

Most Blessed Trinity Academy

Parent/Guardian and
Student Handbook



Table of Contents

INTRODUCTION.....	6
MISSION OF MOST BLESSED TRINITY ACADEMY.....	6
PARENT/GUARDIAN RESPONSIBILITY AND INVOLVEMENT	6
Non-Custodial Parent	7
RELIGIOUS EDUCATION	7
Non-Catholic Students:	7
STUDENT EVALUATION.....	8
Achievement Tests	8
Parent-Teacher-Student Conferences.....	8
Homework.....	8
Student Agendas.....	9
Retention	9
Graduation Requirements:.....	9
DISCIPLINE	9
We believe that:.....	9
Unacceptable behaviors.....	10
Consequences may include:	10
General Behavior Guidelines from the Archdiocese of Chicago	11
HARASSMENT.....	11
Bullying:.....	12
Suspension.....	12
Truancy.....	12
BUS INFORMATION	12
EXPECTED BUS BEHAVIOR (from Waukegan Public Schools).....	13
GOVERNMENT AID TO NON-PUBLIC SCHOOLS	13
Breakfast and Lunch Program.....	13
FINANCES	13
Fund Raising	13
Policies Regarding School Payments	14
OTHER POLICIES AND PROCEDURES	14
Admission.....	14

Absences and Tardiness	15
Arrival and Departure Time	15
Birthday Celebrations.....	15
Books and Instructional Materials.....	15
Child Abuse and Neglect Reporting.....	16
Communication with Teachers.....	16
Drug Abuse Prevention	16
Emergency Procedures	17
Field Trips	17
Health Record Requirements	18
Medication Procedures	18
Communicable diseases	18
Physical Education:	18
Insurance	19
Lunch and Recess.....	19
Non-discrimination Policy	19
TECHNOLOGY ACCEPTABLE USE POLICY.....	20
Telephone Use.....	21
UNIFORM CODE.....	22
Make-Up.....	22
T Shirts	22
General Uniform Rules	22
Hoodies.....	22
New Hair Rule.....	23
Fingernails	23
Jewelry	23
Dress Up days.....	23
Spirit Day	23
SPECIAL PROGRAMS.....	24
Altar Servers.....	24
Sports Teams	24
Clubs.....	24
TLC (Child Care before and after School).....	24
INTRODUCCIÓN	Error! Bookmark not defined.

LA MISIÓN DE LA ACADEMIA SANTÍSIMA TRINIDAD	Error! Bookmark not defined.
RESPONSABILIDAD Y ENVOLVIMIENTO DE P/MADRES Y TUTORES....	Error! Bookmark not defined.
El Padre / la Madre Que No Tienen Custodia Sobre Sus hijos	Error! Bookmark not defined.
EDUCACION RELIGIOSA	Error! Bookmark not defined.
EVALUACION DEL ESTUDIANTE	Error! Bookmark not defined.
Reportes de Progreso y Tarjetas de Calificaciones	Error! Bookmark not defined.
Exámenes de iReady	Error! Bookmark not defined.
Conferencias para Padres/Madres/Tutores/Maestros /Estudiantes.	Error! Bookmark not defined.
Tarea	Error! Bookmark not defined.
Retención.....	Error! Bookmark not defined.
Graduación	Error! Bookmark not defined.
DISCIPLINA.....	Error! Bookmark not defined.
Comportamiento no aceptable.....	Error! Bookmark not defined.
ACOSO	Error! Bookmark not defined.
Intimidaciones:	Error! Bookmark not defined.
Detención	Error! Bookmark not defined.
Suspensión.....	Error! Bookmark not defined.
Ausentismo [Directrices del Arquidiócesis de Chicago]	Error! Bookmark not defined.
La Respuesta de la Academia al Comportamiento Inadecuado (Directrices del Arquidiócesis	Error! Bookmark not defined.
ACOSO	Error! Bookmark not defined.
Intimidaciones:	Error! Bookmark not defined.
Ausentismo [Directrices del Arquidiócesis de Chicago]	Error! Bookmark not defined.
INFORMACIÓN SOBRE BUSES	Error! Bookmark not defined.
COMPORTAMIENTO ESPERADO: (de Las Escuelas Públicas de Waukegan).....	Error! Bookmark not defined.
	Bookmark not defined.
AYUDA DEL GOBIERNO A ESCUELAS PRIVADAS	Error! Bookmark not defined.
FINANZAS	Error! Bookmark not defined.
Recaudación de Fondos.....	Error! Bookmark not defined.
Pólizas Sobre el Pago de la Colegiatura.....	Error! Bookmark not defined.
OTRAS PÓLIZAS Y PROCEDIMENTOS	Error! Bookmark not defined.
La Inscripción.....	Error! Bookmark not defined.
Faltas y Tardanzas	Error! Bookmark not defined.
Hora de Llegada y de Salida	Error! Bookmark not defined.

Celebraciones de Cumpleaños	Error! Bookmark not defined.
Libros y Materiales Instructivos.....	Error! Bookmark not defined.
Reportando Abuso o Descuido de los niños.....	Error! Bookmark not defined.
Comunicación con Maestros/as.....	Error! Bookmark not defined.
Prevención de Abuso de Drogas	Error! Bookmark not defined.
Procedimientos de Emergencias.....	Error! Bookmark not defined.
Excursiones	Error! Bookmark not defined.
Los Requisitos del Récord de Salud.....	Error! Bookmark not defined.
Procedimientos de Medicamentos.....	Error! Bookmark not defined.
Las enfermedades transmissibles	Error! Bookmark not defined.
Educación Física:	Error! Bookmark not defined.
Seguro.....	Error! Bookmark not defined.
Almuerzo y Recreo.....	Error! Bookmark not defined.
Póliza de No Discriminar	Error! Bookmark not defined.
Horas de Oficina.....	Error! Bookmark not defined.
Posesiones personales	Error! Bookmark not defined.
Archivos	Error! Bookmark not defined.
Búsqueda y asimiento.....	Error! Bookmark not defined.
Uso de Tecnología.....	Error! Bookmark not defined.
Uso de Teléfono	Error! Bookmark not defined.
Aventar Objetos.....	Error! Bookmark not defined.
Juguetes y la Televisión	Error! Bookmark not defined.
EL CÓDIGO UNIFORME.....	Error! Bookmark not defined.
Maquillaje.....	Error! Bookmark not defined.
Camisetas	Error! Bookmark not defined.
Reglas Generales sobre Los Uniformes	Error! Bookmark not defined.
Regulaciones sobre el Cabello	Error! Bookmark not defined.
Joyas	Error! Bookmark not defined.
Días de Vestir Bien	Error! Bookmark not defined.
Días de Vestido Informal	Error! Bookmark not defined.
PROGRAMAS ESPECIALES.....	Error! Bookmark not defined.
Monaguillos/as	Error! Bookmark not defined.
Equipos Deportivos.....	Error! Bookmark not defined.
Clubs.....	Error! Bookmark not defined.

Cuidado de Niños **Error! Bookmark not defined.**

MOST BLESSED TRINITY ACADEMY PARENT and STUDENT HANDBOOK

INTRODUCTION

This handbook is meant **to give parents/guardians and students**, information about our school and ways that we can work together. We believe that cooperation between families and the school is the key to the children's success as students and as persons who are part of our academic and faith community.

GOVERNANCE

Most Blessed Trinity Academy operates under the auspices of the Archdiocese of Chicago. Therefore, Most Blessed Trinity Academy adopts in whole all policies set forth in the **Educational Policy Manual for School Administrators** published by the Office of Catholic Schools of the Archdiocese of Chicago. The school administrator, faculty and governance board are required to follow all policies of the Archdiocese. Additional local policies may be developed to govern the operation of the school but may not be contrary to those set policies and procedures established by the Chicago Archdiocese.

Adoption of State Requirements

All Archdiocesan Schools must be registered with the State of Illinois and be recognized by the Illinois State Board of Education (ISBE) School communities and their principals must comply with these requirements annually in order to maintain ISBE recognition. These requirements include meeting administrative deadlines as determined by ISBE to ensure compliance and recognition.

MISSION OF MOST BLESSED TRINITY ACADEMY

Most Blessed Trinity Academy students and teachers honor and strive for excellence in Christian living, learning and academic achievement, and building a community of love and support where all will succeed now and in the future. We treasure our diversity and its contribution to our competence, commitment, and responsibility for making a positive difference in the world.

PARENT/GUARDIAN RESPONSIBILITY AND INVOLVEMENT

Parents/guardians are the first teachers of their children, and because they remain the most influential teachers, the school depends on them to provide the foundation of religious truths and values upon which is built everything that the child learns in the classroom. Parents/guardians and the school must work together in the education process. In order to foster this cooperation, the school community needs the following things:

- support of the school's mission;
- attendance at meetings sponsored by the school;

- cooperation with the school discipline program;
- responsibility for financial commitments to the school;
- contact with teachers regarding student progress by participation in conferences and other necessary or helpful forms of communication;
- use of appropriate channels of communication (e.g., direct contact with the principal or teacher when there is a concern);
- volunteer assistance to the school in whatever ways are possible;
- instilling in the children a respectful attitude toward the school, especially by example.

Non-Custodial Parent

The Academy abides by the provisions of the Family Educational Rights and Privacy Act with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is no information to be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

SCHOOL CURRICULUM

The instructional program of Most Blessed Trinity Academy includes religion, language arts, mathematics, the biological, physical and social sciences, the fine arts and physical education and health education.

RELIGIOUS EDUCATION

Children come to know God and appreciate their faith because of the beliefs and actions of the significant people around them. In an environment of faith and support at home as well as at school, children grow and mature in the religious dimension of their lives. Parents nourish faith in their children by showing them the richness and beauty of a lived faith - one that shows love of God by regular attendance at Sunday Eucharist and frequent reception of the sacraments.

The religious education in the school provides opportunities for growth in faith through instruction and life experiences. It includes the study of Catholic teachings, Scripture, liturgy, participation in personal and communal prayer, and service to others. As a worshipping community we celebrate the life, death and resurrection of Jesus and our life as a faith community when we have school celebrations of the Eucharist. We will have regular school Masses, and on weeks when we do not have Mass we will gather as a school community in the gym to begin the day with common prayer. Different classes will lead us each time.

The sacraments of Reconciliation and Eucharist are ordinarily received for the first time in second grade. Older students will also be prepared for these sacraments if the family desires it. Sacramental preparation for Confirmation.

Non-Catholic Students:

Students whose parents choose the Academy are choosing to be educated in a Catholic environment. All students will participate in religion classes and have the same academic requirements. They will also attend liturgies and prayers services with the school community

because these occasions are an integral part of the education of our students and are an expression of our common values.

Non-Catholic students do not have to participate in special faith expressions, such as getting ashes on Ash Wednesday, participating in the Sacrament of Reconciliation or the Sacrament of the Eucharist.

STUDENT EVALUATION

Progress Reports and Report Cards:

MBTA is on a trimester system for grade reporting. Grades will be sent home with the student at the end of the marking period. Grades can be seen at any time for grades 6th through 8th on PowerSchool.

PreK through 5th grade use a standards-based grading system. Students will get a report card at the end of each trimester, demonstrating student growth based on this system.

Following is the grading scale used by teachers of grades 6-8 to determine marks:

A+ 97-100	C+ 77 - 79
A 94-97	C 73 - 76
A- 90-92	C- 70 - 72
B+ 87 - 89	D+ 67 - 69
B 83-86	D 63 - 66
B- 80-82	D- 60 - 62
	U below 59

Grades for 6th – 8th grade are tabulated by daily assignments, group projects, quizzes, tests, and participation. Students need to complete assignments on time. If assignments are late, they will not receive full credit.

Parents of students in grades 6 -8 may monitor their child's progress anytime online at PowerSchool. A password will be provided at the first parent meeting of the year and by request any time.

Achievement Tests

The Academy participates in the Archdiocese of Chicago I Ready testing program. Students in grades K- 8 participate in I-Ready 90 minutes a week- 45 minutes in Reading, 45 minutes in Math.

Parent-Teacher-Student Conferences

Parent-Teacher-Student conferences are held twice a year. Conferences give parents/guardians the opportunity to discuss with the teacher and child together her/his academic progress and growth as a member of the school community. **The fall conference is required by all families, while the second is optional by either teacher or parent request.**

Homework

Homework can be a useful way for students to practice skills and learn independent study habits. Teachers assign homework whenever it will serve these purposes. Parents/guardians can be a great help by supervising children's homework time and by checking to see that assignments are finished and done neatly. Teachers will let you know if your child has a problem completing assignments. Your cooperation and help in this area are very important.

Student Agendas

Students in 6th – 8th grade use an agenda to write down their activities and homework for the day. This can be reviewed at home and it can be a way of communication between teacher and parent.

Retention

~~When a teacher feels that retention of a student will be beneficial, the teacher will communicate with the parent/guardian as well as the principal during the year and discuss with them the student's academic progress. Determining factors in deciding whether to retain a student are level of maturity, age appropriate responsibility, proficiency in reading and/or basic required skills, and school attendance patterns.~~

Graduation Requirements:

In order to graduate from Most Blessed Trinity Academy, a student must satisfactorily complete the school's requirements. The major subject areas are English, Mathematics, Reading, Religion, Science, and Social Studies.

As one requirement for graduation, each student shall receive a passing grade on an examination covering the Constitution of the United States and the State of Illinois. The fulfillment of the requirement shall be documented on the student's permanent record.

All financial obligations must be met before a student may participate in the graduation ceremony. **Gowns and graduation materials will not be handed out to students until all financial obligations are met.**

The principal reserves the right to deny participation in graduation ceremonies to a student for on – going behavior problems. Such behavior problems are listed in the discipline section of this handbook.

DISCIPLINE

It is our goal that our students be happy and engaged members of our school community, and that everyone cooperates in providing a wonderful learning environment for all. **The faculty and staff use a Positive Behavior Interventions and Support (PBIS) system which encourages positive behavior on the part of all of the students.**

We have rules in order to ensure the safety of everyone at school and respect for the right of each student to learn and be safe as well as the right of each teacher to teach.

We believe that:

- **all students can make the right choices in the school.**

- **students understand how certain behaviors can either help or harm others.**
- **rules and consequences apply to all students.**
- **teachers, parents/guardians, and the principal cooperate and support each other in order to help students grow in the ability to make good choices.**

If a student decides to violate a school rule there are consequences that are meant to help the student not repeat the misbehavior. Following is a list of behaviors that are unacceptable along with an explanation of consequences. Behaviors are categorized according to their seriousness.

Unacceptable behaviors

- Possession and or use of cell phone from 7:00 – 2:00 p.m.
- Disruptive behavior anywhere in the building or outside.
- **Not following directions from teachers, aides, or staff from MBTA**
- **Use of profanity or rude / offensive language**
- Being out of uniform (regular and gym)
- **Name calling, harassing, or using social media to intimidate or hurt others.**
- Chewing gum, eating candy or other things in school without permission.
- **Being rude to adults or others, using inappropriate words or tone of voice to show a lack of respect towards others.**
- Being uncooperative, disruptive, or disrespectful toward any adult, but particularly a substitute teacher.
- Setting off the fire alarm, making a bomb threat, or anything that would cause the unnecessary evacuation of the building.
- Cheating on school work, homework, or tests.
- Plagiarism (copying something and claiming it as your own).
- Forging another person's signature (example: A parent / guardian).
- Consistently missing homework or other assignments.
- Fighting; threatening; bullying, including cyber bullying; or otherwise harming others.
- **Willful destruction or damage to property, including classroom materials and books.**
- Open defiance of any adult, including refusal to do the required work in the classroom.
- Stealing.
- Smoking (regular or electronic cigarettes) or vaping; using, possessing or distributing drugs or alcohol.
- Bringing a knife or anything else to school that could be considered a weapon.
- Bringing anything to school that could cause injury or fire.
- Leaving school grounds without permission.
- Truancy (skipping school or class).
- Anything that in the judgment of the principal constitutes a disruption of learning, endangers the safety of students and staff, or undermines the mission of MBTA.

Consequences may include:

- **loss of recess,**
- **detention before or after school,**
- conversation with the principal,
- a call or conference with parents/guardians,
- having a behavior contract,

- **loss of scholarship,**
- out-of-school suspension, or
- expulsion.

All new students are on probation for the first year.

Confiscated cell phones will be given to the school office for parent pick up.

These guidelines are written as a reference to answer questions you may have regarding expected behavior at MBTA. Address any questions to the principal or teachers. Please read these guidelines and discuss them with your child.

General Behavior Guidelines from the Archdiocese of Chicago

The purpose of discipline is to promote mature self-control. A positive, respectful approach to discipline is the hallmark of a Catholic school. Discipline techniques that respect the dignity and self-esteem of the individual student are essential to the philosophy of a Catholic school. Corporal punishment is never used as a disciplinary method at MBTA.

Inappropriate behavior on the part of the student that occurs will call for corrective response. Whatever measure is used, it must be a logical consequence of the student's behavior and must be appropriate to the nature and degree of the misconduct. Justice and fairness must be tempered with respectful kindness.

HARASSMENT

The following directive about harassment is from the Archdiocese of Chicago Office of Catholic Schools:

The Administration, and staff of Most Blessed Trinity Academy believe that all students and employees are entitled to work and study in school-related environments that are Christ-centered and free of harassment.

The school will treat complaints of harassment seriously and will respond to such complaints in a prompt, confidential, and thorough manner. Harassment of any type will not be tolerated and appropriate disciplinary action will be taken. Disciplinary action may include suspension, expulsion, or termination.

School administrators recognize and respond to harassment which includes, but is not limited to: verbal or written taunting, teasing, gossip, threats, name-calling, whether in person, through any form of electronic communication or social media, the internet or written communication physical acts which include punching, poking, stalking, hair pulling, beating, biting, strangling, spitting, pinching, destruction of property, theft, or excessive tickling, rejecting, intimidating, humiliating, defaming, terrorizing, extorting, blackmailing, isolating, ostracizing, peer pressure, hostility, rating or ranking of personal characteristics such as race, disability, ethnicity, perceived sexual orientation, manipulation of friendships, or any other offensive, unwanted conduct jokes, stories, pictures, cartoons, drawings or objects which are offensive, tend to alarm, annoy, abuse, or demean an individual or group

Harassment of any type is unacceptable in Catholic schools. Parents/Guardians will be notified immediately when their child is the victim of another student's harassment or if their child is the harasser of another student.

Bullying:

Bullying is a type of harassment and is a serious form of violence that can hurt a person in many ways and may affect him/her for life. We recognize that in order to stop bullying all of us must work together. Bullying is the repeated physical or psychological intimidation or humiliation of one person by another, creating a pattern of harassment or abuse. Some examples of bullying are teasing, stealing, hitting, taunting, spreading rumors, social isolation, sending offensive messages through social media. Bullying should not be accepted or tolerated by anyone, regardless of age, gender, or position. At the Academy, bullying will not be ignored. Adults will take the lead in confronting bullying behavior.

Adults will confront bullying when they observe it.

Teachers will incorporate anti-bullying into their curriculum and classroom environment.

Parents should remind children about this policy. Children should be encouraged to confront bullies and notify an adult if it is happening to them.

Perpetrators of bullying must be helped to stop this destructive behavior.

Parents/guardians, faculty, staff, and those in charge of any school-related programs should remove bullying characteristics from their own behavior.

If attempts at changing bullying behavior fail, the bully will face expulsion from school.

Suspension

Out-of-school suspension is a designated period during which a student is not permitted in school, on the school grounds, or at any events sponsored by the school. The student is to be under the supervision of her/his parent/guardian or other responsible adult

Truancy [Archdiocese of Chicago Guidelines]

School attendance is compulsory in the State of Illinois. The responsibility of compliance with the law belongs to the parents, but the school is obliged to keep an accurate record of daily attendance. The record is placed in the student's permanent file at the end of each school year.

The principal will investigate and involve the parent/guardian if there is a suspicion that a student is truant, a student returns to school with no excuse or one that might not be valid, a student continues to be absent with no apparent reason.

Often extraordinary circumstances are involved and the principal, parent and counselor should work together to remedy the situation. When all efforts to persuade the student to regular attendance fails, a written warning shall be sent to the parent/guardian indicating that the case will be turned over to the truancy department of the public-school district in which the student resides.

BUS INFORMATION

Bus service is provided for our students who live 1½ miles from school and who live in Waukegan. We receive free service for Waukegan residents through the Waukegan Public Schools. Our school pays Waukegan Public Schools for bus service for our North Chicago and Great Lakes students. Students riding the buses represent MBTA and are required to show the respect and good behavior expected of our students at all times. Bus application forms are filled out at the beginning of the school year.

EXPECTED BUS BEHAVIOR (from Waukegan Public Schools)

- Students are to be ready for the bus when it is scheduled to arrive.
- Students are to stay off the road and wait until the bus comes to a complete stop before attempting to enter or exit the bus.
- Students are to keep feet, hands, head, or any objects inside the bus at all times.
- Students may only get out of their seats when the bus has arrived at their assigned bus stop.
- Students are to stay in assigned seats, respecting the space of others, and speaking in a conversational tone of voice.
- Students are to use appropriate language.
- Students are to be courteous to fellow students.
- Students are to respect the bus driver and honor his/her requests without argument.
- Students are to keep the bus clean and safe by not throwing any articles at others, on the floors, or in the seats.
- Students are to pay for any damage to the bus or any of its equipment for which they are responsible.
- Students are to refrain from eating or drinking on the bus.
- Students are to follow the directions of the bus driver or other competent adult in case of emergency.
- Students are to keep bus windows above the indicated marks.

Parents/guardians will be notified if a child breaks the rules governing the bus or who refuses to submit to the authority of the bus driver. S/he may be suspended from riding the bus for a designated period of time. This will be determined by the severity and frequency of the offense(s).

GOVERNMENT AID TO NON-PUBLIC SCHOOLS

The Academy benefits from a number of Federal and State programs that provide services and/or materials to all students regardless of whether they attend a public or a private school. We receive these services directly from the state or through both public school districts of which we are a part: Waukegan and North Chicago.

Breakfast and Lunch Program

Our breakfast and hot lunch programs are subsidized by the federal government. **These are at no cost to the students.**

FINANCES

Fund Raising

Families are asked to participate in certain designated fundraisers in order to help the school make up the difference between tuition and the actual cost of educating a child in our school. They may choose instead to pay the required amount instead of participating in the sales.

Policies Regarding School Payments

FACTS determines the school payment procedures. Payments are due the 20th of each month beginning the 20th of August and ending in May. Late fees will be charged by Facts Tuition Management. All tuition and outstanding school fees are due by May 20th each year.

Families may apply for financial aid. Applications must be complete and include all required documents. Applications are then reviewed by the finance committee.

A student is not considered registered for the following year until all financial obligations been met.

Accounts that are delinquent will result in the interruption of the students' school attendance until payment (including late fees) is made. Delinquent payments must be made in the office in cash or by money order. Notice of attendance Interruption Day will be communicating as need. If a family is delinquent in its financial obligation, report cards will be withheld until the account is current.

OTHER POLICIES AND PROCEDURES

Admission

A child who has been a disciplinary problem in his/her previous school will not ordinarily be accepted at the Academy. Exceptions will be left to the discretion of the principal.

MBTA endeavors to educate all students within the limits of the school's educational program. Children who are determined to be educable mentally handicapped or have a learning disability that cannot be handled in a regular classroom will not be accepted at the Academy.

No child will be accepted at the Academy as a transfer from other schools if it is determined that the only reason for such a transfer is to avoid compliance with the ruling of the U.S. Supreme Court regarding racial discrimination.

School Student Records/Missing Persons Records Act

Most Blessed Trinity Academy has a written system/procedure in place that flags records for any current or former student who has been reported missing by the Illinois State Police.

Transfer Students

Certified copies of transfer students' records are requested within 14 days of enrollment. Most Blessed Trinity Academy sends **unofficial** records of students transferring to other schools within 10 days of the request. **Official** records are sent once all financial obligations have been met.

Student Attendance Requirements

Daily school attendance is compulsory in the State of Illinois for children 6 through 16 years of age. Therefore, students enrolled in grades K-8 at Most Blessed Trinity Academy are **required** to attend school **daily**.

The responsibility for compliance with the law and the school's policy belongs to the parent(s)/guardian(s) of the child.

The school is responsible for keeping an accurate record of each student's daily attendance.

The attendance record is placed in the student's permanent file each school year.

Absences and Tardiness

If a child is going to be absent from school, the parent/guardian should call the office (847-623-4110) before 8:00. That will constitute an excused absence. After 8:00 we will call you if your child is not at school. If we have to initiate the call or if we are unable to reach the parent/guardian, it will be marked as an unexcused absence on the student's record. In cases of frequent or prolonged absences, the school requires a note from a physician.

Please try to schedule doctor or dental appointments on days off or during vacations so your child won't miss any class time.

Students who arrive at school after 7:10 AM must report to the office are tardy. We urge parents to make sure that tardiness does not become a habit, because students who are late miss valuable instructional time and have a difficult start to the school day. In unusual circumstances when tardiness is unavoidable, we ask that parents/guardians call, come into the office with the child, or send a note.

Arrival and Departure Time

Students who are walking to school or being dropped off should not arrive at school before 7:00 unless they are coming for breakfast or TLC. Upon arrival at school or after breakfast, students should go to their classrooms, or if the teacher is not present, to the hall outside the classroom. The first bell rings at 7:05. The tardy bell rings at 7:10. Classes begin at 7:15. Dismissal is at 2:00.

Birthday Celebrations

Classroom teachers will happily call attention to a child's birthday and will pass out treats if children bring them. The treats need to be individual and easily distributed. Teachers are unable to manage a birthday celebration with a cake that needs to be cut and drinks that need to be served.

Books and Instructional Materials

Students are responsible for the good care of textbooks and library books. Because we want to promote respect for learning and for the materials that help us do it, students are to write or draw in

books, on workbooks, assignment books, spirals, folders, book covers, or on pencil cases. If students violate this rule there will be the following consequences:

- Damaged books, workbooks, and MBTA official assignment books will have to be replaced at their cost.
- Book covers will have to be cleaned or replaced.
- New spirals, folders, pencil cases will have to be purchased.

Child Abuse and Neglect Reporting

Under Illinois law, school personnel are required to report suspected physical and sexual abuse and neglect. Neglect may include failure to provide necessary food, shelter, medical care and school attendance. Reports are made to the Department of Children and Family Services. Persons from this Department must follow up the call by visiting the child's home. At times they will ask and will be given permission to speak with the child at school.

Anyone may report suspected abuse or neglect. If you know that a child is being hurt, you can help by calling the 24-hour DCFS hot line: 1-800-252-2873. You do not need to give your name.

Communication with Teachers

If you need to talk with your child's teacher at other times than regular parent/guardian-teacher conference times, we ask that you make an appointment. Teachers cannot leave the class unattended to talk with you during school hours, but they will be happy to meet you before or after school or phone or e-mail you. You may also contact teachers via e-mail or their link on the school website.

Drug Abuse Prevention

Throughout this policy, the word "drug" includes alcohol, tobacco, illicit drugs, non-therapeutic use of prescribed drugs, electronic cigarettes, misuse of solvents and other dangerous substances. Our goal is to offer a safe and drug-free environment in which students may learn and grow in all dimensions of their lives. In the case of drug use or possession in the school, the safety of all students is a primary concern. All procedures center on aiding students to get the appropriate professional help when they have drug related problems.

Recreational marijuana usage in any form usage in any form is prohibited on school grounds and at school sponsored events. Students caught using recreational marijuana on school grounds shall be subject to disciplinary action at the discretion of the local principal. Medical marijuana shall be administered to students only with the permission of the Superintendent, and with an appropriate doctor- prescribed medical plan. A student will be suspended for the following activities: Possession, use, sale, or distribution of drugs or any illegal substance on the school grounds or while attending school-sponsored events; arrival at school intoxicated or under the influence of mind-altering chemicals.

The parent/guardian will be notified and requested to come immediately to school. If no acceptable explanation is given, the student will be suspended until an evaluation is done by a certified drug and alcohol counselor. The student and the parent/guardian will be informed of community resources which offer drug treatment or assistance to children with drug related problems. If drug

use or possession is combined with other serious behavior problems, the school reserves the right to expel the student immediately.

If a student is suspected of possessing, selling or distributing drugs to others s/he will be taken to the principal's office immediately. His/her parent/guardian will be called. Law enforcement officers will be called. All drugs and paraphernalia will be confiscated. The student will be suspended until it is determined whether or not the allegation is true. If the allegation is found to be true, the outcome would be expulsion.

Emergency Procedures

It is very important that the school is able to contact you or a responsible person of your choice in case your child becomes sick or is injured at school. No child can be sent home or taken for emergency care without a phone contact with you or a person you designate. It is imperative that emergency information be kept up to date. Please inform us of changes in home, work or cell phone numbers or any other information listed on the school emergency form.

School closings because of the weather or other emergency will be announced on the school website crawl line at www.mostblessedtrinityacademy.org, and many radio and TV stations. We will also do a robo call and e-mail blast.

If the Waukegan Public Schools close because of weather conditions, the Academy will also close because bus service will not be available. As you know, such closings are unusual. Should a tornado warning be issued by the National Weather Service during school hours, all children will assume appropriate emergency positions. If these warnings come at dismissal time, children will be released only if parents/guardians or other authorized persons present themselves at the office. All parents/guardians are urged to allow their children to remain in school during such warnings, as the National Weather Service believes it is safer to be indoors. Parents/guardians are welcome to take shelter with us in such a circumstance.

School Incident Reporting System

Illinois Compiled Statutes mandate that certain types of incidents (drugs, weapons, and attacks on school personnel) occurring in or on school property be reported to local law enforcement authorities and the Illinois State Police (ISP) within one to three days of the occurrence of the incident. In order to satisfy the requirement of reporting incidents to the ISP, the Illinois State Board of Education (ISBE), in conjunction with the ISP, have created the School Incident Reporting System (SIRS). The SIRS is a web-based application used by schools to report incidents electronically but which also requires schools to report incidents to local law enforcement authorities.

Field Trips

Teachers are encouraged to schedule field trips that are related to what the class is studying or will help children develop a skill. Because they are part of the instructional program, all students are expected to participate in field trips. Parents are always informed in advance and asked to sign a permission slip. Ordinarily students pay any required fees. If payment of fees is difficult for you, please notify the school and we will take care of it. We don't want children to miss these experiences on account of the cost. Many times we need extra chaperones for field trips. We

welcome your help if you can assist us. Because of their responsibility to supervise, chaperones may not bring children on field trips.

Health Record Requirements

The Academy is subject to state laws about immunizations and health examinations. If you have questions, please call us. Any child who does not have the required immunizations or health examination by October 15 must be excluded from school until the matter has been taken care of.

Medication Procedures

The following statement is a directive of the Office of Catholic Schools.

“The School retains the right to deny requests to administer medication to the student provided that such denial is indicated on the Medication Authorization Form. If the School denies a request and authorization for the administration of medication, parents/guardians must make other arrangements for the administration of medication to students, such as arranging for medication to be administered before or after school or having the parent/guardian or designee administer the medication in school.”

All of the necessary forms for parent and doctor permission are available in the school office.

Medical Cannabis Policy

Students are not permitted to use or possess cannabis in our schools except in accordance with the law and school policy. School policy should provide that if a parent/guardian of an elementary/secondary student who demonstrates his/her son or daughter is a “registered qualifying patient” and has an individual who is a “registered designated caregiver,” both of whom hold medical cannabis registry identification cards, then the parent/guardian or registered designated caregiver must be permitted to administer a medical cannabis product to the student (non-smoking/non-vaping form) at school.

A parent or guardian or other individual may not administer a medical cannabis product in a manner that, in the opinion of the school, would create a disruption to the school's educational environment or would cause exposure of the product to other students.

Communicable diseases require exclusion from school. Contagious skin diseases require a written release from a doctor before a child may return to school. Parents should notify the office immediately when their child has a communicable disease. Parents of other children can then be notified to help prevent spreading it throughout the school.

Children with sore throats, earaches, bad coughs, eye infections or temperatures above normal should stay home to avoid infecting others.

Physical Education:

For a student to be excused from Physical Education classes, a written request from a parent is required. This would ordinarily be a one-time request unless there is a note from a physician.

Insurance

The All Kids program offers Illinois children comprehensive healthcare that includes doctor visits, hospital stays, prescription drugs, vision care, dental care and medical devices like eyeglasses and asthma inhalers. Fill out the application today online at the All Kids website. You may also call the All Kids Hotline (1-866-255-5437) for information.

Lunch and Recess

Students may participate in the Breakfast and Hot Lunch program or may bring a lunch from home. 2% chocolate and white milk are available. **All lunches at school are free to the students.**

Parents are encouraged to monitor their child's lunch from home, keeping snacks and sugar items to a minimum. Carbonated beverages (soda) are not permitted nor are beverages in glass containers or lunches from fast food restaurants.

All students have a recess period outside, weather permitting. In cold weather, children need to dress appropriately so that they can play outside. If your child is too ill to be outside for 10-15 minutes, s/he is probably too ill to be in school. We believe that exercise and fresh air are important to enable the children to learn well. Exceptions will be made with a doctor's written recommendation.

Non-discrimination Policy

Most Blessed Trinity Academy complies with the Archdiocesan non-discrimination policies. We admit "students of any race, color, sex, national and ethnic origin to all the rights privileges, programs and activities generally accorded or made available to students...." The school does not "discriminate on the basis of sex, race, color, or national and ethnic origin in administration of educational policies, loan programs, athletic or other school-administered programs." (Policy 312) Our school accepts children of other religions than Catholic if their parents do not object to their participation in the faith life of the school community including daily Religion class.

Office Hours

The school office is open from 7:00 A.M. to 2:45 P.M. Please feel free to come and talk with the principal if there are things that concern you. To prevent a delay, we recommend that you call ahead for an appointment if possible.

Personal Possessions

We ask that students not bring valuable items to school. Examples include video games, radios, CD players, or other electronics. Cellular phones are permitted but they must be turned off when students enter the building. They may not be used inside the school building. Teachers collect them in the morning and secure them until dismissal time. If phones are with the students during the day they could become a distraction and might be used inappropriately. If a student is found with a phone in his/her possession during the school day, the supervising adult will take it to the office where a parent/guardian must retrieve it.

Student Records

Student records are kept on file in the office. These records are confidential and are for the use of school personnel only. They are not shown to anyone else without parent/guardian permission. It is the legal right of parents/guardians and students to examine these records. We ask that you make an appointment in advance if you wish to do so.

Search and Seizure

All desks and storage areas such as lockers are the property of the school and may be inspected by school officials at any time. School officials have the right to request that a student empty the contents of book bags, purses, pockets, etc., if there is reason to suspect that the student is in possession of drugs, weapons, or anything that is brought to school in violation of school rules.

Thrown Objects

It is against the rules to throw any items that might hurt others. This applies both inside and outside the building. This rule includes snow, rocks, spit balls, any other item not meant to be thrown.

Toys and Television

Because our faith as well as our school mission promote peace, life, cooperation and mutual respect, war toys and violent games are never permitted at school. We recommend that you consider not giving these things to your children for home play either. We believe it is important that children not be exposed to violence on TV or through video games or other media. Many cartoons and other programs are directly opposed to what you and the school believe in and teach. Your care in supervising your child's media time is very important.

TECHNOLOGY ACCEPTABLE USE POLICY

The use of technology is an important part of education in the 21st century. This policy was developed to guide the use of technology by students. Students must agree to the following stipulations in order to be allowed to use technology at school (the acknowledgement of this policy in the student handbook will serve as agreement).

1. Students shall use the Internet and all forms of school technology responsibly. School technology includes, but is not limited to, computers, tablets, printers, copiers, cameras, and interactive web resources that serve educational purposes. This agreement extends to use of technology that students may be able to use off site.
2. Students shall respect the rights of copyright owners by limiting copying to essential materials and providing attribution (citations) for images and text. Students shall avoid plagiarism by ensuring that their papers and projects reflect their thoughts and ideas as well as cited paraphrases, summaries and quotations. Students will ask teachers or media staff for assistance if they have questions regarding these terms.
3. Students shall understand that they may not use a personal device on the school network.
4. Students shall understand the network is a valuable resource for teaching, learning and many other forms of productivity for students, staff and parents. Students shall understand that downloading large files or attachments may compromise network speed and they will avoid this type of activity without permission even if they are using a personal device. Students shall limit their use of downloading large files to classroom lessons and research. Students engaging in school work shall be given priority when accessing school technology.
5. Students shall understand that their participation in school interactive web resources--using a personal device or not--must represent what is expected from a student of Most Blessed

Trinity Academy. Therefore, anything that is considered inappropriate in the classroom is also inappropriate in all uses of email, blogs, podcasts, social networking sites, messaging/chat sites, or other digital communication tools. This includes, but is not limited to disrespectful, profane, racist, sexist or other discriminatory remarks. Additionally, students shall promptly inform a teacher or administrator if any messages received or material reviewed is inappropriate.

6. Students shall understand that the district's Bullying Prevention and Intervention Plan applies to online behaviors and they shall comply with all provisions of that policy.
7. Students shall understand and shall comply with all personal technology guidelines associated with their school.
8. Students shall understand that school provided access to the Internet has to be filtered. If they need access to a blocked site, they shall work with their teachers to explore options available. Students shall not attempt to bypass any blocked sites or circumvent the filter in any manner.
9. Students shall not impersonate nor attempt to impersonate another nor use or attempt to use somebody else's accounts on any device. Students shall not delete or tamper with anyone else's files, folders, or work. Students shall not let another student use their accounts on any device.
10. Students shall understand that files, services, and devices provided by and/or managed by the school are not private. There is no expectation of privacy when students use the school district's network, devices, and services and anything they do can be viewed by administration at any time.
11. Students and their families shall understand that unless superseded by the liability schedule of a specific program they will be liable for full repair and replacement costs for damage to school property, whether intentional or through negligence, including electronic devices.
12. Students will not put any personal accounts on school technology devices that includes chromebooks, iPads, tablets, or other electronic devices.
13. Students will not use inappropriate pictures as login pictures or pictures of other students, teachers, or real life people.
14. Students shall understand that attempts to override, disable, alter, or circumvent security restrictions, management systems, or device firmware will be considered intentional damage.
15. Students will understand that they will be financially responsible for any damage, alteration, or destruction of electronic devices from the school and will be required to replace the device(s).

Students shall understand that should they be found in violation of this policy, the consequences could include, but are not limited to; restricting access to the device, disabling device features or applications, the revocation of all network access, suspension or exclusion from school, or legal action by the authorities. Students or parents should contact the district or school administration if they have any questions about this agreement or its implementation.

Telephone Use

Students may use the office phone in case of emergency or serious need, but they will not be permitted to make calls for forgotten homework, school supplies or unsigned permission slips. Arrangements to pick up students involved in after school activities should be made before the child leaves home. Ordinarily, teachers and students are not called to the telephone except in emergencies.

Social Media Statement

Students and their parents/guardians are advised that Most Blessed Trinity Academy, by Illinois statute (Illinois Public Act 098-0129), may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a **social networking website**. The administration and faculty of Most Blessed Trinity Academy may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's rules and/or disciplinary policy. The school may require a student to share content in the course of such an investigation.

UNIFORM CODE

The complete uniform code can be found on the school website. Because it is rather extensive it is not included in this handbook. At the website find the link for uniforms. After clicking on the link for Dennis Uniform Co., enter the code GMBTV.

Non Discrimination Statements

As per Illinois PA 102-0360, Most Blessed Trinity Academy does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Most Blessed Trinity Academy allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences. If a student chooses to modify his or her athletic or team uniform the student is responsible for all costs associated with the modification of the uniform and the student shall not be required to receive prior approval from the school for such modification.

Make-Up

The use of cosmetics for either boys or girls is not permitted. This includes tattoos (temporary or permanent), eye make-up, lipstick, lip gloss, blush, and any other types of cosmetics. Writing or marks of any kind on one's body is not permitted. If students come with any of the aforementioned things, they will have to remove them. Students are not permitted to wear make-up, nail polish, nail decorations, or nail extensions. Repeat offenders' parents will be notified.

T Shirts

Colored or printed T-shirts that are visible under the uniform blouse or shirt are not permitted.

General Uniform Rules

All clothing should be well kept, clean, and replaced as needed.

If a valid exception to the uniform rules is needed, the student must present a note from the parent/guardian at the beginning of the school day. Failure to comply will result in a detention.

Hoodies

Wearing a hoodie in class is a privilege. The following conditions apply when wearing a hoodie:

- Students can only wear the school approved hoodie during class periods during the day.
- Non-school hoodies may be worn at recess if they meet the following criteria:
 - No offensive language or pictures
 - No inappropriate pictures or graphics
 - No graphics that may hurt or offend another person.
- Students can only wear the hoodies between October 1st and April 30th of each school year.
- Students who are caught with inappropriate (such as cell phones, snacks, etc) materials in the pocket of the hoodie will be warned and if it happens again, they will lose the privilege of wearing the school hoodie for a time to be determined by administration.

New Hair Rule

Hair should be neatly groomed and styled in a way that does not obscure vision. Extreme hair styles and colors (blue, purple, pink, orange, etc.) are not allowed. Spiked hair or bangs, shaved areas of the head, and two-toned hair dyeing are not permitted. Mousse or gel should not be visible. If you are not sure that a particular style is acceptable, please call the office before having your child's hair cut or styled.

- Hair products (hair spray, mousse, gel, sprits, color spray, glitter, etc.) may not be brought to school.
- Boys developing a mustache/beard should shave regularly.
- The principal will be the final authority for judging whether hair conforms to school regulations.
- The school will not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but no limited to, protective hairstyles such as braids, locks and twists, and (ii) with applicable fire and heath safety requirements.

Fingernails

People must have appropriate length nails that do not prevent a student from participating in any school activity.

Jewelry

In keeping with the professional look of the uniform as well as for reasons of safety, girls my wear only one set of stud earrings in their ears. No hoops, or large or dangling earrings are permitted. Boys are never permitted to wear earrings. Necklaces or chains should not be worn. They can be a danger in gym class or at recess.

Dress Up days

Attire on dress up days must be modest and respectful. Capris, skirt/dresses that are no more than two inches above the knee are permitted. Spaghetti straps, tube tops, tank tops, and jeans with tears and holes are not allowed. The midriff and cleavage are to be covered at all times. Sandals may be worn without socks; no flip-flops allowed.

Spirit Day

Jeans may be worn on casual dress days. No torn jeans, leggings, yoga pants are to be worn on Spirit Days Shirts must be neat, clean and may not advertise negative or inappropriate messages (alcohol, tobacco, drugs, etc.). No flip flops are allowed. **Jeans cannot be skin tight on a person.**

SPECIAL PROGRAMS

Altar Servers

Students in 5th-8th grade may participate in serving at the altar for Mass and other events in church. A respect and reverence for the privilege of serving, having received first communion, knowledge of the ceremonies, and willingness to serve when appointed are required. Training is provided.

Sports Teams

Representing our school in athletics is a responsibility as well as a privilege. Students who participate in Academy sports teams represent our school community and are expected to show good sportsmanship at all times. The right to this privilege may be forfeited for poor scholastic achievement or misconduct.

Clubs

Many teachers and volunteers offer after school clubs to match interests of the students. The clubs vary from year to year and grade to grade. Examples are the Green Earth Club, Book Club, Animation and film, Drama Club, Student Council.

TLC (Child Care before and after School)

Provisions will be made for care of our students for parents/guardians who must be at work before or after the school day. TLC hours will be from 6:00 until 7:05 A.M. and from 2:00 **until 5:00 P.M.** The fee for this service is an hourly rate per child. There is a one-time registration fee per family. If there is more than one child in a family each additional child will be charged a reduced rate. TLC is in service only on days' school is in session.

Note: Statements in this handbook are subject to amendment with or without notice. The school principal will attempt to keep the school families informed of all changes as soon as practical. Some changes might have to be made immediately due to unforeseen circumstances.