TRINITY CATHOLIC ACADEMY BROCKTON
2009-2010 SCHOOL YEAR CALENDAR

Two campuses, one great school

Upper Campus - Grades 4 - 8
37 Erie Avenue
Brockton, MA 02302
508-583-6225

Lower Campus
Preschool – Grade 3
631 North Main Street
Brockton, MA 02301
508-583-6231

SEPTEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 Stonehill College – all staff
2 First Day for students **grades 1-8**
3 First Day for **pre-K & kindergarten**
7 No school - Labor Day
14 Opening Mass – St. Edith Stein Church
21 Lower Campus - Back to School Night
23 Upper Campus - Back to School Night
28 No School - Professional Development

12 No school - *Columbus Day*
23 First Trimester Progress Reports
28 Half-day – Parent Teacher Conferences
Both Campuses

OCTOBER

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1 All Saints Day
1 Daylight Savings Time ends
11 No school - *Veteran's Day*
18 Half-day – Professional Development
25-27 Thanksgiving Recess

3 Half-day – Professional Development
4 First Trimester Report Cards
8 Immaculate Conception
25 Christmas
23-1/3 No school - Christmas Recess

DECEMBER

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JANUARY

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30/31

1 No school – Mary, Mother of God Octave Day of Christmas; New Year's Day
4 School resumes
14 Half-day – Professional Development
18 No school - Martin Luther King Day
22 Second Trimester Progress Reports
31 Catholic Schools' Week - Sunday Mass

1-5 National Catholic Schools Week
9 Half-day – Professional Development
15 *Presidents Day*
15-19 No school - Winter Recess
17 Ash Wednesday
23 Parent Retreat (evening)

FEBRUARY

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

12 Second Trimester Report Cards
14 Daylight Savings Time begins
15 Half-day – Parent Teacher Conferences
Both Campuses
22-26 Standardized Testing Week

2 No school - *Good Friday*
4 Easter
19-23 No school - Spring Recess
19 *Patriots' Day*
29 Half-day – Professional Development

APRIL

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

7 Third Trimester Progress Reports
13 Ascension Thursday
27 Half-day – Staff Retreat - Stonehill
31 No school – Memorial Day

11 8th Grade Graduation
14 Lower Campus Closing Mass
16 Upper Campus Closing Mass
18/25 Third Trimester Report Cards
18/25 Last Day for students

JUNE

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Religious Formation
Monthly Mass
Reconcillation Services - Advent & Lent

Back to School Night
Lower Campus
September 21 - 7:00 p.m.

Upper Campus
September 23 – 6:30 p.m.

Parent Conferences
Lower Campus
October 28 & March 15
2:00 - 5:00 & 6:00 - 8:00 p.m.

Upper Campus
October 28 & March 15
1:30 - 4:30 & 6:00 - 8:00 p.m.

Progress Notices
October 23
January 22
May 7

Report Cards
December 4
March 12
Last Day of School

Half Days
October 28
November 18
December 3
January 14
February 9
March 15
April 29
May 27

www.tcabrockton.org

TRINITY CATHOLIC ACADEMY BROCKTON
Parent & Student Pre-K - 8 Handbook
2009 – 2010

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

Vision

Trinity Catholic Academy Brockton'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 while maintaining the highest standards of excellence for all students.

Together Everyone Accomplishes More

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Back-to-School Nights

Lower Campus – September 21 - 7:00 p.m.

Upper Campus – September 23 - 6:30 p.m.

Parent Conferences

Lower Campus – October 28 & March 15
2:00 - 5:00 & 6:00 - 8:00 p.m.

Upper Campus - October 28 & March 15
1:30 - 4:30 & 6:00 - 8:00 p.m.

Progress Notices
October 23
January 22
May 7

Report Cards
December 4
March 12
Last day of school

Half Days
October 28
November 18
December 3
January 14
February 9
March 15
April 29
May 27

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, students should behave in a dignified manner that reflects the philosophy of Trinity Catholic Academy. Appropriate attire is expected and 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.

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.

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.

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.

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

Admission Policy
The Trinity Catholic Academy Brockton does not discriminate in its admission policy on the basis of race, religion, color, national origin, age, sex, or disability. 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
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. Stealing or damaging school or another's property;
9. Forcing another to surrender his/her belongings;
10. Endangering others by unauthorized use of lighters, matches, fireworks, flammables, extinguishers;
11. Arson;
12. Accessing, possessing, or distributing inappropriate material (print, graphic, electronic, audio, visual, etc.);
13. Cheating in any form, including plagiarism is contrary to Catholic tradition;
14. Abusive language including cursing, swearing, making obscene remarks or gestures.;
15. Unauthorized selling of materials;
16. Excessive rough playing, using or throwing objects as a means of physical abuse;
17. Interfering with the teaching/learning process;
18. Pulling or causing a false fire alarm, or calling a false 911;
19. Entering or leaving the building or classroom without permission; and
20. Being anywhere in the building or on school property without authorization.

Bus Behavior

The Brockton School Department provides busing for Trinity Catholic Academy students' 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.

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

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, 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.

Student Use of Cell Phones

Students may not use cell phones inside the building at any time. Phones and all functions must be kept turned off at all times. 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 and returned at the end of the day. If these rules are continually broken the phone will be held in the office during the day. If a student needs to make a phone call home, they will be able to do so from the office. ***The school is not responsible for the loss or damage of cell phones.***

In all cases, parents will be requested to attend a school conference where the behaviors will be discussed by the building principal.

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 events such as field trips or other activities for students who commit chronic or serious acts against the discipline code.

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.

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. Wear seatbelts, if available
13. Not ride a bus other than the one to which they have been assigned is prohibited.
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 the rules which are posted 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. Candy and gum are not permitted.

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.

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.

Parent Conferences

Lower Campus -
October 28 & March 15 - 2:00 - 5:00, & 6:00 - 8:00 p.m.

Upper Campus -
October 28 & March 15 - 1:30 - 4:30 & 6:00 - 8:00 p.m.

Back-to-School Night

Lower Campus - September 21 - 7:00 p.m.

Upper Campus - September 23 - 6:30 p.m.

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 three or more academic areas will 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 listen to WXBR (1460) radio, or TV Channels 4, 5, or 7. For your convenience, an automated telephone 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 pre-kindergarten, kindergarten and preschool 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.*

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 a zero 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 1 – 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. 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.

Progress notices will be issued on October 23 ; January 22; and May 7.

Report Cards

Report cards are issued three times during the school year for Grades 1-8. Pre K and Kindergarten Report cards are distributed in January and June only. 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.

Report cards are issued on December 4 ; March 12; and on the **last day of school in June.**

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. Parents of the student will be notified immediately.
2. Regional Director will be notified immediately.
3. Office/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, 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.

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, 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

Anthony M. Luizzi, 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. Anthony M. Luizzi's office is located at Trinity Catholic Academy Brockton, Upper Campus, 37 Erie Avenue, Brockton, MA, 02302, 508-583-6237.

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

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 has changed to **one way only**. 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.

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 KLC for an additional cost. Please contact 508-463-6835 or visit 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.

Fire Drill

At the sound of the bell, students and teachers will follow the posted directions and exit the room in a single line. ***Talking is prohibited during a fire drill.*** 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 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 automated 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**

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; 7:50 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 11:50 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: 8:05 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 8:05 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.

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.

Lockers

Students at the Upper Campus who use their own lockers must provide the principal with the combination or a key.

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.

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 Donnelly's School Apparel. The colors are: burgundy, gray, khaki and white.

Trinity Catholic Academy expects the following in regard to dress code: Head coverings of any sort, such as hats, hoods, or bandanas, are not to be worn in the building.

No visible body piercing jewelry is acceptable, except for one earring in each earlobe. Students are not allowed to have excessive hair styles, including neon colors. Students are not allowed to have visible tattoos.

Boys

- Khaki pants with black belt
- White button down dress shirt (short/long sleeve)
- Burgundy sweater
- Black 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)
- Kilt (Grades 4-8)
- White blouse with Peter Pan collar (short/long sleeve)
- Solid burgundy tie
- Burgundy cardigan
- Burgundy vest (Grades 4-8)
- Black dress shoes ONLY with heels no higher than 1 inch.
- No Boots
- White or burgundy knee socks or tights

Girls Winter Uniform (December 1 – March 15)

- White Peter Pan collar blouse
- Khaki pants with black belt
- Burgundy sweater or burgundy vest
- Solid burgundy tie
- Burgundy or white socks

Physical Education

Physical Education is taught once a week at all grade levels. Uniforms and regular soled sneakers must be worn on physical education day.

Physical Education Uniform

Grades Pre-Kindergarten–Grade 8:

- Burgundy sweatshirt with school name
- Burgundy sweatpants with school name
- Burgundy shorts (May 1 – October 31)
- Gray school-logo tee shirt
- White socks/sneakers

Physical Education Uniform - Pre-K:

- School gym uniform, or
- Regular street clothes

Donnelly's school apparel: 1-800-498-0045 or www.donnellysclothing.com

Dress Down Days

The following is a list of guidelines for "dressing down" on days when Trinity Catholic Academy uniform is not required.

Girls

- Long pants and jeans that are not ripped, 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.

Boys

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

All Students

- Pictures on T-shirts may not have references that are violent, relate to drugs, or are inappropriate for school.
- Footwear:

  Sneakers of any type are fine, except Heelys. Sandals are acceptable if they have a strap that holds the foot in place.

- No slip-ons or flip-flops are allowed