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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
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, while in school uniform,

and on school provided transportation.

Expected Student Behavior

It is within a Christian atmosphere 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 by any means, including social media;
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

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 with teacher (prior notification to parent)
 - d. Communication via email or call to the parent/guardian with notification from administration
 - e. Informal teacher-parent conference
 - f. Referral to Administration: written and concise
2. Administration
 - a. Conference with both pupil and teacher
 - b. Warning to pupil of possible subsequent actions
 - c. Communication to the parent/guardian
 - d. Email to Parent/Guardian
 - e. Loss of privileges such as field trips, play time, recreational assembly, holiday festivities, etc.
 - f. Administration-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. Administration 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 Administration) 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 Administration immediately.

will be informed of the incident and invited to come to school, if feasible, before the student is questioned further.

Equity Officer

The Administration Team is the designated Equity Officer for cases involving students and is vested with the authority and responsibility of processing all complaints of discrimination, including harassment complaints. The Administration'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 Administration 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 early childhood 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 Administration. In addition, any statement whether written or verbally expressed to hurt themselves or someone else must be reported to Administration. 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 Administration has received information of drug or alcohol

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 st	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.

