



# **Holy Trinity Catholic School**

2021-2022

Student Handbook

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**Holy Trinity Catholic School  
Student Handbook  
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## **HOLY TRINITY MISSION STATEMENT (1)**

Holy Trinity Catholic School, an apostolate of Holy Trinity Parish, is dedicated to the formation of saints and scholars by partnering with families and challenging our students to pursue knowledge, inspire excellence, and walk with Christ.

## **ADMISSION POLICIES (2)**

### ***NON-DISCRIMINATORY POLICY (2.1)***

Holy Trinity Catholic School admits students of any race, color or national and ethnic origin. All students will be accorded the same rights, privileges and access to programs and activities. In addition, Holy Trinity Catholic School will not discriminate on the basis of race, color or national and ethnic origin in administration of its educational policies, scholarships, loans, fee waivers and any other school related programs. In the event of filled classrooms, this school gives preference in admission to Catholic students that are siblings, to Catholics living within the parish boundaries; secondly, to Catholic students living outside the parish boundaries; thirdly, to those who are not Catholic.

### ***ADMISSION PROCEDURE (2.2)***

Parents of students presently enrolled in grades preschool – 7 will have the first opportunity to register for the coming year provided that the family has registered by the spring registration deadline and has paid all fees. New registrations will be accepted at the opening of registration in the spring through the summer. A non-refundable registration fee must be paid at the time of registration. See Tuition/Financial Policies.

### ***AGE REQUIREMENT (2.3)***

Students entering kindergarten should be 5 years old on or before August 1 of the year entering kindergarten. At times a readiness assessment may be required.

### ***REGISTRATION REQUIREMENT (2.4)***

Registration begins in February. In order for registration to be complete the following criteria must be met:

- Registration and other fees are paid.
- All parts of the registration forms and tuition contract are turned in.

New students entering school need to provide **in a two-week time frame** after school begins the following documents:

- Birth certificate
- Immunization record
- Release of records form to obtain records from previous school

Failure to provide documents will result in student being removed until documents are secured.

## ***TRANSFERS***

Students who are transferring from another school will be admitted under probationary terms to be set by the pastor and principal. All transferring students are expected to follow school policies and procedures. The probation period is the first quarter to begin with and may be extended at the principal's discretion. The probation includes acceptable academic and behavioral performance. Students transferring from another Catholic School will not be accepted at Holy Trinity Catholic School until it has been determined that no tuition and/or fees are owed to the previous school.

The school office needs to be notified of any student transferring to another school. The receiving school will then request student records from our office. Parents will not be given the student files to take to the receiving school. Parents should take copies of previous report cards and a copy of the most recent standardized test scores to the receiving school until the request for transfer of records has been processed.

## ***WITHDRAWAL***

A student who withdraws from the school during the school year must return all school property and have all accounts and fees paid in full before records are forwarded to the next school. In the event of a withdrawal, tuition is refunded based upon the number of days in school and an average charge per day. In the event of a tuition loan, each refund will be handled on an individual basis through the finance office. After the end of the first semester, there is no refund on tuition.

Students expelled from Holy Trinity Catholic School are not eligible for any form of refund.

## **ACADEMICS (3)**

### ***ACCREDITATION***

Holy Trinity Catholic School is fully accredited through the Ohio Catholic School Accrediting Association. Full accreditation was achieved in May of 2016. Accreditation is an ongoing process that includes a school improvement plan and state validation every five years.

### ***CURRICULUM***

Holy Trinity Catholic School is in compliance with the Operating Standards for Ohio's Catholic Schools and Ohio Revised Code. The school follows the courses of study issued by the Diocese of Toledo. This is a sound, comprehensive and sequential academic program that enables our students to progress smoothly from one level to the next and prepares them for high school. The courses of study are aligned with the Ohio Academic Content Standards. The curriculum is evaluated annually by Diocesan competency tests based on this Course of Study. You may find the courses of study online at [www.toledodiocese.org](http://www.toledodiocese.org)

### ***FACULTY AND STAFF***

All faculty are licensed by the state of Ohio.

## ***GRADE LEVELS***

Students will be placed in a grade level based on the promotion or placement marked on the previous year's report card. (See Retention policies.)

## ***GRADUATION REQUIREMENT***

Eighth graders will receive diplomas from Holy Trinity Catholic School if all academic requirements have been met, and the student has been promoted to 9<sup>th</sup> Grade. Diplomas will be withheld for tuition and all other outstanding fees. Students will be able to attend the graduation ceremony, but will receive a blank diploma. Records will not be transferred to the high school, and a diploma will not be issued until all financial obligations are met.

## ***HOMEWORK POLICIES***

Students in grades 2 – 8 are required to use the assignment pad designated by the school. The assignment pads must be purchased through the school.

Homework is an essential part of the education process, serving to clarify and reinforce what is taught in the classroom. The purpose of homework is to help the student master concepts that have been presented in class. Assignments are expected to be neat, complete and accurate. All assignments must be turned in on time. Students may be required to redo work that is not satisfactorily completed.

Students who have achieved a routine habit of completing homework have a much better chance of academic success. A structured time and place each day is very helpful in establishing a routine. Students are expected to do their own homework. The parents' role in homework is to assist, drill, and to check completion. If parents are doing the majority of the work, the students are not practicing and learning themselves. Students should become more independent in their study habits as they get older.

Generally, the guideline for homework is the student's grade level times 10 minutes. For example: a third grader will have about 30 minutes of work, while an eighth grader might have 80 minutes.

Students who have excused absences will have the number of days absent to make up missing work. Students who are out of school due to a personal convenience leave will be given homework to make up **during their leave.** Upon returning to school the student will be required to turn in said homework within a week of the student returning. Faculty must be given 2 weeks prior notice to prepare work for students to take with them on their personal convenience trip. An email or letter of request must be sent to the principal with a justification for the trip and the educational value of the trip.

Individual classroom homework policies will be sent home and explained to students and parents at the beginning of each school year.

Should an emergency situation arise at home that makes it impossible for a student to complete given homework, the parents are asked to notify the faculty and the principal. The faculty will then give the student a reasonable time to make up work.

### **INTERNET USE AT HOME**

At times, students will need to use the Internet and/or a computer for homework assignments. It is the parents' responsibility to let the faculty know if a computer and/or the Internet is not available at home. Other arrangements will be made for that student. Students do not have to have access to a printer at home. All of their work can be emailed to the students' school email account.

### ***INTEGRITY IN STUDENT WORK***

Cheating in any form, including plagiarism, is not permitted at Holy Trinity Catholic School and may result in disciplinary action.

Plagiarism is the unauthorized use of another person's work. Students are not permitted to copy any information word for word without citing the source. Electronic copying and pasting is plagiarism and is prohibited.

Faculty will instruct students in the proper way to cite references.

### ***STUDENT RECORDS AND FILES***

A cumulative record for each student is kept in the school office. Cumulative files contain academic transcripts, academic testing, and academic interventions. Health records are kept in a separate file from academic records.

This school abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. It is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. The custodial parent has responsibility for communication and financial obligation.

Parents may view a child's file. Parents will not be given the original copies of the file. Those must remain with the school the student is attending. Requests for copies must be made in writing and at least 24 hours in advance.

Access to student files without parent's consent is given to all certified staff members to review and file student data. In addition, a court, attorney, or law enforcement officer investigating abuse, neglect, missing children or any other investigation will have access to the records at the discretion of the principal.



The cumulative file goes with the student to each school that is attended. Only the contents of the official cumulative file are forwarded to a new school. Student files are sent to the child's receiving school of transfer only upon written request. Payment of all monies owed must be made before records are released. The only exceptions are health records and ISPs.

### ***PERMANENT RECORDS***

A permanent record card is on file in the office for each student who attends Holy Trinity Parish School. This card records semester averages for each year, and the card remains at Holy Trinity Catholic School indefinitely.

### ***STUDENT SERVICES***

Holy Trinity Catholic School offers several services for students. These services are provided when faculty have determined there is a need, testing has shown evidence of need and/or the parents have requested assistance.

#### **Counseling**

A certified counselor is at school one day per week to offer guidance and support for students.

#### **Math, Reading, Speech**

Math, reading and speech services are available for students. Determination of services provided is done through testing and conferencing with the faculty and principal.

#### **School Nurse**

The nurse is available one day per week. Screening is done annually for vision, hearing and scoliosis. The nurse also keeps student medical files current, assists with injuries or common health problems, checks immunization records and serves as a resource person for health education.

### ***SPECIAL EDUCATION***

Supplemental instruction for qualifying students is available through individualized, small group, or classroom instruction provided by an Intervention Specialists, Speech and Language Pathologist, or other intervention team member.

Students in the State of Ohio that are on an IEP may qualify, and are eligible to apply for the Jon Peterson Special Needs Scholarship to receive intervention services through the school. These services are provided at Holy Trinity, through the ESC of Lake Erie West, and are paid for through the scholarship.

Parents/guardians who have a child on a Jon Peterson Scholarship will receive a Memorandum of Understanding (MOU) outlining the services on the IEP that are provided.

## ***TECHNOLOGY***

Technology is incorporated into content areas in the classrooms through use of computers, smart boards and other technology equipment. Technology is used to enhance the learning of students. In the primary grades, students take separate technology classes to learn basic technology skills. In the upper grades, students use various applications and programs to complement their classroom work.

The use of the Internet and any other related technology is a privilege. Unacceptable use includes, but is not limited to: transmission of materials in violation of any Federal or State regulation, copyrighted material, threatening, violent or obscene material. Use for commercial activities, political lobbying, game playing, chatting on line, social networking or any inappropriate use is prohibited. Parents are required to read and sign the Internet User agreement. The agreement is kept on file as long as the student is enrolled at Holy Trinity Parish School. The agreement remains in effect for the duration of the student's career at Holy Trinity. Occasionally, the agreement is updated, and a new one will need to be filled out and returned to school. Students and parents should read, sign, and return the Acceptable Use Form each year.

## ***TEXTBOOKS***

Textbooks are provided to all students. Students are to handle books carefully and keep non-consumable textbooks covered at ALL times. Writing or any other kind of marking is not permitted in non-consumable books. Students are responsible for the cost of lost or damaged textbooks. Textbooks and other educational materials and equipment are purchased through Auxiliary funds from the State of Ohio and are stamped Evergreen Local Schools for purposes of identification. No materials purchased through ASP funds may be used for religious purposes.

## **ACADEMIC ASSESSMENT (4)**

### ***Grading Scale***

A+ =	100 – 98
A =	97 – 95
A- =	94 – 93
B+ =	92 – 90
B =	89 – 87
B- =	86 – 85
C+ =	84 – 82
C =	81 – 79
C- =	78 – 77
D+ =	76 – 75
D =	74 – 72
D- =	71 – 70
F =	69 or below

Grades 2 – 8 receive percentage grades based on the above scale. Kindergarten and First Grade students receive progress reports showing the content areas that have been mastered.

## ***HONORS***

Honors are earned by the five core classes (Religion, Math, Science, Social Studies, and Language Arts). Students may receive letter grades or credit/no credit for Latin, Music, and Art. If they receive a no credit or if they receive a letter grade lower in a specials class that is lower than B- they will not earn honors.

Honor roll will reflect success in all classes in the following way:

*First Honors – All A's with no grade lower than an A-, all specials classes with Credit or grade higher than B-*

*Second Honors – All A's and B's with no grade lower than a B-, all specials classes with Credit or grade higher than B-*

Students that take an Advanced Math class, for example, if a student is in the 3<sup>rd</sup> grade and they are in 4<sup>th</sup> grade Math for the purpose of honors they will be considered to have received up to one letter grade higher than their grade in the class (If they earn a B, for Honors it will be considered an A). Algebra and Geometry are considered Advanced Math as well.

## ***PARENT – FACULTY CONFERENCES***

Formal all-school conferences are held during or after the first quarter has ended. All parents are given scheduled times for conferences. Parents are expected to attend these conferences, as this is an opportunity for faculty and parents to establish personal contact, discuss concerns and determine what can be done to help the student achieve success in the classroom. At any other time throughout the year, faculty will be happy to meet with parents regarding any issues or concerns. Please call or email the teacher directly to arrange a conference. Faculty members are not always available without prior notice due to other responsibilities.

## ***PROMOTION-RETENTION POLICY***

Students will be promoted to the next grade level each year when the faculty and principal feel that the student has sufficient mastery of the curricula to progress to the next academic level.

Students who fail to master concepts at a particular grade level may be recommended for retention if it is felt that it would be in the student's best interest. Parents will be notified and consulted in reasonable time prior to the decision to retain a child; however, the right to retain a student is dependent on the school's judgment and, therefore, the parents' permission is not required. At that time, a conference would be held with the faculty, parents and principal. The principal has the ultimate right to assign grade levels and to retain a student at a certain level.

Some students may be placed in the next grade level even if the curricula has not been mastered if it is determined that the student has the academic ability and that retention would not be beneficial.

## ***REPORTING OF STUDENT ASSESSMENT***

Parents are expected to regularly check Gradelink for student progress during the year. Report cards are issued quarterly in hard copy and through GRADELINK which is available at

[www.gradelink.com](http://www.gradelink.com) The school's ID number is 837 and the student's username and password are sent home in the brown envelopes each September. Should you need the username and passwords again please contact the school office. Reports are available online each quarter to inform you of your child's progress.

### ***TESTING***

Holy Trinity Catholic School administers the testing program used by the Diocese of Toledo. The Measures of Academic Progress is an assessment given in the fall and spring of each year to students in grades Kindergarten through 8. Grades K-2 are assessed in Reading and Math and grades 3-8 are assessed in Reading, Math and Language. Students' scores are analyzed after each testing period to determine gains in the students' academic growth and to determine content objectives that need to be addressed for individual students.

The ACRE (Assessment of Catechesis Religious Education) is administered to students in grades 5 & 8 in the Fall of each year. This test covers material learned in religion class and is also a standards based performance test. The results of this test are not used for individual student progress, but for instructional improvement. The results serve the school as a guide to let the faculty know how well the students are acquiring faith knowledge as well as appropriating a faith perspective.

Students on scholarships from the state of Ohio are required to take the state tests.

## **ATTENDANCE (5)**

### ***ABSENTEEISM***

Parents are required to contact the school office if their child is going to be absent. When a child is absent, and parents have not notified the school of the absence, the school is required by Ohio Revised Code to contact parents to determine the reason for absence. You may call the school office at any time and leave a message or email the secretary.

### ***EXCUSED ABSENCE***

A student's absence will be excused for the following reasons:

- An illness with a note explaining the nature of the illness
- A doctor's note is required if the illness is for 3 days or more
- Extenuating family circumstances with a note explaining the situation
- Any reason that the principal deems a valid absence

### ***TRUANCY/CHRONIC ABSENCE ABUSE***

In the event of excessive unexcused absences (the principal determines the number), the parents will be contacted. If the situation has not been corrected, the principal will report the excessive absences to the Fulton County Truant Officer. A child is considered truant if the student is absent from school without school authorization and parental consent. Students leaving the school during the school day, without approval of the principal, will be treated as truancy. Truancy will be reported immediately to the truancy department in the county the child is residing.

### ***PERSONAL CONVENIENCE ABSENCE***

Parents are discouraged from planning vacation time during school. However, there are circumstances that make that impossible, and the school is sensitive to these needs. Two weeks written notice must be sent to the principal with a justification for the trip and the educational value. The faculty will prepare their work in advance for the student or the student may be given a special assignment related to their trip. (See Homework Policy)

### ***TARDINESS***

Students are tardy if they are not in their rooms by 8:00 am. If a student is tardy, he/she must report to the office. Tardiness will be excused in cases of emergency, and the principal reserves the right to determine whether or not the tardy is excused. Students are not considered tardy if the tardiness is due to a late bus.

It is extremely disruptive to a classroom when a student enters after class has started. It is also difficult for the student who is late because there is no time for transition from home to school. Habitual tardiness is detrimental to the learning process. If tardiness occurs consistently in a quarter, the parents will be called in for a conference. If there is no improvement, the principal will contact the Fulton County Truant Officer.

## **DISCIPLINE POLICIES AND PROCEDURES (6)**

At Holy Trinity Parish School, we are working to create an environment that reflects the values of the gospel of Jesus Christ and an environment that is safe and nurturing and is therefore compatible to building a community of learners.

In keeping with the philosophy and mission statement of Holy Trinity Catholic School, the administration and teaching staff recognize the necessity of dealing with students who infringe upon the rights of the school community. We strive to create an environment that is absent from threat for all students. We will not tolerate demeaning behavior of any kind or behavior that in any way threatens the safety of others.

Virtues and procedures set guidelines for expected behaviors that are consistent for every child at every grade level. We believe that these guidelines and lifeskills are tools that are essential to becoming productive members of society. We also believe that following these guidelines and lifeskills helps to create an environment that is compatible to how the brain learns. As a result of the implementation of these guidelines, our focus is on positive aspects of behavior. Virtues, lifeskills and procedures are posted throughout the building, so the students are constantly aware of them.

Each classroom, including encore classes, has an established set of rules and guidelines. The children are made aware of all rules and consequences. All rules and consequences are established with the Virtues and the lifeskills as the basis. Children are asked to think about their choices and the consequences of their choices. Age and grade level will be taken into consideration when discipline is necessary.

It is also important the parents are always informed of behavior issues in order to build a partnership with the school to help a child always achieve his/her best. The purpose of discipline is always to help raise responsible children who are able to care for and get along with others. In addition, discipline is essential for a child to be able to have an optimal learning experience by being attentive and cooperative.

### ***DISCIPLINE POLICY FOR GRADE K - 8***

Consistent discipline is necessary in every class a child attends including encore classes. Each classroom teacher will post his/her classroom rules within the classroom. Classroom rules will be discussed, modeled, practiced, reinforced, and reviewed periodically. All students will follow these rules as expected or consequences will be enforced. Persistent behavioral issues that interfere with instruction will be referred to the principal and/or dean. Parents will be continually informed of any behavioral issues.

Virtues are practiced at Holy Trinity Catholic School, and in absence of virtuous behavior students will be issued Virtue Reflections/demerits (3rd-8th grade) or have consequences within their classroom (K-8th grade) decided by the teacher. Virtue Reflections will be given for certain offenses to students in grades 3 – 8, and demerits for K-3 in serious situations at the discretion of the administration. Once a student accumulates 3 Virtue Reflections/demerits in a quarter, he or she will serve a half hour detention. Detentions will be served from 2:45-3:15. Detentions will be served on Tuesdays and Thursdays, parents will be sent a form to choose one of the next two available detention periods to serve. The form must be signed by the parent and returned the next day.

Students should return Virute Reflections/.demerit slips to the faculty who issued the demerit. That faculty will forward the slip to the dean of students.

### ***CONDUCT, WHETHER INSIDE OR OUTSIDE OF THE SCHOOL***

At Holy Trinity Catholic School, conduct of students/parents/faculty inside or outside of school that is detrimental to the reputation of the school, or those that attend, can be disciplined/dealt with at the discretion of school officials according to our disciplinary code and school policies. This includes, but is not limited to conduct through any technology, social media, or digital communication.

### ***SUSPENSION***

Serious offenses that could result in suspension or expulsion include possession of a lighter/matches, possession of drugs/alcohol, sexual harassment, bullying, cyber bullying, threats of physical harm or violence, assault and battery, defiance, fighting, leaving school premises without permission and persistent misbehavior, excessive unexcused absences or tardies, and any other just cause as determined by the pastor, principal, and dean of students.

### ***EXPULSION***

In the event that expulsion of a student is considered, a disciplinary board is convened by the principal that consists of the principal, dean of students, and a faculty member. The parents/guardian and the student are expected to be at the expulsion hearing, but no one else outside of the school will be admitted. The student may choose a faculty to be present who will

act as advocate for the student. At this hearing, the board will hear all the facts concerning the student. After the hearing, the board will act in an advisory capacity to the principal who will make the ultimate decision. The parents will be informed of the decision in writing.

Parents have the right to appeal the decision to the pastor.

Diocesan School Policy is followed when expulsion is the only course of action for deviant student behavior. If a student is expelled, there will be no refund of tuition.

### ***CORPORAL PUNISHMENT***

Corporal punishment is not a form of discipline advocated by or used in the school at any time. This is based on the Christian philosophy of respect of person.

### ***DRUGS/ALCOHOL ABUSE***

Drug use or possession of any kind is NOT permitted at any time. This includes any illegal drugs, alcohol, tobacco, look-alike drugs, inhalants, and the misuse of prescription, non-prescription or any other illegal drugs. Students caught with possession or use will be subject to immediate and severe disciplinary action and possible expulsion. Students who sell any of these substances may be subject to immediate expulsion.

### ***HAZING***

Hazing, defined as any act initiating a person into any school or organization that causes or creates a substantial risk of mental or physical harm is strictly prohibited. Students who participate in any hazing will be subject to severe disciplinary action and possible expulsion.

### ***FIRE-ARMS/WEAPONS***

The possession of any type of firearms, weapons, dangerous or illegal objects that may jeopardize the safety of other students is strictly prohibited. Students who bring such objects to school may be subject to immediate expulsion.

### ***GANGS***

Membership in gangs that have been identified with disruptive, disorderly or criminal behavior is not consistent with the expectation of a Holy Trinity Catholic School student. All such gang paraphernalia, dress and signs are prohibited. Students engaging in such behavior are subject to severe disciplinary measures.

### ***HARRASSMENT/BULLYING***

Student to student harassment will not be tolerated at Holy Trinity Parish School. Such behaviors include, but are not limited to:

- Any behavior that is demeaning to another person such as name calling, gestures, facial expressions, mimicry, threatening, sending hurtful notes, deliberately ignoring or excluding, teasing, rumor/scandal mongering, interfering with the property of others, or any assaultive, excessive or unwelcome physical contact.
- Any type of sexual harassment such as physical assault, unwanted touching, verbal conduct such as derogatory jokes or comments, innuendos, gestures, etc.

- Cyber bullying of any kind, including outside of school hours. This includes any inappropriate behavior using texting, social media or any other type of electronic media.
- Bullying behavior of any kind such as stealing property, threatening, physical abuse or contact, etc.
- Retaliation for having reported or threatened to report any type of harassment or bullying

Disciplinary action will be promptly taken and may include expulsion depending on the severity of the offense.

### ***SEARCH AND SEIZURE***

For the safety and protection of all students within their care custody, certified staff members, under the direction of the principal, have the authority to search for and seize weapons or other dangerous or illegal objects, if they have any reasonable suspicion to believe that such are in the possession of the pupil, especially where the pupil has no reasonable expectation of privacy; e.g., lockers, desks, coats, books and book bags. Anything brought onto the school premises by a student (in a car, in a book bag, on their person) is subject to search.

### ***THREATS***

A threat is an expression of intent to do harm or act out violently against someone or something. A threat can be spoken, written, electronic or symbolic – for example, motioning with one’s hand as though shooting at another person. Threats made through any electronic media, including texting and social media pages on the Internet, are also subject to disciplinary action even if they are not made on school property or during school hours. All threats of violence will be taken seriously. If the principal feels that the presence of a student in the school poses a safety threat for others in the school, the student will be removed from the school setting. In that situation, any or all of the following consequences may be imposed:

1. A minimum 3 day suspension will be given.
2. A forensic evaluation to be administered by a licensed psychologist to evaluate the likelihood of future violence. If this is deemed to be necessary, the student will remain suspended until the evaluation has been completed.
3. A report to the Fulton County Sheriff’s Department may be filed and further legal steps may be taken at the discretion of the authorities.
4. The child and parent(s) must meet with the principal to discuss the incident.
5. The student and parent(s) must enter into a contractual agreement with the principal in order to return to school.

## **PROGRAMS AND TRIPS OUTSIDE OF SCHOOL (7)**

### ***TRIPS – 6<sup>th</sup> GRADE CAMP AND 7<sup>th</sup> AND 8<sup>th</sup> GRADE TRIPS***

The 7<sup>th</sup> & 8<sup>th</sup> grade classes normally go on a class trip every other year depending upon cost and educational value, and the 6<sup>th</sup> grade class attends YMCA Storer Outdoor Education Camp each year. All students are eligible to participate in these trips as long as academic and behavioral expectations are met. The principal and pastor make the final decision regarding the non-participation of a student on either of these trips. All students are expected to participate in educational trips, as they are part of the educational experience. Non-participation is only excused at the discretion of the principal and pastor. Parents must contact the principal if there



are extenuating circumstances, which may not enable a student to participate. Students who do not go on the trip are expected to be in school and will have work to do. Parents are responsible for the cost of the trip and fundraising opportunities are available throughout the school year to help students earn the funds necessary for the trip.

### ***ACCESS***

At times throughout the school year, classes will be going on trips that are of an educational nature. These trips are privileges afforded to students. No student has an absolute right to a field trip. Students may be denied participation if they fail to meet academic or behavioral expectations. Otherwise all students are expected to participate in any educational trips, as they are part of the total educational experience.

### ***PARENT'S RIGHTS***

Parents do have the right to refuse to allow their child(ren) to participate in educational trips although we encourage parents to let their child participate. The student must attend school on that day, however, or it will be considered an unexcused absence. The student will be given work to do and will be supervised.

### ***EDUCATIONAL/TRIP FEES***

Many of the educational trips that are taken by Holy Trinity Catholic School classes involve a fee. It is the parents' responsibility to pay their child's fee.

### ***FUNDRAISING FOR CLASS TRIPS***

Holy Trinity Catholic School is not responsible for providing fund raising for class trips. Fund raising may be organized by parents, but must first be approved by the school administration.

## **FAITH AND WORSHIP (8)**

### ***RELIGIOUS EDUCATION***

Holy Trinity Catholic School provides a faith-based education to assist parents in the religious education of their children. All students, regardless of their religious affiliation, participate in daily religious instruction based upon our Catholic doctrine and tradition. Parents, by virtue of the fact that they enroll their child(ren) in a Catholic school, acknowledge that religion is a basic part of our school day. Religious instruction in Catholic beliefs and values permeates all aspects of our school program.

### ***ATTENDANCE AT MASS***

Mass is celebrated by the entire school community each Friday at 8:00 AM, in addition to holy day's of obligation or special Masses. School Masses are also opportunities for students to assist in planning. Parents are encouraged to attend School Masses. All students, regardless of their religious affiliation, are expected to attend any liturgies, retreats, prayer services or other religious celebrations that are planned for the class or school. Non-Catholic students do not participate in the Eucharist at Mass, but may receive a blessing. To realize the mission of our

school, it is imperative that parents reinforce our daily Catholic teachings by attending Sunday Mass with their children.

### ***RECONCILIATION***

Roman Catholic students who have made their First Reconciliation will have other opportunities during the school year to receive the sacrament of Reconciliation including during Advent and Lent.

### ***SACRAMENTAL PREPARATION***

Sacramental preparation is a two-year process that begins in 1st grade for First Reconciliation and First Communion. Students receive the sacrament of First Reconciliation and First Communion in 2<sup>nd</sup> grade. Seventh graders begin preparation for Confirmation and receive the sacrament of Confirmation in the 8<sup>th</sup> grade. There are also activities outside of the classroom that include but are not limited to, service hours, projects, parent sessions and retreats. Non-Catholic students take part in learning about the sacraments in religion class, but do not receive sacraments.

For more information regarding sacramental preparation, please refer to the parish sacramental policy.

### ***SERVERS***

Any Catholic boy or girl in grades 5-8 is eligible to become a server at Mass. Students must go through a training process to become a server. The training is done by the parish.

### ***SERVICE***

Our mission as a Catholic school is to pass on the gospel message of Jesus to others. We teach our children to model the life of Christ by loving and serving others. There are many benefits to be gained by all when service is provided to others. Service is an integral part of any community. Each Holy Trinity Catholic School family is asked to provide service to the school at some time during the year. There are many opportunities for service, and parents will be kept informed throughout the year of those opportunities. HTPO will also send a list of activities where volunteers are needed.

Both 7<sup>th</sup> and 8<sup>th</sup> Graders are expected to perform service hours as part of their sacramental preparation for Confirmation. Service hour requirements are given to the students.

## **GENERAL SCHOOL INFORMATION (9)**

### ***ARRIVAL AND DISMISSAL PROCEDURES***

The main school door is unlocked in the morning to allow students to enter. The west school door will remain locked and a teacher will open the door for bus riders to enter. Students who are dropped off by parents are to enter through the front door. If students are dropped off before 7:50 a.m., they will need to go to extended day. They will be charged for using extended day.

At the 2:45 dismissal time, the busses will pick up their riders at the west door. Parents who are picking students up are asked to enter the parking lot on the driveway between the church and the parish offices, pick up their student(s) with your car facing east and the car door closest to the sidewalk accessible. Exit on the driveway between the parish offices and the ball fields. The children who are being picked up will be brought out by the faculty. Parents are asked to remain in cars to pick up students. If a parent needs to come into the building to talk to a faculty, etc., they are asked to wait until all of the cars picking up students have left and to park in the parking lot across from the gymnasium/community centers. **Please arrive prior to 2:45 p.m. if you are parking and retrieving your child to avoid driving through as students are being picked up (see map)**

Students are to be in their classrooms and ready to begin the school day by 8:00 AM. Announcements begin promptly at that time. Students are tardy after 8:00 AM and need to report to the office before going to class. Parents should not be in the classrooms/hallways after 7:50 AM so teachers may be able to get attendance and prepare students for the start of the school day.

All students are to leave the school property immediately after dismissal unless they are in extended day with a faculty or under supervision.

Students are not allowed to remain on school premises after school is dismissed unless they are with a faculty member for academic purposes or in extended day. Students who are here after school hours will be sent to extended day, and parents will be charged for the use of extended day.

Walkers should not arrive before 7:40 a.m. They must obey all traffic rules. They will remain in the classroom after school until dismissed, and are not to linger at school, but are to go straight home.

### ***DISMISSAL CHANGES***

If your child will be leaving the school grounds with someone else's parent(s), a written note is required. No student may ride the bus home with someone else, and other arrangements will need to be made. Holy Trinity Catholic School follows all bus rules of the Evergreen Local School District who provides transportation for our students. If your child changes his/her means of transportation during the school year, please notify the school office in writing. Please do not email or leave a voice mail for faculty because they may not be able to access either before the end of the day. Please discuss transportation changes BEFORE your child leaves for school to alleviate end of day calling and confusion.

### ***BIRTHDAY CELEBRATIONS***

Your child is permitted to dress out of uniform on the day of their birthday. If their birthday falls on a weekend they may dress out of uniform either on Monday or Friday of the weekend of their birthday. If your child's birthday is in the summer we celebrate half birthdays to make sure everyone's birthday is celebrated. Please note that on these non-uniform days the students must still follow the guidelines for non-uniform days as outlined in the dress code.

Parents may send in treats for a birthday celebration, but please make sure that there is enough for every child and provide everything necessary to serve your treat (napkins, etc.). Finger foods are always a convenient snack. We do ask that you not send in lunch for a birthday treat. With all of the new mandates at the state level for healthy food, we ask that you please send in a nutritious snack for a treat. We are also asking that no drinks are sent in with the treat. We do not allow pop as a treat as many parents prefer that their children do not drink pop, and we do not want spills in the classrooms. Please let the faculty know ahead of time that you are planning on bringing a birthday treat.

### ***COMMUNICATION***

Family newsletters and other important communications are sent home in a large brown envelope each Friday with the oldest child in the family (unless otherwise requested by the parent). Please be very careful to read all communication from the school. The brown envelopes must be signed and returned on Monday. There will a charge of \$1 to replace a lost envelope.

Newsletters, lunch menus, calendars and most other pertinent information are posted on the school website.

If a non-custodial parent wishes copies of the brown envelope contents and copies of report cards, that parent will need to contact the school office and pick up the additional information. There is a \$40 per year charge to mail information to a non-custodial parent.

Individual classroom faculty communicate on a regular basis with parents. Classroom newsletters come home each Friday in the brown envelope or are emailed by the teacher directly.

All faculty and staff members may be contacted at any time through email or voice mail. The addresses are attached to the back of the handbook. Faculty normally can respond to emails and voicemails before 7:45 am and after 2:45 pm, however depending on their schedules this does not always happen daily. Faculty and staff will be expected to respond within 24 hours of contact (excluding weekends and holidays). If you would like to speak with a teacher, please make an appointment with the teacher. Should you have an emergency, contact the school office.

### ***CONFIDENTIALITY***

All persons can expect confidentiality from school personnel as long as no one's life, health, or safety is at stake, or criminal activity is involved.

### ***CONTACTING FACULTY***

If at any time a faculty needs to be contacted, please contact the faculty member directly unless it is an emergency. The faculty will respond as soon as possible. Please do not call faculty at home unless the faculty member has indicated that this is acceptable. Faculty members may have obligations before and after school and are not always available, thus it would be best to call ahead of time to schedule an appointment. In addition, during school hours of 7:50 a.m. to 2:45 p.m. faculty are not available to meet with parents unless a previous appointment is made.

### ***DRESS CODE***

See Appendix A of handbook.

### ***EXTENDED CARE***

Extended Day Care is available in the morning from 7:00 a.m. until 7:50 a.m., and from 2:45 p.m. until 5:30 p.m. The fees are available in the office. Students who arrive by bus before 7:45 a.m. are not assessed extended day fees. Students who are dropped off by car or walk, and arrive before 7:45 a.m. are assessed extended day fees. To contact extended day after school office hours, dial 419-644-3971, ext. 118 **All extended day fees must be paid at the end of each quarter before your child begins another quarter to avoid compilation of monies owed.**

### ***ITEMS NOT ALLOWED AT SCHOOL***

Electronic devices are not allowed in school for pleasure or entertainment. This includes but is not limited to CD players, iPods, phones, and other electronic games. Holy Trinity Catholic School or Parish is not liable for personal devices if they are broken, missing, or stolen.

### ***FIDGET SPINNERS***

Not limited to but including: Fidget spinners and cubes, are not allowed unless there is a documented need for a student. Teachers may use discretion in their classroom to allow these items but that must remain in that classroom and may not be allowed to be carried around on a student in the hallways, bathrooms, encore classes, etc. If allowed by the teacher they must stay within that classroom, either in a collection bucket or in an assigned place by the teacher when the students are leaving the classroom.

### ***LOST AND FOUND***

Lost and Found items are kept in the hallway between the office and the gym. All lost and found items that have not been claimed at the end of each semester are given to St. Vincent de Paul.

### ***LUNCH PROGRAM***

The HTS lunch program provides students with a hot lunch. This lunch includes fruit, vegetable, milk, and a main dish. Students may opt for a peanut butter and jelly sandwich instead of the main dish. The hot lunch and milk programs are subsidized by the state and federal governments. Eligible students may receive free or reduced lunch prices.

Students are offered 5 components for each meal: fruit, vegetables, grains, meats (or meat alternate), and milk. For a meal to be considered complete, the students must choose at least 3 of the components. One must be a fruit or vegetable. They may choose all of the components offered that day. Extra fruit and vegetable servings are free for those who ordered the hot lunch. We are required to incorporate the following initiatives in order to serve healthy meals that the students will enjoy: Increase in the quantity and variety of fruits and vegetables, offering more whole grain products, reduced sodium in the meals, reduced fat in the meals. Healthy eating habits learned in childhood will be continued into adulthood.

Payment for lunch is billed through Smart Tuition. Each month charges for lunch will be included on your bill.

Food Allergies: If a child has a food allergy, and a note is on file from the child's doctor, the cafeteria will make sure that the child does not receive that food. Substitutions will be made for life threatening allergies if the child is purchasing hot lunch.

### **MONEY AND/OR VALUABLES AT SCHOOL**

Students should not carry money to school, other than to pay book clubs, fees, etc. That money is to be turned in to their homeroom teacher upon arrival at school. It should be in a sealed envelope marked with the child's name, the amount and purpose. Faculty do not keep money in their classrooms. Should you have more than one child please send one envelope for each child as each teacher keeps their own tally and it is difficult to track when monies or checks are sent with one of several children.

Students should not bring any valuables to school. HTS is not responsible for the loss or damage of valuables brought to school in violation of this rule.

### ***PARENT ORGANIZATION***

Any parent who has a child enrolled in HTS is automatically a member of the Holy Trinity Parent Organization (HTPO). The purpose and goal of the HTPO is to promote cooperation between parents and the school, and to provide additional funds for educational activities and items through annual fundraisers. HTPO plans and coordinates several activities each year. Organizational meetings are held throughout the year. Dates and times will be announced in the school newsletters. The effectiveness of the HTPO depends upon the involvement of the parents. Students, faculty, and staff benefit from the efforts of the HTPO.

### ***PUBLICITY PERMISSION***

Students must have parental permission to be included in any school publication including newspaper articles, etc. The permission form is in force for the entire time the child attends Holy Trinity Catholic School unless we are notified otherwise. Student pictures will be on the parish and school website occasionally for activity pictures, but last names of students are not used.

### ***SCHOOL COUNCIL***

School Council is an advisory group to the pastor and principal on matters of the administration of Holy Trinity Parish School.

You may contact the principal or pastor with any School Council question or concern.

### ***TELEPHONE CALLS***

Students should not make phone calls unless it is an emergency or a special situation. **If a child has forgotten homework, supplies or lunch, they should not call home for them.** No child will go hungry if a lunch is forgotten, as the school will provide something. Please make sure your child knows how he or she is to get home each evening so they do not have to call to find

out each day. Thank you for your assistance with this as we try to instill a sense of responsibility in our students.

If permission is given to use the telephone, students may only use the phones in the school office. Students may NOT use telephones anywhere else in the building or use a cell phone. All cell phones shall remain in lockers during the school day.

### **TECHNOLOGY DEVICES , CELLULAR PHONES, SMART WATCHES**

We recognize the need for parents and students to communicate to ensure safety. All devices including but not limited to Technology Devices, Cell phones, Tablets, iPads, iPods and Smart Watches may be brought to school under the following conditions:

1. Cell Phones, Tablets, iPads, iPods must be kept in the OFF position at all times and not carried on the person.
2. No device may be used for picture taking or any type of recording.
3. No harassment or threatening of persons via the cell phone, smart watch, or technology device is permitted.
4. Cell phones, smart watches, technology devices, tablets, iPods or iPads may not be used for game playing, Internet or email access, or text messaging.
5. Smart Watches must be silenced from the time of during school hours.
6. Those who violate any of the rules regarding the policies for any technology device may forfeit their privileges of bringing them to school. Devices will be confiscated for any violations and parents will be notified.
7. Holy Trinity Catholic School is not responsible for any damage, loss or theft of any cell phone, smart watch, technology device, iPad, or iPod.

### ***TRANSPORTATION***

Transportation is available for students residing in the Evergreen and Delta districts. Students are expected to follow all rules and regulations as directed by the bus driver. Our utmost concern is for the safety of each child. Parents will be notified of a child's failure to comply with bus rules by means of a Bus Violation Report given by the bus driver. Parents must assume responsibility for the behavior of their children while riding the bus. If permission to ride the bus is revoked, parents must provide transportation to and from school until such time as reinstatement of bus riding privileges may be made.

The office must be notified in writing of any changes in transportation arrangements. For specific information regarding your child's transportation, please contact the school office.

## **HEALTH AND MEDICAL (10)**

### ***ADMINISTRATION OF MEDICATION***

For all medication, the following rules shall apply:

1. Parents should first consult with their child's physician to see whether the medication schedule can be adjusted so that the medication can be taken at times other than during school hours.
2. Whenever a student must take prescribed medication during school hours, the appropriate physician request and parent release forms must be on file in the student's health folder and

available to the person designated by the school before the student will be allowed to begin taking the medication in school.

3. Medication in the same container in which the prescribing physician or pharmacist dispensed the drug is to be brought by a responsible person to the principal-minister's office or to nurse's office for safe keeping.

4. For each prescribed medication, the container should be labeled with the following information: student's name, name of physician, date, name and telephone number of pharmacy, name of medication, dosage, frequency, and any special handling and storage directions.

5. Any unused medication not claimed by the last day of school each year will be destroyed by school personnel.

6. It is the responsibility of the parent or legal guardian to instruct the child to report to take the medication at the designated time. Efforts will be made by school personnel to communicate a student's medication needs to faculty or other appropriate staff members.

7. A log shall be kept for each prescribed medication in the student's health folder, on which the school personnel will note at that time each occurrence of overseeing the student taking his/her medication.

8. New request forms must be submitted by the parents each school year and whenever the medication or dosage is changed.

### ***INHALERS***

Inhalers may be carried by the student, but an inhaler permission form must be completed by a physician. That form is kept on file in the school office.

### ***EMERGENCY MEDICAL AUTHORIZATION***

Parents or legal guardians are required to complete emergency medical authorization forms. They will be kept on file in the school office, and faculty will have copies of these forms with them on educational trips off school grounds.

### ***FOOD ALLERGIES***

If your child has an allergy to any food, we must have notification from the child's doctor. Parents will then need to fill out a food allergy plan.

### ***CONTAGIOUS DISEASES***

Parents are asked to contact the school office in the event that their child contracts a contagious disease such as head lice, chicken pox, measles, mumps, strep throat, impetigo or pink eye. Children will not be allowed to return to school until the contagious condition no longer exists. In the case of head lice, students must be checked in the school office before they are re-admitted. Holy Trinity Catholic School has a no nit policy for head lice. If your child has a fever, your child may not return to school 24 hours after the fever. Using medicine (Acetaminophen/Ibuprofen) to reduce the fever does not constitute being fever free. The school reserves the right to make the final decision of allowing a child to return to school.



## ***ILLNESS DURING THE DAY***

Students who become ill during the school day will be sent home if necessary. Parents will be called, and if parents are not available, the next emergency contact will be called to pick up the child from school. Students must be signed out in the office.

## ***IMMUNIZATIONS***

Students entering Holy Trinity Catholic School must be in compliance with immunization requirements as specified by the Ohio Revised Code.

### **Immunization Requirements**

Pupils in grades K-12, unless otherwise exempt, must be immunized against certain diseases by type of vaccine and number of required doses.

1. The pupil submits written evidence that he/she meets or exceeds the minimum immunization requirements, which are:

#### **Diphtheria, Tetanus, Pertussis:**

Vaccine: DTP, DTaP, DTa, Tdap and/or Td Vaccine

Kindergarten – 5 doses DTaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the 4th birthday.

Grades 1-12

3-4 doses of DTaP, DTP, DT or Td or any combination

Grade 7 – 1 dose of Tdap or Td vaccine must be administered prior to entry.

#### **Polio:**

Vaccine: Trivalent Oral Vaccine, Live Virus

Kindergarten – 4 doses of any combination of OPV or IPV, the final dose must be administered on or after the 4th birthday regardless of the number of previous doses.

Grades 1-12 – 4 doses if a combination of OPV or IPV was administered.

4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4th birthday.

#### **Measles: (Measles, mumps, rubella)**

Vaccine: Measles Vaccine, Live Virus (administered at 12 mo. or older)

K-12 – 2 doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.

Kindergarten – 2 doses of varicella vaccine must be administered prior to entry. Grades

1-4 – 1 dose of varicella vaccine must be administered on or after the first birthday.

#### **Hib: (Haemophilus)**

Vaccine: Haemophilus Influenza b (HIB)

None

#### **Hepatitis B:**

K-11 – 3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose) must not be administered before the age of 24 weeks.

No student at the time of his/her initial registration or at the beginning of each school year shall be permitted to continue to attend school for more than 14 days unless he/she presents written evidence that he/she has been immunized or is in the process of compliance; or he/she presents a physician's statement that immunization may be detrimental to the student's health or a parental/guardian statement that immunization is objected to for good cause (e.g., religious convictions).

Students previously admitted under the "in process of being immunized" provision or a student, who has not presented a written statement by his /her physician, shall be excluded from school on the fifteenth day. Any student excluded shall be readmitted upon written evidence of compliance.

In the case of a school epidemic situation, those students who have not been vaccinated against the epidemic cause must be excluded from the building until two weeks after the last reported case in the school or surrounding area.

### ***SCREENING***

Students will receive vision, hearing and scoliosis screening by a Fulton County Health Nurse. Parents will be notified when, and at what grade level, students will receive these screenings.

Vision screening is done in grades K, 1, 3, 5 and 7. It is distance vision only. Hearing screening is done in grades K, 1, 3, and 5. Scoliosis screening is done in grades 5-8.

All new students receive vision and hearing screening.

Students may be tested /screened upon faculty or parent request.

## **PARENT-SCHOOL RELATIONSHIPS (11)**

### ***EXPECTATIONS***

#### **WHAT PARENTS CAN EXPECT FROM FACULTY**

It is the responsibility of the faculty to provide a safe and nurturing environment and a meaningful learning experience. In addition, faculty will keep the parents fully informed of student academic progress, concerns and behavioral issues. Parents can expect that faculty will protect their child's reputation and practice professional integrity by discussing the child's needs only with appropriate staff members. The same is expected of our parents in regards to our faculty and staff.

#### **WHAT FACULTY AND STAFF CAN EXPECT FROM PARENTS**

Faculty can expect that parents will be supportive of them at all times. In the event of a question, concern or disagreement, the parent should contact the faculty for clarification. Parents are asked to go to the faculty first with concerns, especially regarding questions about specific incidents in the classroom. Please remember that the student's perception of an incident might not be the same as the faculty. Each faculty is entitled to respect as a professional educator as well as to his/her good name and reputation.

### **PARENT COOPERATION**

The mission statement of Holy Trinity Catholic School states that the school and the family collaborate in the education of the child. We feel that the parents are the primary educators of the students, and parent cooperation with the school is an essential ingredient for student success. Parents are expected to follow all policies and procedures given in the handbook and are asked to sign the form in the handbook each year agreeing to do so. Parents are also expected to follow individual classroom policies and to be aware of all communications from the school.

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

If a student or parent is having a problem with a faculty, the parents are asked to first discuss it with the faculty. Going to the principal or the pastor should only be done after attempts have been made to discuss and resolve any issue with the faculty. The second step of this process is to discuss with the school principal and the third step would be with the pastor.

### **SAFETY (12)**

#### ***ABUSE/NEGLECT***

Under the Ohio Revised Code, any faculty or school authority who knows, or has reason to suspect that a child has suffered, or faces a threat of suffering, any physical or mental wound, injury, disability or condition of a nature that normally indicates abuse or neglect, must immediately report the information to the appropriate agency.

#### ***BICYCLES***

Students who ride bicycles to school are to park them in the designated bicycle area. No student may ride a bicycle on school grounds during school hours or bus-loading time. All students are to stay away from parked bicycles during school hours. HTS is not responsible for lost or damaged bikes; it is recommended they be locked. Bikers need to remain in their classrooms and will not be dismissed until the last bus leaves. Written permission from the parent is needed for riding a bike to school.

All students are to leave the school property immediately after dismissal unless they are with a faculty or under supervision.

## ***CRISIS AND SAFETY PLAN***

Holy Trinity Catholic School has a Safety Plan in place for all emergency situations. There are specific procedures in place for dealing with different types of crisis situations, including shelter-in-place, lockdown, evacuation, etc.

The Department of Homeland Security will announce Threat Levels.

Our procedure for Orange Alert is to continue as usual.

If a RED alert occurs before school hours, schools will be closed and all activities cancelled until authorized to open by our Regional Terrorism Task Force.

If a RED alert occurs during school hours, students will remain in school until regular dismissal time unless otherwise directed by the Regional Terrorism Task Force. All activities and events will be cancelled.

If there is an alert announced during school hours, please tune to local radio and TV stations for information.

If a threat to our school or students occurs during school hours, access to the building and parking lot will be restricted until the threat is over. Teachers will implement the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) procedures that are reviewed yearly.

## ***CUSTODY AND RELEASE OF STUDENTS***

This school abides by the provisions of the Family Educational Rights and Privacy Act (FERPA) with respect to the rights of noncustodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to academic records and other school information regarding his or her child. It is the custodial parent's responsibility to provide the school with a court-certified copy of the court order. The custodial parent has responsibility for communication and financial obligation.

In the case of a divorce, the custodial parent of a student is required to supply a copy of current custody papers to the school office. Unless otherwise stated by court documents, each parent is presumed to have full authority regarding tuition, record release and enrollment, unless a court order restricts their authority. Never married parents should also have custody documents on file, as needed.

The school will not release a child to a non-custodial parent unless otherwise noted through a court order or official court document or through the written consent of the custodial parent. Any such written consent must be provided each school year

## ***PERMISSION FORMS***

A permission form will be provided for each educational trip. Parents are required to sign these forms in order to permit a student to go on the trip. Forms may be checked for forgery. Students who do not return signed forms will not be permitted to go on the trip. A faxed form from the

parent will be accepted, but verbal permission over the phone or a handwritten note will not be accepted.

### ***RELEASE OF STUDENT***

The school is responsible for the child's safety from the time that he/she arrives in school in the morning until dismissal time. Therefore, students will only be released to parents or to persons designated by the parents.

Medical and other appointments for students during the school day are discouraged, but we recognize that it is occasionally necessary. Parents must notify the school in advance and must sign the student out in the school office.

All requests for early dismissal should be addressed to the office and faculty. Faculty are not authorized to release students.

### ***SEVERE WEATHER PROCEDURES***

In the event of tornado warnings, severe thunderstorms, downed power lines, etc., students will be kept in the school building and not dismissed until it has been determined that it is safe to do so.

### ***TORNADO, FIRE AND ALICE (LOCKDOWN) DRILLS***

Fire and tornado drills will be held periodically throughout the school year. In order to ensure the safety of everyone concerned, students are expected to follow all procedures given for these drills. ALICE drills will also be conducted throughout the year. During any of these drills, no one will be released from the school building. During an ALICE drill, no one will be admitted to the school building.

### ***TRANSPORTATION FOR EDUCATIONAL FIELD TRIPS***

In most cases, parents provide transportation for educational trips. Immediate family members may drive for trips as long as they are over 25 years of age. Drivers must have insurance and may be asked to furnish a copy of their driver's license and proof of insurance. Drivers are also required to have a transportation form on file in the school office. Drivers must have each student buckled individually into a seat. Students may not sit in the front seat where there is an air bag, unless it is the child of the driver (and even then it is discouraged.) Students who are less than 4 years of age or weigh less than 40 pounds must be properly secured in a child restraint system that meets federal motor vehicle safety standards. At other time, Evergreen busses may be used with a small additional charge for each student.

The Ohio Child Restraint Law requires that any child under four years of age or weighing fewer than 40 pounds who is transported by car "owned, leased, or otherwise under the control of a nursery school, kindergarten, or day-care center" shall be secured in a child restraint system that meets federal standards. In the State of Ohio, all front seat passengers must wear safety restraints. If parents drive children for school sponsored events, the children must be appropriately restrained. Based on the best information presently available, pre-school,

kindergarten and elementary students should not be transported in the front seat of a car having dual air bags.

Booster Seats: Ohio law requires that children ages four through seven who are less than 4'9" tall must ride in a federally approved booster seat. Children over 8 who are not secured in a car seat must be secured in the vehicle's seat belt.

### ***VISITORS TO THE BUILDING***

Visitors are always welcome at HTS. Because of our security system, all visitors have to check in at the school office before gaining access to any portion of the building.

### **STUDENT PREGNANCY POLICY (13)**

Considering the sacredness of life, Holy Trinity Catholic School will not expel a student solely on the grounds of pregnancy or paternity. It is felt that he or she needs at this time Christian acceptance and counsel. The student (boy or girl) will be allowed to remain in school as long as the following procedures are implemented:

1. A conference will be arranged with the student, parents, principal and pastor.
2. The student will receive any counseling as deemed necessary by the principal and pastor.
3. The school will receive a medical report from the girl's physician monthly to verify that continued enrollment in school is in the student's best interest.
4. The principal, pastor and parents agree that enrollment in school is in the best interest of the student(s) involved, as well as the other students in the school.

In addition the student (boy or girl) may not assume any leadership roles in school. The entire class will be provided counseling sessions as needed.

### **TUITION, FEES AND PAYMENTS (14)**

#### **Financial Obligation**

Parents and/or guardians are responsible for full payment of tuition and any and all fees. Student records will be withheld for transfer and report cards will not be given to students for nonpayment of tuition and fees.

#### ***Returned Checks***

There is a \$30 fee for any check returned for insufficient funds.

#### ***Tuition Payment and Registration***

A registration fee is required for each child. This fee is non-refundable. Tuition is refundable and will be pro-rated if a child leaves after school has started for the year and before the end of the first semester. There is no tuition refund after the first semester. All other fees, workbook, supplies, etc. are non-refundable.

### ***TUITION ASSISTANCE***

Opportunities for tuition assistance are available for those families who have financial need. All tuition assistance is kept strictly confidential. If assistance is needed, please contact the principal or the business manager for more information.

### **WEATHER - SCHOOL DELAYS OR CLOSINGS (15)**

If school is closed or delayed due to weather or other emergencies, local radio and television stations will announce that Evergreen Local Schools are closed or delayed. Holy Trinity Catholic School is included in any announcement regarding either of these categories for Evergreen Schools. Please do not call the school or the parish office.

Evergreen has made provisions to use a 3 hour delay if necessary. The normal procedure will be to announce a 2 hour delay. Around 8:30, the decision will be made whether or not to go to a 3 hour delay. If there is a 3 hour delay, there will be an additional hour added at the end of the day.

If there is a 2 hour delay, Holy Trinity will begin the day at 10:00 a.m. Dismissal will be at the regular time.

### **PRINCIPAL'S RIGHT TO AMEND**

**The principal is the final recourse and reserves the right to amend this handbook. Parents will be given prompt notification.**

**All rules, policies and situations that are not specifically stated within this handbook are at the discretion of the administration (Pastor, Principal, and Dean of Students).**

## APPENDIX A

### **HOLY TRINITY CATHOLIC SCHOOL DRESS CODE MUST BE NEAT, WRINKLE FREE AND CLEAN**

A student's general appearance can contribute much to, or detract from, the learning atmosphere and attitude in a school. Neatness and cleanliness will help ensure the health and safety of each child. Above all students should dress **MODESTLY** as befits an elementary school child in a Catholic school. Our dress code is for students in grades Kindergarten through 8. Preschoolers do not need to follow the dress code; however they should dress appropriately for a Catholic school environment and the weather and their activities. **NO STUDENTS MAY WEAR SHOES WITH WHEELS, LIGHTS, OR SOUNDS OF ANY KIND.**

#### **SHIRTS AND TOPS**

**LADIES AND GENTLEMEN** – Plain, solid-colored white, light blue or navy blue shirts that are the correct size for the student are expected. Shirts may be long or short-sleeved. They are to be button up shirts with a collar or knit polo shirts with a collar. T-shirts worn under a dress shirt must be white with **no printing of any kind on it**. Sweaters or sweater vests may be worn as long as they are plain, solid-colored white or navy. Sweaters may be V-necks, crew neck or cardigans, but can only be worn over a dress code top. No sweatshirts other than Holy Trinity Catholic School sweatshirts are allowed. No hooded sweatshirts or sweaters may be worn. **Shirts are to be tucked in at all times.**

#### **PANTS AND SLACKS**

**LADIES AND GENTLEMEN** – Plain, solid-colored navy blue or khaki dress cotton pants are to be worn. **NO JEAN MATERIAL pants may be worn.** Pants may not have double stitching on the seams or rivets. Pants must be worn up around the waist and cannot touch the floor. Belts (conservative brown or black) must be worn with pants/shorts at all times in grades 2 through 8, belts are encouraged but not required for Kindergarten and 1<sup>st</sup> Grade. Items not permitted – Cargo pants, leggings, stirrup pants, flared or bell bottoms, stretch or knit pants, denim, rivets or painter's loops on pants.

#### **SKIRTS**

Navy, khaki or Lands End plaid (in our school shop through Lands End) skirts, skorts and jumpers that fit appropriately are acceptable. Leggings and Tights that are white, navy, or black may be worn under skirts. Skirts and skorts **cannot be more than 3 inches above the knee.** **LEGGINGS that are white, navy or black may be worn underneath a skirt or skorts, but not alone.**

#### **SHORTS**

Dress cotton shorts in navy or khaki are allowed until October 1 and after May 1. This timeframe may change depending on weather and will be announced during afternoon announcements if there is a change. The shorts may not be cargo, denim, rivets, or knit. Shorts must fit loosely and be approximately knee length. Belts (conservative brown or black) must be worn with pants/shorts at all times in grades 2 through 8, belts are encouraged but not required for Kindergarten and 1<sup>st</sup> Grade.

#### **SOCKS**

Plain white, gray, navy or black socks or tights are to be worn. Socks can have discreet logos on them. Socks are to be crew, ankle, or knee length. No-show socks or footies are not permitted.



**LEGGINGS that are white, navy or black may be worn underneath a skirt or skorts, but not alone.**

## **SHOES**

**LADIES AND GENTLEMEN** – Dress and Athletic shoes may be worn, but need to be conservative in color **without lights, wheels, or sounds**. Shoes should not be a distraction in the classroom. Heels should be no taller than one inch. Shoes must be closed all the way around the foot and tied at all times. Sandals, flip-flops, heels, etc. are not allowed.

## **PHYSICAL EDUCATION ATTIRE**

Students must have a change of clothes for physical education class. The required clothing for P.E. is shorts, t-shirts, tennis shoes and socks. Shorts must be loose enough to permit movement, but may not be biker, boxer, jean or baggy shorts. Shorts cannot be too short or too tight. Athletic Pants that are loose fitting may be worn (sweat pants) but no yoga pants, leggings, spandex pants, etc. are permitted. Shirts may not be mesh or sleeveless and may not be so short that the midriff is bare. Shirts and shorts may have no writing, pictures, logos, etc. unless it is Holy Trinity Catholic School logos. Shirts and shorts must be clean and neat with no holes or tears. Shoes must be regulation athletic shoes. Students may wear P.E. clothes to school **ONLY** if they have P.E. first period. You may purchase Holy Trinity t-shirts and shorts through our Spirit Wear.

## **DRESS DOWN DAY ATTIRE**

Students may wear jeans to school on dress down days. These days are announced ahead of time. The dress code for these days will follow these requirements: jeans must be clean without any holes, tears or words written on them; tops/t-shirts/shirts may not have any offensive language or pictures and must be appropriate for Holy Trinity Catholic School. Shoes on jeans day must still comply with the regulations for every day. Shoes must be closed all the way around the foot. Sandals, flip-flops, heels, etc. are not allowed. Special dress down days will be announced prior to those days. For example, Catholic Schools Week, Red Ribbon Week, special days celebrated at Holy Trinity Catholic School, etc.

## **JEWELRY, HAIR AND MAKEUP**

We are a Catholic Elementary School. Jewelry, hair and makeup should be conservative and not be distracting or unusual. Hair adornments are also to be conservative, not distracting and limited to simple headbands, barrettes and ponytail holders. Jewelry is limited to 1 bracelet, 1 small religious necklace (that is to be tucked under the shirt), and 1 small pair of earrings. Only girls are allowed to wear earrings. Make-up can only be worn by girls in grades 7 & 8. Faculty will make the determination as to what is appropriate and not distracting.

**FRIDAY** – As a privilege **only** to the eighth grade they may dress up on Fridays or any other weekday we have mass. It is understood that dressing up means semi-formal attire and length of dresses or skirts is appropriate.

## **APPENDIX B**

### **Policy Statement on Gender-Related Matters**

The Catholic Church has always believed that her first mission given her by Christ Jesus is the salvation of souls. The Church must be true to her own identity and mission. Thus, the teachings of the Catholic Church must permeate all aspects of her activities. As a result, the Catholic community has a responsibility to be a witness to truth, charity, and justice based on the Gospel; and must always strive to be respectful of persons and understanding of the struggles present within and among the people of God. It would be inconsistent with the Church's mission to teach, promote, or encourage anything that is contrary to the teachings she has received from God and which the Magisterium has clearly and consistently articulated. For this reason, the Church cannot, and may not, sponsor, endorse, facilitate, or host such organizations, events or activities that would promote such views, in any form or format whatsoever.

With specific regard to the human person, the Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. By remaining true to what Christ has taught concerning the human person, the Church encourages individuals to accept their own bodies and gender as they were created<sup>1</sup>, and seeks to help all people to recognize that the current attempts in modern culture to redefine gender and social institutions, as well as alter the nature and purpose of human beings, are misguided and not in accord with the truth. Therefore, it would be morally unacceptable for the Catholic Church, including the Diocese of Toledo, its parishes, schools, or ecclesiastical organizations to provide accommodations based on anything which in itself is contradictory or antithetical to the teachings of Christ and his Church, including notions of gender and sexuality that are contrary to Catholic teachings. For a fuller catechetical treatment of this topic, see Catechesis Regarding Human Dignity and Gender-Related Matters in the Appendix.

In Catholic parishes, schools and ecclesiastical organizations of the Diocese of Toledo, all activities and ministries are to be rooted in, and consistent with, the principles of Catholic doctrine. Therefore, in every parish, school and institution, all paid employees and unpaid volunteers will:

1. Treat all persons with sensitivity, respect, and compassion.
2. On a case-by-case basis, consider in a compassionate way any specific request sensitive to the physical and psychological needs of a person. The basis of the consideration will be on the following questions:
  - i. What is the specific request of the adult, student and/or parent(s)/guardian?
  - ii. Is the request in keeping with the teaching of the Catholic Church?
  - iii. Is the parish, school or ecclesiastical organization reasonably able to provide for the request?
3. Require that names and pronouns be in accordance with the person's biological sex.
4. Maintain names in records according to the person's biological sex.
5. Confirm that uniforms and gender specific dress, bathrooms, locker rooms, showers, and sponsored activities will all be according to biological sex.
6. Require that participation on athletic teams and extra-curricular activities be according

to biological sex.

7. Consult the Office of Marriage and Family Life with extenuating circumstances.

<sup>1</sup> Pope Francis, *Amoris Laetitia* 56.

### **Catechesis Regarding Human Dignity and Gender-Related Matters**

The Catholic Church has always and everywhere affirmed her belief that each and every human being is created in the image and likeness of God. As such, every person deserves respect, dignity, and freedom from discrimination. Indeed, there is an inescapable duty to make ourselves the neighbor of all people, no matter who they are<sup>1</sup>. Further, the Church is obligated to hand on to every generation all that she has received from Jesus Christ, her divine founder, especially as it relates to our understanding of the human person in these present times.

The witness of Sacred Scripture is clear: God created human beings male and female (Genesis 1:27). From the dawn of creation as depicted in the Book of Genesis to the closing pages of the Apocalypse, Scripture presents the human race as consisting of only two (2) sexes. Both sexes, male and female, are created in the image of God and are equal in dignity and destiny (Genesis 2:21-24). God created Adam and Eve out of love and for love. One's gender is therefore determined by one's biological sex.

The entirety of divinely inspired Scripture affirms the male and female forms of human nature *as reality*. They are not mere cultural phenomena or subjective constructs. Although wounded by the entrance of sin into human experience and its far-reaching effects on our bodily nature, man and woman continue to image God in both their uniqueness and complementarity. Scripture is clear on the necessity of respecting God's order and commands for human beings to experience the fullness of life he intends.

As articulated by Pope Francis, the clear and constant moral teachings of the Catholic Church have always envisioned a connection between our highest human happiness and our willingness to embrace the biological sex given us at birth<sup>2</sup>. Our bodies teach us profound truths about ourselves and our purpose in life. Our bodies signify that we are called to and gifted for relationships that are complementary in nature, open to new life, and destined for eternal happiness and joy. Our bodies are God-given means of deepening our human generosity and communion with both God and each other.

Pope Saint John Paul II affirmed in his teaching known as the *Theology of the Body* that in our given biological complementarity, *as distinctly male and female*, God clearly intended us to live in loving communion with him and with each other. Through mutual self-giving and interdependence, he invites us to share in his own act of creation, as well as his own eternal happiness and joy. Therefore, our God-given maleness and femaleness clearly make visible our calling to love and co-create with God in bringing new life into the world. This is what Pope Saint John Paul II called the "sacramentality of the body." Our bodies are "icons" that reveal the deepest essence of who we are in the moral, spiritual, emotional, and physical dimensions of life.

<sup>1</sup> *Gaudium et Spes* 27.

<sup>2</sup> Pope Francis, *Amoris Laetitia* 285.

Catholic teachings envision biological sex as neither a politically defined nor socially constructed reality. It is an objective reality, a cornerstone of our createdness, and an invitation to enter joyfully and generously into what we believe to be the central mystery of the Christian faith, namely, that God is himself an eternal exchange of love emanating from the love shared between the Father, Son and Holy Spirit<sup>3</sup>.

The Catholic Church recognizes that there is much confusion regarding human sexuality and gender in today's society. Knowing that this confusion touches the lives of many people very personally, the Catholic Church is committed to walking with each individual on the path towards a more integral understanding of their human dignity and their unique vocation in the Creator's plan for salvation history.

<sup>3</sup> *Catechism of the Catholic Church* 221.

## **Pastoral Care Guidelines**

Recalling that each moment when a person or persons come to the Church—regardless of reason— is an opportunity to provide pastoral care and to evangelize, an opportunity to introduce (or reintroduce) them to Jesus Christ, who is the way, the truth, and the life, these following general guidelines have been developed as a means to help us assist others with their needs and concerns.

These guidelines are general insofar as it can apply to many different people and scenarios. Because of this generality, it would be impractical to provide a specific answer for each and every pastoral possibility or variation. The guideline includes suggestions and reminders on how to approach a situation when presented by a person who is actively engaging or pursuing a lifestyle contrary to Catholic teaching. Examples of this include, but are not limited to: those engaging in a sexual relationship that is not in harmony with the teachings of the Church (same sex relationships; marriages that cannot be recognized by the Church; non-marital heterosexual relationships, such as premarital and extramarital cohabitation; and those persons desiring to be identified in a manner inconsistent with their biological sex).

1. Welcome and thank the individual(s) for expressing an interest in the Church and her apostolates.
2. Ascertain what the person(s) is(are) seeking:
  - i. Reception of a sacrament
  - ii. Use or rental of parish or school property
  - iii. Admission to school, religious education program, or parish/institution-related activity.
  - iv. Involvement in parish ministry
3. Ask for other pertinent details regarding what it is the person(s) is(are) asking, for example:
  - i. Are you a member of the parish; do you have children in the school?
  - ii. Where is the wedding being held? What are the names of the parties to be married?
  - iii. Who is celebrating the anniversary? Are they Catholic; were they married in the Church?
  - iv. Who are the parents/guardians of the child?
  - v. What charity or for what purpose are you raising funds?
4. If something in the answer given or conversation suggests the person(s) is(are) not pursuing a lifestyle that is in accord with Church teaching, the matter should be referred to the pastor or pastoral leader.
5. The pastor or pastoral leader should meet with the person(s), listen to the person(s)'s story, and discover where the person(s) is(are) spiritually at the moment. With all pastoral charity, inquire if the person(s) is(are) living in a manner consistent with the teachings of the Church. Then, invite the person(s) into a deeper life in Christ. This moment becomes the opportunity to ask how the Church can possibly help. Perhaps this would include assistance with the convalidation or sanation of a marriage or inviting them to celebrate their wedding in the Church (or even to be prepared and celebrate the marriage with a dispensation from the canonical form of marriage). Perhaps this would include (re)introducing the person(s) to the

Courage apostolate. In all situations, this is an opportunity to present, in a clear and pastoral fashion, the teachings of the Church (see Catechesis on Human Dignity and Gender-Related Matters), to evangelize, and to encourage all persons we encounter.

6. The catechetical exhibit then logically leads to sharing the policy statement of the diocese. Perhaps, from the pastoral discussion, the pastor or pastoral leader may determine that the Church is able to assist in and perhaps fulfill the person(s) request of the Church. If the Church is not able to assist, she has provided the opportunity for the person(s) to meet a caring person from the Church who has taken an interest in the person(s), has helped the person(s) to understand Catholic teaching, and has invited the person(s) into a deeper relationship with Jesus Christ, to share in his truth and in the life of the Church.
7. At the end of the encounter, the person(s) should be both invited into the life and truth of Christ and his Church, and thanked for their understanding.
8. If the pastor, pastoral leader or school administrator requires assistance or guidance beyond what is provided in this document, please contact the Office of Marriage and Family Life in the Diocese of Toledo.