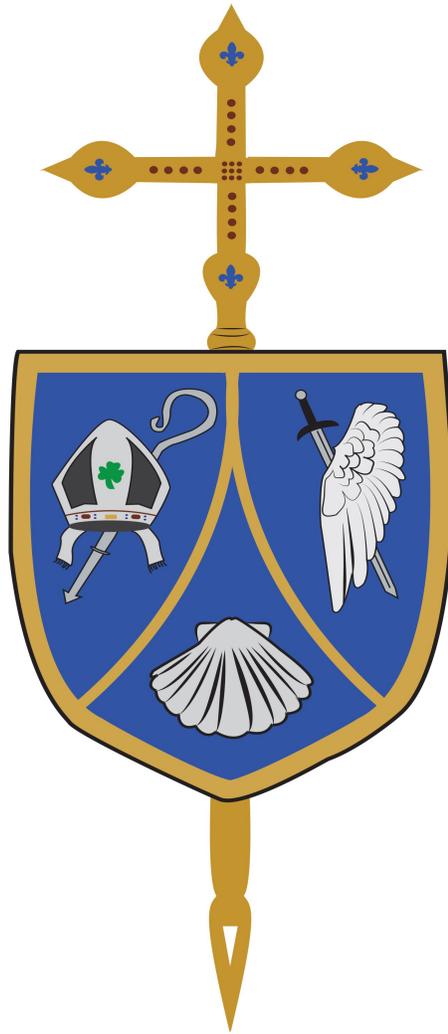


# Blessed Trinity Catholic School Handbook

2017 – 2018



Reverence, Respect, & Responsibility

*109 S. Military Rd, Dane, WI 53529 ~ Phone: 608-592-5711 Ext. 6*

*E-mail: [btchool@btcatholic.us](mailto:btchool@btcatholic.us) ~ Web: [btcatholic.us/school](http://btcatholic.us/school)*

*School Office Hours: 7:30 am – 3:00 pm, Monday - Friday*

Dear Parents and Students,

As we are about to begin another school year my heart is filled with great gratitude and joy. I am excited to see what God will do in the months ahead in all of our lives – most especially in those of our students – and I am grateful to Him for what He has already done and is currently doing! I am also incredibly thankful for each of you/your families. I thank God that you have chosen to be part of the Blessed Trinity Catholic School family! And I am grateful for your support, time, prayers, and ongoing commitment to our school – a commitment that has allowed our parish to provide Catholic education for over 140 years now!

Last year I wrote an article on Catholic education for a national publication. In this article I highlighted 4 great gifts that Catholic education uniquely provides and that our world desperately needs today. I would like to briefly mention these 4 great gifts once more – as they form the rationale for why we do what we do at Blessed Trinity Catholic School.

**1. Catholic education instills in students the conviction that Truth exists and is knowable – in fact, Truth has a name: Jesus Christ!**

In a world that no longer believes in Truth, we have the great privilege of helping our students to know Jesus (who is “the way, *the truth*, and the life”), and in knowing Him they soon come to discover the deepest truth about themselves: that they are Infinitely Loved and have been created by God for a unique purpose and mission!

**2. Catholic education teaches students their God-given dignity.**

Another concrete gift of Catholic education is that we are able to help our students know that they have great dignity and worth because they have been created by God “in His image and likeness.” And since all people possess this dignity and worth we are called to help one another live lives of “reverence, respect, and responsibility” so that we can build a more just and peaceful society!

**3. Catholic education forms students in moral virtue.**

All people acknowledge that knowledge and learning are great goods. But when they are divorced from morality and virtue they simply create more clever sinners! At Blessed Trinity Catholic School we take great joy in being able to train young minds in math, science, geography, etc., but also in being able to form young hearts according to Jesus’ moral teachings so that our students know how to use what they learn to do good by serving God and others!

**4. Catholic education offers all of us hope.**

Finally, Catholic education offers the Church and the world hope for the future and into eternity. It offers us hope that there will be a Church in future generations to proclaim the Good News of Jesus Christ. It offers us hope that there will be an American citizenry in the future who know how to render to Caesar the things that are Caesar’s, but also to God the things that are God’s. It offers us hope that there will be doctors, nurses, lawyers, teachers, business leaders, government leaders, and a working class who know how to use their God-given talents to serve the King of Kings as well as their brothers and sisters. It offers us hope that God will continue to raise up young men and women to serve Him as priests and religious. And, it offers us the hope that Heaven will be much more crowded one day!

And so for these reasons plus countless others I am very excited for the year ahead! May it please God to continue to help us educate our students according to the Mind and Heart of Christ, and may He bless all of us in a special way in 2017-2018!

Sincerely yours in Christ,

*Rev. Fr. Scott Jablonski*

*Rev. Fr. Scott Jablonski, Pastor*

Dear Parents,

Choosing a school for your child(ren) is one of the most important decisions you, as a parent, will make. At Blessed Trinity Catholic School our students and teachers come together in a faith-filled environment characterized by small class sizes, allowing students and teachers to really know and appreciate each other, emphasizing our school motto; Reverence, Respect, & Responsibility.

- **Reverence** is learned through prayer and participation at Mass and includes visits to the Blessed Sacrament and learning about the customs and traditions of our Catholic Faith.

- **Respect** for others is learned through practicing virtues and living out the commandments, which in turn helps our students to form good habits that last a life time.

- **Responsibility** is learned through completing assigned tasks well, and in a timely manner, this might include tasks outside the classroom that will benefit the rest of the school community.

Together with these attributes, we experience a well-balanced curriculum enriched by the arts, physical education, and spiritual nourishment through the sacraments. I encourage all families to get to know Blessed Trinity Catholic School and learn more about how we fulfill our school mission of being a **“School inspired by a Supernatural vision, founded on Christian anthropology, animated by communion and community, imbued with a Catholic world view throughout its curriculum, and sustained by gospel witness.”**

Sincerely,



Jeffrey Karls  
Principal

## **School History**

Blessed Trinity School was founded as St. Michael School in 1876 and located in the village of Dane, just 20 minutes north of Madison, WI. Blessed Trinity offers a comprehensive education that focuses on the whole child - spiritual development, academics, social, physical, and emotional growth.

Today, the school proudly upholds the traditions of the past while preparing students to meet the challenges of the 21st century. Striving always to emphasize faith development and the formation of sound values under the challenging conditions of our times, Blessed Trinity Catholic School will continue its tradition of service long into the future.

## **Mission Statement**

Blessed Trinity School is a Catholic School inspired by a Supernatural vision, founded on Christian anthropology, animated by communion and community, imbued with a Catholic world view throughout its curriculum, and sustained by gospel witness.

## **School Policies**

### **Admissions**

Blessed Trinity Catholic School respects the dignity of the child and his/her right to an education. No child is to be prevented from being accepted into this school because of race, sex, nationality, ethnic origin, or religious affiliation. Blessed Trinity Catholic School reserves the right to assess and place new students, as staff and administration deem appropriate. *No child(ren) will be turned away for their inability to pay tuition.*

### **Attendance**

When a child is going to be absent or late to school, a phone call is to be made to the school office (592-5711 ext 6) by the parent by 7:45 A.M. In case of extended illnesses - i.e. chicken pox, measles, etc. It is not necessary to call each day but advisable to notify the office when the child will return. ***If the office is not notified, student will be marked unexcused and will not receive credit for the day.*** Please let the office / teacher know of any per-arranged absences- i.e. family trip, funeral etc. That way we can arrange for class work to be sent with the student.

### **Dress Code**

School uniforms provide a built in standard for modesty and convenience for casual clothing wear that is neat in appearance and appropriate all school functions including attending Holy Mass. Blessed Trinity Catholic School has had a uniform policy since the mid 1990's.

*The uniforms consist of Red, White, or Navy polo shirts and Khaki or Navy slacks and/or skirt or jumpers for the girls. Formal/ Official dress is white polo's and Navy slacks or jumper. Sweaters/ Sweatshirts must be plain Red, White or Navy without logos or designs.* Unnatural hair colors are not permitted. The uniforms can be purchased at most clothing or department stores at a reasonable price and do not have to be a particular brand.

***Every Thursday we have spirit wear day,*** the students are welcome to wear shirts they have purchased with the school name logo on them. The school also offers scheduled days for wearing other attire, such as favorite sports jersey day, red carpet day, or dress as your favorite character day.

## **Medications**

When it is absolutely necessary for a child to take medicine during school hours, Blessed Trinity Catholic School follows the policy guidelines outlined by the Diocese of Madison in compliance with Wisconsin statutes. The full policy is on file in the school office and applies to both prescription and non-prescription drugs. A summary of the directives follows.

1. A Medication Consent Form must be signed by the parent or guardian of the student. These forms are available in the office.
2. Written instructions from the health care provider must be sent to the school office explaining the administration of the medication including any circumstances under which the prescriber should be contacted.
3. The medication must be brought to the school office in an original container labeled by the pharmacy or the manufacturer with the student's name, medication name, dose, and frequency of administration.
4. The medication will be stored in the school office and administered only by authorized staff.
5. Students with specific medical conditions (i.e. Diabetes) will have an Emergency Action Plan. This EAP will be updated annually and reviewed by the student's parent/guardian, and the primary care. The EAP will include the student's name, the warning signs and symptoms, what to do in case of an emergency and phone numbers of parents and primary physician. The EAP will be available in the school office and will accompany a student on any field trip.

## **Asthma Policy**

Blessed Trinity Catholic School recognizes that asthma is an important condition affecting many school children and positively welcomes all students with asthma. Immediate access to reliever inhalers is vital. Children are encouraged to carry their reliever inhaler.

## **Food Allergy Policy**

This school recognizes that life threatening food allergies are an important condition affecting many children and positively welcomes all pupils with food allergies. At all levels in conjunction with the student's parent/guardian and the primary care provider/allergist, the school will prepare an Emergency Action Plan for any student with a life threatening allergy. This EAP will be updated annually and reviewed by the student's parent/guardian, and the primary care provider and/or the student's allergist. The EAP will include the student's name, the allergen(s), the warning signs and symptoms, what to do in case of an emergency and phone numbers of parents, doctors, and allergists. The EAP will be available in the school office and will accompany a student on any field trip.

## **Physical Exams and Immunizations**

Blessed Trinity Catholic School, is recommending but not required that children entering school to have had a physical, visual, and dental examination. *Up-to-date immunization records, however, must be provided.*

## **Communication**

Weekend updates are sent to parents via e-mail on most Fridays during the school year. Newsletters include notices of school activities, calendar items or changes, times of dismissal, and other items of interest. These newsletters are also available on-line at <http://btcatholic.us/school-news/school-updates>.

Teachers also send home parent communications. All staff members have an active e-mail address that is checked daily by all staff members. During the school day, you can contact the school office and any messages will be forwarded to the classroom teachers at an appropriate time as to not interrupt the school climate and teaching atmosphere.

## **Photographs**

At times candid photographs of your child(ren) will be taken, as they are involved in various school activities. Blessed Trinity students must have a media release form signed by a parent or guardian, stating if these photos can or can not be used for public relations (i.e. Lodi Enterprise, Catholic Herald, school brochure, Parish Facebook, etc.) If you need additional copies of this form, they are available in the school office.

## **Prayer**

Prayer is a very important aspect in the life of every Christian. Prayer enables us to develop and build a personal relationship with Jesus Christ, to come to know Christ personally. It enables us to make Jesus an integral part of our daily lives. The students will participate in a variety of prayer experiences. Examples of these experiences include Daily Mass, Advent and Lenten prayer services, praying the rosary, Stations of the Cross, May Crowning, etc. Children are expected to fully participate in these with reverence and respect.

## **Drills and Emergency Procedures**

Fire drills are held periodically throughout the school year. Order and quiet are emphasized during fire drills. The fire alarm is set off for fire drills. Tornado drills are held during tornado season. A School Lock Down Drill will be held periodically. Lock Down Procedures are utilized in the event that it is necessary to contain students in a secure location due to a variety of emergencies.

## **Lunches**

Blessed Trinity provides the option of hot lunches on Tuesdays and Thursdays. The hot lunch cost \$1.75 per student per lunch. Parents are encouraged to sign up to provide the hot lunches on Thursdays. If you are the one preparing the meal for that day you will be reimbursed from the school office for the cost of the food and your child(ren) are not charged for that day.

On Mondays, Wednesday, and Fridays or if you choose to opt-out of hot lunch that day, students are required to bring a cold lunch with them to school. White or chocolate milk is provided at a cost of .25 a carton.

## **Asbestos Annual Notification**

*Blessed Trinity Catholic School is in compliance with the Asbestos Hazard Emergency Response Act (AHERA) and has performed the required three-year asbestos re-inspection. The inspector conducted a room-by-room survey inspecting each building material and assessing known and assumed asbestos containing building materials. The management plan and all asbestos records are available for inspection during regular school hours. There is no restriction as to who will be allowed to review the plan, and there are no costs involved. The extreme size and complexity of these documents may require assistance of a staff member familiar with the plan during your examination of the copy. Operations and maintenance activities are and will be performed as needs arise over the years.*

## **Volunteers**

Blessed Trinity Catholic School encourages families to volunteer for our many activities throughout the year which include, but are not limited to; Fish Fries, Rummage Sale, School Lunches, Fun Run and Gala. If you are interested in helping out with these or other events please contact the school office and we will put you in touch with the appropriate people.

***Please note:*** *Diocese of Madison has established an Office of Safe Environment. This office oversees that our school and parish meet the compliance standards as monitored by the USCCB Office of Child and Youth Protection in accordance with their Charter for the Protection of Children and Young People. Any person who is responsible for the independent supervision of children at a parish or school activity or event, or a parish or school sponsored activity, must be per-screened using the same procedure for conducting employee criminal record background checks as required by the Diocese of Madison Policy DBA 4112. The term “independent supervision of children”, as used in this policy, refers to situations where:*

- *One or more persons supervise children outside the presence of a person employed by, or a member of the clergy assigned to, the parish or school and/or A person who will have contact with children on a frequent or regular basis.*

### ***Volunteers at Blessed Trinity Catholic School must therefore;***

- *Attend a Protecting God’s Children for Adults In-service*
- *Sign an Authorization for Background Investigation that will authorize a background investigation before volunteering work may begin.*

*Once a volunteer has completed all requirements, their name will be placed on an approved volunteer list. Blessed Trinity Catholic School will only use volunteers on the approved list in the following areas:*

- *Classroom volunteers*
- *Volunteers for various school events*
- *Recess duty*
- *Other instances where an individual will have frequent or regular contact with students*

## **Security**

For security purposes all building doors are locked during school hours, visitors must come in through the school doors and sign in and out with the school office upon coming and going.

## **Bus Service**

There is bus service available to children within the Lodi School District. The bus service is provided by Kobussen Bus Service and can be contacted by calling (608) 592-0551.

If you have a child or children that will be utilizing the bus system, you must bring a written note or call the school office (592-5711 x6) when alternative transportation has been arranged for that day and with whom your child(ren) are to be released to. In order for the school to insure each child is safe and where they should be upon dismissal.

## **Parent Drivers**

On multiple occasions parents are asked to drive for field trips or other school events.

In order to be a driver for these trips you must have;

1. Be an approved volunteer (see volunteer section on page 4)
2. Have a valid drivers license
3. Have the vehicle that you will be driving insured
4. Have filled out the diocesan parent driver form

This would include if you are only driving your own children.

## **Discipline**

If a teacher deems it necessary to refer a child to the principal's office for reprimand, *the Principal reserves the right to issue an after-school detention or a suspension.* In an event of a detention, a written notification will be sent home to parent or guardian. Should it become necessary to issue a suspension, a conference will be scheduled with the parent/guardian, student, teacher and principal. Written notification of detention or suspension will need to be signed by parent or guardian and returned to the Principals office. Student **will not** be re-admitted to class until the signed written notification is returned to the principals office. Students will not receive credit for time missed in class. **Blessed Trinity Catholic School, is not responsible for any transportation home after a detention.** Students that are involved with after school athletics or other co-curricular events will have notification of detention or suspension sent to their coaches.

## **Arrival and Dismissal**

School doors to the gym will be open at 7:30 AM for anyone who wishes to drop off their child(ren) before school. Classes begin at 7:45 AM. All doors will be locked by 8:00 AM, any one that wishes to visit school after that time must use the school doors and check in with the office.

At the end of the day the children will be dismissed at 2:30 PM with the sound of the dismissal bell. Children are to leave out the school doors.

## **Electronics**

**Children are not allowed personal electronic devices during school hours this includes tablets, cell phones and Ipods.** If a child brings a device to school it must remain in the their locker from the beginning of the school day until dismissal. School electronics can only be used with permission and under adult supervision.

## **School Closings**

In the event of inclement weather and school is closed we will notify the following television stations: WISC channel 3, WKOW channel 27, and NBC 15.