



# TRINITY CATHOLIC ACADEMY

Parent & Student Handbook

2017-2018

## Lower Campus

Preschool - Grade 3 ♦ 631 N. Main Street ♦ Brockton, MA 02301  
Phone (508)583-6231 Fax (508)583-6336

## Upper Campus

Grades 4 - 8 ♦ 37 Erie Avenue ♦ Brockton, MA 02302  
Phone (508) 583-6225 Fax (508) 583-6229  
[www.tcabrockton.org](http://www.tcabrockton.org)

## Vision

Trinity Catholic Academy's vision is to have every child be successful spiritually, emotionally, and academically. Each and every child should be at or above grade level and at the completion of eighth grade will be able to gain acceptance to the high school of their choice.

## Mission

Trinity Catholic Academy strives to instill the spirit and teachings of the Catholic faith while offering a challenging academic curriculum that is enriched with fine arts, technology, and athletics. We are committed to maintaining the highest standards of excellence for all students.



Fully accredited by the New England Association of Schools & Colleges

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### **Admission Policy**

The goal of our Catholic Schools is to present Catholic faith and Catholic teaching to our students in a rigorous academic, spiritual and moral education program. Catholic school students strive for high academic achievement, are taught to love and worship God, and live the Gospel teachings. Catholic school students work together, build community and give service to others.

Our schools welcome and do not discriminate against or exclude any categories of students. Admission is dependent both on academic qualifications and the desire to promote what is in the best interest of the student. Students are considered "academically qualified" if they meet a school's written academic criteria for admission. Academically qualified Catholic students may be given priority for admission to Catholic Schools.

Parent(s)/guardian(s) of students in Catholic schools must accept and understand that the teachings of the Catholic Church are an essential and required part of the curriculum.

Admission to Trinity Catholic Academy and the Talented and Gifted Program is based on a rolling admission policy.

*All requests for admission must include the following:*

1. Official birth certificate (or acceptable copy)
2. Kindergarten progress report (if available)
3. Baptismal certificate (if applicable)
4. Application documents carefully and completely printed
5. Standardized testing results and/or MCAS scores
6. Previous year's and/or present year's report cards
7. Medical history and immunization records
8. First Communion certification (if Catholic)
9. Student interview

### **Religious Education**

Parents have the primary responsibility to provide religious education for their child. The staff of Trinity Catholic Academy shares in this responsibility. Our classroom instruction is enriched by frequent liturgical celebrations: Mass, Holy Eucharist, the Sacrament of Reconciliation, Stations of the Cross, and other Para-Liturgies. Parents are encouraged to attend all of the liturgies celebrated with the students. Students in second grade will be prepared for First Reconciliation and First Eucharist. Parents are required to attend some evening meetings for these sacraments. Regular attendance at Sunday Mass and Holy Day Mass is an obligation for all Catholics. Your good example in this regard is an important element in your child's religious education.

### **Code of Discipline**

Discipline is one aspect of life at Trinity Catholic Academy. Our aim is to create an atmosphere in which teaching and learning can take place and where students grow in their ability to accept responsibility for their own actions. The Code of Discipline is a set of fair and consistent policies and rules that, by its enforcement, helps to establish order for the benefit of all. Administrators, teachers, staff, students and parents shall both verbally and physically treat

each other with kindness, courtesy, and respect, which will contribute to a positive and safe learning atmosphere. Students are subject to the Code of Discipline in school, on school property, on the way to or from school, on field trips, at athletic contests, school-sponsored events, and on school provided transportation.

#### **Expected Student Behavior**

It is within an atmosphere of responsible freedom that a student at Trinity Catholic Academy is given the opportunity to assume increasing responsibility for his or her own educational growth. Students are expected to behave in accordance with the philosophy of Trinity Catholic Academy. Violence, whether physical or verbal, is contrary to our mission statement and violates the human dignity of each person. All students should be thoughtful regarding the property of others. Violation of these principles will not be tolerated. Within this framework, certain rules and regulations are put into place.

The following behaviors are considered examples of unacceptable behavior, however, unacceptable behavior is not limited to:

1. Possession or use of a dangerous weapon (real or simulated);
2. Use of alcohol, tobacco products, and/or a controlled substance
3. Fighting;
4. Endangering the physical safety of another by the use of force or threat of force;
5. Acting in a way that endangers the health and safety of students or other members of the school community, including verbal or written threats.
6. Assault;
7. Verbal or physical harassment of any kind, including racial or sexual against another individual;
8. Bullying;
9. Stealing or damaging school or another's property; (*restitution required*)
10. Forcing another to surrender his/her belongings;
11. Endangering others by unauthorized use of lighters, matches, fireworks, flammables, extinguishers;
12. Arson;
13. Accessing, possessing, or distributing inappropriate material (print, graphic, electronic, audio, visual, etc.);
14. Cheating in any form, including plagiarism;
15. Abusive language including cursing, swearing, making obscene remarks or gestures.;
16. Unauthorized selling of materials;
17. Excessive rough playing, using or throwing objects as a means of physical abuse;
18. Interfering with the teaching/learning process;
19. Pulling or causing a false fire alarm, or calling a false 911;
20. Entering or leaving the building or classroom without permission; and
21. Being anywhere in the building or on school property without authorization.

### **Bus Behavior**

The Brockton School Department provides busing for Trinity Catholic Academy students who reside in Brockton, according to School Committee Policy. The Brockton School Department also sets bus routes and designated stops. *Riding the school bus is a privilege and not a right.* Violation of any item listed below may result in the immediate suspension of bus privilege and/or suspension from school. Disorderly conduct, shouting or throwing things on the bus will not be tolerated. After a series of warnings, the student may be permanently suspended from bus privileges. **Students are to ride the bus that the school department assigns. Only the school department can grant permission to change busses.**

***Parents must notify the Brockton School Department, 508-580-7590, regarding a change of address and/or new bus stop.***

#### **Students shall:**

1. leave home early enough to arrive at your bus stop five minutes before the bus.
2. remain back from the roadway and behave in an orderly manner while waiting for the bus.
3. enter the bus in single file and in an orderly manner.
4. go directly to a seat and remain seated while the bus is in motion.
5. obey the directions of the bus driver at all times.
6. keep heads, arms, hands, and legs inside the bus.
7. not eat or drink on the bus.
8. refrain from throwing anything out the window, littering, or defacing the bus.
9. keep aisles clear.
10. not use inappropriate language.
11. practice general bus safety rules.
12. not use cell phones or other personal electronic devices.
13. not ride a bus other than the one to which they have been assigned.
14. use the emergency door only if directed by an adult.
15. always cross in front of the bus, when exiting, if the student has to cross the street.
16. walk out ten feet, look both ways, and wait for the driver to signal you to cross.
17. never attempt to return to the bus once you leave unless instructed to do so by the driver.

### **Cafeteria Rules**

Students are expected to follow school rules in the cafeteria. All food and drink must be consumed in the cafeteria during the designated breakfast, lunch or snack period. Violation of this rule will result in a disciplinary action. Soda, candy and gum are not permitted in school or on the bus.

### **Rights of Students**

1. Students have the right to take part in school and class activities providing they are not interfering with the learning process or the rights of other students.
2. Students have the right to kindness, courtesy and respect from all children and adults.
3. Students have the right to mental and physical safety, protection of property and environment.
4. Students have the right to due process which provides them with the following procedures before any action is taken:
  - A written or oral notice of the charge(s)
  - An explanation of the facts which led to the charge(s)
  - An opportunity to present their side of the story

### **Normal Progressive Disciplinary Procedures**

Circumstances will determine the particular order and selection of procedures as noted below.

1. Teacher - The teacher will employ classroom behavior management techniques with appropriate consequences and rewards.
  - a. Correction of pupil by teacher
  - b. Informal teacher-pupil conference: confer privately with student at the earliest opportunity
  - c. Detention (prior notification to parent)
  - d. Telephone call to the parent/guardian with notification to the principal
  - e. Approved letter home
  - f. Informal teacher-parent conference
  - g. Referral to principal: written and concise
2. Principal
  - a. Conference with both pupil and teacher
  - b. Warning to pupil of possible subsequent actions
  - c. Telephone call to the parent/guardian
  - d. Letter home
  - e. Loss of privileges such as field trips, play time, recreational assembly, holiday festivities, etc.
  - f. Principal-parent conference
  - g. Restitution of damaged or stolen items
  - h. Other appropriate referrals such as medical, court, outside agencies
  - i. Out-of-school suspension
  - j. The principal may suspend a child up to ten (10) days for each incident. The parent will be informed in writing concerning the reasons and the length of time. A parental conference is required before the student is allowed to return to school.
  - k. Recommendation for expulsion after discussion with appropriate personnel

### **Detention**

A detention will be issued to a student who violates school rules. Students who fail to show up or who are late for detention (without making prior arrangements with the Principal) will receive additional detention. Detention takes priority over all other school activities. The parents will be notified if their child accumulates excessive detentions.

### **Suspension**

Suspension is the temporary exclusion of a student from Trinity Catholic Academy. A suspension may result if a student continuously disregards school policy. A suspension may also result from a single serious offense. A parental conference is required before the student is allowed to return to school.

### **Procedure for Threats**

Any threats of violence whether verbal, written, physical, or via the Internet or cell phone will be considered a serious safety issue to the school community and may result in suspension or expulsion. When a threat is made the following procedure will be followed:

1. Incident will be reported to principal immediately.
2. Parents of the student will be notified immediately.
3. Regional Director will be notified immediately.
4. Catholic Schools Superintendent of Schools will be notified.
5. Law enforcement officials will be notified.

### **Expulsion**

Expulsion is the permanent exclusion of a student from Trinity Catholic Academy. Examples of reasons that a student may be expelled include, but are not limited to, the following:

1. Causing bomb scares
2. Causing false fire alarms
3. Participating in extortion
4. Assaulting a staff member or student, either physically or verbally
5. Vandalizing school property
6. Weapons
7. Drugs
8. Felony complaint
9. Causing false 911 calls
10. Other serious offenses which may adversely affect the welfare of the school.

The Principal will investigate and then hold a hearing with the student, his/her parent/guardian, teacher, and any other parties involved to determine a course of action. After the hearing, in serious circumstances, the principal may find it necessary to recommend expulsion to the Regional Director of Trinity Catholic Academy with notification to the Superintendent of Schools.

### **Bullying**

The Archdiocese of Boston and the Catholic Schools Office believe that each Catholic school in the Archdiocese of Boston must be aware that its purpose is rooted in the mission of the Church. Each Catholic school, in fulfilling its role within the educational mission of the Church, must share and live out, through Catholic Christian tradition, the message of Jesus Christ and be committed to providing an integrated Catholic educational environment that permeates all aspects of its daily life and operations.

Each child should be challenged to reach his/her full potential develop a love of learning and learn in an environment that fosters respect and understanding of one another. It is essential that a safe, positive and productive educational environment be established where students can achieve the highest academic standards and where no student shall be subjected to bullying, cyber-bullying or

retaliation. Bullying, cyber-bullying or retaliation or other like disruptive or violent behaviors constitute conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and embracing environment. Pastors, principals, faculty, staff and volunteers are expected to demand that all students behave appropriately and treat others with civility and respect. Bullying, cyber-bullying and retaliation are not to be tolerated.

#### **Definitions**

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

"Aggressor", means a student who engages in Bullying or Retaliation.

"Bullying" is the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a Target that:

- causes physical or emotional harm to the Target or damage to the Target's property;
- places the Target in reasonable fear of harm to him/herself, or of damage to his/her property;
- creates a hostile environment at school for the Target;
- infringes on the rights of the Target at school; or
- materially and substantially disrupts the education process or the orderly operation of a school.

*For the purpose of this policy, whenever the term "bullying" is used it is to denote either bullying or cyber-bullying.*

"Cyber-Bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by:

- wire; radio electromagnetic; photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyber-Bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyber-Bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

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

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



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

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

“Target”, a student against whom bullying or retaliation has been perpetrated.

Bullying is prohibited:

- On school grounds owned, leased or used by a school;
- On property immediately adjacent to school grounds;
- At any school-sponsored or school-related activity, function or program whether on or off school grounds;
- At a school bus stop;
- On a school bus or any other vehicle owned, leased or used by the school; or,
- Through the use of technology or an electronic device owned, leased or used by a school;

#### **Civil Rights, Harassment and Nondiscrimination**

It is the policy of the Trinity Catholic Academy Brockton to provide an educational environment which is free from discrimination. Parents who feel that their young children have been victimized because of race, color, sex, religion, national origin, or disability may contact any member of the school staff who will assist in reporting the incident to the Regional Director.

If parents or students are not satisfied with the results of the investigation and the action taken, a formal complaint may be filed with the U.S. Department of Education, Office of Civil Rights, 33 Arch Street – Suite 900, Boston, MA 02110-1491, (617) 289-0111.

#### **Search for Contraband Materials**

Under the circumstances of a clear and present danger, the principal and/or designee shall have the right and duty to inspect students' lockers, desks and the contents therein without prior judicial authorization, police participation or student permission.

If there is reasonable suspicion that a student is in possession of a controlled substance or weapon, a member of the school administrative staff in the presence of a witness may search an individual pupil's person or any belongings on his/her person. This includes clothing, pockets, wallets, purses, backpacks, lunch boxes, etc.

Parental notification will be made if any police interrogation occurs which carries an implication of possible allegation of guilt, or if the furnishing of information may lead to an indictment. The designated school official will maintain an informal record of the interview to include time, place, persons, and summary of discussion and findings.

*It should be noted that under Massachusetts law, counterfeit substances are to*

*be treated the same as an actual drug.*

#### **Sexual Harassment**

It is the policy of the Trinity Catholic Academy Brockton to promote and maintain an educational environment that is free from any type of harassment, including inappropriate touching, sexual harassment, and sexual assault. Cases of inappropriate sexualized behavior by young children will be handled sensitively, professionally, and on an individual basis by all school staff.

When students under the age of seven exhibit sexually inappropriate behaviors, including intentionally inappropriate touching, parents will be informed of the incident and invited to be present when the student is questioned, if feasible. Students under the age of seven are usually considered victims of, or witnesses to, the inappropriate sexual behavior of others, rather than perpetrators, and cannot be criminally prosecuted. However, depending upon the nature and severity of the behavior, certain cases of sexual assault may be reported to the authorities for further investigation and eventual referral to the District Attorney's office for prosecution. A 51A may be filed with the Department of Social Services.

When elementary school students (over the age of seven) exhibit sexually inappropriate behaviors, including intentionally inappropriate touching, parents will be informed of the incident and invited to come to school, if feasible, before the student is questioned further.

#### **Equity Officer**

The Regional Director is the designated Equity Officer for cases involving students and he is vested with the authority and responsibility of processing all complaints of discrimination, including harassment complaints. The Regional Director's office is located at Trinity Catholic Academy Brockton, Upper Campus, 37 Erie Avenue, Brockton, MA, 02302, 508-583-6237.

#### **Truancy**

Students absent from school without authorization are considered truant. Truancy is a serious offense and will result in suspension or referral to the Truancy Officer. Parents/Guardians must meet with the Principal following suspension for truancy. There are no such things as "skip days" and any student who participates in a "skip day" may be liable for disciplinary action.

#### **Drug and Alcohol Policy**

The Trinity Catholic Academy Brockton policy is to uphold and enforce the laws of the Commonwealth of Massachusetts relating to the unlawful possession and unlawful distribution of controlled substances and alcoholic beverages.

The School Drug and Alcohol Policy established for the Trinity Catholic Academy Brockton is based upon the concept that the role of the school is basically educational and rehabilitative. Consequently, the major concerns of the school with regard to drug and alcohol use and abuse are the welfare of the individual student and the general welfare of the school population; however, in order to safeguard individual and general welfare and safety, the school may at times initiate medical, psychological, social and legal safeguards in the case of drug and alcohol abuse.

(If any of the following infractions occur at the Pre K or kindergarten level, it is assumed that the child is not responsible but rather the parent/guardian has some level of responsibility whether it be child neglect and/or abuse. In these cases, the matter will be reported to the authorities and the Department of Social Services.)

All drug policies adopted for the regular school day are in force in school, on the way to and from school, and during all school related activities, including on school buses.

#### **School Property**

School property, including books, computer, and furniture is to be respected. Damage to school property is a serious matter and repayment is required. Suspension will result for willful damage.

#### **Confidentiality**

All school staff must make it clear to pupils who confide in them that information about their personal drug or alcohol problems must be reported to the school principal. In addition, any statement whether written or verbally expressed to hurt themselves or someone else must be reported to the principal. This is done confidentially and only in order to further the goal of promoting the pupils' personal welfare and the security of the school.

In all instances where the principal has received information of drug or alcohol involvement on the part of pupils, steps should be taken to advise the pupil that parents must be notified and consulted about further actions that are appropriate in the particular situation.

#### **Bringing Novelty Items to School**

Students occasionally bring items to school that interfere with the educational process, and may cause injury to fellow students. Students are advised that the following or similar items are not allowed in school: lasers, caps, fun snaps, iPods/MP3 players, walkman style radios, portable game systems, collectible cards, computer toys, or other novelty items.

#### **Student Use of Cell Phones**

**Students may not use cell phones inside the building . Phones and all functions must be kept turned off.** Phones must be kept in lockers, book bags or purses. Phones may not be visible on the student's person at any time. **Phones may not be used on the school bus.** A student who fails to follow this policy will be subject to disciplinary action and the phone will be confiscated. In all cases, parents will be requested to attend a school conference where the behaviors will be discussed by the building principal.

If a student needs to make a phone call home in an emergency situation, they will be able to do so from the office. *The school is not responsible for the loss or damage of cell phones.*

#### **Title I**

Title I services are available to all eligible Brockton students in grade K-3. This program is administered by the Brockton Public Schools, using guidelines established by the Federal Government.

### **Dress Code**

Uniforms are worn with pride by students in grades K - 8. Students are expected to be in full uniform for the duration of the school day. All uniform items, except shoes, must be purchased through Rockland Athletic, Rockland MA. The colors are: burgundy, gray, khaki and white. The School Code for on line ordering is tcab0003.

**School Pride Uniforms**  
1471 Main Street, Rt. 18  
South Weymouth, MA 02190  
781-812-2561  
Toll Free-877-515-0357  
[www.schoolprideuniforms.com](http://www.schoolprideuniforms.com)

Trinity Catholic Academy expects the following in regard to dress code: no head coverings of any sort, such as hats, hoods, or bandanas, are to be worn in the building.

No visible body piercing jewelry is acceptable with one exception; girls may wear one small earring in each earlobe but absolutely no hoops of any size. Students are not allowed to have excessive hair styles, including neon colors, razor designs or Mohawks. Students are not allowed to have visible tattoos.

#### **Boys**

- ◆ Khaki pants with black belt
- ◆ White button down dress shirt (short/long sleeve)
- ◆ Burgundy sweater with logo
- ◆ Black or brown dress shoes only, with heels no higher than 1 inch.
- ◆ No Boots
- ◆ Grades K-3 - matching plaid tie
- ◆ Grades 4-8 - solid burgundy tie
- ◆ Black or tan socks

#### **Girls**

- ◆ High round neck, 2 pleat skirt jumper (Grades K-3) or Khaki pants
- ◆ Kilt (Grades 4-8) or Khaki pants with black belt
- ◆ White blouse with Peter Pan collar (short/long sleeve)
- ◆ Solid burgundy tie
- ◆ Burgundy sweater with logo
- ◆ Burgundy vest with logo (Grades 4-8)
- ◆ Black or brown dress shoes only with heels no higher than 1 inch.
- ◆ No Boots
- ◆ Gray or burgundy knee socks or tights

### **Physical Education**

Physical Education is taught weekly at all grade levels. Uniforms and regular soled sneakers must be worn on physical education day (s).

#### **Physical Education Uniform**

Grades Pre-Kindergarten–Grade 8:

- ◆ Burgundy sweatshirt with school name
- ◆ Burgundy sweatpants with school name
- ◆ Burgundy shorts
- ◆ Gray school-logo tee shirt
- ◆ White socks/sneakers

#### **Physical Education Uniform**

Pre-K:

- ◆ School gym uniform, or
- ◆ Regular street clothes

### **No Uniform Days**

The following is a list of guidelines for no uniform days at Trinity Catholic Academy:

#### **Girls**

- Long pants and jeans that are not ripped, overly tight, or cut so low that it prevents the shirt from properly covering the midriff.
- Shorts and skirts must be long enough so that the leg has reasonable coverage.
- Shirts must cover the midriff and be sleeveless, short sleeved or long sleeved. Tops with thin straps are not acceptable.
- Low-cut shirts of any kind are not acceptable. Pictures on T-shirts may not have references that are violent, relate to drugs, or inappropriate for school.

#### **Boys**

- Long pants, jeans, and shorts that are not ripped, or cut so that a belt is needed to keep the pants in place.
- Pictures on T-shirts may not have references that are violent, relate to drugs, or inappropriate for school.

#### **All Students**

Footwear:

- Sneakers of any type are fine, except Heelys.
- Sandals are acceptable if they have a strap that holds the foot in place.
- No backless shoes or flip-flops are allowed

### **Parking Lot Safety**

**Parents are asked to use extreme caution while driving on school property.**

### **Arrival & Dismissal**

Your child's safety is of upmost concern. Students should not arrive at school before 7:30 a.m. at the Upper Campus; 7:40 a.m. at the Lower Campus. Prior to these times there is no supervision.

Breakfast students may arrive no earlier than 7:20 (Upper Campus) and 7:30 (Lower Campus).

On half days school is dismissed at 11:30 at the Upper Campus and 11:45 a.m. at the Lower Campus. Regular dismissal is 2:25 at the Upper Campus and 2:45 p.m. at the Lower Campus. All students should be picked up promptly at dismissal. There is no supervision for children after dismissal time unless there is an emergency that has been communicated to the office.

### **School Hours**

Upper Campus: 7:45 a.m. – 2:25 p.m. Lower Campus: 7:45 a.m. – 2:45 p.m.

### **Tardiness**

Punctuality is of the utmost importance. Chronic tardiness does not foster responsibility and is a disruption of the teacher and the rest of the class. Please make sure that your child arrives by 7:45 a.m. for the Upper Campus and 8:00 a.m. for the Lower Campus. If your child is late you must provide a note explaining the reason for the tardiness. Chronic tardiness will result in a detention after school.

### **Absence**

When a child is absent from school you must provide a note explaining the reason for the absence. **To ensure your child's safety, please notify the school office by phone if your child will be absent.**

### **Dismissal**

Early dismissals are discouraged because they interrupt the educational process and should be limited to emergencies or extreme hardship. Medical or dental appointments should be scheduled when school is not in session. If an early dismissal is necessary, a note signed by a parent explaining the circumstances is mandatory. To ensure your child's safety, all visitors to the school must report to the school office. All early student dismissals must be made from the school office. Prior written notification is required or your child will be dismissed at the regular time. There are no exceptions.

### **Lower Campus**

Students who are transported by car must be dropped off and picked up in the Montello Street parking lot ***only***. **No driver is EVER to cross or pass through the cones or parking lot during school hours or while children are in the playing area.**

### **Upper Campus**

The traffic pattern is a **one way only for school property**. All drivers are to enter on Erie Avenue and exit on Lyman Street. Students arriving by a car in the morning should be dropped off outside the area marked by cones. At dismissal and after the buses have departed, all cars should move forward in a single line to the end of the school. The designated traffic pattern must be followed at all times. Please do not block the driveways on Erie Avenue.

**No driver is to ever cross or pass through the cones in the parking lot during school hours or while the children are in the playing area.**

### **Extended Day**

Before and after school services are provided by TCA Extended Day for an additional cost. Please contact 774-240-8970 or visit [www.tcabrockton.org](http://www.tcabrockton.org) for additional information.

### **Visitors**

To ensure your child's safety, all visitors, including parents *must* report and sign in at the main office.

### **Drills**

Fire, Lockdown and Evacuation Drills will be conducted periodically during the school year. *Talking is prohibited during all drills*. Failure to follow the rules will result in a disciplinary action.

### **Volunteers**

Volunteers are one of the strengths of Trinity Catholic Academy. The involvement of parents and volunteers enriches our programs and ensures an efficient and welcoming environment. All volunteers must attend the VIRTUS program and pass a CORI check, by October 1st . Each family is expected to volunteer in some capacity.

### **Communication**

Communication between parents and teacher is vital to a successful education for your child. For this reason, we encourage parents to attend "Back to School Night" in September and both parent-teacher conferences. Parents are encouraged to keep the lines of communication open with the teachers and principal. At the beginning of each month a newsletter from the principal will be sent home. If a parent has a reason for concern, they should contact the child's teacher by phone, note, or e-mail. "ONE CALL" will be placed to notify parents of school events, school closings, or an emergency situation. The Trinity Catholic Academy's webpage contains additional information and is updated frequently.  
[www.tcabrockton.org](http://www.tcabrockton.org)

### **Homework**

Homework is assigned to all grade levels and is integral to any academic program. It provides opportunities to reinforce, review, and master information introduced in class and is a valuable enrichment tool. Unless a teacher specifies that the assignment is a group project, students should do their own homework. Copying another's homework is cheating, nullifies the benefits of assignments, and will result in no credit for both students. Homework is assigned daily and must be completed. Assignment notebooks are required and enable parents to check that work is done. It allows for communication between teacher and parent. Parents are encouraged to arrange a quiet place and a regular time for their child

to complete homework.

When a student is absent, he/she should meet with each teacher to arrange make-up work. If a student is absent for several days parents may contact the teacher to request assignments. In all circumstances the student is responsible for all material covered during his/her absence. Trips/Vacations are strongly discouraged while school is in session

#### **Minimum Home Work Time**

Grades K – 3: 20 to 30 minutes

Grades 4 – 6: 30 to 60 minutes

Grades 7 – 8: 60 to 90 minutes

#### **Progress Notices**

Progress notices are issued during each trimester to all students in grades 1-8. This report is an indication of a student's academic standing. Each student will bring a progress notice home to be signed by parent/guardian and returned to school. Copies of progress notices are kept on file by teachers. Progress notices give students an opportunity to assess their work and to seek help if improvement is needed. Please consult the school calendar for dates.

#### **Report Cards**

Report cards are issued three times during the school year for Grades Prekindergarten-8. Warning notices are sent at any time that a teacher notes poor academic performance, behavior problems, or homework deficiency. We try to notify parents if there is a likelihood of failing grades. Parents should recognize that grades on a report card are not "given" by the teacher, but "earned" by the student. Class participation, quizzes, homework assignments, and formal tests are recorded by the teacher. All students are required to participate fully in all activities assigned by the teacher. The results of these student accomplishments become the reported grade. Please consult the school calendar for dates.

#### **Promotions and Retentions**

Promotions and retentions will be based on a careful evaluation of academic, physical, social, and emotional growth. The primary reasons for considering retention shall be as follows:

- Failing one or two major subjects for the year will result in the student's attending an approved summer school and passing the failed subjects. *However if a student fails both Mathematics and English they will not be promoted to the next grade level.*
- Failing two or more academic areas may result in the student being retained.
- Frequent or excessive absences.
- Lack of effort on the part of a capable student
- Physical or social immaturity

#### **School Cancellations**

During inclement weather, parents are advised to watch TV Channels 4, 25, or 56. For your convenience, ONE CALL system will call each student's home to indicate that school will be cancelled. Ultimately it is the parent's decision as to



the advisability of sending their child to school in the case of inclement weather. ***Please note: If Trinity Catholic Academy is in session, all classes including preschool, pre-kindergarten, and kindergarten school will be held.***

#### **Emergency Cards**

Every student must have on file an up-to-date list of addresses and telephone numbers where parents may be reached in case of illness or emergency. We also require the telephone numbers of at least two English-speaking adults who will assume temporary responsibility for your child if you cannot be reached. Parents *must* notify the school office of any changes on emergency cards. If your child becomes ill at school or has a temperature, we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided.

A student who has been absent due to illness for five or more consecutive days must provide a doctor's certificate upon returning to school. *Upon returning to school, all students must bring a note to explain why they were absent.*

#### **Student Internet Acceptable Use**

In order for a student to use the Trinity Catholic Academy Brockton's connection, he or she must read these guidelines and sign the policy. This policy must also be signed by a parent or guardian. The Internet is a vast, global network, linking computers at universities, high schools, science labs, and other sites. The Internet enables one to communicate with people all over the world through a number of discussion forums, as well as through electronic mail. In addition, files on the Internet are available for downloading, many of which are of educational value. Because of its enormous size, the Internet's potential is boundless. It is possible to speak with everyone from prominent scientists to world leaders to a friend at college. However, with such great potential for education also comes some potential for abuse. It is the purpose of these guidelines, as well as the policy for the Internet use, to make sure that all who use the Internet, both students and faculty, use this valuable resource in an appropriate manner.

The use of the network is a privilege, not a right, which may be revoked at any time for abusive conduct. Such conduct would include, but is not limited to, the placing of unlawful and/or inappropriate information on a system, the use of abusive or otherwise objectionable language in either public or private messages, the sending of messages that are likely to result in the loss of recipients' work or systems, the sending of "chain letters" or "broadcast" messages to lists or individuals, any other types of use which would cause congestion of the network or otherwise interfere with the work of others, as well as the use of the Internet in a manner which would violate the copyright and/or trademark laws of the United States. Because of the size of the Internet, many kinds of materials eventually find their way onto the system. Should a user happen to find materials that may be deemed inappropriate while using the Trinity Catholic Academy's Internet account, the user shall refrain from downloading this material, and shall not identify or share the location of this material.

Be aware that the transfer of certain kinds of materials is illegal and punishable by fine or other disciplinary action. In addition, the Trinity Catholic Academy takes no responsibility for any information or materials that are transferred through the Internet.

The primary purpose of the Internet connection is educational. It is essential that everyone who uses this connection understand that purpose. Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on servers will be private. During school time, teachers of younger students will guide them toward appropriate materials.

Trinity Catholic Academy makes no guarantees, implied or otherwise, regarding the reliability of the data connection. Neither Trinity Catholic Academy nor the sponsor organizations shall be liable for any loss or corruption of data resulting from use of the Internet connection. No user shall use this Internet link to perform any act that may be construed as illegal or unethical, including the use of the link to gain unauthorized access to other systems on the network.

Trinity Catholic Academy strongly condemns the illegal distribution of software, otherwise known as pirating. Any user caught transferring such files through the Internet, and any whose accounts are found to contain such illegal files, shall immediately have their accounts revoked.

All users should keep in mind that when they use the Internet, they are entering a global community, and any actions taken by them will reflect upon Trinity Catholic Academy as a whole. As such, all users must behave in an ethical and legal manner.

The following are not permitted:

- Sending or displaying offensive or false messages or pictures
- Using obscene language
- Harassing, bullying, insulting or attacking others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's password
- Trespassing in another's folders, work or files
- Employing the network for commercial purposes

Violations may result in a loss of access as well as other disciplinary or legal action.

Trinity Catholic Academy complies with FCC regulations as specified in the Children's Internet Protection Act (CIPA - P.L. 106-554) by providing filtering on all computers that students use.

#### **Money**

Parents will be sending sums of money to school for various purposes: fund raisers, dues, charities, etc. It is absolutely essential that all money be sent to school in a sealed envelope. The envelope must state on the outside what the money is for, the student's name, grade, and the amount enclosed.

#### **Change of Address**

Any student who has a change of address, phone number, or any other change important to his or her permanent record should notify the school office immediately.

### **Tuition Policy**

- All families are required to enroll in the FACTS Tuition Management Program
- Your child's enrollment is dependent on a tuition account in good standing.
- Tuition payments begin the third week of July.
- Non-payment of tuition may result in the loss of your child's seat in the Academy. Therefore, if payment problems exist, it is critical that the parent or guardian contact the Business Office to notify the Academy of the issue(s) and to make arrangements for payments.
- If you moved, changed your name, or changed your contact information, please notify the Business Office about your address/name/phone numbers/ and address change.

### **Withdrawals from the Academy**

The Academy considers the cost of your child's education as a full school year (July to June) expense. Books are purchased, teachers are hired, and classrooms are prepared in anticipation of each student's full-year participation. As a result, the Academy has specific policies regarding students who withdraw from School.

Please note that parents and guardians who are financially responsible for the withdrawn student are obligated to pay the tuition due according to the schedule below.

The only exception to the above withdrawals policy is by written notice prior to June of the current year.

### **Withdrawals for Families on the FACTS Tuition Payment Program**

You are responsible for contacting the Business Office to cancel your FACTS Automatic Tuition Payment Plan. If there is tuition due according to the schedule above, the Academy will keep the agreement open to collect tuition until your obligation is met.

- Registration fees are nonrefundable
- Families who choose to withdraw their child from the Academy must fill out a withdrawal form available from the Business Office
- Financial aid and scholarships are not considered tuition payments and will not be refunded in event of withdrawal.
- Joining the Academy after the Start of the School Year.

Withdraw in Any Month	Payment Due through a Specific Month
Eg. Withdraw in September	Payment due from July through September (3/10 of the total tuition charged)
Eg. Withdraw in December	Payment due from July through December (6/10 of the total tuition charged)
Eg. Withdraw in March	Payment due from July through March (9/10 of the total tuition charged)

Enrolled before Oct 31 <sup>st</sup>	Full tuition is due.
Enrolled in the period from Nov 1st through the end of the school	Pro-rated from the 1st of any month enrolled.

**Financial Aid**

Trinity Catholic Academy has specific guidelines for the distribution of financial aid. Because we disburse Catholic School Foundation funds, we are required to follow their guidelines for the distribution of aid.

Financial aid will be awarded to families whose tuition account is in good standing. In order to maintain your financial aid award you must make your tuition payments on time and be enrolled in the FACTS Tuition Payment Plan and FACTS Grant and Aid system.

**Extracurricular Activities**

It is a privilege to participate in school-sponsored activities. Students are expected to adhere to rules, standards and qualifications set forth in order to participate in those extracurricular activities. Students who are absent during the regular school day may not attend school functions held that evening. All students must be picked up promptly after any extracurricular activity. The principal may suspend the privilege of participating in extracurricular activities for students who commit chronic or serious acts against the discipline code.

**Field Trips**

Field trips serve as a source of enrichment, as well as a valuable addition to the academic programs offered at Trinity Catholic Academy. Student participation is mandatory in all class sponsored field trips. In the case of an absence, a parent should notify the school office. Fully completed signed permission slips are required before attending a field trip. While on a field trip, all school rules apply.

**Emergency Move to an Alternate Site**

In rare circumstances of an emergency nature, such as loss of heat, water, etc., a school may be required to move students from the home school to an alternate site without prior notification to the parent/guardian. In the event of such an occurrence, the school will send home with the student a notice explaining the emergency.

**Immunizations**

Immunizations and health records are required by the Commonwealth of Massachusetts. Parents must keep records accurate and up-to-date. No child can be admitted to school who has not presented proof of up-to-date immunization records.

**Medication**

The Board of Health requires that no student is to bring medication to school without a form completed by the student's physician. The medication must be in the original prescription bottle. ALL medication is to be brought to the office by the parent to be administered by a school nurse. Massachusetts law does not permit any exceptions to this policy. Under no circumstances is any student allowed to carry any medication, whether prescription or non-prescription.

**Amendments**

The Administration retains the right to amend the handbook. Parents will be given prompt notification if changes are made.