



# TRINITY CATHOLIC ACADEMY

## Parent & Student Handbook

### 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

At Trinity Catholic Academy, we are committed to maintaining the highest standards of excellence for every member of our educational environment. In a diverse, urban Catholic school community, we promote the spirit and teachings of the Catholic faith while offering a challenging academic curriculum enriched with fine arts, music, technology, and athletics. We empower our students to be motivated, curious scholars of strong character who continually strive to reach their fullest human potential in the classroom and beyond.



**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
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

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, ext 1239 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. do 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. do not use inappropriate language.
11. practice general bus safety rules.
12. No picture or video recording or social media posting
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 bus when exiting, if the student has to cross street
16. walk out ten feet, look both ways, 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 and gum are not permitted in school or on the bus. No glass containers are allowed.

**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 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.

2. Parents of the student will be notified immediately.
3. Catholic Schools Superintendent of Schools will be notified.
4. 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.
11. Repeated disciplinary actions

Administration will investigate and then have a meeting with the student, his/her parent/guardian, teacher, and any other parties involved to determine a course of action. In serious circumstances, the administration team may find it necessary to recommend expulsion to the Administration of Trinity Catholic Academy.

### **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, Administrators, 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 account 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 Administration.

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**

The Administration team 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. Lockers are not to be shared.

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 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

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, fidget spinners, portable game systems, collectible cards, computer toys, or other novelty items.

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

**Students may not use cell phones or wear smart watches 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. 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 Administration.

***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-5. 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 **all** grades. Students are expected to be in full uniform for the duration of the school day.

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.

Jewelry is acceptable as long as it does not deter or interfere with performance and safety of the student as well as student population during all aspects of the school day. Excessive hair styles, colors or designs that interfere with daily school activity will be addressed by administration team.

### **Boys**

- ◆ Khaki dress pants with belt
- ◆ White button down dress shirt (short/long sleeve) with tie or
- ◆ Burgundy or grey polo shirt with logo (short/long sleeve)
- ◆ Burgundy sweater and/or vest with logo
- ◆ Black or brown dress shoes or black sneakers only, with heels no higher than 1 inch.
- ◆ No Boots

### Girls

- ◆ High round neck, skirt jumper (Grades K-3) or Khaki dress pants
- ◆ Kilt (Grade 4-8) skirt or Khaki dress pants with black belt "finger tip length"
- ◆ White blouse with Peter Pan collar (short/long sleeve) or
- ◆ Burgundy or grey polo (short/long sleeve) or grey polo with logo (short/long sleeve)
- ◆ 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 or sneakers
- ◆ burgundy knee socks or tights

### Physical Education

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

### Physical Education Uniform

Grades Pre-Kindergarten–Grade 8:

- ◆ Burgundy sweatshirt with school logo
- ◆ Burgundy sweatpants with school logo
- ◆ Burgundy shorts with school logo
- ◆ Gray or burgundy school-logo tee shirt
- ◆ White or black socks

### 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 – **"finger tip length" for shorts and skirts**
- Shirts must cover the midriff and be sleeveless, short sleeved or long sleeved. No tank tops.
- Low-cut or off the shoulder shirts of any kind are not acceptable. Pictures on T-shirts may not have references that are violent, relate to drugs, or inappropriate language. **No Hoodies**

### 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 language.

**No Hoodies.**

### **All Students**

Footwear:

- Sneakers of any type are fine, except Heelys.
- Sandals or open-toe shoes are not acceptable.
- No backless shoes, Crocs or Flipflops.

### **Parking Lot Safety**

***Parents are asked to use extreme caution while driving on school property. Students are to wait in designated areas only and not congregate in the active parking lot.***

### **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; 7:30 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 11:20 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: 7:30 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 reason for the tardiness. Chronic tardiness will result in a conference with administration and parents/guardians.

### **Absence**

When a child is absent from school you must provide a 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 communication by a parent/guardian 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 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 at TCA for an additional cost.

Please contact 508-583-6225 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. 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 Administration. If a parent has a reason for concern, they should contact the child's teacher by phone, 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

**[www.tcabrockton.org](http://www.tcabrockton.org). In case of an Emergency Event near our campuses, parents will be notified in a timely manner via text and updated by text as appropriate.**

### 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/possesing another's homework is cheating or using AI, 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

communicationn between teacher and parent.

Parents are encouraged to arrange a quiet place and regular time for their child encouraged 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 – 5: 30 to 60 minutes

Grades 6 – 8: 60 to 90 minutes

#### **Progress Notices**

Progress notices are issued during each trimester to all students in grades 1-5. This report is an indication of a student's academic standing. 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. Parents of middle school students have access to their grades throughout the trimester via the Family Portal.

#### **ReportCards**

Report cards are issued three times during the school year for all grades.

Parents are notified 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.
- 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**

ONE CALL system will call and text each student's parent to indicate that school will be cancelled, also an email will be sent. 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 Contact Information**

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 three 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 Wi-Fi 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 may be sending 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**, email 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. Administration 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 notify parents as soon as possible via text, call, and/or email.

### **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**

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