents/guardians are reminded to look online for this information every Wednesday. Parents will receive notification through text or email that relevant information has been
posted to the website www.btrcs.org. At times parents/guardians may receive a call from our automated system--Option C. This service has been used to notify families of school closings, special school events, etc. PLEASE make sure that all phone numbers and emails are current, or you will not receive this pertinent information.

If a parent wishes to meet with any faculty member or with the principal, an appointment must be made in advance. Teachers may not meet with parents/guardians during the school day.

AT NO TIME ARE PARENTS/GUARDIANS TO GO DIRECTLY TO THE CLASSROOM TO SPEAK TO THE TEACHERS BEFORE, DURING OR AFTER SCHOOL UNANNOUNCED. PLEASE COME TO THE SCHOOL OFFICE.

No parent/teacher discussions should take place in the schoolyard.

IF A PROBLEM, QUESTION OR CONCERN ARISES WITH YOUR CHILD’S ACADEMIC WORK OR CONDUCT, PLEASE CONTACT THE TEACHER FIRST BEFORE YOU BRING THE MATTER TO THE PRINCIPAL.

SINCE THE RESPONSIBILITY FOR EACH CHILD RESTS WITH THE PARENT/GUARDIAN, THIRD PARTIES, SUCH AS RELATIVES OR FRIENDS, ETC. ARE NOT PERMITTED TO BE INCLUDED IN SCHOOL MEETINGS.

If a phone message is left for a teacher, it will be placed in the teacher’s mailbox. The teacher would receive the message before the end of the school day. Teachers cannot leave the classroom to take a phone call from a parent/guardian. The teacher should respond to you within 24 hours.

If a parent must leave a message for their child, the child cannot be called out of class. A message will be taken and given to the child.

Handling Issues

If parents are faced with an issue within their child’s classroom, the teacher should be contacted first. Parents should withhold judgement on what seems to be the grievance or issue until all facts are gathered.

1. Call or email the teacher to gain information on the issue at hand.
2. Discuss your grievance with the person involved only. Gossip hurts the school.
3. Parents and teachers are partners in the education of their children. Work with teacher to come to an understanding about the issue at hand.
4. If you have contacted the teacher and discussed the issue and you are not satisfied with the solution, then contact the principal.

Health Services

The School District of Philadelphia provides a school nurse to our school two and a half days per week. The nurse is responsible for the maintenance of health records, and the evaluation of students when they become ill during the school day.

The nurse is not required to provide health services to the students in the Pre-K program.

Blessed Trinity Regional does not have a medical facility or a full time nurse on staff to treat illnesses. Parents will be notified if a child’s symptoms require the need to go home. Please make the necessary arrangements now to insure the quick pick-up of a child in the event that he/she becomes sick during the school day.

It is imperative that when your emergency contacts change, you must contact the school office with the new information.

Blessed Trinity Catholic School requests that medication be given at home, if at all possible. If medication must be given in school on a long-term basis, a signed physician’s authorization (MED-1) is required. This form must be completed by the doctor and returned to the school nurse before any medication can be given. The medication must be in the original prescription container with the child’s name, name of medication, and dosage instructions printed on the pharmacy label. The nurse cannot dispense medication unless all these conditions are met. Students are NEVER PERMITTED to carry any medications on their person. This applies to both prescription and over-the-counter medications. The nurse is not permitted to dispense medications on a short term basis. If a child needs to take medication on a short-term basis, parents must make arrangements to have an adult come to school to administer the medication.

Children are not permitted to carry inhalers on their person. These inhalers, along with a completed MED-1 form must be sent to the nurse.

On days when the nurse is not on duty in school, the responsibility for medical evaluation and the dispensing of medication falls to the office staff. Parents will be notified to pick up a child if symptoms require the child to go home.

The school will always attempt to contact parents/guardians first if a child becomes ill or is involved in an accident at school. If parents/guardians are unavailable at home or work, the emergency numbers will be called. It is imperative that the school be able to reach a parent/guardian or another emergency contact in the event that the child becomes ill during the school day. It is unfair to have a child wait in the office.
while the school attempts to contact a parent/guardian. Please insure that the Student Information Cards are kept up-to-date. If parents/guardians are unable to be reached by phone, please make sure that an emergency contact is in place for immediate consultation.

**Physical examinations are required when a child enters school and again in the sixth grade. Vision is checked yearly; growth screening is done every other year. Hearing is checked in grades K-1-2-3-6. Any child with hearing problems and those who have failed previous hearing exams are checked yearly.**

Referrals are sent home when a child is found deficient in a particular area. These medical referrals must be completed and returned to school to insure that proper care has been received. Mandated scoliosis screening is completed in grades 6 and 7. TB Tine testing is done when and where the need arises.

**Please exercise good judgment and common courtesy and do not send a child to school if he/she is vomiting, has a fever or is not feeling well. In most cases, the child will be sent home if the symptoms continue.**

**Home and School Association**

Blessed Trinity Catholic School has a Home and School Association. Parents are encouraged to become members of this organization and to participate in general meetings and other Home and School sponsored functions.

**Homeroom Assignments**

Each student is assigned to a particular homeroom with the greater needs of the entire school community in mind. These assignments are made known on the first day of school. It is not possible to fill requests for a particular teacher or homeroom. Your cooperation is greatly appreciated.

Likewise, the changing of a student from one classroom to another is a practice that is rarely done. Parents/guardians are reminded that homeroom changes disrupt the classroom activities and make the logistics of class schedules difficult. The school administration respectfully asks that parents/guardians not make requests for a change in homeroom assignments.

Students in grades 5 to 8 are departmental. In this grouping, students are instructed by different teachers for each subject. Blessed Trinity is fortunate to offer reinforcement and remediation to eligible students in grades 1 to 8 in our Resource Room. Teacher instructional schedules are made to coincide with student needs.
Specific information on class schedules will be shared directly with the students in the opening days of school and at the Back To School Nights.

Homework is assigned mostly every night. It can be written, or as in the case of students in the upper grades, it is mostly studying.

If your child is coming home without homework or is saying that homework has been completed in school, please contact your child's teacher. Homework assignments, many times are counted as a grade. If it is not completed or handed in, the teacher will give a failing grade for the assignment. This will lower a student's grade considerably.

The school does expect that parents will help with homework daily.

**Inappropriate Acts/Harassment by Students and Parents**

The school provides an educational environment that is free from all threats, intimidation, hostility, offensive and inappropriate behavior. Such improper conduct may be verbal or physical contact, verbal or written derogatory or discriminatory statements, and behavior otherwise not conducive to the religious and academic mission of the school. Unacceptable conduct—either by a student or parent/guardian—includes but is not limited to:

- disrespectful behavior of any kind toward or about any staff, student, volunteer, or parent.
- bullying—behavior that prevents or discourages another student from exercising his/her right to education; aggressive or intentional hurtful behavior perpetrated repeatedly over a period of time in a relationship characterized by an imbalance of power (with regards to gender, physical or mental strength, social acceptance, etc.); such prohibited behavior includes the use of teasing, taunting, threats, name calling, profane language, coercion, repeated harassment, abuse, oppression, intimidation against students, school personnel, or school visitors or exclusion of anyone physically, psychologically, or sexually.
- insubordination
- fighting
- bomb scares or triggering other false alarms
- cheating or plagiarism
- use or possession of drugs or alcohol
- smoking and smokeless tobacco
- stealing
- intimidation, harassment, or threats of any kind
- weapons
- includes any of the following, but is not limited to, any object, device or instrument designed as a weapon or through its use is capable of threatening or
producing bodily harm, any firearm, whether loaded or unloaded, cap guns, simulated guns, pellet guns, or BB guns, knives, box cutters, cutting instruments, nunchucks, scissors, razor blades, mace, simulated weapons, or laser pointers.

**A STUDENT VIOLATES THIS RULE EVEN IF THE STUDENT DID NOT INTEND TO USE THE OBJECT AS A WEAPON.**

THES CATEGORIES DO NOT COVER EVERY POSSIBLE SITUATION. The school will determine which behavior is inappropriate.

This policy applies both in and out of the classroom, in the school community generally and outside the school community, where the behavior is contrary to Catholic teachings or could bring disrepute or embarrassment to the school.

Conduct by students or parents/guardians, or anyone acting on their behalf, contrary to the educational and religious mission of the school is grounds for disciplinary action, including but not limited to the immediate dismissal of the student, as well as reporting the incident to the appropriate legal authorities.

In addition, in the case of threats of violence or harassment, in any form, including oral, written or electronic, by a student against any member of the school community, the student, if suspended but not dismissed, may be required to have psychological or psychiatric clearance before return to school.

**Three suspensions accumulated by a child make him or her liable for expulsion from school. In certain instances the infraction may warrant immediate dismissal. The school reserves the right to dismiss any student at any time where the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community or Catholic teachings.**

**Blessed Trinity School will not tolerate any behavior that interferes with the teacher’s role as teacher and the student’s role as learner.**

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**Interview of Students by Law Enforcement and DHS During School Hours**
After presenting identification to the principal, vice principal, and/or office staff, law enforcement officers and representatives of the Department of Human Services (DHS), in performing their official duties are permitted to interview students in cases where an out of school interview is not possible or would interfere with the enforcement of the law.

Although the law does not require it, the parent/guardian should be informed by the principal or vice principal that an interview has taken place. It is policy that an adult—a teacher, principal, pastor, vice principal, staff member, counselor or parent/guardian be present during any interview unless law enforcement or DHS selects otherwise.

Lateness

Students are expected to enter the school between 7:40-7:50 AM. Students entering the school after 7:50 AM are considered late. Once the bell has rung to begin the day students must report to the Hawthorne Street doors to obtain a late slip. Late students will not be admitted to class without a late slip.

For every 5 latenesses, a detention will be issued. Please remember that students must be in their homeroom by 7:50 AM, not simply in the school building. Parents will be notified of the detention. Please encourage good attendance habits and support the punctual arrival of your children.

Lateness is a serious problem, as it interferes in the learning process of the student who is late and serves as a distraction to those who are being instructed when late student arrives. If a student accrues 5 or more late arrivals a trimester, a meeting with the student, parent/guardian, teacher and will be arranged. If there is a correlation between chronic lateness and unsatisfactory progress in particular academic areas, a mandatory meeting with parent/guardian will be arranged to discuss the academic weakness and to come up with a plan for the student to meet with success.

If after a meeting a plan has been put into place for a chronically late student, the student can be removed from the school roll and receive a transfer slip to another school. A student who is admitted to school after 10:30 AM is marked as missing the morning session of school.

Excessive lateness without a valid reason from a parent/guardian could jeopardize a student being promoted to the next grade at the end of the school year.

Leaving Classrooms without Permission
Students who leave a classroom/lunchroom without the permission of a teacher or other adult in charge may be subject to a suspension or expulsion. Teachers are responsible for each student. The parent/guardian will be notified and a meeting with school administration will be arranged to discuss the issue.

Letters of Recommendation

If a parent/guardian requests a Letter of Recommendation for a student, a stamped addressed envelope must be presented at the time the request is made. Letters of Recommendation are not sent home with a student but are sent directly to the receiving school or individual.

Library Services

Blessed Trinity Catholic School operates a library to support the educational process within the school. Students are afforded opportunities to check out books and resource materials for both class assignments and leisure reading.

In fairness to the library staff and to students wishing to check out materials, students must return their library books in a timely manner. Failure to follow the library guidelines for circulation of books and materials as well as failure to follow rules for student behavior, library privileges may be taken away.

Materials on loan from the school library are the responsibility of the students who check them out. Any library materials that are lost or damaged must be replaced at its current cost. It is the responsibility of the parent/guardian to pay for the lost or damaged book(s).

Lockdown

In the event of a dangerous situation within the school building itself, the school would go into Lockdown. This procedure is practiced a few times during the school year. A school wide announcement is made using a predetermined password. Teachers would lock their classroom doors from the inside and all would remain in a safe area of the classroom until an announcement has been made that the school building is safe.

In time of crisis, it is the instinct of every parent/guardian to come to the school to take their child home. If a Shelter in Place or a Lockdown has been declared, the school is sealed off and no one is permitted out of or into the school building. Anyone arriving at the school to take their children home is placing themselves in danger. You
would be instructed by the police and fire personnel on the scene to leave the area. Once an “all clear” has been announced, parents/guardians would be permitted to come to the main office to sign out their children. No student will be dismissed to anyone but a parent/guardian unless otherwise stated on the emergency dismissal information form. Family members or friends who are picking up students must first see a school administrator or designee to check the emergency dismissal card.

During an emergency situation our school nurse would have on hand any prescription medications that your child needs. This applies to students who have the necessary forms completed stating that your child needs to have medication at school. Some examples are epi-pens and asthma medications.

Also, during a crisis situation it is sometimes difficult to make or receive phone calls due to the heavy volume of usage. If phones are operational, it would be important for our school lines to remain open to allow communication between emergency responders and our school. Phone calls from parents/guardians would only tie up school phone lines and interfere in the communication process.

**Lockers--7th & 8th Grades**

**Use of Lockers**

All lockers assigned to pupils are the property of Blessed Trinity School. In other words, lockers are not private property. At no time does the school relinquish its exclusive control of its lockers. **Students will be assigned a locker by their teacher only after they and their parents have read and signed a permission letter.**

Students can only store their own belongings and must keep the lockers assigned to them. They cannot move their belongings to any other locker to which they are not assigned. The storage of other student’s belongings is prohibited. Any student found using a locker other than the one assigned or allowing other students to store their things, are subject to having the locker immediately taken away.

Lockers are to be used to store school supplies and personal items necessary for use at school. No food products are allowed in any locker overnight, to avoid rodent and insect infestation. Lockers are not burglar proof and students should not leave valuables such as money, and expensive personal property in the lockers. Students must keep their possessions only in their assigned lockers and are responsible for any assigned school property that may be taken from lockers. Posters, stickers, mirrors, hooks or any other type of decorations are not allowed inside or outside of the locker.

**Locks**

34
The school will retain access to student lockers by keeping a master list of combinations. All locker students are solely responsible for the contents of their lockers and should not give out the combination to other students. The school principal and his/her designee shall have custody of all combinations to all locks. Students are prohibited from placing locks on any locker without the advance approval of the school principal or his/her designee. Students should make sure the lock is secure after using lockers and report all incidents to a school administration where locks and/or lockers have been tampered with.

**Locker Cleaning**

Periodic cleaning of lockers will be at the discretion of Administration or Faculty.

**Inspection of Locker Contents**

Random searches of school lockers and their contents have a positive impact on deterring violations of school rules, ensure proper maintenance of school property and provide great safety and security for pupils and personnel. Other reasons for a search of a student’s locker would be a complaint or evidence of foul odors emanating from a locker or the leaking of any wet or dry substance. Accordingly, the principal or designee may search lockers and locker contents at any time, without notice, and without parent/guardian or pupil consent.

**Access to Lockers**

Students may be able to access their lockers at certain times within the day or with permission of the classroom teacher. **All unauthorized locks (ones which the school does not provide) will be cut off from the locker. Failure to comply with these rules may result in the loss of locker privileges.**

Students and parents must fill out the information of the Locker Contract completely.

**Lunch Program**

All students remain in school for lunch each day. Students may bring their own lunch or participate in the Nutritional Development Lunch Program. If students are bringing a lunch from home, please do not send in candy or bottled or canned soft drinks. If your child forgets their lunch at home and you are able to deliver their lunch, you must bring it to the office and it will then be sent to your child. Parents/guardians are not permitted to deliver the lunches to their child. **All Blessed Trinity students are entitled to receive daily breakfast and lunch at no cost.**
Blessed Trinity Regional participates in the Nutritional Development Lunch Program. Through this program all students in grades K-8 are able to eat a nutritionally balanced breakfast and lunch. NDS breakfasts and lunches are available free of charge for all students in grades Pre-K-8.

A monthly menu will be sent home. Lunch menus are sent home once a month. Parents need to complete the lunch order and send it back to school by the designated deadline each month, or an order will not be placed for your child. The lunch program moderator needs to have an accurate count for placing food orders.

Lunch monitors supervise each lunchroom during the lunch break. They are responsible for supervising the students as they eat lunch, cleaning the lunchroom, and place the trash in the hallway for pickup by the maintenance crew. It is expected that all students will obey and respect all the lunch monitors. If a student exhibits unsatisfactory behavior during the lunch period after being warned, they may lose the privilege of eating with their class and will receive a lunch detention.

**Students are responsible for the clean up of the area where they eat their lunch.**

- Weather permitting, students will go out into the yard for recess either before or after lunch. There is no rough play permitted.
- Lunch moderators have the right to discipline students who misbehave. If a student continues to misbehave after being corrected, an infraction will be noted on the student’s behavior calendar. Consistent misbehavior may warrant a lunch detention and/or suspension.
- No electronic games are permitted.
- Parents are not permitted to visit a child during the lunch period. As with any visit to school, parents must report first to the school office.

**Modifications to Emergency Plans**

It would be unwise to think that emergency plans will cover every possible situation. The need to make decisions within the building will follow the same protocol as any other emergency situation. The school administration will make those decisions. In the event that the administration is unable to make those decisions, the following chain of command will go into effect: faculty representative, facilities manager.
Notice of Dismissal

Three suspensions accumulated by a student make him/her liable for expulsion from school. The demerit or infractions that warrant expulsion must be for behavioral issues. In certain cases the demerits or infractions may warrant immediate dismissal. The school reserves the right to dismiss any student at any time when the school considers the conduct of the student or parent/guardian to be inconsistent with school policy, the good of the school community or Catholic teachings. Parents/guardians of the students will be informed in writing of the dismissal as soon as it is possible.

Parent Cooperation

The education of a child at Blessed Trinity Catholic School is a partnership between parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration has the right to require the withdrawal of a student if the administration determines that the partnership between parents and school is irretrievably broken.

Perfect Attendance

Students who maintain perfect attendance for the entire year will be awarded a certificate from the Archdiocese of Philadelphia. Perfect attendance means no missed days. This includes half days and lateness.

Plagiarism

Plagiarism is defined as the stealing or passing off of the ideas or words of another as one’s own. The faculty and administration aims to teach students even at an early age that school assignments must be one’s own work. Students are reminded throughout the year that plagiarism is not acceptable. The school reserves the right to give a failing grade to any assignment that has been plagiarized. Students are also subject to disciplinary action. All plagiarized assignments will be redone.

Sometimes parents/guardians get frustrated when trying to assist their child(ren) with a project or assignment. Remember that this is your child’s assignment—not
yours. Assignments completed by parents/guardians will not be accepted and will be returned to the student to redo.

**Pledge of Allegiance**

It is expected that every child will stand and pledge allegiance to the flag each day.

**Public Display of Affection**

The Catholic school promotes friendship, charity, kindness, respect and love for self and for others. However, inappropriate displays of affection such as kissing or embracing which connote more than a friendship, are not permitted in school, at school dances or any school events. Those who violate the rules may be subject to disciplinary measures, including detention, suspension, or expulsion. The administration reserves the right to determine what it, or is not, appropriate behavior in a Catholic school.

**Registration Fee, Activity Fee, Tuition**

Registration, Activity and any other fees are non-refundable and NON-TRANSFERRABLE.

If a student leaves Blessed Trinity Catholic School during the school year and tuition has been paid ahead, tuition will be reimbursed for the days/weeks that the student is no longer attending Blessed Trinity. This is taken care of by the Tuition Office. All questions concerning tuition should be addressed directly to the Tuition Office to Sister Mary Elizabeth.

Any tuition assistance programs or scholarships available to Blessed Trinity students are communicated to our families through texts and on the school webpage.

**Restrooms**
Students are not permitted to take anything into the restrooms, especially, pencils, pens, markers, cell phones, or any kind of food or drink. Students must understand that proper bathroom etiquette must be observed at all times.

**Safe Environment Program/Clearances**

As a result of the 2002 United States Bishops Conference in Dallas, Texas, all employees of the school and parish as well as those who volunteer in the school must have participated in the Safe Environment class provided by the Archdiocese of Philadelphia. A certificate of completion must be on file with the parish for every employee and volunteer.

All employees and volunteers must also have Child Abuse Clearances and State Police Background Checks on file. The safety of our children is a priority.

Beginning with the 2015-2016 school year, any parents/guardians who would like to chaperone a class trip, or participate in some school activity in which they come in contact with students must have a Child Abuse Clearance and State Police Background Check completed and a copy on file in the school office. Parents and guardians must attend the Safe Environment training session offered by the Archdiocese of Philadelphia. All of the clearances with the exception of the Safe Environment training must be renewed every three years.

Twice during the course of the school year, all students in the Archdiocese of Philadelphia take part in the program—“Protecting God’s Children.” Homeroom teachers are assigned the task of teaching two grade appropriate lessons on personal safety. Students are given helpful tips on how to protect themselves from those who may try to make contact with them in an inappropriate nature. The curriculum for these classes is provided by the Archdiocese of Philadelphia and is available for review by parents upon request.

**School Pictures**

The school schedules a professional photographer to take individual and class pictures each year. During the fall school pictures are taken in full school uniform. At this time class pictures are taken and all students are photographed. Fall photos are used for student record cards. In the spring of the school year, student pictures are taken in casual attire.
Eighth grade graduation pictures are taken in spring. These pictures are taken in the graduation gown. Families have the option of purchasing pictures.

School Records

Unless a court or custody agreement specifies otherwise, each parent/guardian with legal custody is entitled to access all school records of the child. Without a subpoena or court order, school records of the child may be disclosed to a parent without legal custody ONLY with written consent of the parent/guardian with legal custody.

Search and Seizure

The Principal and his/her designee has access to any lockers, handbags, backpacks, desks, sports bags, lunch bags or any other object brought onto school property or into the school building, and may remove any object which is illegal or contrary to school policy.

Shelter in Place

Shelter in Place is an emergency response plan. This plan is used in the event of the release of hazardous materials, a serious weather situation, e.g. tornado, a dangerous situation in close approximation to the school campus. If a Shelter in Place is called, no one is permitted to leave or to enter the school building. The faculty and administration is responsible to care for the basic needs of the students until it has been determined that it is safe to dismiss the students to their parents.

Smoking

Blessed Trinity Catholic School is a smoke free environment. No smoking is permitted in the school building. Any student who possesses tobacco is subject to disciplinary action.
Stationery Sales

Students in need of stationery items during the school year may purchase these items from the stationery closet. Orders are taken daily and filled at our earliest possible convenience. Orders can be placed by sending in an envelope with the student’s name, grade and room number and the order clearly written on it. If change is required, it will be placed in the same envelope and returned home with the student.

Students are reminded that the care of copybooks, folders, school supplies, etc. is part of life skills which are stressed at Blessed Trinity.

The school reserves the right to require students to replace materials that have been inappropriately, damaged, or defaced in any way even if these materials are purchased by students primarily for the students own use.

Student Absence

WHEN A CHILD IS ABSENT, IT IS THE RESPONSIBILITY OF THE PARENT/GUARDIAN TO PHONE THE MAIN OFFICE TO REPORT THE ABSENCE. THIS DOES NOT TAKE THE PLACE OF AN ABSENTEE NOTE WHEN THE CHILD RETURNS TO SCHOOL AFTER THE ABSENCE. MAIN OFFICE 215-338-9797. EMAIL ATTENDANCE@BTRCS.ORG.

CALLS TO REPORT AN ABSENCE SHOULD BE MADE BEFORE 9:00 AM ON THE DAY OF THE ABSENCE

An absence note is presented to the teacher on the day of the student’s return to school. Failure to provide a note within a reasonable amount of time (2 school days) the absence will be marked as a “1” on the student’s roll slip. A “1” signifies parental neglect. Phone calls to report an absence do not take the place of an absence note.

IF A STUDENT IS ABSENT 3 OR MORE DAYS, A DOCTOR’S NOTE IS REQUIRED.

Parents/guardians who make requests to pick up missed home or class assignments, should call the school before 10:00 AM to have the assignments ready. Teachers need time to gather the work together. This would be done at recess or lunch and not during instructional time. They can be picked up in the main office between 2:30 and 3:00 PM.

Excessive absence (15 days or more) is a threat to academic progress. If this is the case, a student could be retained in the same grade during the coming school year if academic progress is unsatisfactory. Non-health related absences should be kept to
a minimum. **The school reserves the right to report excessive absences to the appropriate city agency.**

If a child will be out for an extended amount of time due to an illness, the parent/guardian must contact the principal.

If a student is absent for 15 or more days, he/she may be retained in the same grade. This is a decision made in collaboration with the classroom teacher and administration. Students in grades 7 & 8 who are retained may not repeat the grade at Blessed Trinity.

**A student is considered absent for a half-day if he/she leaves school for illness, doctor's appointment, etc. before 11:50 AM. Students being dismissed after 1:00 PM are counted as present for a full school day.**

If a student is absent from school during the day, they are not permitted to attend or participate in school sponsored functions after school or in the evening. Such events are sports practices and games, dances, etc.

**Student Ambassadors**

Student Ambassadors are comprised of students from grades seven and eight. The purpose of the Student Ambassadors is to promote good citizenship, encourage a high standard of scholarship, arouse a spirit of pride within the school, demonstrate the practical application of democracy, and contribute to the general good of the student body. Students who are interested write a one page essay stating why they think they would make a great Student Ambassador and representative of Blessed Trinity.

These students are held to a high standard of conduct and achievement. If a member's behavior and effort are not exemplary, the student may be removed from office.

**Student Conduct**

Students are expected to behave consistent with the mission, philosophy and spirit of the school and the moral teachings of the Catholic faith. Because the school cannot anticipate all conduct that violates this policy, it reserves the right to take any form of disciplinary action, including expulsion, against any behavior that violates this policy, even if not specifically stated in this handbook.
A Blessed Trinity student is a student at all times. A student who engages in conduct, whether inside or outside of Blessed Trinity Catholic School, that is detrimental to the reputation of the school, may be disciplined by school administration.

**Student Recognition-Honors/End of the Year Assembly**

At the end of each month a Student of the Month certificate is given to one child in each homeroom. This award is based on a specific characteristic that has been assigned for the month. Some of the characteristics are: honesty, leadership, courtesy.

Teachers and staff who observe a student doing an act of kindness or a good deed are given a GOTCHA ticket. Tickets are put into a monthly drawing. A student whose ticket is picked can choose a gift card to a neighborhood business. At the end of the school year, an Honors assembly is held to acknowledge students for their academics and effort. Students receive certificates or medals of recognition.

**Student Retention**

If retention has been suggested by a teacher and administration and a parent/guardian refused retention for their child, a letter will be placed in the student’s file stating that retention was suggested.

If retention is suggested by another teacher in a following grade and the parent/guardian disagrees with retaining the child, the child will not be able to return to Blessed Trinity for the upcoming school year.

**Technology**

The use of technology has increased over the years and has become a vital part of the educational process. Students in our school will be given opportunities to use technology in the educational realm. Beginning with the 2011-2012 school year all students were required to sign the Acceptable Use Policy for Technology from the Archdiocese of Philadelphia. Access to the internet will be made available in the computer lab, in the library and in the classrooms. Students will be supervised in the use of technology and must honor the Acceptable Use Policy for Technology.

Unauthorized and inappropriate use of the internet in school is grounds for disciplinary action which could include suspension or expulsion from Blessed Trinity Regional Catholic School.

Inappropriate student internet use at home that in some way associates his or her wrongful conduct with the school, faculty members or staff, may be cause for disciplinary action. For example, the posting of an internet site from home containing
threatening or derogatory comments about the school, a faculty member, a school or parish official will warrant reporting to the police and would be grounds for expulsion. This is especially true when the site adversely affects the education and religious mission of the school.

Students are forbidden to take photos of students, teachers, staff, and administration in school and post them on the internet. Any student doing such will be suspended and parent/guardian will need to meet with the principal and teacher before the student is permitted back to school.

In incidents concerning students making threatening or Unchristian remarks to fellow students in texts and internet postings away from school grounds, the school cannot control what happens in the homes of students. Parents and guardians are encouraged to contact the police to file a formal complaint.

If a parent or student chooses not to sign the Acceptable Use Policy for Technology, access to the computer facilities will be limited for that student. Assignments given to the students must be completed outside of Blessed Trinity Regional Catholic School under the supervision of that child’s parent or guardian.

A copy of the Acceptable Use Policy for Technology can be found in the back pages of this handbook.

The use of the computer lab is a privilege given to our students. Each student and parent must sign the Acceptable Use Policy for Technology. No student will be allowed to access computers until the form has been signed and returned to school. For the personal safety of students, students are never to post personal information about themselves or other people. This may include address, phone number, school address, etc. Students may not access material that is profane or obscene or that advocates illegal acts, violence, or discrimination towards other people.

Students must not plagiarize works found on the internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were their own.

Students will not use obscene, profane, lewd, vulgar, rude or threatening language. The internet is not to be used to harass, annoy or tease others.

Students will not knowingly or recklessly post false information about persons or organizations.

Students will not make deliberate attempts to disrupt computer systems, or destroy data by spreading computer viruses or by any other means. These actions are illegal.
The illegal downloading of copyrighted software for use on home and school computers is prohibited. The school reserves the right to amend this policy.

** Violation of these rules may result in any or all of the following: Loss of internet access, disciplinary or legal action by the school or other involved parties. Violation of these rules will be dealt with by the administration of the school.

** Telephone

Students are permitted to use the office telephone at the discretion of the office staff.

** Truancy

Any student who is absent from school without parental permission is considered truant and is subject to immediate suspension.

No student may leave the school during the school day unless he/she is picked up by a parent/guardian over the age of eighteen.

Any student who leaves the school building during the course of the school day without permission is subject to immediate suspension or possible expulsion. Repeated incidents of truancy are grounds for immediate dismissal.

Students are not permitted to leave the classroom without permission of the teacher. While changing classes students are not permitted to go to the lavatory without speaking to the teacher first. Teachers are responsible for the children at all times. Leaving the class without permission is subject to a suspension.

** Tuition and Fees

In justice to all parents/guardians and the parish community, parents are expected to keep their tuition and fee payments up-to-date. Tuition must be current on the 1st of each month or student may not return to school until tuition is up to date.

The School reserves the right to withhold academic records, including report cards and progress reports, if tuition and fees are not current. If a family’s finances are not current, a student will not be able to participate in class trips. This also holds true for eighth grade students, who would not be able to attend the eighth grade class trip, dance, graduation liturgy and ceremony.
Pre-Kindergarten and Kindergarten students may not participate in class trips and in the End of Year Celebration if financial obligations are not up-to-date.

If a student transfers to another school during the course of the school year and tuition and fees are not current, transfer slips and student records will not be forwarded to the new school unless payments are made.

Gross failure to honor financial obligations may result in dismissal of the student. All questions and concerns about tuition and fees must be addressed to St. Timothy Rectory. Families not up to date on tuition are not permitted to re-register their children for the coming school year.

Any information concerning tuition assistance programs that would be available to our school families would be communicated through the Wednesday Communication. At this time there is no tuition assistance program sponsored by the parishes.

Unexpected Early Dismissal

In the event that Blessed Trinity Catholic School needs to dismiss early for weather-related or any other emergency reason, an announcement would be made on KYW-News Radio 1060 AM.

For weather-related closings, the announcement would be in conjunction with the other Catholic Schools in the city of Philadelphia. Parents are asked to insure that someone will be available for pick-up at the announced early dismissal time. Parents/guardians are urged to make plans now to deal with an unexpected early dismissal and share these details with your child. Family members, neighbors, or parents of classmates may prove to be appropriate choices for pick-up responsibilities.

Adequate information and pre-planning help to make a stressful experience less taxing for all involved. The school receives information on weather-related closings from the radio as well. The school does not receive the information ahead of the announced early closing. Phone calls made to school to inquire about an unexpected early dismissal tie up our phone lines and make it difficult to make the necessary calls.

The Option C automated message system would be used to notify you of an early dismissal. Please, when you fill out the information cards each September, give the most updated information. Email addresses and up to date phone numbers are necessary. Do not give names and phone numbers for emergency contacts unless you have cleared it with the persons whose information you have given.

When your phone number is changed, please notify the school as soon as possible to have our records updated.
Violence or Threats

Any and all threats of violence will be taken seriously. A student who makes threats against fellow students, teachers or any staff members, will be suspended pending an investigation and is required to receive a psychological assessment and counseling. The student can return only if he/she submits a written statement from a psychologist or psychiatrist stating that the student has been cleared and is able to return to school.

A second offense will result in automatic expulsion from the school.

If a parent/guardian makes a threat to a faculty or staff member, this will be also taken seriously, and appropriate measures will be taken. In such a situation, it is possible that the child will not be able to return to this school.

Visitors to School

In order to provide for the safety of the children and school personnel, no one may enter the school building without the permission of the principal. Parents needing to drop off materials or make contact with school staff must report to the main office. No one may enter other parts of the school, including classrooms, unless directed to do so by school staff.

Teachers are not able to confer with parents unless they have followed the established guidelines. All visitors must enter and exit the school building through the main doors on Hawthorne Street. Parental cooperation with this request will allow for a safe environment for all.

Occasionally, visitors from outside agencies (Department of Human Services, Philadelphia Police Department, CORA Services, etc.) may request or be directed to speak with a child in our school. When possible, the school office will attempt to contact parents of such meetings. The School may not interfere with official visits or contact with students if these visits are required by law.

Volunteers

Blessed Trinity has a large group of volunteers who support the daily operation of the school. Parent volunteers are needed at various times in the school year.

It is mandatory that all volunteers have a State Police Background Check and a Child Abuse Clearance in order to assist in school. These documents are valid for 5 years. At that point the documents must be renewed. Please submit a copy of your
clearances to the school office. All volunteers must attend the Safe Environment training provided by the Archdiocese of Philadelphia. Once this class has been attended, a form of completion will be sent to school.

All volunteers must first report to the main office to sign in before reporting to his/her destination. A “visitor pass” will be issued to all visitors to the school. Volunteers should remain in the designated area of service. No one is permitted to travel to other parts of the school building without permission of the principal. Visitors or volunteers who violate this policy will be asked to leave the school premises promptly.

Walking to and from School

Students are reminded that behavior to and from school should be consistent with the rules for behavior in the classroom. All Blessed Trinity students are representatives of a Catholic School and held to a higher standard.

At any time should students engage in any activity that would endanger faculty, fellow students, community members, or themselves. Jaywalking is prohibited at all times.

All crossing of streets near the school is to be done with the assistance of the crossing guards. Crossing guards are to be treated with the utmost respect. Students are reminded of their behavior while traveling to and from school. Student behavior is a reflection of our school.

Withdrawal

Parents seeking withdrawal from our school must make a request for transfer in writing to the principal. Transfer slips will be issued to the parents on the child’s last school day. All school materials, including textbooks, library books, etc, must be returned to school. School records will be released to the child’s new school when a release paper, signed by a parent/guardian, is received by the school.

The school reserves the right to withhold records if a family has not fulfilled its financial responsibility—tuition and fees. No records will be released until finances are brought up-to-date.
Academic Life

Academic Responsibilities

Student progress is monitored throughout the school year. At the first trimester conference, the parent/guardian will be informed of the student’s academic, social and emotional progress. In January, the teacher will contact the parent/guardian of a student who continues to experience difficulty, to discuss the possibility of retention and support services. By mid-May, the teacher will schedule a follow-up meeting. If retention is indicated, the parent/guardian will receive official notification, which must be signed and returned to the principal. Final decisions in all cases are reserved to the teacher and principal.

Curriculum

The curriculum of Blessed Trinity Catholic School is developed and approved by the Office of Catholic Education. Each subject area is governed by the Common Core Standards and/or guidelines that are periodically updated to reflect trends in education and changes in world events. Teachers use these guidelines in preparation of lessons. Textbooks, workbooks and other materials supplement the curriculum and instruction.

Students are formally assessed in the curriculum areas reflected on the Diocesan report card.

Curriculum Modifications

Students who have been evaluated by a school psychologist and have been diagnosed as having a specific learning disability are eligible to have their curriculum modified. If your child has been evaluated by an outside agency, testing results must be presented to the school.

Educational testing services are provided to our school through CORA Services, Inc. Over the past few years, most students who have been identified by the classroom teacher as needing an educational screening have been evaluated during the same academic year. There is a possibility of a waiting list for educational testing, depending on the number of students in need of testing. The timeframe for service may be as long as a few months.

If a student entering Blessed Trinity Catholic School has an IEP from a previous school or agency, it is the responsibility of the parent/guardian to submit that information
at registration. If testing results are withheld from the school administration and/or
teacher, this could be grounds for a student to be released from Blessed Trinity.
Not presenting the school with educational testing records hinders the process of a child
receiving the necessary services.

Testing results are valid for three years. At the end of this three year period, it is
the parent/guardian responsibility to request an update to the original evaluation.

Curriculum Supplements

Teachers enhance the general curriculum with supplemental materials to aid
instruction. These materials come in the form of texts, videos, computer software,
websites, etc. The choice of these materials reflects the age of the students and the
appropriate connection to the subject matter.

Homework

Homework is essential for the scholastic development of each student. It is a
strengthening and clarifying exercise that extends the learning experiences that takes
place during the course of the school day. It is expected that parents/guardians see to it
that each child does his/her homework completely each evening. Parents are also
expected to sign assignment books daily or as requested by the teacher. Homework
that is not completed will affect the child’s grade.

All students will have some homework, written and/or study each night.

PROJECTS ARE NOT GIVEN THE NIGHT BEFORE THEY ARE DUE. Sufficient time
is given to each student to complete assignments and projects.

In keeping with the suggested Diocesan policy, the approximate amount of time spent
on written and study homework is:

Grade 1 & 2 – 30 minutes per night  Grade 5 & 6 – 90 minutes per night
Grade 3 & 4 – 60 minutes per night  Grade 7 & 8 – 120 minutes per night

Students are notified of upcoming tests. Students are given a sufficient amount
of time to prepare and study.
Teachers post homework and assignments on their classroom website. It is the responsibility of the students in the intermediate through junior high levels to copy all of their homework assignments, projects, and test dates into their homework assignment book.

Homework is assigned mostly every night. It can be written, or as in the case of students in the upper grades, it is mostly studying.

If your child is coming home without homework or is saying that homework has been completed in school, please contact your child’s teacher. Homework assignments, many times are counted as a grade. If it is not completed or handed in, the teacher will give a failing grade for the assignment. This will lower a student's grade considerably.

Make-Up Work/Extra Credit

If a student is absent from school, he/she is responsible for contacting the teacher for make up work that was missed. If a student is absent from school for a prolonged period of time (longer than one week), parents/guardians should contact the teacher and the principal notifying them of the extended absence. Arrangements can then be made for the student to receive the missed work.

If a student is absent from school due to a vacation, the teacher is not obligated to assign make-up work. It is the student’s responsibility to get the missed work upon returning to school and complete it as directed by the teacher.

If a student is not completing assignments, projects, is not preparing for tests/assessments or is not prepared for class and is making unsatisfactory progress, the teacher will not assign EXTRA CREDIT work in order to bring up a student’s grade. All students are expected to complete ALL assignments, participate in class, be prepared for class and be present and on time. EXTRA CREDIT is assigned to students who complete all assigned work, participate in class, are prepared for class and are present and on time for each school day, but struggle in academic areas.

Parent Conferences

Report card conferences are scheduled for the first trimester of the school year. Report cards are sent home to parents/guardians. Conferences will be held a few days after report cards have been sent home. Conferences may be requested by the classroom teachers or by parents/guardians. It is important for parents/guardians to meet with the teachers. These conferences are for parents/guardians only. No third parties may represent the parents/guardians. Only those with legal custody of a child
may be present at a conference. Non-custodial parents are NOT LEGAL DECISION-MAKERS for a child and therefore cannot be the representative at a parent conference.

Parents/guardians may request individual conferences with a teacher by making a request in writing. On the day of the individual conference, parents/guardians should report to the school office to sign in and wait to be directed to the classroom. No one is permitted to go to the classroom without permission from the school principal or designee.

Progress Reports

Progress reports are issued approximately mid-way in the first, second and third trimesters. These reports serve as a warning that a student is having difficulty in a particular subject area or may be in danger of failing a subject for that trimester.

Parents/guardians are urged to monitor student progress in addition to these reports by examining the individual tests and assessments as they are sent home for signature and also logging in to Option C.

Report Cards

Report cards will be issued three times per school year (December, March, and June) to students in grades K to 8, in accordance with the schedule set up by the Office of Catholic Education. Students in Pre-K 3 and 4 year old classes also receive progress reports. Information concerning a meeting with each Pre-K parent/guardian is sent home by the Pre-K teachers. This usually takes place in January.

Report card grades are derived from the work produced in the marking period. This work can include tests, assessments, quizzes, projects, homework, class work, written and oral presentations, class participation, and group projects. Students are encouraged to develop a regular schedule for study and review each day. This could eliminate the need for an extended period of study on the evening before an assessment.

The final report card average is the average of the three trimesters. All report cards should be signed and returned to school as directed by the homeroom teachers.
If a student shows unsatisfactory progress in Spanish, technology, art, music, physical education and/or music (a grade of a “1” or “2”) and is a member of a CYO sports team at Blessed Trinity, the student will not be permitted to play on any teams until improvement has been shown. The student will be barred from team activities for 10 school days. The same applies to students who participate in the School Play.

**REPORT CARDS WILL NOT BE DISTRIBUTED TO STUDENTS WHOSE FAMILIES HAVE AN OUTSTANDING TUITION BALANCE.**

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**Report Card Grade in Personal and Social Growth**

Grades received on the report card for Personal and Social Growth reflect a student’s behavior for the entire marking period. These grades are affected by the number of disciplinary actions received by the student. These actions may include written and verbal reprimands. Please consult the rubric for Personal and Social Growth in the back of the handbook.

*Please note carefully:*

Any student who receives a failing grade on his or her report card, or a “1” in Conduct, Effort, Spanish, Technology, Physical Education, Art or Music will not be eligible to participate in CYO activities (practices, games, celebrations, etc.) for two weeks, a minimum of 10 school days and the weekends in between. Failures in these areas will also apply to other school activities such as participation in the school play.

Teachers will be in contact with the coaches during each of the sport seasons to report students who are failing a subject or having difficulty in conduct and effort.

At the end of the two week period, the student must present to the coach a reinstatement letter, email or phone call from the teacher or the suspension will continue until the end of the current sport season.

**ANY STUDENT WHO FAILS TWO OR MORE SUBJECTS (INCLUDING A “1” Conduct, Effort, Technology, Physical Education, Spanish, Art or Music) WILL RESULT IN SUSPENSION FROM ALL CYO ACTIVITIES UNTIL PROGRESS REPORTS ARE ISSUED.**
At the end of this time period, the student must present to the coach a reinstatement letter from the teachers of those subjects or the suspension will continue until the end of the current sport season.

Retention

When a student is struggling with his/her present coursework or has missed large sections of the curriculum due to excessive absence or lack of work, it may be necessary for that child to repeat the grade. A decision to retain a student is never intended as a punishment. Rather, it is an educational decision intended to meet the particular academic or emotional needs of that child. Students with multiple failures are strong candidates for retention.

A conference with the parents and teacher(s) is necessary to retain a student. Prior to the conference, the teacher should be in contact with the parents. Teachers will advise the parents of the student’s progress. The parents and teacher(s) shall meet with the Principal no later than May 15th of the current school year.

Students may be retained, if he/she has more than eighteen (18) or more days absent in a school year. Students must maintain 90% attendance during a school year.

Considerations for possible retention begin at the close of the first trimester. Parents/guardians are notified that such a possibility exists and interventions are offered. Final decisions for retention are made at the close of the school year.

Students in grade 8 with multiple failures are subject to the admission policies of their prospective high schools. **Students in grades 6, 7, and 8 who are required to repeat the grade may not repeat the grade at Blessed Trinity Catholic School.**

While the input of parents/guardians is valuable in making the decision to retain a student, the final decision for retention or promotion rests with the school.

Standardized Testing

The Terra Nova Test will be administered to students in grades 3 to 7, unless otherwise determined by the Office of Catholic Education. This test allows our school to compare our students with those who have taken the same test from around the diocese and around the country. In a practical way, it allows the school to monitor its educational practices by evaluating the strengths and weaknesses of the school population. Terra Nova scores are also used to determine which students are eligible for Title I services. Testing takes place in the spring of the school year.
**Student Progress**

Progress Reports are sent home to parents/guardians THREE TIMES DURING THE SCHOOL YEAR. The purpose for the Progress Reports is to show parents/guardians how a student is doing at the mid-point of the trimester. Each student has the opportunity to improve their grades during the second half of the trimester. If you have a question or a concern about your child's progress, please contact the teacher when Progress Reports are sent home. When Report Cards are distributed, it is too late for a student to improve their grade for the trimester.

First trimester Report Cards will be distributed to parents/guardians at school during the Parent Conference. The First Trimester Report Cards take place in early December of the school year. Students in grades 6, 7, and 8 should accompany their parents/guardians to the Conference.

All tuition and fees must be current for you to receive your child's report card and/or to meet with the teacher.

**Student Tests, Projects and Assessments**

Students are given ample time to prepare for assessments and to complete projects.

If a parent/guardian does not receive graded assessments from their child to review and sign, please contact your child's teacher as all assessments are sent home.

If unsatisfactory test/assessment grades are coming home with your child, please contact your child's teacher to find out what your child is having difficulty with and what needs to be done in order to have your child improve their grade.

**Students with Learning Differences**

Blessed Trinity Catholic School accepts students with learning challenges. Students new to the school with a diagnosed learning disability are on a probationary status for three months--September to November. During this period the school will determine if it can meet the needs of the student. If it is decided that the student is making satisfactory progress, acceptance into Blessed Trinity will be made.
Summer School

Summer classes are required for any student in grades 1 to 8 who has a failure in a final grade on their report card. Written documentation must be provided to the school showing successful completion and attendance of an approved summer school program. In the absence of summer classes at a local school, work with an approved tutor will suffice. A minimum of 20 hours with a tutor must be completed and the school must receive documentation from the tutor stating what skills were covered. If documentation from a tutor is not received, the student will not be promoted to the next grade.

Eighth grade students are subject to summer school requirements of the high school in which they are registered. Parents/guardians must contact the child’s perspective high school to find out the exact requirements for the summer school. Blessed Trinity Regional Catholic School reserves the right to make summer school classes mandatory for any student who has excessive absences that are not related to a major medical problem and/or whose absences are not supported by a doctor’s note.

Testing/Assessment

Students are assessed by use of both teacher-made and commercially prepared assessment. Teachers announce assessments, giving students sufficient time to prepare. The amount of time allotted for preparation varies for each subject area and grade level. Graded assessments are sent home for the signature of a parent/guardian. These assessments should be used by parents/guardians to gauge student progress through each trimester. If a parent/guardian sees that their child is struggling, please contact the teacher.

Students who are absent on the day of a test or other assessments are expected to take the test or other assessment on a day assigned by the teacher.

Students are expected to turn in projects or other assignments on the due date. If it is not possible for a parent/guardian to bring the assignment to school on the day that a student is absent, a phone call or email to the teacher should be made. Assignments turned in after the due date, are subject to a loss of points for lateness, if the teacher has not been notified.

Textbooks
The textbooks used by Blessed Trinity Catholic School students are chosen by curriculum coordinator, homeroom teachers and school administration. These materials are on the list of texts approved by the Office of Catholic Education.

Most of our textbooks are provided to us through Pennsylvania state funds. These books are quite expensive. It is therefore the responsibility of the students to take care of these books. **ANY BOOK THAT HAS BEEN LOST OR DAMAGED WHILE IN USE BY A STUDENT REMAINS THE RESPONSIBILITY OF THE STUDENT.**

Some textbooks have online components. If a particular subject area or grade level has this, the teacher will share this information with the students.

ALL TEXTBOOKS MUST BE COVERED. NO CONTACT PAPER. All students must use a schoolbag when taking textbooks to and from school.

Textbooks, workbooks, copybook, folders, etc. are to be used properly. There is to be no scribbling or drawing in copybooks or on their covers. The school administration reserves the right to have a student replace books that are damaged in any way.

**SCHOOL SERVICES**

**Bus Transportation**

Bus transportation is provided to students in grades 1 to 8 who live one mile or more from school, and is provided by the School District of Philadelphia.

Bus service to and from school is a privilege and each child is responsible for his/her own behavior. Students are assigned seats for the school year. The following are bus rules:

- **Students are required to sit in their seats until the bus arrives at school in the morning or reaches the students’ stop at the end of the school day.**

- **Students are not permitted to drink or eat on the bus at any time.**

- **Students are not permitted to walk around the bus.**

- **Students are not permitted to put hands, arms, head or any other body parts out of bus windows.**

- **Students are not permitted to throw objects on the bus or out of bus windows.**
Students are not permitted to have pencils, pens, markers, crayons or any other types of writing materials out of their school bag on the bus.

No foul language, derogatory or demeaning comments, loud talking, screaming on the bus and out of the bus windows is permitted.

Students are not permitted to take photos or videos of themselves or others on the school bus.

If the bus driver corrects students for unacceptable behavior, a Disciplinary Bus slip will be issued by the driver. The slip is signed by the principal and sent home to the parent/guardian for signature.

The student is not permitted to ride the school bus until the slip has been returned signed.

Once a second Disciplinary Bus slip is issued by the bus driver, the student may not ride the bus to and from school for one week. Parents/guardians will be required to attend a disciplinary meeting before the student may once again ride the bus.

Bus students are expected to be courteous at all times. If a student does not adhere to the list of bus rules, bus service will be revoked.

Children’s Choir

Saint Timothy Parish sponsors a children’s choir during the school year. All students in grades 3 to 8 may participate in this choir. Sign-ups are held each September. The choir takes part in liturgical events throughout the year. Students rehearse after the school day or at lunch time. Parents will be informed of rehearsal dates and times well in advance.

Catholic Youth Organization (CYO)

Students are eligible to participate in CYO sponsored activities according to the requirements of each group. Students with academic and/or behavioral concerns may become ineligible for participation in CYO activities. The policy is explained on the preceding page. This policy applies to all parish-sponsored organizations. Please see the CYO Handbook for more detailed information.

Team Sports
Team Sports include basketball, volleyball, swimming, softball, baseball, and soccer. Students who represent our school in competition are expected to maintain good grades and show outstanding behavior at all times—both in school and during sports practices and games.

The administration of Blessed Trinity School reserves the right to suspend students from playing sports for poor grades in academic areas as well as in behavior and effort. Students will be reinstated when improvement is shown and at the discretion of the school administration.

ALL STUDENTS, PARENTS, GUARDIANS, AND COACHES ARE EXPECTED TO BE MODELS OF GOOD SPORTSMANSHIP.

Auxiliary Services

The Office of Government Funded Programs advocates for federal and state programs and services to which students attending schools in the Archdiocese of Philadelphia are entitled.

Act 89 Services--CORA Services, Inc.

The State of Pennsylvania through Act 89, provides our school with student services as contracted with CORA Services, Inc. Remedial math and reading, counseling, and speech therapy are offered to students as scheduling allows. Psycho-educational screenings and testing are also provided by CORA upon teacher or parent requests. All these services are provided on site to all students who have a need.

Title I Services

Title 1 is a federally funded program. These services include improvement of reading and social services. Eligibility for Title I Services is based on standardized test score results and is available to eligible students in grades K to 3. A Reading teacher(s) provides eligible students with daily remediation of reading skills.

If additional federal funding is available, Blessed Trinity may provide after school tutoring for eligible students. Teachers from our school, as well as, other schools, will be invited to become tutors. The cost of this tutorial program is free to eligible students.
Act 90-195

Act 90-195 provides students with textbooks and instructional materials designed for student use. These books are purchased through state funds allocated by the PA Department of Education.

Religion books cannot be purchased through the funds allocated by the state of Pennsylvania as the state does not pay for books or instructional materials of a religious nature. These books are purchased by the parents/guardians.

BTRCS PM CARES PROGRAM GUIDELINES
2018-2019

The PM CARES (Children Are Receiving Extended Services) Program provides professional supervision for those registered in the program who attend Blessed Trinity School. CARES serves working parents, wishing both parochial school education and supplementary care for their children. The CARES program complements the value system of our school and families. The program strives to insure security, consistency, and care for children of our working parents. Activities include homework, snack, and recreation. The CARES program is staffed by Blessed Trinity’s teachers. The staff works together to provide care for each child in an atmosphere of respect and cooperation.

PARENTAL RESPONSIBILITIES
Keeping the child’s safety in mind, parents must adhere to the requirements of the Program:

● The signature of a parent/guardian on the information/emergency form indicates agreement with and willingness to comply with the requirements of the program.

● Information/emergency forms for each family must be completed and KEPT UPDATED. At least one of the emergency phone numbers MUST be the number of a parent/guardian. (Answering machines and beepers are not helpful to us in an emergency).

● All children MUST be signed out with a staff person on any day that they stay for CARES. By law, we may not release a child from the CARES Program to anyone whose name is not on file.

● An Emergency Plan must be on file in case of an emergency dismissal (snow or other conditions that cause Blessed Trinity to dismiss early). Each child must
know their plan. Parents need to listen to KYW. NO PHONE CALLS CAN BE
USED as an emergency plan.

● Monthly calendars and fees must be sent on the DUE DATE on the calendar. Any fees sent after the due date must include a $10.00 late fee.
● Parents/Guardians must pick up children no later than 6:00 PM. Late fee ($10.00) will be applied for each 15 minutes late per child.
● If a child is taken out of school early, please ask the main office to notify CARES coordinator.
● The Program is entirely financed by the fee of each family. This fee pays for staff, snacks, and supplies.

THE DAILY FEES for After CARES are:

$10.00.......................1 child
$17.50.......................2 children
$25.00.......................3 children

***ALL CHILDREN MUST REGISTER FOR AT LEAST 3 DAYS/WEEK***

STUDENT RESPONSIBILITIES

All students enrolled in the program are to be made aware of the rules of the program by their parents/guardians. To ensure the safety of all children, the following rules need to be followed.

● Children are expected to respect staff, other children, and any space and materials used.
● Children are NEVER to leave the Site without permission of the CARES staff.
● Children must listen to and obey instructions given by the Staff.
● Children are responsible for having all assignments and belongings with them before reporting to CARES. No child will be permitted to return to homeroom for any reason after school dismissal.

POLICY AND PROCEDURES

● Program operates only on school days from dismissal to 6:00 PM.
● Children will meet in the designated area when the CARES dismissal line is called.
● Children change into play clothes (carried to school by child and kept with school bag). All possessions must be labeled for identification purposes if lost.
● Children MUST wear sneakers to be permitted to run and play outside.
● Without sneakers, a child may NOT participate in outdoor games.
● Healthy snacks and drinks will be provided every day. The children are encouraged to eat what is provided.
● Written homework that the children show the staff will be checked. Parents are responsible for double checking/signing written homework and overseeing study homework.
● Any remaining time will be used for independent activity.

_______________________________________________________

PLEASE RETURN these very important forms

● Guidelines Response Form
● Information/Emergency Form
● Monthly CARES calendar and fee

ANY STUDENT WHO CAN NOT ABIDE BY THE RULES
WILL BE ASKED TO LEAVE THE PROGRAM.

THREE WRITE UPS WILL RESULT IN A DISMISSAL