



2020-2021

STUDENT- PARENT HANDBOOK

Holy Trinity Catholic High School
6608 W. Adams Avenue
Temple, Texas 76502
254-771-0787
254-771-2285 fax
<http://www.holytrinitychs.org>

Revised August 2020



Dear Parents and Students,

***“What greater work is there than training the mind and forming the habits of the young?”
St. John Chrysostom***

Welcome to Holy Trinity Catholic High School! In choosing Holy Trinity, you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent/Student Handbook reflects the policies of Holy Trinity Catholic High School for the 2020-2021 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Holy Trinity Catholic High School during the 2020-2021 school year.

The faculty and staff of Holy Trinity look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

In Christ,

Isabelle Brogan

Isabelle Brogan
Principal

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Building the Christian Leaders of Tomorrow



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The school accepts a student's registration as his or her intention to abide by the rules and regulations of Holy Trinity Catholic High School. All students and parents or guardians are expected to read and understand the contents of this handbook, then sign and return the accountability forms contained in the handbook. This then becomes the formal agreement of both the student and parents to uphold standards of good conduct, to live by Christian values, and to support the school by adhering to the policies and regulations stated in this handbook. Holy Trinity Catholic High School reserves the right to amend the contents of this handbook at any time. Parents will be notified of any such amendments by mail or email and a revised handbook will be posted on the web site for viewing.

The Mission and Philosophy of Holy Trinity Catholic High School
Founded in Faith. Sustained in Spirit.
Building the Christian Leaders of Tomorrow.

Mission Statement

Holy Trinity Catholic High School seeks to form the Christian Leaders of Tomorrow; we strive to develop the intellect, educate the heart, and form the character of each student by giving witness to Gospel values.

Vision Statement

Guided by the Holy Spirit in a Catholic environment Holy Trinity seeks to empower every student to graduate with superior academic knowledge, maturity, and confidence founded in Christian values for the achievement of life long success.

Philosophy

Holy Trinity Catholic High School is a private coeducational Catholic college-preparatory secondary school committed to the fulfillment of the educational ministry of the Church. We share with the parents, as well as the entire faith community, the obligation to provide each individual with the opportunity to share in the Catholic heritage through a gospel-based education of the highest academic quality. Each student is seen as a gift from God and the future of our Christian community. As stewards of these gifts, we feel it is our obligation to provide sound spiritual formation, as well as moral, academic and physical education of the highest quality. We have supported these priorities with a full-time campus ministry program, strong moral guidance, a challenging academic curriculum, and a growing extracurricular and physical education program.

History of the School

1997 to 2001: Holy Trinity was established as an independent school by a group of committed parents in 1997 with a core group of twelve freshmen, and made possible only through the generosity and facilities of St. Luke's Catholic Church in Temple. The school was housed in the Religious Education Building on the St. Luke's Catholic Church campus. Adding bus transportation in January 2001 allowed students from south and west Bell County to access our school. During its first four years, Holy Trinity added many athletic and extracurricular programs to the school, including the first drama production, first newspaper, and first yearbook in 2000. The first class graduated from Holy Trinity in 2001.

2001 to 2010: In August 2001, the school moved to the Vandiver school building, a historic school building owned by the Temple Independent School District. In 2004, the school was allowed use of the adjacent modular building, now known as the Assisi Annex. In 2005, Holy Trinity secured a donation of a portable science building from the Cameron Independent School District and through the generosity of the EBCO company was able to move the building, creating the EBCO Science Center.

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In 2007, the school added another modular building, now known as the Aquinas Math Building. During those years, Holy Trinity has increased its academic offerings to include many advanced placement and dual credit classes. In recent years, the school has had significant success in extra-curricular activities, including five state championships in academics, two state championships in boys golf, and girls state championship in 2009 and 2010.

2010 to the present: On November 30, 2010, the students, faculty, staff, parents and volunteers moved the school into its new and permanent home at 6608 W. Adams Avenue. The move to the 31-acre campus marked a significant turn for the school. Though the building is different, the wonderful work begun in humbler homes continues. Holy Trinity continues to offer an enriching spiritual life, a challenging academic curriculum, and a complete extra-curricular program. These three components make Holy Trinity a school that seeks to educate the whole person. During the summer of 2012 construction began on the Tornado Safe Shelter, and athletic dressing rooms were added. The safe shelter was completed in October 2012 and we began to use it as a cafeteria and auditorium. Prior to this building, lunch was eaten in the gym, and all school events were held in the gym as well. During the winter of 2012, the softball and baseball fields were completed. Construction was completed summer of 2014 on the new stone entrance sign and renovation of the science classroom. During the summer of 2015, the science lab was renovated. During the summer of 2016 the Celtic fitness center was added. The school earned the eleventh academic state championship, and was named the number one co-educational Catholic high school in the state of Texas in 2017. In 2018 the school purchased a new school bus, and the school won its twelfth academic state championship. The safe shelter was renamed the “Kasberg Student Center” during the spring of 2018.

School Colors: Navy and Gold

School Mascot: Celtics

School Song: The Everlasting Blue and Gold (*written by the Class of 2001*)

In the halls of Holy Trin'ty,
There you'll find the blue and gold.
Memories will last eternally,
As the stories oft are told.

In the spirit of the Celtics,
Loyalty and love prevail.
In the halls of Holy Trin'ty
Tomorrow's leaders we behold.
They will seize the victory,
The everlasting blue and gold.

THE PROFILE OF A HOLY TRINITY STUDENT

Faith

I treat others with respect.
I am considerate of the feelings of others.
I am honest.
I respect authority.
I stand up for what is right.
I stand up for my beliefs.
I pray.

Compassion

I am kind. I care.
I am open to others.
I listen.
I don't take advantage of others.
I speak respectfully of others and to others.
I forgive others.
I am grateful.
I am tolerant of differences.
I do not participate in gossip.
I respect myself.

Service

I share.
I am a good neighbor.
I volunteer my time and talents to help others.
I work to better my family, school, community, the world, and myself.
I protect the environment.

Leadership

I follow those who emulate Christ.
I take responsibility for my actions.
I actively take part in school functions and community needs.
I take a stand on issues.
I am willing to risk for what I believe.
I act without fear of failure or criticism.
I encourage others to be responsible and people of integrity.
I lead by example.
I am a Christian leader of tomorrow.

Excellence

I come to school on time prepared to work and study.
I put forth my best effort.
I follow directions, participate, and cooperate in class.
I am accountable.
I am self-disciplined.
I think.
I develop an ongoing appreciation for learning.

"I promise to embody this Code of Conduct in order to be a Christian Leader of Tomorrow."

ACCREDITATION

Holy Trinity Catholic High School is a private, non-parochial, Catholic school affiliated with the Diocese of Austin, supported by the Bishop and the diocesan Office of Catholic Schools, and accredited by the Texas Catholic Conference Education Department (TCCED) under authority of the Texas Education Agency (TEA). It has also met the requirements established by the AdvancED Accreditation Commission and is accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS).

ADMISSIONS POLICY

"The Catholic School has as its aim the critical communication of human culture and the total formation of the individual; it works toward this goal guided by its Christian vision of reality through our cultural heritage acquires its special place in the total vocational life of the individual. The Catholic School aims at forming in the Christian those particular virtues which will enable her to live a new life in Christ and help her to play faithfully her part in building up the kingdom of God." Vatican II Document on Catholic Schools, #36

Any student wishing to attend the school should follow the application procedure. Students who have successfully completed the eighth grade (exceptions may be made for special circumstances by the principal) are accepted on the basis of previous academic, attendance, and conduct records.

Holy Trinity admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and tuition grants, and athletic and other school administered programs.

Depending on openings at the sophomore, junior and senior levels, students are accepted on the basis of past academic and disciplinary record, provided it can be integrated with the Holy Trinity program and provided students can fulfill school and state requirements for graduation. Holy Trinity Catholic High School does not accept married students for enrollment, nor does it allow students who marry to remain enrolled at Holy Trinity.

Transfer Admissions Policy

Holy Trinity Catholic High School welcomes transfer students from other Catholic, private, public, or home schools. In general, Holy Trinity encourages transfer students to enroll at the beginning of the academic year or at the beginning of the second semester. Holy Trinity will consider transfer applicants at other times for certain situations including, but not limited to, job or military transfers. Students who have been referred to alternative school, suspended from their current school, or those who are under school or criminal investigation for disciplinary or academic reasons will not be considered for mid-semester or second semester transfer. Such students may be considered for admission for the next full academic year after the suspension and/or probationary periods are fulfilled.

Exchange Student Policy/ International student

Holy Trinity Catholic High School recognizes the advantages of enrolling students from other countries, including the cultural enrichment and increased understanding that it provides for our students. In order to maximize the experience for all of the students and the faculty, the application papers, including, but not limited to, transcript, immunizations, admission forms,

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letters of reference, writing sample, and English proficiency test must be complete and the application approved by July 1 or the student will be denied admission. Based on the given information, HTCCHS will issue an I-20. The student must then follow the procedures of their government and the USA. Upon acceptance, all tuition and fees must be paid in full prior to the first day of school. Careful analysis of graduation requirements may limit the possibility of exchange students receiving a diploma from Holy Trinity. Teachers may make reasonable accommodations for language barriers as students adjust, but a high standard of academic performance should be expected for all students.

Re-evaluation Policy/ Readmission Policy

Admission and enrollment in Holy Trinity does not guarantee future enrollment. Students are evaluated on a yearly basis to determine if they continue to meet the academic requirements, adhere to stated Code of Conduct, and exhibit the qualities stated in the Profile of a Holy Trinity Student.

Withdrawal Policy

- A student who withdraws in the first semester and prior to the first day of classes, is entitled for 100 percent refund of tuition paid in July and/or August. Registration is non-refundable.
- If a student withdraws after the beginning of the semester, day 1 of school, is entitled to a 100 percent refund of the second semester tuition only. The remainder of the semester tuition is due before records are transferred to another school and/or released. Fees are non-refundable.
- If the student withdraws prior to the beginning of the second semester, and has notified the Principal in writing during the first semester, you are entitled to a refund of second semester tuition only.
- If a student withdraws in the second semester after classes have begun in January, the remainder of the semester tuition is due before records are transferred to another school.
- Holy Trinity High School students who wish to transfer from the school must provide the Principal with a Letter of Withdrawal and complete all withdrawal paperwork.

SPIRITUAL FORMATION

Campus Ministry Program

Community Service is integral to Christian formation. In John's Gospel we read, "Greater love has no one than this that one lay down his life for his friends." (John. 15:13) For most of us, we will not be asked to physically die in order to save another. What then is to be made of this passage? To give of ourselves in service is to lay down our lives for others. This we can and must do in order to fulfill our mission in life. In the Catechism of the Catholic Church we read that "The human person needs to live in society. Society is not for him an extraneous addition, but a requirement of his nature." (CCC 1879) To live in society we are not passive beings, but should rather be active participants.

This is the principle behind Holy Trinity's community service requirements. Through their service to their parishes and surrounding community, students learn to be active participants in society. Half of the students hours should be completed in their home parishes or church outreach. The parish is his/her first faith community. This requirement is given in order to help the students establish a place in their church. The other half of the hours may be completed at

school or any outside organization. Like the prophet Isaiah, we are called to share Christ’s love with others: “How beautiful on the mountains are the feet of those who bring good news, who proclaim peace, who bring good tidings, who proclaim salvation, who say to Zion, ‘Your God reigns’!” (Is 52:7). In sharing ourselves it is really Christ we share.

The following are the community service requirements for each grade level. Please remember to use the official school form to document your hours (located on the website for download). Theology teachers will have more details.

9 th grade - 20 Hours
10 th grade - 30 Hours
11 th grade - 30 Hours
12 th grade - 30 Hours These hours will be satisfied by the students’ off campus ministries during the school year.

School Mass and Prayer Service

Mass and prayer are integral parts of Holy Trinity’s effort to form the Christian Leaders of Tomorrow. Student attendance at school Mass and prayer services is mandatory. This requirement extends to all students at Holy Trinity—regardless of faith.

School Retreats

Retreats are another vital part of the Campus Ministry program. Retreats are designed to allow students the opportunity to have a day of rest/prayer/reflection as well as time to connect with their peers. **Attendance at all retreats, whether designated class retreats or school-wide retreats, is mandatory for all students and required for graduation.** The applicable dress code for each retreat will be published before the retreat. Students are responsible for knowing the dress code before attending the retreat, regardless of absence from school. Violation of the retreat dress code will be subject to the same actions as uniform infractions and the appropriate disciplinary action at the discretion of the Principal.

Theology Class

All students, regardless of their faith, are required to take theology.

ACADEMIC POLICIES

Holy Trinity Catholic High School is a college-preparatory institution. Courses offered should reflect this designation both in the level of classroom instruction and in the expectations of student commitment in time devoted to study outside the classroom. The degree of difficulty of the courses should be commensurate with accepted standards for college-preparatory institutions.

Textbooks

Students are responsible for purchasing their own textbooks. Information on required and optional texts will be provided by the school. (Some resources are available through the school for purchase. When this is the case you will be notified.)

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Semester Grades

Each semester of a course is worth .5 credits for graduation. The semester grade is calculated as follows: 40 percent each quarter plus 20 percent semester examination.

A permanent report card grade is given at the end of each semester. Each course grade for the semester is a final grade and goes on the student's permanent transcript.

Semester honor rolls include Bishop's, Principal's, and Academic. See below for descriptions.

Homework

Homework is an important part of the Holy Trinity program, integral to the student's ability to understand and internalize academic material. Homework assignments are generally not given over major vacation periods such as Thanksgiving, Christmas, or Spring Break to allow students to spend quality time with their families. This is at the discretion of the teacher. Exceptions may be made for Advanced Placement (AP) courses.

Student responsibility for classwork and homework is part of the educational process. Teachers are not required to accept late work from their students. Late work does not include work missed due to an excused absence. Grading policies and guidelines for late work, if accepted, are at the discretion of the teacher. These policies are stated in the class syllabus.

Grading Scale

The following scale is used by Holy Trinity Catholic High School. AP and dual credit courses are weighted with an additional 10 points each that will result in a weighted numerical grade point average. Pre-AP courses are weighted with an additional 5 points each semester that will result in a weighted numerical grade point average. The weight is applied to the semester average and does not appear on the transcript. The actual course grade appears by the course name on the transcript.

Grade Conversion Scale

Letter Grade	Numeric GPA	4.0 GPA Scale	AP and Pre-AP Weighted Equivalent
A	90 – 100	4.0	5.0
B	80 – 89	3.0	4.0
C	75 - 79	2.0	3.0
D	70 – 74	1.0	2.0
F	0 – 69	0.0	0.0

"I" = Incomplete (Incompletes become an F if work is not completed within two weeks)

Honor Roll

Students may earn academic distinction by exhibiting above-average performance. Official report card grades at the end of each nine-week quarter are used to determine placement on the appropriate honor roll. The students are recognized for their achievements in a ceremony each semester.

Bishop's Semester Honor Roll-students who have all A's and at least a 95 or higher in each class.

Principal's Honor Roll- students who have all A's on their report card.

Academic Honor Roll – students who have all A's and B's on their report card.

Progress Reports

Grade averages in all classes will be reported mid-way through the quarter in the form of Progress Reports. The purpose of these reports is to show a student's progress in each of his or her classes. Grades listed on Progress Reports are not official like those issued on the Report Cards at the end of each quarter. Parents can also check grades at anytime via RenWeb.

Report Cards

Report Cards are issued in nine-week intervals during the school year called **quarters**. The beginning and end of each quarter is marked on the official school calendar.

Semester Examinations

Semester exams are given for all classes, including electives. The examinations are to be given on the days established on the school calendar. Semester exam grades will count for 20 percent of the semester average.

Final examinations are kept for 6 weeks. Any queries or challenges to official grades must be made within three weeks of the final report being processed. All discussions concerning grades begin with the classroom teachers. In the case of a dispute, the decision of the Principal is final.

Semester Exam Exemptions

Semester exams will be given in every class. There are only exemptions for spring semester exams. Students have the opportunity to be exempt from spring semester exams only.

Exemptions are determined for each course and are based on a combination of the 4th quarter grade average and number of semester absences. Students must also have passed the 3rd and 4th quarter.

The following are not counted as absences when determining final exam exemptions:

- Absences due to extra-curricular activities sponsored by Holy Trinity (activities not recognized by the school are not considered absences due to extra-curricular activities; example- if a student is competing and NOT representing Holy Trinity CHS)
- School approved, school-sponsored activities or trips (ex. field trips, public performances, etc.)
- Funerals
- Academic testing (ex. SAT, ACT, AP Testing, etc.)
- Absence required by state or local authorities (ex. court appearances)
- College visits (no more than two) are not counted as absences for determining exemptions. Third and subsequent college visit days are counted as absences.

Exemption guidelines are as follows:

Course Grade	Allowed absences per class (semester)
90-100	3
85-89	2
80-84	1

Number of exemptions allowed per grade:

- 9th- 1 exemption
- 10th- 2 exemptions
- 11th- 3 exemptions
- 12th- All classes eligible

In order to remain eligible, students must be in attendance all school days prior to finals after the attendance reports are run and exam exemption sheets are distributed.

Failure of a Course

If a student fails the first or second semester of a two-semester course, the grade may be averaged with both semesters. In this circumstance, if the student has an overall yearly average of 70, he/she will receive credit for both semesters. To receive credit for a one-semester course the student must attain a 70 average for the semester.

Students who fail to earn credit for a course necessary for graduation must seek remediation at Holy Trinity to earn the credit. Students will follow a remediation plan developed by their teacher, the school counselor, and principal. This could possibly include on-line courses and/or summer school at the expense of the student. Successful completion of that plan will result in the student earning the credit.

Honor Graduates & Class Rank

The Valedictory Award is presented to the graduate who has achieved the highest cumulative weighted grade point average in courses taken at Holy Trinity. To be eligible, a student must be a full-time student and have attended Holy Trinity Catholic High School for the four consecutive semesters immediately prior to graduation. The Valedictorian must participate in graduation exercises. Failure to comply with graduation ceremony requirements may result in loss of honor designation. Grade point averages prior to academic awards are the basis for determining both the Valedictorian and the Salutatorian. In the event of a tie, the weighted GPA scale will be used to determine the Valedictorian. The Salutatorian is the senior with the second highest cumulative grade point average. Selection of the Salutatorian is based upon the same criteria used for determining the Valedictorian.

The official class ranking is not determined until the completion of the students' calendar senior year.

Graduates, who are current members of National Honor Society and in good standing, will wear the NHS Honor stole as part of their commencement attire.

Class Rank

Holy Trinity Catholic High School does not officially rank its students. In circumstances for which a specific rank will positively enhance a student's possibilities for admission to a college, receiving a special award or scholarship, etc., the school will provide a specific rank for students in the top quarter of the class—for instance the "Top Ten Percent Rule" for public universities in Texas which offers automatic admission to students who fall in this category if the student has taken the academic course work required by the university.

Transcript of Academic Record

An official transcript of academic record will be issued upon the written request from a student and his/her parent or guardian, using a standard form provided by the school or a letter clearly indicating the name and address, and to whom the transcript is to be released. Requests for transcripts should be made to the Guidance Department. No transcripts will be issued for a student unless all financial obligations to the school have been fulfilled.

Transcripts to a receiving educational institution will be indicated "Official" and bear the seal of Holy Trinity Catholic High School **only** when it is mailed directly from Holy Trinity Catholic High School to the receiving institution. Otherwise, it will be stamped as "Unofficial." In most cases, transcripts will be provided within two school weeks of the request. Exceptions may be made for the mailing of graduate transcripts at the conclusion of the school year when a maximum of thirty days may be allowed, assuming all financial obligations have been fulfilled.

Academic Dishonesty

Academic dishonesty is not allowed under any circumstances. Examples of academic dishonesty include but are not limited to: plagiarism, unauthorized sharing of homework, class assignments, projects or test information with another student, writing or copying quiz/test answers on any part of the school uniform or body, writing or copying quiz/test answers on testing materials and/or utensils including liquid paper bottles or pens, calculators, or any other objects, "cheat" sheets, or any other unauthorized paper, books or notebooks within the vicinity of the student(s), any form of text messaging or the unauthorized use of electronic devices, any inappropriate use of technology, and/or any violation of the Acceptable Use Policy included in this handbook. Students suspected of academic dishonesty of any type will be reported to the Principal.

Work found to be dishonestly created will not receive credit for any portion of the work and will result in a grade of zero. Appropriate disciplinary action may also be incurred as detailed in the handbook under the Student Code of Conduct.

Academic Probation/Suspension

The policy of academic probation at Holy Trinity Catholic High School is a positive means of identifying and assisting students who are performing below the minimum scholastic standards. Probation procedures are designed to (1) protect the student from prolonged unsatisfactory performance, thereby increasing his or her opportunity to succeed and (2) assist the student in reevaluating his or her educational goals.

Holy Trinity Catholic High School reserves the right to dismiss or suspend any student whose academic progress is deemed unsatisfactory, or whose conduct is deemed detrimental under the contents of the handbook at the discretion of the Principal.

Individual Learner Needs

Holy Trinity Catholic High School does not provide special education services or facilities. The Counselor processes information received from school records, parents, teachers, and professional evaluation specialists and advises the Principal concerning academic needs of the students. Minor adjustments may be made in the education program to attempt to accommodate whatever special needs the student may have. The nature and extent of such accommodations is within the sole discretion of the Principal. Should the Principal determine that minor adjustments have not produced satisfactory results and that it is in the best interest of both the school and the student that the student should be placed in a more appropriate learning environment, the Principal may ask the parent/guardian to withdraw the student or the student will be removed from school and not allowed to re-enroll.

Individual Education Plan (IEP) or a Section 504 Individual Accommodation Plan

In accordance with diocesan policy, students seeking special arrangements must provide an Individual Education Plan (IEP) or a Section 504 Individual Accommodation Plan. Holy Trinity students may be evaluated by local school district personnel. Anyone who is in need of evaluation should contact Holy Trinity's counselor.

Graduation Requirements

Holy Trinity's graduation requirements are established by the TCCED. As a college preparatory school, Holy Trinity follows the Foundation Foundation High School Program with a Multidisciplinary Studies Endorsement. Students can earn a Distinguished level of Achievement by completing the required courses. Students should see the counselor for more information about the Foundation Program. The Foundation Program has the following requirements:

RELIGION	4 Credits	One credit for every year at the Catholic school
ENGLISH	4 Credits	To include English I, II, III, IV
MATH	4 Credits	To include Algebra I, II, and Geometry, 4 credits must be earned in high school
SCIENCE	4 Credits	
SOCIAL STUDIES	3 Credits	
ECONOMICS	.5 Credit	
GOVERNMENT	.5 Credit	
HEALTH	.5 Credit	
FOREIGN LANGUAGE	2 Credits	In the same Language
PHYSICAL EDUCATION	1 Credit	This credit can also be earned through participation on HT athletic teams, or approved off campus activities
TECHNOLOGY	1 Credit	

FINE ARTS	1 Credit	Speech may not substitute
SPEECH	.5 Credit	Communication Applications
ELECTIVE CREDITS	4 Credits	
TOTAL CREDITS***	30 Credits	

Credits Not Earned From Holy Trinity

Credits earned from another school or through homeschooling prior to enrollment at Holy Trinity will be accepted provided that the credits fulfill graduation requirements and were the result of successful completion of the course. At the discretion of the Principal and school counselor, a student may fulfill graduation requirements through the use of correspondence courses or credit by exam, provided the student fulfills the expectations of the TCCED for such courses—“Credit by examination (credit for an academic subject in which the student has had no prior instruction) can be given if the student scores 90% on a criterion-referenced test for the applicable course” (*TCCED Accreditation Manual IV-24*). Please note that permission to earn such credits will be reserved for students in need of credits to graduate in the typical four-year time period.

Prior approval by the Principal is required for all concurrent enrollments, including courses taken during the summer that qualify to count for course credit. Summer school grades received at a school other than Holy Trinity may not be reflected in Holy Trinity's GPA, unless approved by the Principal in advance of taking the course.

Off campus PE credit

Any credit received off-campus must be approved by the principal, and must be appropriately documented.

ATTENDANCE POLICY

Our classroom instruction is designed to ensure that each student has the opportunity to achieve maximum success and to realize his or her optimum academic potential. Holy Trinity students are being prepared for life outside Holy Trinity; therefore, it is imperative that good habits be formed regarding attendance.

Students are expected to be present and punctual for all classes, exams, school Masses and assemblies throughout the year. Parents are asked to cooperate with the school by scheduling doctors' and other appointments outside of school time.

Absences

In accordance with the Texas Catholic Conference Education Department and Diocesan Board policies, the following shall apply: A student will be subject to failure in a class if he/she has more than seventeen (17) absences (TEA 90% rule-excused or unexcused, excluding school sponsored activities) from that class in a year. Attendance at Mass is part of religion class.

Holy Trinity students who accumulate more than (8.5) absences in any course in a semester must develop an action plan in consultation with the Principal, the school counselor, and the teacher to

make up for the missed instruction. Students who fail to complete the action plan will not receive credit for the class.

Parents should notify the office at least 24 hours in advance for any expected absence. Any unanticipated absence is to be reported to the Administrative Office before 9 a.m. by a phone call from the student's parent or guardian. The same procedure is necessary for each consecutive absence. The office must receive a written excuse on the day the student returns.

To be counted as “present” for a full day in attendance, a student must be in attendance at least 4 hours of the instructional day, not counting lunch time. To be counted as “present” for a half-day in attendance, a student must be in attendance at least 2 hours of the instructional day, not counting lunch time. Participation in extracurricular activities requires attendance for the full school day, see exceptions under Mandatory Attendance for Participation.

Absent students shall be responsible for making up class assignments. The work must be completed by a deadline arranged by the teacher. Students absent the day before a test are not automatically excused from taking the test.

Absences are considered “unexcused” until a note or communication is received from the parent/guardian for one of the reasons listed below. Please note that even an “excused” absence may count against the student when determining final exam exemptions (see page 15) or a student’s ability to pass a course based on TEA attendance regulations. Additionally, please note that even if advanced communication is received from the parent/guardian informing the school of a student’s absence, the absence may still be considered “unexcused” due to the *reason* for absence (ex. leaving early for a vacation).

Examples of Excused Absences:

- Illness (absences exceeding three days may require a physician statement)
- Medical/Dental appointments (please provide a note from the medical/dental office)
- Driver's license test
- Serious family emergency i.e. funeral.
- College visit with documentation
- Absence required by state or local authorities i.e court appearances
- An obligatory observance of a religious holy day not in the Roman Catholic tradition (i.e. Greek/Eastern Orthodox, etc.)

Leaving Campus

Students who become ill during the day and feel they must leave campus are expected to request an excuse slip from their teacher and report to the office where the Administration will attempt to contact the student’s parent or guardian. Upon return to school, students are to bring a note from their parent or guardian.

Students who are aware in advance that they must leave school early must bring a note from a parent or guardian to the Administrative Office before school begins that day.

Students leaving school due to a doctor’s appointment will be required to present a doctor’s verification upon return to school. The verification should show the doctor’s name, phone number and time of appointment. This verification must be presented to the office before reporting back to classes. Students needing to leave campus unexpectedly must be checked out by a parent or guardian before dismissal. Parents should call the school ahead of time to make arrangements with the office. Students who drive themselves may checkout if the Principal or designee speaks to the students’ parent or guardian and receives verbal approval.

Open Period

All open periods must be approved by the principal. The counselor must verify that an Open Period will not affect graduation plans. If open periods are allowed during the middle of the school day; the student will be assigned as a student aide. All students are encouraged to take a full schedule in order to take maximum advantage of their educational opportunities.

Seniors may have the option of an open period at the beginning or the end of the day. Students are required to arrive at school and attend prayer services on days that they have an open period. Students who are taking dual credit courses at UMHB and TC must return to Holy Trinity as soon as the off campus class is over. Students must be dressed in HT uniform when arriving at HT. (Proof of enrollment and the scheduled times of the classes are required prior to the beginning of the school year.)

Juniors, or seniors who do not participate in an athletic sport or are in athletics can leave campus at the end of the student's last scheduled class. Students who choose not to leave campus early, will be assigned to a study hall under special circumstances. The study hall during 9th period needs to be approved by the Principal. Students who do not drive, or are able to be picked up by their guardians must remain on campus until their scheduled extracurricular event.

Sophomores and freshmen may not leave the campus at any time during the school day, unless as part of a teacher-led group.

The student understands that he/she cannot be in the halls, parking lot, library, or on the grounds of any other unsupervised area; but he/she may remain on campus in the area designated by a school administrator. Violation of this opportunity will result in the loss of the open period.

Extended Illness – Extenuating Circumstances

Students requiring long-term hospitalization or those unable to attend classes because of medical reasons may be allowed to enroll in approved educational programs in order to be eligible to earn credit. The program must be accepted and approved by both the student's Guidance Counselor and the Principal. All arrangements made must have the approval and/are at the sole discretion of the Principal.

Exceptions

The following are not considered an absence from a class for the purposes of calculating a student's ability to pass a class based on TEA attendance regulations:

- School approved, school-sponsored extracurricular activities (ex. public performances, competitions, field trips, etc.).
- Required screenings (ex. in-school eye screening, hearing test, etc).
- On-campus school pictures or on-campus club meetings (approved by Principal).
- Approved college visitation days (2 per year only; senior privilege only). Documentation must be provided to the school.
- Academic Testing

Tardy – Tardies

Students must be punctual in reporting to school and to each class or assigned activity. Students are considered tardy if they are not seated in their assigned seat when the bell rings. Students missing more than half of their scheduled class or assigned activity are marked absent for that period.

Students arriving late for school between 8:15 a.m. and 8:30 a.m., must sign in at the front office then go directly to class. The teacher will mark them tardy in the electronic gradebook.

Students that arrive later than 8:30 a.m. must report to the front office with a note from the parent/guardian. Students will receive a note from the front office that grants them permission to attend class.

Tardies are cumulative per semester. Three tardies equal one absence. Classroom tardy consequences are established at the discretion of the teacher.

Excessive tardiness is a violation of school discipline and may warrant further disciplinary action.

Tardies for Mass or Prayer Service are counted as tardies for a student's Theology class.

EXTRACURRICULAR POLICY

Holy Trinity recognizes the importance of extracurricular activities in the formation of the Christian Leaders of Tomorrow. To that end, Holy Trinity encourages every student to participate in these activities.

Extra-curricular activities include all after-school athletics, cheerleading, academic, and fine arts (choir, theatre) competitions or productions.

Eligibility

Initial eligibility for participation is determined by the coaches, teachers, and sponsors involved. Students who hope to participate in activities governed by the Texas Association for Private and Parochial Schools must meet TAPPS requirements for eligibility. Such requirements can be found on the TAPPS webpage (www.tapps.net) or by asking the coach or activity sponsor.

Academic Requirements for Participation

In order for a student to maintain eligibility for extracurricular activities, he or she will be required to maintain a 70 or above in ALL of his/her classes in accordance with the policy laid out below.

Assessing and Addressing Eligibility

Starting on the 6th week of school, student's academic eligibility status will be assessed every three weeks throughout the school year. Every three weeks the school will run an eligibility report to determine if a student is failing any classes (receiving below a 70).

If a student is failing one or more classes, is within 5 points of failing one or more classes, they will be put on **probation** until the next eligibility check (3-week period). During this 3-week probation period, the student does NOT lose eligibility for their extra-curricular or co-curricular activity (i.e. they may continue to practice, compete, and travel with their team) but they will be required to do the following:

- *Once a week* (for three weeks) they will need to get an Academic Probation/Ineligibility Form signed by all of their teachers. On this form the teachers will indicate the student's current grade and whether the student is failing or passing their class.
- This form will need to be signed by the student's parent/guardian.
- This form will need to be signed by the student's coach(es) and/or faculty sponsor(s) for their extracurricular activity/activities (athletics, forensics, choir, NHS, etc.)
- Once all signatures for this form have been collected, the form must be turned into the appropriate school administrator no later than *Wednesday* of each week.

What happens at the end of this 3-week probation period will be determined by the specific situation. The possible situations and their courses of action are as follows:

- If at the end of the 3-week probation period the student is passing all their classes, they will be taken off of probation.
- If the student is passing the class they were put on probation for, but is now failing one (1) *different* class, they will remain on probation for another 3 weeks. They will NOT lose eligibility at this time.
- If the student is passing the class they were put on probation for, but is now failing two (2) or more *additional* classes, they will lose eligibility in extracurricular activities for 3 weeks (until the next eligibility check).
- If the student is still failing the class for which they were put on probation, they will lose eligibility in extracurricular activities for 3 weeks (until the next eligibility check).

While academically **ineligible**, students will still be required to complete the process above wherein they will acquire signatures from their teachers, parent/guardian, coaches/supervisors, and school administrator every week. The following will also apply during the period of ineligibility:

- At the discretion of the Principal in consultation with the Athletic or Fine Arts Director, an ineligible student may continue to *practice* with his or her team or group in order to maintain involvement.
- An ineligible student will NOT be allowed to participate, or travel with their team to any home or away extra-curricular competitions. Students who are ineligible are not allowed to be in any designated team area during competition.

If at the end of the 3-week period of ineligibility the student is passing all classes, their eligibility will be reinstated.

Mandatory Attendance for Participation

In order to participate in an athletic event/extracurricular, students must be in attendance at school for the entire day (or the last day preceding the event if it is scheduled on a non-school day). Being in attendance is defined as being present and appropriately participating in all assigned classes and study halls. A doctor's/dentist appointment, funeral, family emergency, or other emergency situations would be exempt from this provision if approved by the Athletic Director or Principal. These incidents should be presented as soon as they occur. These instances should be presented as soon as they occur, and proper documentation provided to the front office.

Athletic Policy and Procedure

See Athletic Handbook for additional athletic policy and procedure.

Letter Jackets

To encourage involvement in extracurricular activities and to track the performance of individual students, Holy Trinity has instituted letter policies that enable students to earn a letter jacket for participation and success in athletics, academic competitions, fine art competitions and similar activities. Specific guidelines for lettering in each area are determined by the faculty adviser of each activity in question in conjunction with school administrators. These guidelines are available upon request from the appropriate adviser.

Extra-curricular Awards

Students who excel in extracurricular activities are recognized at the end of the year. The criteria for these awards is determined by the sponsors of each activity. The recipients of these awards is at the sole discretion of the sponsors, coaches, and teachers involved.

Insurance

It is the sole responsibility of the student's parent or guardian to provide proof of adequate accident insurance. Accident insurance is mandatory for student participation in athletics. HTCHS is not responsible for any type of compensation for injuries caused by accidents incurred while on school premises or while participating in school-sponsored activities. All accidents must be reported to the Principal immediately.

Field Trips

Field trips are a privilege, not a right. Students with a documented disciplinary history may be excluded from a field trip at the discretion of the teacher and Principal. Only students who act in accordance with the contents of the Profile of the Holy Trinity Student will be permitted to go on field trips. Students will be expected to adhere to the dress code requirements as determined by the Student-Parent Handbook (see page 30) and the teacher or sponsor of the field trip. Non-compliance to prescribed dress code will be grounds for student's removal from the field trip roster and other arrangements for the student will need to be made.

A field trip permission form will be sent to parents prior to all field trips. Students will not be allowed to go on field trips without a signed field trip permission form from a parent/guardian on file in the school office. Verbal permission for participation in a field trip will not be accepted.

STUDENT CODE OF CONDUCT

Holy Trinity students are expected to emulate the qualities and ideals contained in the Profile of a Holy Trinity Student. Students are expected to display pride for their school, respect for others, and practice rules of Christian courtesy at all times, whether in or out of school. A student is a representative of the school both on and off campus. Students will maintain their privilege of attending Holy Trinity Catholic High School by living their lives in accordance with Gospel values and behaving responsibly towards the school and each other. As Holy Trinity students, they accept the privilege and the responsibility of preaching the Gospel of Christ with their life and in their actions.

General Decorum

1. Students are to report to all scheduled classes and activities on time, to arrive with necessary books, notebooks, and materials, and to be seated and settled before the second bell rings.
2. Students not seated in their assigned classroom when the bell rings are considered tardy. If a student misses at least half of a scheduled class or assigned activity, the student is marked absent.
3. All students must be quiet and attentive whenever announcements are being made over the PA system. Students in the hall, etc. are expected to stop and listen to the announcements.
4. Safety, courtesy, and consideration for others require that there be no running or shouting in halls/stairways at any time.
5. Respect and pride in the school dictate that the buildings and campus be kept orderly and free of litter.
6. Students are expected to conduct themselves in a cooperative and mature manner at all times.
7. Tobacco products are NOT permitted on school grounds. This includes e-cigarettes and any vaping.
8. Eating or drinking anything (except water) is not permitted in class unless approved by the teacher. Gum chewing is not allowed on campus during school hours. No gum is permitted in Mass or prayer service.
9. Eating or drinking outside food before the start of or at the end classes is a privilege and should be treated accordingly.
10. In the event that a teacher is detained and not present at the beginning of a class period, students are expected to say the prayer and sit quietly while one member of the class reports to the Principal's Office for instructions. Students should call the front office. Choosing to disregard this rule could result in detention or suspension.
11. Students are to obtain permission from the Principal to post or display any sign or information in the school.
12. Proper manners dictate that personal grooming (combing hair, etc.) is limited to the restroom areas.
13. Students are to obey all instructions relating to emergency evacuation and practice fire drills.
14. Students are to obey all traffic signs, markings, speed limits on and around the physical campus.
15. Students may not leave the campus without permission.
16. Students must obtain permission from the front office to go to their cars in the parking lot and in some cases may be accompanied by a staff member.
17. Students are expected to obey all posted and verbal instructions by teachers and/or administration at all times.
18. Deliveries of presents of any kind will not be accepted by the school. Food items may not be delivered to campus for individuals and/or groups unless permission has been obtained in advance by the Principal, unless by parent or guardian.

Bus Guidelines

- No food or drink of any kind, except water, is allowed on the bus.
- Students will be assigned seats by the driver for the school year.
- Students must remain in their assigned seats facing forward while the bus is moving.
- Students may talk quietly among themselves. No shouting, singing, or other disruptive noise is allowed.
- Cell phones may be used but must be kept on "silent/vibrate" to keep from distracting the driver.

- Personal music devices may be used on the bus **with headphones**.
- Students may work on homework; however, the driver is not responsible for homework left or lost on the bus.
- Students are expected to keep up with their own belongings. The driver is not responsible for anything left on the bus.
- Students may sleep only if they remain in an upright position. Safety dictates that the head of the student must be visible at all times. Students may not lie down.
- Students will be released to their parent or other authorized person at the designated stop.
- Students are expected to comply with the same code of conduct that applies to the school campus.
- Students who abuse their bus privileges may lose them.
- Disciplinary action will be incurred for violation of bus rules or inappropriate behavior while riding the bus.

Cafeteria and Lunch Guidelines

Students are expected to be courteous and behave in an orderly manner during lunch. The cafeteria is not available for storage of food items before or after lunch. Students are expected to store their lunch items in their lockers. The cafeteria serves dual purposes which makes it extremely important that students leave the area free of litter and food after lunch. Health regulations will be observed in the cafeteria; any food left in the cafeteria will be disposed of immediately. Students are expected to observe the following guidelines:

- Personal grooming in the cafeteria is not allowed at any time. This applies to free periods, study periods, or class periods that use the cafeteria as well as lunch periods.
- Loud or disruptive behavior is not allowed.
- Sitting on the tables is not allowed.
- Standing on cafeteria chairs is not allowed.
- Food items may not be delivered to campus for individuals and/or groups unless permission has been obtained in advance by the Principal, unless by parent or guardian.
- Deposit trash in containers.
- Students must be supervised at all times in the cafeteria.
- Place drink cans in proper designated containers.
- Wipe down tables and wipe up spills from floor; mops are available if needed.
- Clean microwaves after use.
- Students are only allowed to be outside of the cafeteria, or picnic area during lunch if approved by a staff member. Students may enter the building during lunch for study session, or group meetings if approved by a staff member.
- Lunches not claimed due to absence are subject to forfeit without refund.

**Each student is expected to clean his or her own place in the cafeteria.*

STUDENT DRESS CODE

The purpose of a school uniform, and stated regulations, regarding dress and appearance, is not to stifle individual freedom, but rather to identify one as a student of Holy Trinity. The student's appearance reflects on the school as well as themselves and family. Students are to wear the uniform with pride and dignity. **STUDENTS ARE TO WEAR THE APPROPRIATE UNIFORM TO AND FROM SCHOOL.** Students should arrive at school appropriately dressed and ready to begin classes. Choosing to disregard this rule could result in disciplinary action.

Uniforms

Students are responsible for purchasing their own school uniforms. Uniform purchasing information is available from the school office and website.

Students are to be familiar with the school's dress code. Ignorance is not an excuse for non-compliance. Exceptions to the published dress code may be made at the discretion of the Principal. These would include exceptions for medical reasons. Parents should contact the Principal if there is a situation that requires special accommodations for a student.

Students will also receive a disciplinary report for uniform and/or grooming infractions. After three dress code infractions the student will be placed in afterschool detention. Students who have received multiple disciplinary reports may be required to attend a scheduled Saturday detention. If the situation persists, parents will be called in by the Principal to discuss further disciplinary action, including possible on-campus suspension or expulsion.

Note about Mass Uniforms: Holy Trinity hoodies and sweatshirts are **not** to be worn at Mass. All students are required to own a knitted Holy Trinity sweater, cardigan, sweater-vest, or blazer for wear on Mass days. On all other days they may wear a Holy Trinity hoodie or sweatshirt.

Girls' Official Dress Uniform

- Holy Trinity's plaid skirt from our official uniform provider, worn at the waist with the hemline falling to the middle of the knee. Shorts are to be worn under the skirt.
- White oxford blouse with a button-down collar and monogrammed HT logo; long or short sleeves. (Mandatory on Mass days)
- Traditional or athletic white or navy HT monogrammed polo. Polo must be tucked into the skirt at all times. (Optional substitution on non-Mass days)
- Knee socks in solid navy, black or white. No designs. Socks must reach the knee.
- Black or navy flat-type shoes in good repair. These can include penny loafers, mary-janes or ballet-type flats. Shoes with laces are not permitted. Heels are not allowed.
- *Optional:* A navy school blazer, navy pullover knit sweater, navy cardigan knit sweater, or navy pullover sweater vest. All must be from the official uniform provider and monogrammed with the emblem/name of the school on the upper left side.

The official school dress uniform is to be worn on Mass days. The official school dress uniform is to be worn whenever the student represents the school off-campus unless otherwise specified by the adviser of the event.

In cold weather, girls may wear the following:

- A beige or white undershirt under the white oxford.
- Navy or black pantyhose, leggings or tights. If wearing leggings, socks must match the color of the leggings. (No sweatpants, no designs, and no pajama pants may ever be worn).

Girls' Grooming Code

- Nails should not be excessively long. Polish, if worn, should be properly maintained and manicured. Girls wearing chipped nail polish will be required to remove it before being allowed to attend class. In addition, the student will receive a disciplinary report.
- Only lightly applied, natural-looking make-up will be permitted.

- Hair should be clean, neatly brushed and away from the face. Hair should not hang over the eyes or fall in the face. Hair pulled back away from the face should be smooth and neat.
- Simple ribbons and barrettes may be worn. Narrow hair bands may be worn to hold hair back but are not to be worn on the forehead. No bandana hair bands.
- Moderation in hair color and style is expected. Hair styles which involve unnatural or faddish colors or cuts are prohibited. Feathers, beads, or other embellishments are not allowed.
- No visible body piercings or tattoos will be permitted.
- Students may wear one Holy Trinity Catholic High School band in addition to the allowed bracelet or watch.
- Earrings are only allowed to be worn in the earlobe of the ear. No more than one set of earrings may be worn at a time. No earrings are to be worn in the cartilage of the ear. No earrings that drop below the earlobe are permitted, including large stud earrings. Gauges or other pieces of jewelry designed to damage the body are not allowed.
- Rings are to be limited to one on each hand. Only HTCHS pins may be worn.
- Proper white or flesh colored undergarments must be worn under the school shirts. Undergarments that can be seen or visible under clothing are not permitted.
- Jewelry may consist of a single watch or bracelet on each wrist, a single necklace and a single pair of stud-type earrings, one earring in each earlobe.
- Any bracelets, necklaces or earrings worn must be in good taste and not in conflict with the school's Christian mission.

Boys' Official Dress Uniform

- Khaki set of long pants (flat front and pleated)
- A black or brown belt. Shirts must be tucked in at all times.
- Monogrammed white oxford shirt with a button-down collar, long or short sleeves. (Mandatory on Mass days)
- Traditional or athletic white or navy monogrammed polo. (Optional substitution on non-Mass days)
- Navy, black or tan crew-type socks only. No white or patterned socks. No low-cut socks.
- Black or brown dress boots (worn under pant legs), dress shoes, or loafer-type shoes in good repair – no athletic-type shoes allowed. No two tone shoes; must be solid color.
- Official Holy Trinity necktie (collar must remain buttoned when wearing tie).
- *Optional:* A navy school blazer, navy pullover knit sweater, navy cardigan knit sweater, or navy pullover sweater vest. All must be from the official uniform provider and monogrammed with the emblem/name of the school on the upper left side.

The official school dress uniform is to be worn on Mass days. The official school dress uniform is to be worn whenever the student represents the school off-campus unless otherwise specified by the adviser of the event.

In cold weather, boys may wear the following:

- A white undershirt under the oxford shirt.

Boys' Grooming Code

- No facial hair is permitted. Boys must be clean-shaven when arriving at school.
- Sideburns may not extend past the middle of the ear.
- Hair may not extend beyond the collar of the shirt, below the eyebrows or past the top of the ear. Hair should be neatly trimmed around the ear, not tucked behind the ear. No ponytails will be permitted.
- Hair must be neatly combed.
- No visible body piercing, including earrings or gauges will be permitted.
- One bracelet or watch on each wrist is allowed. Students may wear one Holy Trinity

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- Catholic High School band in addition to the allowed bracelet or watch.
- Any bracelets or necklaces worn must be in good taste and not in conflict with the school's Christian mission.
- No visible tattoos will be permitted.
- Moderation in hair color and style is expected. Hair styles which involve unnatural or faddish colors or cuts are prohibited. Feathers, beads, or other embellishments are not allowed.

Sweatshirts

Navy or gray Holy Trinity sweatshirts, or navy Holy Trinity athletic hooded sweatshirts may be worn. Students must wear their official school uniform under their sweatshirts. Teachers may restrict the wearing of sweatshirts or hooded sweatshirts in their classes. Sweatshirts are NOT to be worn during Mass.

Dress up Days

Dress up attire is reserved for special occasions (i.e. Awards Assemblies). The purpose of this attire is to demonstrate respect; therefore all garments worn should be professional and modest. Specifically, on a dress up day, young men must wear a shirt and tie or be in uniform. Young ladies may wear slacks, dresses or skirts that come to the knee. Professionalism and modesty must be adhered to in regards to the top. Shoulders must be covered and neckline must be no more than four finger-widths from the collarbone with absolutely no cleavage exposed. Young ladies may be in uniform. Neither jeans nor shorts may be worn by young men or young ladies.

Spirit Days and Other Non-Uniformed School Activities

On **spirit day**, students may wear **blue jeans** in good repair (jeans should be blue in color, not black or colored, in good condition, no holes, patches, writing, and worn spots or acid-wash. Jeans not have frayed edges, either at the bottom hem or on any part of the jeans. Baggly pants or jeans, low-cut, or skin-tight pants or jeans will not be allowed), an **approved Holy Trinity T-shirt**, team issued jackets and closed toe shoes such as low-heeled boots, closed-toed flats, Sperry, Toms, or sneakers. If boots are worn by males, the pant leg must be worn *outside* of the boot. No Uggs, mules, flip flops, or sandals. No capris, no shorts. Students who violate the "spirit" of spirit day will lose the privilege of the spirit day and be required to wear the school's standard uniform.

Students are expected to dress modestly and neatly even when out of uniform. These general guidelines should be followed for **non-uniformed and non-spirit wear school functions or activities** (i.e. certain field trips, over-night trips with a school team, Senior retreat, etc.): All clothing must be clean and in good repair without rips, tears, or cutouts. Shirts and tops should not be "low cut" and should not reveal the midriff when hands are raised, nor should they have straps that are not at least three fingers wide. No undergarments or parts of undergarments should be visible. No shorts shall be worn without prior permission of the supervisor. If permission is given, the length of men's shorts should be no less than one inch above the top of the knee. Women's shorts must be at least fingertip length (no shorter) and must not be skin tight. Shirts must not be so long and shorts so short that the shirt completely covers the shorts when standing. Skirts or dresses must be at least fingertip length. No messages or images contrary to Holy Trinity's Christian mission and values should be a part of a garment.

Dress for field trips will be determined by the sponsor of the field trip in conjunction with the Principal and will depend on the time, place, and purpose of the field trip. Educational functions

(competitions, luncheons, museums) require that the Holy Trinity Official Dress Uniform be worn unless otherwise specified.

NOTE: Students are reminded that they are to keep the spirit as well as the letter of the law regarding dress regulations. Final determination of appropriateness will be made by the Principal or designated representative.

TUITION POLICY

Tuition is the main source of revenue for the school. Therefore, the timely payment of tuition is critical to the school's financial well-being. The following policies have been adopted to ensure the financial stability of the school.

- Holy Trinity offers parents several payment plans from which to choose. Tuition may be paid on an annual basis, on a semi-annual basis or in multiple payments. Parents choose which type of payment schedule that would best fit their needs. Terms, conditions, and amounts of tuition and fees as well as specified due dates are detailed in full in the Registration Contract. The contract must be signed and paid in full by the parents/guardians before a student will be admitted to Holy Trinity Catholic High School.
- Families may select to pay tuition in one payment due July 1, in two payments (by semester) due July 1 and December 1, or in 11 payments (July through May). *Families selecting to pay by month MUST register and make payment using FACTS Tuition Management.*
- Holy Trinity offers a discount on tuition for annual and semi-annual payment OR Holy Trinity offers a discount on tuition only for families with two or more students attending Holy Trinity.
- A late fee is charged for any payment made after the stated due date.
- A student may not be allowed to begin the semester unless registration, tuition and fees are current.
- Registration for the following year is not accepted or processed until tuition and fees are paid up to date for the current year.
- Financial aid applications are accepted but will not be reviewed until a family has completed all of the application process. For early consideration, parents are encouraged to apply as soon as possible after January 1.
- A student may be denied entry on the first day of school if satisfactory financial arrangements have not been made.
- ***Holy Trinity only accepts checks, cash, and money orders for enrollment fees and tuition payments.***
- Miscellaneous fees and expenses are due when billed.
- For the multiple payment plan, a late fee of \$25 per month, which is assessed to overdue accounts (payments received after the 10th of the month), and a \$50 fee for all payments declined by your financial institution, will be collected by Holy Trinity.
- Fees for books, lunches, transportation, supplies, lost or damaged athletic equipment or uniforms, extracurricular activities, field trips, social events, and activities other than classroom instruction when required or approved by parents will be billed on occasion in addition to the above amounts.
- Regardless of the payment plan chosen, any student who withdraws from Holy Trinity during any part of the semester remains liable for the current semester's tuition and all fees (see withdrawal policy above).
- Holy Trinity reserves the right to withhold credit for courses, transcripts, report cards, and diplomas **until the account is fully paid.**
- Your student will comply with the Holy Trinity Student Handbook and other rules and policies from time to time adopted. Holy Trinity reserves the right to dismiss or suspend any student whose academic progress is deemed unsatisfactory, or whose conduct is deemed

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detrimental under the handbook, or whose tuition/fees account is in arrears, at the discretion of the Principal. In such cases as listed above, the (parent/guardian) **remain(s) liable for the current semester's tuition.**

- Holy Trinity requires students in all grades to have on file before attending the first day of classes specific records (immunizations, physical, and health forms) for which forms will be sent (to the parents/guardian) by the school after acceptance for admission.
- The parent will inform Holy Trinity in writing if choosing to withdraw their student. The parent understands that no records will be sent to the new school until any balance remaining on the student account, student books, equipment, etc. has been paid, returned and cleared by the faculty and staff.
- Questions concerning tuition and fees may be directed to the Finance Office.

Financial Aid

Families seeking financial aid must complete a FACTS financial aid application. Financial Aid is awarded by the Financial Aid Committee, and recipients are notified after the application is completed and verified. Students who have received awards must remain in good standing in academics (no failures), attendance, and discipline (no suspensions) throughout their program of study or risk possible loss of financial aid. These items will be examined at the end of each semester.

Registration Fee

The Registration Fee for currently enrolled students at Holy Trinity Catholic High School reserves the student a place in a given class for the following year provided the student meets academic, disciplinary, and financial requirements established by Holy Trinity Catholic High School and as stated in the handbook. The fee is non-refundable and is not prorated. Registration for the following year is not accepted or processed unless the tuition and fees are paid for the current year.

Payment of a registration fee DOES NOT constitute a guarantee of enrollment. If, upon reevaluation, a student is not invited to return to Holy Trinity, any prepaid registration fee will be refunded.

DISCIPLINARY POLICY

The behavior policy of Holy Trinity Catholic High School fosters the total Christian formation of each student through the nourishment of religious values, self-discipline, personal growth, and academic excellence. This goal is best realized through the cooperative effort of students, parents, teachers, and school administrators.

There are times and places in which the behavior of students affects Holy Trinity Catholic High School. In all such cases, student behavior is considered within the province of Holy Trinity Catholic High School. Parents are invited and expected to support Holy Trinity Catholic High School in the rigorous enforcement of this behavior policy since discipline is necessary to provide for the orderly growth and development of the individual and to assure the health and safety of each student.

Since learning cannot be accomplished without order, cooperation, and attention, failure to adhere to the rules and regulations of the school will result in disciplinary action. Listed below are the steps, which will be taken depending upon the seriousness of the infraction.

Disciplinary Reports

Any faculty or staff member may write a behavior/disciplinary report. Reports are issued for not following the student code of conduct in school and/or on the bus. Reports are submitted through RenWeb and sent to administration for further disciplinary action, which may include a conference with the student's parent or guardian. Repeated reports may result in Saturday detention, disciplinary probation or suspension.

Discipline Plan

Students who engage in the type of misbehavior listed under the discipline code will be placed on the appropriate step in the discipline ladder, with the consequences clearly listed.

All disciplinary actions are subject to administrative discretion as to placement on the disciplinary ladder in keeping with the severity of the student's misbehavior.

All disruptions/discipline problems and consequences shall be applicable to all students during all periods of time that they are under and subject to the jurisdiction of this school as defined by the student handbook or while they are participating in or going to or from any activity sponsored by the school and/or while under the supervision and direction of any teacher, principal, staff member, coach, or other authority of this school.

Discipline in the classroom

To ensure proper communication and consistency among students, faculty, administration, and parents, a school wide discipline policy has been established. Listed below is the discipline plan of each classroom. The steps below may be given verbally by the teacher, and/or by documenting through RenWeb.

Step 1: Warning

Step 2: Student/teacher conference

Step 3: RenWeb report is submitted which contacts parents by email, and sends a referral to the administration.

Administrative discipline

To ensure fair practice regarding disciplinary matters include the following actions:

1. The teacher submits a RenWeb report to the administration.
2. The principal investigates the matter.
3. The principal meets with the student, explains the accusation, and provides the student with an opportunity to explain the case from his or her perspective.
4. The principal provides the student with consequences based on the discipline code. The administration has the discretion to provide additional consequences as needed based on the severity of the infraction.
5. The principal has the final say on all disciplinary consequences.

Administrative Disciplinary Consequences

Described below are possible consequences of violations of the discipline policy of Holy Trinity Catholic High School:

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After-School Detention: When an after-school detention is issued, it will be served on an assigned day from 3:50 p.m. to 4:50 p.m. (unless otherwise noted). The student will be provided at least twenty-four hours' (24) notice to make arrangements to attend the detention as scheduled.

Students will be given a written assignment to complete during the detention. The use of cell phones or other electronic devices is prohibited. If the student skips an after-school detention, he or she will receive a Saturday detention. No student will be exempt from detention unless he or she has informed the Principal ahead of time that an exemption is needed. Exemptions will only be granted for emergencies or scheduled appointments. A note must be provided from the doctor or dentist for the student to be excused, in which case the detention will be scheduled for the next available date.

Saturday Detention: When a Saturday detention is issued, it will be served on an assigned date from 8 a.m. to 11 a.m. During this time, students will be required to complete assignments, perform general clean-up work, and other specific tasks. Students must be dressed in school uniform. The student will be provided at least twenty-four hours' (24) notice to make arrangements to attend the detention as scheduled. The use of cell phones or other electronic devices is prohibited. If the student skips the Saturday detention, he or she will receive one (1) day of OCS. Due to the need of adult supervision; a fee of \$50.00 will be charged for any student receiving a Saturday Detention. The fee must be paid before the student serves the detention. No student will be exempt from detention unless he or she has informed the Principal ahead of time that an exemption is needed. Exemptions will only be granted for emergencies.

On-Campus Suspension (OCS): When placed in OCS the student is isolated on campus and is required to complete all assigned work under the supervision of a staff member. Due to the need of adult supervision; a fee of \$140.00 per day will be charged for any student receiving an OCS. The fee must be paid before the suspension is served. All classwork, tests, and assignments must be completed while in OCS. Any homework assignments due on the date the student is in OCS should be turned into the teacher before first period begins. The student must turn in all other completed assignments or tests at the end of the day. While placed on OCS, the student will be able to make up work missed with a maximum grade of 70% (which is proportional: 100% becomes 70%; 90% becomes 60%; etc.). Students in OCS will not be granted additional days for tests or other assignments once allowed to attend class as usual. While in OCS, the student is prohibited from participating in or attending any school sponsored activity.

Out of School Suspension (OSS): When placed on OSS, a student is prohibited from entering the school campus. For attendance purposes, OSS will be counted as an unexcused absence. While placed on OSS, the student will be able to make up work missed with a maximum grade of 70% (which is proportional: 100% becomes 70%; 90% becomes 60%; etc.). The parent/guardian is responsible for attaining work missed due to OSS, and all assignments are due on the day the student returns to school. Class assignments and homework may be picked up by a parent/guardian, or the parent/guardian may email the student's teachers to request assignments. Additionally, the student is responsible for making up all tests and/or quizzes missed on the first day of his or her return to school. While on OSS, the student is prohibited from participating in or attending any school-sponsored activity.

Discipline Code

- Unauthorized use of cell phone or electronic device (see electronic devices policy for specific details). (Possible Step 1-2)
- Eating or drinking outside of designated area of the campus. (Step 1)
- Tardy to class (see attendance policy). (Step 1-3)

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- Leaving class without permission. (Step 4)
- Driving violation, reckless driving (possible loss of driving privileges). (Step 2-6)
- Dress code violation. See uniform policy for details. (Step 1-3)
- Unauthorized fundraising. (Step 2-3)
- Public display of affection. (Step 2-3)
- Being in an unauthorized or unsupervised area of the campus. (Step 1-3)
- Cheating, plagiarizing, or other acts of lack of integrity while in school or in the course of school-related activities such as testing etc. (Step 1-4 plus academic consequence)
- Trespassing on school property, or breaking and entering school property. (Step 4-10)
- Improper behavior at Mass, assemblies, or other school activities. (Step 1-4)
- Misbehavior on a school bus (may include loss of riding privileges). (Step 1-4)
- Horseplay. (Step 1-6)
- Disrupting instructional time. (Step 1-6)
- Defacing or otherwise injuring property belonging to the school (student to provide restitution). (Step 4-6)
- Defacing or otherwise injuring property belonging to another student or faculty member (student to provide restitution). (Step 4-6)
- Disrespectful behavior to faculty or staff members. (Step 1-7)
- Truancy and/or skipping class. (Step 4)
- Leaving campus without permission. (Step 6-9)
- Gambling or possession of gambling devices. (Step 3-7)
- Defiance of authority, or refusal of a student, upon request, to provide reasonable information to the Principal or an administrator. (Step 1-9)
- Harassment, intimidation, or threatening of other students, faculty, or staff members. (Step 4-10)
- Serious violation of the school's Technology Acceptable Use Policy. Such as harassment (cyberbullying) via social media or email and sexting, or forwarding a sext. (Step 4-10)
- Use or possession of unauthorized items. (Step 2-4)
- Sexual harassment or sexual misconduct (Step 4-10)
- Assault and/or fighting. (Step 7-10)
- Use, sale, or possession of tobacco or tobacco-related products including electronic cigarettes. (Step 7-9)
- Forgery or using forged or altered documents. (Step 4-9)
- Stealing (student to provide restitution). (Step 4-9)
- Possession or use of obscene or vulgar language, gestures, literature, or pictures; obscenity in speech or behavior. (Step 4-9)
- Use or possession of dangerous objects. (Step 7-10)
- Use, sale, possession, or being under the influence of alcohol or alcohol related products. (Step 9-10)
- Use, sale, possession, or being under the influence of drugs or drug paraphernalia (may be reported to police). (Step 9-10)
- Possession of firearms and/or weapons (may be reported to police). (Step 8-10)
- Initiating a fire alarm, a false warning of a fire, or an impending bomb or other catastrophe without adequate cause (may be reported to police). (Step 9-10)
- Any other egregious activity in violation of the principles of Holy Trinity Catholic High School, and/or moral or religious doctrines or teachings of the Roman Catholic Church. (Step 1-10)
- Other misbehavior as determined by the administration. (Step 1-10)

DISCIPLINE LADDER

Step 1

After-School Detention – One (1) day

Failure to report to detention as assigned will result in the student being placed on Step 3 of the discipline ladder.

Step 2

After-School Detention – Two (2) days

Parent/guardian will be contacted by phone or email.

Failure to report to detention as assigned will result in the student being placed on Step 3 of the discipline ladder.

Step 3

Saturday Detention – One (1) day

Parent/guardian will be contacted by phone or email.

Failure to report to the detention as assigned will result in the student being placed on Step 4 of the discipline ladder.

Step 4

On-Campus Suspension (OCS) – One (1) day

Parent/guardian will be contacted by phone or email.

Step 5

On-Campus Suspension (OCS) – Two (2) days

Parent/guardian will be contacted by phone or email.

Step 6

On-Campus Suspension (OCS) – Three (3) days

Parent/guardian will be contacted by phone or email.

Step 7 Out-of-School Suspension (OSS) – Three (3) days

Parent/guardian will be contacted by phone.

The parent/guardian will meet with the Principal before the student returns to school following his or her suspension.

Step 8 Out-of-School Suspension (OSS) – Four (4) days

Parent/guardian will be contacted by phone.

The parent/guardian will meet with the Principal before the student returns to school following his or her suspension.

Step 9 Out-of-School Suspension (OSS) – Five (5) days

Parent/guardian will be contacted by phone.

The parent/guardian should meet with a school administrator before the student returns to school following his or her suspension.

Step 10 Recommendation for expulsion

If a student returns to school after being placed on step 7, he or she will be placed on an individualized behavior plan signed by the parent/guardian, the student, and the Principal.

The student may be escalated to the next higher step of the discipline ladder after placement on any one step at the discretion of the Principal.

A student may be recommended for expulsion at any time if the administration feels that the student's actions warrant such recommendation.

A student may enter the discipline ladder at any step, depending upon the nature of the offense.

Failure to complete the punishment as designated may result in escalation to the next step in the ladder.

Loss of privileges means that during the time stated the student cannot participate in assemblies or any school function designated as an extra activity, including athletic events, dances, plays, extracurricular programs, field trips, school-sponsored activities, etc.

All disciplinary actions are subject to administrative discretion as to placement on the disciplinary ladder in keeping with the severity of the student's misbehavior.

Disciplinary Probation

Placement on disciplinary probation jeopardizes the student's continued enrollment at Holy Trinity. A student is placed on disciplinary probation for two continuous grading periods. If, during this time the student receives a detention, behavior report, or suspension, he or she is subject to immediate dismissal from school. Parents will be notified when a student is placed on probation or suspended. After the second probationary grading period, the student's status is reviewed at which time he or she may either be removed from probation or asked to withdraw from Holy Trinity. Registration and course selection sheets for the following school year may not be accepted from students on probation.

Major Disciplinary Offenses

The following offenses occurring during the school day or at any Holy Trinity sponsored activity on or off campus are considered major offenses and may warrant expulsion. The Principal shall be the sole decision maker as to the extent of discipline imposed on the student.

These offenses include, but are not limited to, behavior or activities involving:

- Possession, consumption, exhibiting effects of, transference or sale of alcohol.
- Possession, consumption, unauthorized use of, exhibiting effects of, transference, sale of any type of drug or unauthorized medications.
- Possession, use, transference, sale of weapons or items used as weapons.
- Verbal or physical altercations, actions causing harm to anyone, or inciting violence or exhibiting threats of violence.
- Having to be removed from a classroom for distrutive behavior.

It is expected that Holy Trinity students will remove themselves from any activity or wrongdoing that is not in accordance with the mission, philosophy and disciplinary guidelines of the school.

In the case of other major offenses, the Principal shall be the sole decision-maker as to the extent of discipline to be imposed on the student, including but not limited to expulsion.

Criminal Charges and Other Allegations

Any student accused of a serious wrong, civilly or criminally charged, may be removed from school until the student's guilt or innocence is determined.

Holy Trinity Catholic High School may provide educational materials for student use during the period of determination. The determination of discipline to be imposed on any student of Holy Trinity Catholic High School accused of a serious wrong or charged civilly or criminally will be at the sole discretion of the Principal and will not be dependent on, or necessarily coincide with, the outcome of any formal legal action instituted against the student. Instead, the disciplinary rules as set forth herein shall guide the Principal as to the imposition of any discipline, up to and including expulsion.

Additionally, even though a student is not charged civilly or criminally, if the school learns of a serious wrong or breach of behavior that falls within the scope of disciplinary rules of Holy Trinity Catholic High School or the teachings of the Catholic Church, the school reserves the right to impose whatever discipline it deems necessary, at the sole discretion of the Principal.

Off-campus conduct

Students should recognize that they are representatives of Holy Trinity Catholic High School. Any conduct that brings disrepute upon the school—whether the conduct occurs on or off campus, during or outside of school hours—may result in disciplinary action.

Resolution of Problems (Grievance)

Concerns are handled most satisfactorily at the level at which they occur. Therefore, if a parent has a staff - or faculty -related grievance, an attempt must be made to settle the matter at the point of contact where the problem occurred.

If the concern is not resolved, the parent should contact the Principal. A conference will be scheduled with the parent. The conference may also include all parties involved. Every attempt will be made at mediation, understanding and resolution.

We hope we can resolve any concern informally in a cooperative, Christian atmosphere. In this spirit, we may model peacemaking for each other and for our children.

HEALTH AND SAFETY POLICY

HTCHS Health Forms must be completed and submitted before the student is allowed to attend classes. All incoming students, including transfer students, are required to have a physical examination prior to the first day of school. Students coming from a foreign country are required to have a physical examination and a TB test after entry into the United States. All students must have an up to date health record on file. Student immunization shots must be up to date. Foreign students must meet the same immunization requirements as American students. Without the proper shots, students may NOT attend school.

Students participating in Athletics are required to have a physical examination before the first day of practice/class.

Accidents/illnesses must be reported to the Principal immediately along with details of the kind of assistance needed (injury, clean-up, etc.). Office personnel will send appropriate help.

Guidelines for excluding students from school for medical reasons are as follows:

Exclusion Guidelines	Return to School Guidelines
Oral temperature of 100 degrees or above	Fever free for 24 hours
Vomiting, diarrhea, nausea or severe abdominal pain	Symptom free for 24 hours
Marked drowsiness or malaise	Symptom free
Sore throat, acute cold or persistent cough	Symptom free
Red, inflamed or discharging eyes, pinkeye	Written physician release
Wound, skin and soft tissue infections	Exclude until drainage is contained and covered with a clean dry bandage
Swollen glands around jaws, ears or neck	Written physician release
Suspected scabies or impetigo	Written physician release
Any skin lesion in the weeping stage	Covered and diagnosed as non-infectious
Earache	Symptom free
Pediculosis	Lice and nit free

Medication Guidelines

As **Holy Trinity Catholic High School does not have an on-site school nurse**, there is no one qualified to monitor an ill student. If a student becomes too ill to attend class, the school has no choice but to notify the parent/guardian immediately. The parent/guardian will need to pick up the student. Students unable to be picked up by parents/guardians before the end of school will be excluded from all school activities for the remainder of the day. Medication permission forms must be signed by parent/guardian before any medication will be administered. All medication should be given outside of school hours if possible. Only medications which are required to enable the student to stay in school, may be given at school. Please refer to the school website to print a copy of the **MEDICATION PERMIT FORM.**

1. Only medication which is necessary for the child to remain in school will be given during school hours with medication being administered at home whenever possible.
2. Medications must be in the original, properly labeled containers. Medications sent in baggies or unlabeled containers will not be administered.
3. Written permission of the parent or legal guardian and physician is required for the administration of all medications.
4. Per Diocesan policy, **all medications require a written prescription from a licensed physician, dentist, Nurse Practitioner or Physician's Assistant.** This includes all over-the-counter medication such as Tylenol, Motrin, Advil, etc.
5. All medications must be kept in a locked cabinet in the administrative offices, except for inhalers or Epi-pens which the doctor requires to be with the student at all times. A second inhaler or Epi-pen must be kept in the administrative offices. If a student allows another person to use his/her inhaler or Epi-pen, the privilege of personal possession will be revoked.

6. Holy Trinity Catholic High School does not have an on-site school nurse. Medications will be given by untrained and unlicensed personnel. No Holy Trinity Catholic High School employee shall be required to give medication dosages in excess of FDA recommendations. Only those personnel who have been designated by the Principal of Holy Trinity Catholic High School may administer medication to students. This includes over-the-counter (OTC) medication.
7. **Under no circumstances may students dispense any type of medication to any other student or staff.** Violation of this rule will result in disciplinary action, which may include expulsion.

Acquired Immune Deficiency Syndrome/HIV

Students will not be discriminated against on the basis of Acquired Immune Deficiency Syndrome/HIV. Parents or guardians are required to share such information with the appropriate school personnel for the safety, health, and welfare of other Holy Trinity students and personnel.

Child Abuse Laws

HTCHS will follow the State of Texas Child Abuse Laws and will report to the state any suspected incidences. Personnel are obliged to disclose to appropriate administrators information relating to the life, health, or safety of students.

Drug/Alcohol Testing

The school reserves the right to require drug and/or alcohol testing at any time by testing agencies approved by the school. This includes, but is not limited to, activities during the school day, any extracurricular or other school-sponsored activity on or off campus, or any activity at which the individual is representing the school. Fees for such testing are the sole responsibility of the student and his or her parent/guardian.

Pregnancy

Since a Catholic school is concerned with the Christian moral development of the individual and the school community as a whole, Holy Trinity strives to provide an atmosphere, which fosters the growth of these same principles. Pre-marital sex is not in keeping with Christian values and principles and is not considered acceptable for Catholic high school students. However, if a pregnancy occurs, every possible measure will be taken to encourage counseling, health care, continued education, and direction to help a student make mature decisions in accordance with the directives of the Roman Catholic Church. However, because Holy Trinity is also responsible for the whole student body, continued enrollment of a Holy Trinity student who becomes pregnant is not possible. A student who becomes pregnant will be required to withdraw from Holy Trinity. If the father of the child to be born is a student enrolled in the school, or is another student of a Catholic school, the same provisions will apply.

Residence/Personal Lifestyle

It is understood and agreed upon that if a student permanently absents from living with his/her parent(s) or legal guardian(s) and establishes a lifestyle apart from the family home, the school reserves the right to review its contract for enrollment in light of this change.

The school reserves the right to review any change in residence or personal lifestyle to ascertain whether it is contrary to the principles and policies of Holy Trinity Catholic High School; established Christian principles of morality and decency; the teachings of the Roman Catholic

Church as explained in Church documents. If the student's lifestyle, conduct, or change of residence violates these principles, the school may require that student to withdraw from Holy Trinity or to change his or her residential status or behavior.

Remaining unmarried is a condition of continued enrollment at Holy Trinity CHS.

STUDENT SERVICES

Holy Trinity Catholic High School strives to provide adequate services for students and parents to encourage opportunities and success. The following services are provided for the benefit of all students attending Holy Trinity Catholic High School.

Guidance Services

The guidance program of Holy Trinity High School is designed to assist each student in evaluating his/her abilities and interests, to provide them with the information concerning future educational opportunities, to help them to make realistic choices regarding their future, and to assist them in working out effective solutions to personal difficulties.

Course Selection

Course Selection for the next school year begins in February. Students and parents are encouraged to do academic planning together and to consult the Guidance Counselors, and/or faculty to answer questions and offer suggestions when deciding on courses. Any course request (elective, honors, AP, etc.) is simply a request and not a guarantee for placement in a specific course.

If a student wishes to request a change in a course after registration, he/she must complete the appropriate change request form, which requires his/her parent/guardian signature. All change requests are subject to the approval of the Principal. The Guidance Counselor and the Principal coordinate all schedule changes, which must be made within a specified time limit. Students are NOT allowed to drop or change a course after the first three weeks of school unless approved by the Principal or Counselor. These changes will only be made if the Principal or Counselor feel that there is an extenuating academic circumstance to warrant a change.

Advanced Placement

To better meet the individual needs of advanced students, PAP, and Advanced Placement (AP) courses are offered in several subject areas. Due to the rigorous nature and extra study time associated with these courses, AP classes merit additional points that are applied towards the student's grade point average. Placement in an AP class is dependent on the following:

- The student's request of the AP class along with parental permission.
- Faculty and guidance counselor recommendations.
- Excellent grades each nine weeks in previous courses in the subject area.
- Previous placement in AP classes.
- High standardized test scores.
- Available space in AP classes.

The Principal makes the final placement decision in consultation with the guidance counselor, the teacher and the department chairperson.

Dual Credit Courses

Holy Trinity works with institutions of higher learning to provide students with an opportunity to earn college credit, experience college-level work, and fulfill high school graduation requirements. Dual Credit courses are defined as courses other than the core curriculum courses required to graduate from Holy Trinity. Students may seek dual credit if they have met their core course requirements at Holy Trinity. Exceptions to this policy must be approved by the Counselor and Principal. These exceptions can only be made with written acceptance by the institutes of higher learning sought for the dual credit.

Parents and students should be aware that enrollment at Holy Trinity does not guarantee any student the opportunity to enroll in dual credit classes. Any student interested in dual credit must meet admissions and attendance requirements established by the institution of higher learning. Parents and students also should be aware that students enrolled in courses at an institution of higher learning are taking classes outside of the jurisdiction of Holy Trinity. Any complaint with respect to attendance, grades, or disciplinary action in dual credit classes must be addressed to the teacher of the class and/or the institution of higher learning. Students who take dual credit classes at a campus of an institution of higher learning must provide their own transportation to and from the class.

Walden Library

1. Walden Library will be open when the librarian is on campus. The library is accessible all day, but is staffed part time.
2. Teachers may allow students access to the library.
3. Students using the library are expected to use their time working quietly or reading and are to refrain from disturbing others.
4. No food or drink allowed in library.
5. All materials leaving the library are to be checked out at the circulation desk. Removing materials without authorization is a serious offense, and may result in disciplinary action.
6. The library computers will be used for research only.
7. Check-out procedures
 - Circulating materials are usually checked-out for a 3-week period and are renewable, unless someone else has requested them.
 - To borrow library materials the student must sign the check-out sheet at the circulation desk. A student may ordinarily borrow no more than 4 books at a time.
 - Nooks (electronic readers) may be checked out to students only by the librarian. Forms must be on file giving parental permission and assuming responsibility for loss or damage.
 - Faculty members may check out any number of books for the classroom for as long as needed.
 - Videotapes and DVD's can be checked out to students.
 - Periodicals on the display racks are not to be removed from the library. Faculty members may check-out periodicals.
 - College catalogs may be checked out by students by signing the check-out sheet.
 - Vertical files may be checked-out only when the librarian is present.
8. Overdue books
 - Students with overdue books may not checkout any more books until the original materials are returned or renewed. Books can only be renewed by presenting the material to the librarian.
 - Students damaging or losing library materials are required to pay for the items.

- Overdue materials must be returned or paid for before the end of the 1st semester, and all materials must be returned or paid for before the end of school in May in order to receive final grades.

The Father Charles Davis Memorial Chapel

The Father Charles Davis Memorial Chapel is provided for the spiritual edification of all Holy Trinity students. The chapel offers students a place to find peace and serenity on the campus. Students are encouraged to spend time in quiet reflection and prayer. Our chapel is a place of worship, of Eucharistic celebrations, and other religious activities; therefore, an atmosphere of reverence and quiet should be observed.

GENERAL CAMPUS GUIDELINES

Advertisement/Fund Raisers

Permission for any student-related fundraisers must be obtained from the Principal. Permission for posters and/or advertisements to be displayed on the school premises must be obtained from the Principal.

Cars and Parking

Students parking in the campus parking lot are expected to observe all posted signs and designated markings for parking spaces. The school assumes no responsibility for missing items left in cars or for damage done to cars.

Students must park in the parking area designated by administration (east side parking lot). It is illegal to block driveways, intersections, or loading zones as well as to park within ten feet of a fire hydrant. Students are not allowed to go to their vehicles during the school day without express permission from the Principal, or other designated official, and they may be accompanied by a staff member. Students are not to remain in parked cars once they have arrived at school, or at any time during the school day.

Parking on campus is a privilege, not a right. Parking privileges may be revoked for dangerous, inappropriate or delinquent behavior at the sole discretion of the Principal.

- Writing on vehicles must be consistent with school values and is at the discretion of school administration.
- Students may not ride with or have other students in their vehicles unless the school has written permission from **both students parents**. This includes to and from off campus Masses and events.
- Visitor parking is in the front of the school.
- Students are not allowed to park in the front, or back of the school. This includes the parking designated for the Principal, administration, visitors, and handicapped.
- Parking behind the school is only for authorized personnel; there is to be no student parking behind the school unless approved by an administrator.
- Students must park in their assigned parking spots during school hours.
- Cars must occupy only one space.
- **Students must have a student parking permit to park on campus.** Valid driver's license and proof of insurance is required to receive a parking permit.
- Noncompliance with these guidelines may result in disciplinary measures or loss of parking privileges.
- The speed limit may not exceed 10 miles per hour in the parking lot or driveways.

- Students should obey all speed limit signs in the area and be cautious of school traffic.
- Students are to keep radios at a low volume and music must be appropriate.
- Students are not to cruise through the parking lots or driveways.

Classroom Visitation

Parents or guardians are welcome to visit the school. Parents and visitors are asked to give teachers and administrators 24 hours' notice. There will be several days scheduled for visits to the labs and to the classrooms. All visitors must enter the building through the front door, check in with the Receptionist, and receive a Visitor badge.

Driver's License (Verification of School Enrollment)

The Texas Department of Public Safety requires that students under the age of 18 who are applying for a driver's license obtain a Verification of Enrollment and Attendance (VOE) form from the School, certifying that the student has been in attendance for at least 90% of the days that school was in session. This form may be obtained from Mrs. Sanders or the office, and may be issued to the student or to his or her parent or legal guardian. School attendance must be verified before the form is issued; therefore, at busy times, one day's advance notice may be required.

Drop off and Pick up

Parents dropping off or picking up students are asked to be aware of all students and cars. After entering the Holy Trinity campus, drivers should turn right at the first opportunity just before the flagpoles on "Celtic Circle". Drivers may turn left from Celtic Circle ONLY if they are picking or dropping off someone up at the front entrance.

Students may arrive on campus at 7:00 am and stay until 5:00pm. Before and after those hours, the school does not provide supervision or shelter.

Lost and Found

Check in the administrative offices for lost items. To prevent loss of personal property, students should not leave their valuables unattended anywhere on campus. Items not claimed by the end of each quarter will be donated to charity.

School Dances

Prom is a formal and special night for HT students. We hope to maintain the integrity and formality of this night by implementing this simple dress code; as such any students not appropriately dressed will be turned away at the door. There are hundreds of beautiful, tasteful, and appropriate formal wear options available for prom. If you have questions concerning your intended attire, it is your responsibility to seek approval from the administration prior to Prom.

All Dances: Out of school dates must be approved by the administration for all school sponsored dances. You must submit an out of school date form to the staff sponsor prior to the event by the deadline established. No exceptions will be made to this rule. Out of school dates must currently be in high school, or a former Holy Trinity student no more than one year out of high school at the time of the dance. No student 8th grade or younger will be allowed to attend a school sponsored dance regardless of age.

All school policy and procedures are in place during any school sponsored dance. Once you leave the dance you will not be able to return unless cleared by the staff sponsor or administrator on

duty. You are not allowed to leave the designated event area to go to your vehicle or any other place outside of the premises without being accompanied by a chaperone. Failure to comply with any of these procedures may result in disciplinary action.

Ladies:

- Dresses may be strapless (if they fit properly) or include spaghetti straps.
- Dresses may be backless, as long as they are not cut below the naval.
- 2-piece dresses **MUST** overlap at the waist: meaning top **MUST** overlap with skirt waistband.
- Midriffs will not be exposed. This includes both front and side. With arms down at your side, if flesh touches flesh, the dress is inappropriate.
- Dress hems must be at least fingertip length. (This includes front hems on “high-low” dresses as well).
- Dresses may not have a slit that exceeds mid-thigh. This is fingertip length.
- Dresses may not be cut below the bust line.
- Undergarments should not be visible. See-through apparel is not permitted.
- Garments that are tight or low-cut are also unacceptable.

*A less formal dress code may be approved for dances other than prom, but the requirements for dresses are the same as stated above, and general school dress code requirements will be enforced for all school dances.

Gentlemen:

You are expected to wear formal attire. Formal attire may be classified as a tuxedo or dress suit, including a tie or bow tie, a dress shirt, which may include a vest or cummerbund, and dress shoes. Shirts are to be worn at all times. Tennis shoes and athletic shoes are unacceptable.

*A less formal dress code may be approved for dances other than prom, but general school dress code requirements will be enforced for all school dances.

If a student is bringing a date from another school, it is **THEIR RESPONSIBILITY** to let their date know the school’s dress code. Anyone who does not meet the dress code requirements will be asked to leave and not allowed to attend the dance until they are in compliance with dress code.

School Name/Logo/Shield/Photographs

The school name, logo, or shield may not be used in any printed or digital manner, or distributed without the express written permission of the President of the Board of Trustees and Principal. Holy Trinity uses photographs and videos taken at its events in publicity and marketing materials and on the Holy Trinity Catholic High School website. By signing the Photo-Video Release form in this handbook the parent/guardian gives permission to use these materials.

Student Lockers

Each student is assigned a locker at the beginning of the school year. Students are responsible for the contents and orderliness of their lockers. Students should not switch or share lockers at any time. In keeping with the Student Code of Conduct, the Profile of the Holy Trinity student and the Christian atmosphere of the campus, lockers are to

remain unlocked. No padlocks will be issued or allowed. Students are expected to behave according to the standards of honesty, trustworthiness and integrity.

Lockers are the property of the school. The Administration or other designated employees have the right to inspect a student's locker at any time without notice.

Security

All visitors and guests must report to the Administrative office and sign in to receive a visitor's pass. Any person appearing on campus before, during, or after school without apparent good reason is to be reported to the main office immediately.

After school, students wait for rides on campus in the front of the school. Cars are not to block driveways since this creates congestion and a safety problem. All students should be picked up from the school campus by 5 p.m.

Except for school sponsored activities and events, all students are to be off campus by 5 p.m.; and all cars should be removed from the parking lots. The school cannot guarantee personnel to oversee students left on campus after that time. It is for the safety of the student that we ask all students to be picked up in a timely manner.

Students should be picked up promptly after extra-curricular events. Students will not be left on campus without supervision and may not walk home or to any other event or activity without prior parental approval. Please notify the coach or sponsor if you have made special arrangements for pick-up.

Volunteering

Each school family is asked to volunteer 20 hours of service to the school throughout the year. These hours should be entered by the family via RenWeb. Families who fail to complete the required number of hours during the school year will be charged twenty dollars per hour not completed.

Opportunities are abundant, but not limited to the following list:

- Answering front office phone
- Donating items for teacher appreciation days, Sweet Monday, etc
- Substituting (must have high school diploma)
- Athletic events: Concessions, gate, banquet, team parent, etc.
- Forensics and Fine Arts events
- Advancement events: Gala, sporting clays tournament, donor appreciation dinner, etc
- Family night events
- Chapel maintenance: linens and altar
- Decorating school for seasons: Advent, Christmas, Lent, Easter
- Facility maintenance: mowing, weed-eating, edging, planting, watering
- Chaperone: Homecoming, Prom
- Graduation and Baccalaureate reception committee

Protecting God's Children / Ethics and Integrity in Ministry (EIM)

All persons volunteering in a capacity that would include supervision of students MUST be EIM compliant (per diocesan EIM Policies). There is a one-time submission of a EIM application

(online or paper copy) and a one-time attendance of a 3 hour EIM Basic Workshop (and a Refresher every 3 years thereafter).

If you are a victim of sexual abuse and have concerns regarding your attendance at a workshop, please contact Emily Hurlimann at (512) 949-2447 to discuss an alternative workshop arrangement.

EMERGENCY PROCEDURES

Holy Trinity Catholic High School is committed to the safety of students and personnel. The HTCHS Crisis Plan addresses procedures for school community crisis, including lock down, evacuation, fire drills, and tornado drills. Students are expected to obey the directions of faculty members and personnel in the event of crisis or emergency in order to ensure their safety. In the implementation of practice drills, or in the event of a real crisis, students will evacuate the campus on foot to a safe, predetermined destination.

Fire Drills (held monthly)

1. Alarm System noise
2. Students walk silently in an orderly single line.
3. Exit following directions posted in the classroom.
4. Once outside teacher checks the roll.
5. Stay in designated spot in silence until signaled to return to building

Tornado/Disaster Drill (once/semester)

1. Alarm System noise
2. Students walk silently in an orderly single line to safe shelter.
3. Exit, following directions for Tornado/Disaster drills.
4. Students join their teacher who checks the roll.
5. Stay in designated spot in silence until signaled to return to building
6. Return to classroom quietly.

Building Lock Down Drill

1. A designated administrator will come over the PA and say **Hard Lock Down** (x3)
2. Close and lock all classroom doors. Students in the halls should find a place to hide.
3. Turn off lights.
4. Remain in the classroom until otherwise notified.
5. Students do not leave the room.
6. Do not open the door for anyone. Police and emergency responders will have a key.

Emergency Closure of School

In the event of severe weather or other conditions, which could affect the safety of students, check the following media outlets:

Webpage (www.holytrinitychs.org), Email, Remind App

KCEN-TV Channel 6

KWTX-TV Channel 10

KXXV-TV Channel 25

DO NOT CALL THE SCHOOL

TECHNOLOGY POLICY

Advancements in technology provide tools, which may be utilized by students and faculty to enhance the learning environment and increase opportunities for learning. With the privilege of using technology comes the responsibility to use that technology in a way, which promotes authentic learning within the mission and philosophy of Holy Trinity Catholic High School. Failure to use technology in appropriate ways may warrant major disciplinary action.

Reminders:

1. All Holy Trinity students and their parents must sign the Acceptable Use Policy each year. The signed Acceptable Use Policy (AUP) is considered in effect for the entire school year. The AUP is included at the end of this Handbook.
2. All use of technology, including e-mail communication, texting, and social media at school and home, is to be consistent with the mission of Holy Trinity Catholic High School. Communications at school may be for academic purposes only and may not contain material inappropriate for Holy Trinity students.

By signing the AUP, the student and their parents agree that the student, not Holy Trinity Catholic High School, is responsible for their actions while using the Internet. By signing the AUP, the student and parent agree to release, indemnify and hold harmless Holy Trinity Catholic High School, its teachers and staff for illegal and/or improper use of e-mail or the internet and/or for claims arising out of the student at school.

Student Cell Phone and Electronics Use

Cell phones may be used before 8:15 am and AFTER 3:45 pm. Cell phones may only be used between 8:15 am and 3:45 pm with the explicit permission of a staff member. For students who need to make phone calls (for emergencies and must be pre-approved by the Administration) there is a telephone available in the office, or staff may allow students to use their cell phone in the office. Students should not use their personal phones to make personal calls. Parents should call the front office to speak with their child.

Digital devices brought to school have many capabilities, some of which are and some of which are not appropriate for use at all times as educational tools. When students are using their cell phones or digital devices as an educational tool with the explicit permission of a faculty or staff member, HTCHS has outlined the following rights and privileges:

- In the Classroom, students may bring and use their devices in the following ways:
 - Taking notes
 - Using the calendar to keep track of assignments
- Students may use their digital devices in the following ways if the device is used as an educational tool and ONLY if the use of the device is applicable to specific activities conducted in class:
 - Research: Use the internet to investigate questions/find strategies
 - Calculator
 - E-readers, including all devices containing e-reading apps/capabilities such as Kindle, Nook, iPad, laptops, tablets, and smartphones.
 - Photos/Videos: (i.e., taking photos/videos for class projects and class notes on the board)

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Students may use their devices without restrictions before school and after school as long as they adhere to appropriate etiquette and code of conduct.

Disregard for these policies will result in the following consequences:

- First offense, cell phone is collected from student and turned into front office and returned to student at the end of the day. A RenWeb report will be generated.
- Second offense, cell phone is collected from student and turned into front office. A Ren Web report is generated. Student will be required to turn cell phone into front office at beginning of every school day to be collected at the end of the day. This will continue until the end of the semester. Failure to follow this policy will result in the student being put on Step 1 of the discipline ladder.

If problems persist, it will be held up front until your parents come to pick it up. Failure to follow this policy will result in the student being put on step one of the discipline ladder.

Technology and Internet Safety Acceptable Use Policy

Holy Trinity Catholic High School (HTCHS) believes in the educational value of electronic devices and services to support the curriculum and student learning. While on campus, students agree to access only the school's servers and the Internet by using the infrastructure and filtering system provided by **(HTCHS)**.

By deploying a filtering system, **(HTCHS)** will make every effort to protect students and teachers from misuse or abuse as a result of their experience with an information service. This places **(HTCHS)** in compliance with Children's Internet Protection Act (CIPA). *You and your child's signature will indicate acknowledgement, understanding and agreement to comply with this policy.*

This policy applies to the following:

- **School provided technology resources** such as computers, Chromebook, one to one devices; and
- **Student devices** defined as, any device brought to school by the student with the school's and student's family's permission. This includes but is not limited to "smartphones", tablets, laptops, e-readers and other devices with WiFi capability.

The following policies are guidelines for appropriate use of technology:

1. I understand that this is not an exhaustive list and agree to ask a teacher or designated authority if I have a question about what is a violation of technology acceptable use.
2. I recognize the use of **(HTCHS)** technology is a privilege, not a right. Inappropriate use such as vandalism or intentional modification of system settings may result in immediate revocation of my technology privileges. I acknowledge that I may be financially responsible for computer or component misuse resulting in physical damage. I further acknowledge that the school is not responsible for technical support or physical damage to **student devices**.
3. I understand that technology use is for education to enhance learning of the designated curriculum. I will not access, store, or display non-educational material or inappropriate material, such as, obscene writings, drawings, or photographs, vulgarity, violence, gambling, etc. I also agree not to post, store or display inappropriate language, or pictures that contain personal, prejudicial threatening, discriminatory, harassing, bullying or false content.

4. I understand that **(HTCHS)** will use a CIPA Compliant Content Filter to and block harmful materials. I agree **(HTCHS)** administrators and/or the technology personnel may audit or monitor my system, data, files or network at any time. I realize that after prior notice files stored on the school's storage system may be deleted from the system.
5. I will not gain unauthorized access, including "hacking" or engage in other activities; such as attempting to log into another's account, use other's files without permission, attempt to learn others' passwords, disrupt computer systems by spreading viruses, installing unauthorized programs, threatening the safety of a person or engaging in any illegal activities.
6. I agree to safeguard my login and password information and will not give this information to other students. If I bring a **student device** I agree to secure it with a PIN or password and provide antivirus protection, if available, for my device.
7. I understand that I am required to use the infrastructure or wireless access provided for students by **(HTCHS)**. If my device has a 3G or 4G data plan, I agree not to use it to access the Internet while on the school campus.
8. I understand that I am required to use school email accounts provided by the school. I agree not to use my personal email account while on school the school campus.
9. I understand that all electronic communications sent me through the school provided email system is confidential and that my secure account must not be shared with anyone.
10. I understand that Google Apps for Education is provided by **(HTCHS)**. Any communication or documents created herein is property of **(HTCHS)** and subject to all school policies.
11. I will respect resources by using the bandwidth on campus only as part of an assigned in-class activity.
12. I will not use instant messaging services such as texting or other forms of direct electronic communications such as electronic mail or chat rooms on campus unless they are part of an activity assigned by my teacher.
13. I will conform to safety and security measures when using electronic communications. I will not provide information about myself or others without permission of my parents, teachers, or the individual's permission. Personal contact information includes but is not limited to photos, addresses, phone numbers, email addresses, etc. I agree not to meet with someone I have met online without my parent's approval.
14. I will promptly disclose to my teacher or other school authority any message, file, display I receive that is inappropriate.
15. I will respect privacy by not reposting a message sent to me privately without permission of the original sender. I will not post private information about another person.
16. I acknowledge copyright law violations with regard to software and Internet based content such as, but not limited to, downloading of copyrighted music, clip art, games, computer programs, web pages, etc. I will not plagiarize works that I find on the Internet or other resources such as books or files.
17. I acknowledge that cyberbullying is prohibited. I understand that no use of the Internet (in school or off campus) may be used for harassment. "Cyberbullying" is when a student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another student using the Internet, interactive and digital technologies, web site postings, blogs or mobile phones. If I believe I have been a target of cyberbullying, I agree to print a copy of the material and immediately report this to my teacher or designated authority.

COVID-19 ADDENDUM TO THE HANDBOOK

Holy Trinity Catholic High School

2020 -2021

Return to School Protocols and Procedures

The guidelines below are divided into 2 sections: I) Safety Protocols, and II) Safety Procedures

Holy Trinity Catholic High School is committed to the health and safety of every student and staff member, as well as our families and community. HTCHS will follow the guidance and best practices published by the Centers for Disease Control and Prevention (CDC), Texas Department of State Health Services (TDSHS), Bell County Department of Health, the Diocese of Austin, Texas Catholic Conference of Bishops Education Department (TCCBED), Texas Education Agency (TEA) and local governance.

PURPOSE

The purpose of this document is to communicate and connect with all HTCHS students, parents, and staff regarding the HTCHS Response Plan for the start of the 2020-2021 school year and to receive their acknowledgment of receiving this information.

I. Safety Protocols

Important note: While it is not possible to eliminate all risk of furthering the spread of COVID-19, the current science suggests there are many steps schools can take to reduce the risks to students, teachers, staff, and their families significantly. This guidance is based on what is currently known about the transmission and severity of coronavirus disease 2019 (COVID-19) from CDC and TEA. Changes to the public health situation over the course of the summer or during the school year may necessitate changes to this guidance, including additional restrictions.

Alerts and Notifications

In the event of a confirmed COVID-19 case in our school, parents and staff will receive notification via email. Should there be a need to temporarily close the school due to a COVID-19 outbreak, teachers will offer instruction via distance learning classes to all students. The schedule will remain the same as the hybrid plan. Students will need internet access and a device at home for distance learning. An email was sent out with

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recommended device requirements. Please refer to that for specific questions. Extracurricular and student programs will be temporarily unavailable during a campus closure.

Training Protocols

- All teachers and staff will receive training on COVID-19 protocols and specific practices for our school prior to the start of school.
- On the first day of school, students will receive instruction on daily hygiene and school-specific COVID-19 protocols and specific practices.

Screening Protocols

- Before the 1st day of school and weekly at the beginning of the week a pre-screening will be required for each student and staff member. This must be completed prior to morning arrival every Monday (or first day of the school week). If the pre-screening is not done before the start of school, the student will not be admitted into the class. Parents will be notified. **A pre-screening must be completed in order for any student to be admitted into the classroom.** See list of COVID-19 symptoms for screening. Information on accessing this screening will be included in our return-to-school preparations.
- Teachers and Staff will self-screen for the symptoms listed below and check temperature before coming to school each day. They will contact the school and will not come to school if they
 - Have come into close contact with an individual who is lab-confirmed with COVID-19 or possible COVID-19. A definition of “close contact” is being directly exposed in the last 14 days to infectious secretions (being coughed on, etc.) while not wearing a mask or face shield, or being within 6 feet for a cumulative duration of 15 minutes while not wearing a mask or face shield.
 - Have COVID-19 symptoms or fever
- Families and students should ask themselves these self-screening questions daily before coming to school:
 - Do you have a fever or any of the symptoms listed below?
 - Have you or anyone in your household tested positive for COVID-19?
 - Have you had any close contact with someone who tested positive for COVID - 19?
 - If you answered yes to any of these questions, then **DO NOT** come to school.

- COVID-19 Symptoms for Screening
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Congestion or runny nose
 - Shaking or exaggerated shivering
 - Significant muscle pain or ache
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Nausea or vomiting
 - Fatigue
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
 - Known close contact with a person who is lab confirmed to have COVID-19

Communication Protocols

- Signs will be placed at all entrances to state when to stay home and if entering you consent that you are healthy.
- Sign regarding current face covering requirements will be placed at all entrances. If students forget their mask, the school will have some available

Self-check Protocols

- Every student must complete the self-check questionnaire before coming to school on Monday (or first day of school for the week).
- Teachers and staff will complete the self-check daily before arrival to school.
- Instructions for the self-check will be forthcoming prior to the start of school.

Arrival Protocols

- Students will be admitted into the building no earlier than 7:30 am.
- A no-touch temperature check and screening of students by a staff member wearing personal protective equipment, will occur at designated spots before students can enter the school building. Parents dropping off students should wait until the screening has been done before leaving to ensure their student is admitted
- The large gym door opposite the weight room will be available for morning arrival.

- At each entrance, 6ft. markers will be placed on the ground for line formation.
- Upon entering: put mask on, sanitize hands, have temperature taken. If the temperature is 100.0 or greater, send the student home. If the temperature is 99.0- 99.9, monitor the person every 30 mins. If the fever rises, send home.
- If the health check is approved, the student may enter the school.

Dismissal Protocols

- Students will be dismissed by classroom at the end of the day to go the gym or outside to wait on their ride: bus or parent. Students who drive will be dismissed to their cars
- Students will be dismissed in such a way as to minimize contact and maintain social distancing.
- Students must have left the campus no later than 4:15pm unless attending athletics. (These protocols are still under consideration and are subject to revision).

Classroom Protocols

- Desks must be 6 ft. apart and facing the same direction. In classrooms where 6ft or more is possible, masks do not have to be worn but are highly encouraged
- Students will use their own supplies, which includes bringing their own filled water bottle.
- The number of different teacher(s) that interact with groups of students throughout the day will be kept as minimal as possible.
- Group activities will be minimized and activities that require physical contact will be avoided.
- Teaching may occur outside when practical.
- Desks and doorknobs will be cleaned at the beginning of each class.

Hallway Protocols

- Hallways are marked on the floor to indicate traffic flow and hung posters will assist with directions.
- Students will walk through hallways on the right side maintaining 6 ft. apart from each other.
- Main door is for ENTRANCE only. Door behind Mrs. Enriquez's office is for EXIT only.
- Back door of main bldg from gym is for ENTRANCE only.
- Both side doors by Mr. Mosmeyer's and Mrs. Oman's doors are for EXIT only.

Lunch Protocols

- Lunch will be in the cafeteria (KC Hall).
- Students will be spaced 6 feet apart to eat.

- Students will not share food.
- Students will bring their own lunch unless catering service is available in which case the caterers will serve individually packaged meals as usual.
- Microwaves will not be available during this time unless supervised by assigned adult.
- Snack bar items may be made available but at this time this is not 100% certain.

Hand Washing Protocols

- Students will be encouraged to wash hands at least 4 times throughout the day.
- Hand sanitizer or sanitation stations will be available in each classroom.

Bus Protocols

- All passengers on the bus must wear a face mask, including the driver
- All passengers riding the bus must use hand sanitizer before boarding the bus
- When possible, windows will be left open to allow outside air to circulate in the bus.
- The bus will be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, the steering wheel, knobs and door handles.
- When possible, parents are encouraged to drive their children to school or carpool to minimize possible virus exposure on the bus.
- When possible, students will be seated as far apart from each other as possible. However due to the number of riders, this may not be possible and parents should exercise discretion when choosing to have their student ride the bus.
- The current bus-routes will be maintained including the mini-bus for HT students travelling to/from St.Mary's.

Illness Protocols

- When to stay home (self-isolate)
 - If you have symptoms of COVID-19
 - If you have tested positive for COVID-19 or you were exposed to someone with COVID-19 within the last 14 days
- When a staff/faculty or student should be sent home if gets ill at school:
 - If have symptoms and 99.0 - 99.9 fever
 - If fever is above 100
 - If only fever 99.0 - 99.9, check fever every 30 minutes. If fever increases, send home.
- Any student who reports feeling feverish will have temperature checked immediately.

- Any student who shows COVID-19 symptoms while at school will be immediately separated from other students until the student can be picked up by a parent or guardian.
- Any individuals—including teachers, staff, students, or other campus visitors—who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 (listed below) must stay at home throughout the infection period, and cannot return to campus until the school system screens the individual to determine any of the below conditions for campus re-entry have been met:
 - In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:
 1. at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever reducing medications); and
 2. the individual has improvement in symptoms (e.g., cough, shortness of breath); and
 3. at least ten days have passed since symptoms first appeared
 - In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.
 - If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either
 - (a) obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis
 - or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.
- If there is a positive case for COVID whether teacher, staff, or student, the school must identify any individuals who had regular or close contact with the affected participant. This will include the entire class (students, teachers and staff) and potentially other teachers and staff (if multiple teachers work regularly with the student or staff member). If those teachers and/or the students interacted with other students or staff on a regular basis or came in close contact with them, those students and staff should be considered potentially exposed as well and should be screened for symptoms and should self-isolate for 14 days. In the event the class is in self-isolation due to exposure, distance learning will take place in lieu of being in the classroom.

- Written notification will be emailed home if a positive COVID-19 case is identified among school participants (teachers, staff, or students). The school must also notify its local health department.

<https://www.bellcountyhealth.org/> (254) 778-4766 - hotline: (254) 933-5203

- Any student, teacher, or staff member who has had close contact with someone, to include family members or anyone in the community, who is lab confirmed to have COVID-19 (or experienced any of the symptoms of COVID-19) should self-isolate for the 14 day incubation period and will not be allowed on campus. They should be screened at the end of the 14 days, if they do not experience any COVID-19 symptoms during that period, they can return to school. If they experience symptoms, they must self-isolate until the conditions outlined above have been met.

If the campus is closed due to COVID-19, a specific cleaning protocol will be implemented.

II. SAFETY PROCEDURES

Arrival/Dismissal Procedures:

Arrival Procedures

- ALL STUDENTS, VISITORS, AND FACULTY/STAFF MUST WEAR A MASK TO ENTER THE BUILDING.
- School will open to students starting at **7:30 am** in the gym only.
- Between 7:30 and 8am students assemble in the gym only practicing social distancing. Students will not be allowed into the main building until 8am.
- Students arriving between 7:30 and 8am will answer questions according to a standard health questionnaire
- Students arriving between 7:30 and 8am will have their temperature checked as they enter the gym. Parents who drop off students should wait for their student to be cleared to enter the school before leaving. All persons in vehicles during drop off must wear a mask.
- Entrance into the gym is from the large door opposite the weight room only.

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- Students may enter the main building starting at 8am. They will come from the gym if they arrived before 8am.
- Students will enter the main building while following social distancing guidelines including maintaining 6 feet apart as they exit gym and enter main building.
- The Main Front door next to Mrs. Brogan's office will be opened at 8am. After 8am, all first-time entry into the building is through this door only.
- Students arriving after 8am will answer questions according to a standard health questionnaire.
- Students arriving after 8am will have their temperature checked as they enter through the front entrance. Parents who drop off students should wait for their student to be cleared to enter the school before leaving. All persons in vehicles during drop off must wear a mask.
- All students entering the main building must go directly to their 1st period classroom.
- From 8 am to 8:10 students wait in their first period classroom.
- Students will sanitize their hands when they enter the gym before school and when they enter their classroom. Sanitation stations will be set up at each classroom entrance.
- Staffing for Arrivals:
 - Non-first period teachers/staff members will assist in monitoring students in the gym then in the halls as they proceed to their classrooms.
 - Staff members will be needed in the office to supervise students who weren't permitted to go to the classroom.
 - Administrator will be needed to manage any issues.
 - First/Second period teachers are responsible for being in their classroom by 7:45am and ready to receive students at 8am.
- Morning announcements will be conducted over the intercom like normal and all equipment will be sanitized before and after each use. Morning announcements should begin at 8:15am.
 - Students will stand for prayer, the pledge, and announcements/birthdays.

Dismissal Procedures

- We plan to stagger dismissal times to allow students to maintain social distance as they exit the facilities.
 - Students waiting to be picked up will be dismissed to the gym to wait for text from parent that their ride is outside.
 - Students will be dismissed to the gym to wait for the bus. From the gym, they will be dismissed when the bus arrives and will practice social distancing as they exit the gym.
 - Students who self-drive will be dismissed first by their teachers.
 - ALL students must all have left school by **4:15pm**, unless they are staying for athletics or other - those options are still under review so for now all students should plan on having vacated the building by 4:15pm.
- Minimum staff requirements for dismissal will be:
- Last-period teachers stay in their classrooms to supervise students until they leave
 - Non-last period teachers will be in designated stations to oversee exiting of students and will manage the exit doors
 - Administrators will be available to manage any issues.

Procedures for Classroom Changes

- Social distancing guidelines as established by TEA will be implemented in each classroom, including keeping desks 6 feet apart and having all desks facing one direction.
- Sanitation stations will be set up at each classroom entrance
- Masks will be worn in class by all students
- All faculty will wear a face-shield in addition to a face mask
- Movement around the classroom will be limited as needed.
- When possible, windows will be opened to allow for ventilation
- Students will wipe down their desk as they enter the classroom.
- The teacher will wipe down the doorknobs and common surfaces after each class or before the beginning of each new class.

Catholic Identity and Prayer Service Procedures:

- Proper social distancing will be maintained for all prayer services including services held in the gym and those live streamed from the Chapel.
- We will have a school Mass each Tuesday and each Thursday. Mass will either be celebrated for all in the gym, or lived-streamed to each classroom out of our

Chapel or from a local parish. These plans are not yet finalized.

- Other activities (Adoration, Rosary, Reconciliation, Retreats, etc.) will be planned as time, space, and other rules allow, including being held in the gym and/or being live-streamed from our Chapel.

Electives Procedures

- To the best of our ability, Electives will be included in student's schedules.

Visitor/ volunteer procedures

- All visitors and volunteers will be required to wear a face covering to enter school
- Access to campus will be limited to visitors and volunteers essential to school operations. Until further notice, parents and visitors will not be permitted to have lunch with students or send in treats to share for birthdays or celebrations.
- All visitors and volunteers will be screened to determine if:

1- They have any of the symptoms below

- COVID-19 Symptoms
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Repeated shaking with chills/Shaking or exaggerated shivering
 - Significant Muscle pain or ache
 - Headache
 - Sore throat
 - Loss of taste or smell
 - Diarrhea
 - Feeling feverish or a measured temperature greater than or equal to 100.0 degrees.

2- They have been in close contact with an individual who is lab confirmed with COVID 19

3- All visitors/volunteers will have their temperature checked.

- Any individual who fails these screening criteria will not be able to enter the school.

Cleaning of Facilities Protocols and Procedures

- School areas will be cleaned once during the school day and once after the school day. A set time with the cleaning crew will be established.
- Daily cleaning will consist of both routine cleaning and disinfecting.
- Teachers and Students will wipe desks, tables, door knobs, light switches and phones as well as shared items used in the classroom at the beginning of each class period.
- Routine cleaning with soap and water removes germs and dirt from surfaces and will be done daily and if any surfaces are visibly dirty.
- Cleaning crew will disinfect the following frequently touched surfaces daily:
 - Front office counter, all bathroom counters, sinks, toilets, faucets, handles, phones, laptops, keyboards, entrance and exit doors, doorknobs, classroom desks and tables.

Athletics Procedures

- Procedures for Athletics will be determined pending guidance from governing agencies.

HTCHS 2020-2021

Distance Learning Instruction

Overview

Holy Trinity Catholic High School is including Distance Learning as a form of instruction for the 2020-2021 school year. The following guidelines for Distance Learning have been created to comply with requirements set forth by the Texas Education Agency (TEA), the Texas Catholic Conference of Bishops Education Department (TCCB ED), and the Office of Catholic Schools for the Diocese of Austin.

All students will have a Distance Learning component in their schedules, whether it is continuous (no In-School attendance/all Distance Learning), or part of the Hybrid schedule (alternating In-School/Distance Learning). Continuous Distance Learning must be selected for a minimum of two weeks at a time, renewable or rescindable every two weeks, as the in-school situation allows.

All Distance Learning classes will occur synchronously (“live”), where teachers simultaneously instruct both the students in class and the students tuned in from home via live-streaming. This way, class times are consistent and the school day schedule follows the regular schedule. All students who participate in Distance Learning are expected to attend school at the normal class time, in a synchronous manner with their in-school classmates.

We understand that exceptions to this might be necessary and the school will make those exceptions available on a case-by-case basis.

International students are permitted non-synchronous (not “live,” pre-recorded) participation due to time differences. If your child is not an international student, but you would like to request permission for non-synchronous participation for your child(ren), please contact the school as soon as possible. Permission to participate in non-synchronous learning will be granted on a case-by-case basis. Students may not alternate between Synchronous and Non-synchronous schedules. Holy Trinity CHS reserves the right to limit or deny access to non-synchronous participation.

Rules and Regulations governing Distance Learner conduct and guidelines

Distance Learners must display and project standards aligned with HTCHS expectations in keeping with the Profile of a Holy Trinity Student by the following the guidelines below:

LEARNING ENVIRONMENT AND SUPPLIES:

All Students should:

- Establish a learning space in quiet area of the home.
- Use their personal laptop or computer with webcam capability per the minimum requirements of the Acceptable Device policy.
- Have access to a reliable internet connection
- Have regular school supplies
- Have textbooks and workbooks assigned per class
- Have Student Planner (provided by the school)

Continuous Distance Learner students should:

- Have access to a device to scan and submit assignments (free scanning apps are available on Apple and Android Appstores, ie: Adobe Scanner, Scanner App, etc..)
- Have access to a printer to print supplementary materials or handouts

PLATFORM FOR INSTRUCTION AND SUBMISSION OF ASSIGNMENTS:

- Instruction will be delivered primarily via Google Classroom and/or Zoom.
- Additional online resources may also be utilized by teachers as needed to deliver instruction.
- Assignments will be submitted primarily via Google Classroom.
- Additional resources may also be utilized by teachers as needed for the submission of assignments.

ZOOM ETIQUETTE

- Students must be sitting at a desk or table.
- Space behind the learner, visible through the screen, must be appropriate and be free of visible distractions.
- Uploaded background images are not permitted for class.
- Students should have their video on, and sound muted unless instructed otherwise.
- Students must use their first and last name as their Zoom name.
- Food is not allowed during class time.
- Water is allowed.
- Cell phones are not permitted in zoom classrooms.
- Students are expected to be engaged and participate.
- Students will not act in a way which causes a distraction to other students.
- Students will agree to do honest work using only the tools and resources allowed by the teacher.

UNIFORM EXPECTATIONS

- Students are expected to wear their HTCHS Uniform while attending class remotely
- Students can wear spirit wear on days indicated as Spirit Wear days.
- Students are expected to adhere to grooming standards outlined in the HTCHS Parent/Student Handbook.

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ATTENDANCE REQUIREMENTS

- Synchronous Distance Learning will follow the regular schedule of the school day. Schedules will be distributed during Trinity Days.
- Attendance and Tardies will be recorded by each teacher in accordance with regular classroom policies as outlined in our HTCHS Parents/Student Handbook.
- Students must be logged in at the beginning of each class to be counted Present and remain until dismissed by the teacher.
- If a student is sick and unable to participate in Distance Learning, the parent/guardian must notify the school of the absence. At that time, an Absence will be recorded and make up work will be completed following the guidelines in the HTCHS Parent/Student Handbook for excused Absences.
- Undocumented absences will be considered as Unexcused as outlined in the HTCHS Parent/Student Handbook.

ACADEMIC INFORMATION AND EXPECTATIONS

- All Core subjects offered through Hybrid in-person instruction will also be provided to Distance Learners.
- While most electives offered through Hybrid in-person instruction will also be provided to Distance Learners, some alterations or restrictions may be necessary for the more hands-on electives such as Art or Orchestra, at the discretion of the teacher.

ASSESSMENTS

- In order to ensure students are given every opportunity to display a solid understanding of content and skills, assessments will be administered in a variety of ways at the discretion of the teacher.
- PSAT, SAT, AP and any other standardized assessments guidelines are pending but may require in-school only testing.

GRADING POLICIES

- The grading expectations and policies for Distance Learning will not vary from the standard expectations for all HTCHS students.

ETHICS AND INTEGRITY IN MINISTRY (EIM):

- Diocese of Austin policies on Ethics and Integrity in Ministry apply to the use of telecommunication systems for distance learning. EIM requirements given to the schools by the Diocese of Austin ensure safe practices and will be enforced in all forms of instruction at Holy Trinity, including Distance Learning
- Per diocesan EIM guidelines, one EIM qualified adult can be in the room when the in-person class is in session and students are participating remotely.
- Per diocesan EIM guidelines, teachers are able to work with remote students one-on-one only in the event that a parent is present or the session is being recorded.

**RETURN THE FOLLOWING PAGES TO SCHOOL WITH ALL
SIGNATURES REQUIRED (p. 64 – 65 – 66)**

• **HTCHS STUDENT/PARENT-GUARDIAN HANDBOOK AGREEMENT 2020-2021**

The rules and policies for Holy Trinity Catholic High School outlined in this handbook are a material condition of the contractual agreement between the school and the student and their parents/guardians. Holy Trinity Catholic High School has tried to be as explicit as possible, but during the academic year new and unusual circumstances may arise. The Principal has the authority to use his discretion in making decisions regarding unforeseen circumstances.

Student's Name (Please Print) Student's Signature

Parent/Guardian Name (Please Print) Parent/Guardian Signature

• **HTCHS USER (STUDENT) TECHNOLOGY CONTRACT**

I have read, understand and will abide by the **Technology and Internet Safety Acceptable Use Policy** for **Holy Trinity Catholic High School**. I understand that any violation of these regulations is unethical and may constitute revocation of my access privileges. Furthermore, additional school disciplinary action may be taken, and/or appropriate legal action initiated.

Student's Name (Please Print) Student's Signature

• **PARENT/GUARDIAN TECHNOLOGY CONTRACT**

As the parent of this student, I have read the Technology and Internet Safety Acceptable Use Policy for Holy Trinity Catholic High School. I understand that technology access is designed for educational purposes. I understand that (HTCHS) uses a CIPA Compliant Content Filter to block Internet access to harmful materials. However, I am aware that it is impossible for the school to restrict access to all controversial materials and I will not hold (HTCHS) responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my student's use of school's technology resources is not in a school setting. I hereby give permission for my student to use the school's technology resources including the Internet. If my student brings a personal device to (HTCHS), I agree that it meets the school's requirements and I hereby give permission for its use at (HTCHS). Furthermore, I understand that (HTCHS) is not responsible for damage or technical support to the student device. I certify that I have reviewed this Technology contract information with my student.

Parent/Guardian Name (please print) Parent/Guardian Signature

• **PHOTO-VIDEO RELEASE**

- I hereby** **give permission**
- I do NOT give permission** for my son/daughter to be photographed or videotaped at Holy Trinity Catholic High School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at HTCH

Parent/Guardian Name (please print) Parent/Guardian Signature

Date

**ACKNOWLEDGEMENT AND REPRESENTATION RELATED TO
NEW COVID-19 PROTOCOLS**

At Holy Trinity Catholic High School, children learn and are formed in the Catholic faith experiencing academic, spiritual, physical, and human formation in a Christian community. We support and uphold one another. The School will offer the opportunity for all students to come together and learn on campus this school year. The School is also aware there may be families with certain health concerns that would necessitate continued remote learning which is also available to all students.

The School has established protocols intended to reduce the potential for exposure to the novel coronavirus (COVID-19) on campus. These protocols, as they may be updated from time to time, may be found on our website and are based, in whole or in part, on information from the Center for Disease Control and Prevention, the Texas Education Agency, and the Texas Catholic Conference of Bishops Education Department.

Even with these protocols, the School cannot guarantee that students, employees, or visitors will avoid contraction of COVID-19. Attendance at the School or participation in a School activity, class, instruction, sport, extra-curricular activity, internship, or event (“Activities”) may increase the risk of contraction of COVID-19 and related illnesses. The School asks you to acknowledge the following to help it ensure that these protocols are followed and that all will work to mitigate the risks.

- A. I acknowledge the contagious nature of COVID-19 and that students, employees, parents, and visitors may be exposed to or contract COVID-19 by attending, volunteering, visiting, or working at the School, or by attending or participating in School Activities. I am aware that exposure or contraction of COVID-19 may result in serious illness or personal injury. I recognize the risks related to COVID-19 and that my own actions or omissions may contribute to the risks or assist in mitigating the risks of COVID-19.
- B. I will abide by and follow the School’s protocols related to COVID-19 for myself and for any person for whom I am responsible.**
- C. I understand that the School intends to enforce its COVID-19 protocols and may amend its protocols from time to time as it finds necessary and appropriate.
- D. I am informed that circumstances may require the School to initiate distant learning or cancel School Activities in order to mitigate the risks of COVID-19.
 - (1) As a parent, I agree that I and my children enrolled as students at the School will participate in distant learning, if necessary, and accept the cancelation of School Activities without a reduction or refund of tuition or fees.
 - (2) As an employee I agree that I will participate in distant learning as required without change in my compensation.
- E. To the extent permitted by law, I release and agree to hold harmless and indemnify the School and the Catholic Diocese of Austin, as well as their employees and representatives, from any claim or injury stemming from or related to my or my children’s attendance, visitation, volunteering, or working at the School or any School Activity related exposure to COVID-19.

Parent/Guardian Signature
Printed Name: _____
Date: _____

Parent/Guardian Signature
Printed Name: _____
Date: _____

HTCHS 2020-20201 DISTANCE LEARNING CONTRACT

I/We have read the HTCHS Distance Learning Information and agree to follow the policies and procedures stated. I/We understand that at any time our student(s) are ready to return to in-person instruction an appointment can be made to discuss the transition with Mrs. Brogan.

Please sign and return one Distance Learning Contract per student.

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Printed Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

Printed Student Name: _____ Grade _____

Student Signature: _____

Date: _____