



Holy Trinity Catholic School
504 Fountains Parkway
Fairview Heights, IL 62208
618-628-7395

Parent and Student Handbook
2019-2020

MISSION

It is the mission of Holy Trinity Catholic School community (Pre-K to 8), a joint ministry of Holy Trinity and St. Stephen parishes, to form disciples of Christ through faith formation, academic excellence, discipline and service while passing on the lifelong values and traditions of the Roman Catholic faith.

PHILOSOPHY

Holy Trinity Catholic School:

1. teaches and gives witness to the beliefs and values of Catholicism;
2. challenges students to achieve academic success according to their potential;
3. involves parents, as primary educators, along with the pastor and patrons, in the programs of the school;
4. respects the dignity of all persons, without discrimination on the basis of race, sex, religion, or economic status;

PRINCIPAL

Mrs. Kristy Frawley

Email: kfrawley@htcs.org

The principal is responsible for the proper administration of the school in cooperation with the pastor, parish school board, the Diocesan Office of Education, state and local community officials. The principal must be the professional person who ensures the Catholic atmosphere and directs and supervises the teaching-learning situation of the entire school.

PASTOR/SUPERINTENDENT

Fr. Jim Nall

Email: frjim@holytrinityil.org

The pastor, as chief administrator of the school, retains some administrative responsibilities and delegates the remaining to the principal. The pastor hires, supervises and evaluates the principal.

SUPERINTENDENT OF SCHOOLS/DIRECTOR OF EDUCATION

Mr. Jonathan Birdsong

Email: jbirdsong@diobelle.org

Phone: 618-722-5053

Diocesan Pastoral Center, 2620 Lebanon Avenue, Building 6, Belleville, IL 62221

SCHOOL BOARD

See School Website for Current List of Board Members

All parish boards of education in the Diocese of Belleville are consultative boards. A consultative board is established by the pastor to assist him and the principal in the governance of the school. Governance may be divided into two parts: policy and administration. The board's responsibilities are in policy matters; they are not responsible for the administration or the details of administration.

WORSHIP AND CATHOLIC TRADITION



FR. JIM NALL



FR. NICK JUNKER

Students participate in many worship opportunities (Note: Non-Catholic students are expected to participate in all such events. Non-Catholic students must attend Religion classes and participate with the entire class. However, all classes/services include ways to involve active participation for people of all faiths.) Parents are always welcome to attend any worship service that is held during school time. The following list illustrates many of our spiritual opportunities for students:

- Students in Grades 1-8 attend Mass on one day per week (generally on Friday).
- Students will also attend Mass on Holy Days of Obligation.
- Students in Pre-K and Kindergarten will occasionally attend Mass (they are assisted by parent volunteers and/or students who act as “Big Brothers or Sisters”).
- Sacrament of Reconciliation is presented in Grades 2-8 in Advent and Lent.
- Everyday begins with prayer and/or Scripture readings (via the main office announcements or in classroom).
- Devotional Prayer: Rosary, Living Rosary, Stations of the Cross, Advent Wreath Blessings.
- Special “Family Prayer” resources are provided on a seasonal basis.
- Students perform liturgical ministries:
 - Mass Planning
 - Servers, Lectors, Gift Bearers, Petition Readers
 - Vocal Choir, Bell Choir, Cantors
- Recognition of special feast days and Catholic tradition

Please join us for weekend Masses at the following times:

Holy Trinity: Saturday - 4:00PM Sunday - 11:00AM & 5:00PM

St. Stephen: Sunday: 9:00 AM (English) Sunday: 12:00 PM (Spanish)

ABSENCE

When a child is absent, a phone call to the office must be made by 8:00 AM. A written excuse stating the child's name, the date, and the reason for the absence from school, signed by the parent or guardian, is required in the office.

If a child is to be absent due to a family trip or emergency, a note explaining the circumstances should be sent to the office PRIOR to the absence. A child absent due to truancy will be reported to a Juvenile Police Officer.

ACADEMIC NEEDS

Continued enrollment at Holy Trinity Catholic School is dependant on the school's ability to provide for the academic needs of each student. The principal will provide recommendations for placement in an academic setting that best fits the needs of the child if the school believes it cannot adequately provide for the needs of the student.

ADMINISTERING MEDICINE (FIRST AID)

If your child must take medicine (including Tylenol, cough medicine, etc.) it must be sent to the office with a written note of permission for the principal/administrative assistant to distribute. SPECIFIC TIMES AND DOSAGES MUST BE LISTED! Students are not allowed to give each other aspirin or Tylenol. A Diocesan Medical Permission Slip must be completed in the office.

MEDICATIONS

The following are guidelines from the Illinois Department of Health for medication administration in schools:

- Only those medications that must be given during school hours and are necessary to maintain the student's attendance at school shall be administered.
- All medications, including non-prescription drugs, given at school shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status.
- A written order for prescription and non-prescription medications must be obtained from the student's licensed prescriber. The order must include the following:

Date of Birth	Licensed Prescriber Phone/Emergency #
Child's Name	Licensed Prescriber & Signature
Date of prescription	Name of medication
Dosage	Route of Administration
Frequency & time of administration	Intended effect of the medication
- Medication must be brought to the school in the original container or package.
- Over the counter medication (non-prescription)
 - Non-prescription medications must be brought to the school office with the manufacturer's original label with the ingredients listed and the student's name affixed to the container.

- In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s)/guardian requesting the medication be given during school hours. The request must include the parent(s)/guardian's name and phone # in case of emergency. It is the parent(s)/guardian's responsibility to assure that the licensed prescriber order, written request, and medications are brought to the school office.

In case of an injury: No topical application of alcohol, peroxide, calamine lotion, or any other medication will be used. We will use soap and water and inform the parent if the child needs further treatment or needs to be sent home. If a child needs medication, the parent will be called, and he/she resumes the responsibility to bring the student's medication or take the student home.

Every parent will receive forms at the time of final registration that need to be completed if Holy Trinity administers any medication. Additional forms are always available in the school office. (These forms must be used.) All medication must be kept in the school office.

ADMISSION

(Diocesan Policy 5111.1)

Holy Trinity Catholic School admits students of any race, color, sex, national and ethnic origin to all the rights, privileges, programs, and activities general accorded or made available to students at the school. We do not discriminate on the basis of race, color, sex, national, and ethnic origin in the administration or educational policies, admission policies, scholarship and local programs, athletic and other school administered programs.

Children enrolling in Kindergarten are to be age 5 by September 1.

A physical, dental and eye examination are required when a student enters school for the first time. A copy of the child's birth certificate and immunization record must also be presented. A copy of the child's baptismal certificate is also required.

ALCOHOL USE/DRUG ABUSE BY STUDENTS

(Diocesan Policy 5114.1)

The use, possession, distribution or sale of mood altering chemicals, including alcohol, by students is prohibited on school property or at school-sponsored activities or events. Disciplinary action will be taken in instances of violation of this policy. This includes the misuse of medications prescribed by the student's physician.

The Diocesan Board of Education recognizes the complexity of problems, which may be associated with alcohol and drug abuse. The primary concern is for the well-being and best interests of the students. At the same time the Board recognizes their obligation to the parents or guardians and to the community. As a part of this obligation, it is, at times, necessary that suspension and/or expulsion be recommended in a case of alcohol or drug abuse.

A student who is suspended or expelled under this policy may seek readmission. No such student will be readmitted, however, unless there is written evidence from a certified psychologist or psychiatrist to show that the student is engaged in a counseling program designed to rid self of the abusive behavior.

ARRIVAL/DISMISSAL

Upon arrival to school students should go directly to their classrooms. **In order to assure that your child will be adequately supervised, please do not send your child to school before 7:45 A.M.**

Students are dismissed at 3:10 P.M. A teacher will be on duty outside during dismissal. Students are dismissed from assigned doors. Please drive slowly when leaving the school grounds.

ASBESTOS ABATEMENT ACT

The Asbestos Abatement Act requires all schools to be tested for asbestos and have a management plan for their buildings. Holy Trinity Catholic School has had our building inspected by the Diocese. Our facility is "ASBESTOS-FREE". The Management Plan is in the school office and is open to anyone for review during regular school hours.

ATHLETICS

Diocesan Regulation 6145.2 (Revised 2016)

Elementary level school sponsored athletic programs should exist for the full participation and enjoyment of all students. School athletics should be enriching and foster Christian values in keeping with Christian principles of faith development. School athletic programs should be well organized, teach the skills of the games, foster healthy exercise and teach fair play. The non-discriminatory policy of the Diocese, Policy 5111.1 applies to all elementary level interscholastic athletics. All school sponsored athletic programs are to follow Diocesan athletic regulations. This policy is to be enforced by Athletic Director, principal of the school, and the pastor.

- A copy of the Diocesan Sports Policy is on the school website.
- Any student participating on a school team **MUST** have on file in the school office the form indicating that the student is covered by family insurance if not, insurance must be obtained.
- All students participating in **ANY** sport **MUST** have on file in the school office a signed physical examination from a physician.
- During the year, if a parent has a concern about athletics, the parent should first meet with the coach. Following this meeting if there is still a concern; the parent should consult the Athletic Director followed by the Principal, if necessary.

Code of Conduct and Letter from Dave Timmermann (Associate Director of Education)

Throughout the Diocese of Belleville, all the Catholic churches, and all of their schools, have one goal in mind: to teach the people to live according to the teachings of Jesus Christ. The parishes and schools have many ways to carry out this task: mass, gospel readings, sermons, PSR, religion classes, everyday activities by priests and teachers... and interscholastic athletics through the *Win the Prize* program.

The sports program at all schools deals primarily with the athletes, teaching respect, self discipline, responsibility, and thanksgiving for the God-given talents the athletes have developed to use in the

athletic contests. As coaches strive to teach the athletes the above qualities, so must the schools, principals, and athletic directors strive to teach the parents the same things.

As a parent, it is only natural to want the best for your children. Hopefully, their experiences in interscholastic athletics on the grade school level will help them learn respect for authority, for teammates, and for their opponents. Hopefully, they will learn self-discipline and restraint concerning "getting back" at an opponent. Hopefully, they will be responsible concerning wearing the correct uniform, showing up at practices, and working hard to the best of their abilities.

As in life, not everyone can be the "best." There are winners and losers in all aspects, but everyone can be successful. As in school grades, musical talent, size, athletic ability, and in many other things, not all people are the same. But they can still try to be the best they can be.

With this in mind, from a parenting standpoint, you should have faith in the coaches that they will put your child into situations in which they can succeed, not fail. Remember in team sports, it is the success of the team that matters most. This success can be defined as a team striving to do their best while keeping in mind the *Win the Prize* philosophy. Players can contribute to that success, whether in practice or in games. Just as all students do not get equal grades in school, all players may not get the same playing time in games. But they can still be an important part of the team.

Remember, you as parents represent your child, your parish, and your school when you attend athletic contests as a fan. You, too, must show self-discipline and respect. Referees and officials are human, just like the players are. Everyone will make mistakes. Realize that your player may miss a lay-up, or a serve, and a referee may miss a call.

At times, it will be difficult and frustrating to watch your child play in an athletic contest. The primary concern is for the athletes to do their best... and hopefully be successful as a team... and win the game. But even if they play hard, they may still be defeated by a better team.

In order to help all people involved in interscholastic sports, the Diocese of Belleville has mandated that ALL parents attend a meeting to discuss their behavior and attitudes at athletic contests. Parents must sign a paper that states they will act according to the Code of Conduct and abide by the written policies of the Diocese of Belleville. This paper must be signed before their child will be allowed to compete in interscholastic sports.

CODE OF CONDUCT

- A. Parents/fans and supporters of the parish athletic program do not use abusive language at the referees, players, coaches, or fans from either team.
- B. Parents/fans and supporters of the parish athletic team treat all officials with respect and refrain from criticizing officials during and after games.
- C. Parents/fans are reminded that their actions reflect on the reputation and good name of the school.
- D. The actions of parents and fans promote good sportsmanship among everyone present.

E. ANY COACH, PLAYER, PARENT, OR SPECTATOR EJECTED FROM A GAME WILL RECEIVE A ONE GAME SUSPENSION, AND MAY NOT ATTEND THE NEXT CONTEST. THIS SUSPENSION INCLUDES ANY GAME FOR THE REST OF THAT DAY AND THE NEXT SCHEDULED GAME. TWO EJECTIONS OF A COACH, PLAYER, PARENT, OR SPECTATOR WILL RESULT IN AN AUTOMATIC SUSPENSION FOR THE REMAINDER OF THE SCHOOL YEAR FROM ALL ATHLETIC ACTIVITIES

F. Each school should submit an Incident Report Form to the Diocesan Office of Education in the event of any unsportsmanlike conduct by coaches, players, parents, or spectators. These reports should be submitted within 72 hours and should not be based on the calls of officials or referees. A copy of the Incident Report Form will be sent to the principals of the schools involved.

G. EVERY SCHOOL IS TO ADOPT AND FOLLOW A "24 HOUR" COOLING OFF PERIOD TO DIFFUSE POTENTIAL PROBLEMS BETWEEN PARENTS, SPECTATORS, OFFICIALS, AND COACHES.

H. Any parent, fan, or spectator disregarding these guidelines shall be asked to leave the gym or playing field. If the parent, fan, or spectator disregards the request to vacate the area, the game shall not continue until the person(s) leave, and could result in forfeiture of the game. The athletic director/designated representative, or coaches shall see that these regulations are enforced. Any parent, fan, or spectator that consistently violates these regulations shall not be allowed to attend games until determined by the principal or parish athletic director. Any athletic director/designated representative, or coach refusing to enforce these regulations shall be suspended temporarily or permanently as determined by the principal.

It is the hope of the Diocese of Belleville that by following these guidelines, you and your children will have an enjoyable and beneficial sports year.

For additional information about athletics go to:

<https://www.diobelle.org/ff-policies-regulations/741>

ATTENDANCE

State law requires Illinois schools to be in session 176 days a year. In addition, regular school attendance helps children develop to their fullest potential both academically and socially. Students must attend a minimum number of days of school (150) in order to receive credit for completing a grade level. Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. The following list of circumstances are the only recognized excuses for school absences: 1) personal illness, 2) family illness, 3) death in the family.

Parents should give advance notice to the school in order to be excused for any other type of absence.

Parents may arrange for the child's assignments, books, and notes to be picked up at dismissal time or other arranged time. Assignments and class work given during an absence will be the responsibility of the student to complete.

Repeated absenteeism is not conducive to effective learning.

TARDINESS

The following is **Diocesan Policy 5113 (Adopted 4/16/10)**:

1. When a student arrives late but within 30 minutes of beginning of the school day, the students will be considered tardy.
2. When a student arrives at school after 10:00 A.M. of the start of the school day, the student will be considered as 1/2 day absent.
3. When a student arrives at school and leaves to go to the doctor or other appointment and returns within one hour, the student will not be considered as absent. If the student is gone for more than one hour, the student will be considered as 1/2 day absent. If a student leaves school within one hour of normal dismissal, the student will not be considered as absent.
4. **Upon late arrival or early departure from school, a student must be signed in and out at the school office.** An adult must sign the student out and in, if the student is leaving or returning to school. The date and time must also be recorded on the record sheet.

BICYCLES / SKATEBOARDS / ROLLER BLADES

All bicycles should be parked in the bicycle rack. Bicycles should not be ridden as you are leaving the school grounds. The school cannot assume responsibility for the safety of your bicycle. A lock is required for all bicycles brought to school.

Skateboards, roller blades, and gym shoes with wheels are NOT to be brought to school.

BIRTHDAY CELEBRATIONS

Students enjoy celebrating their special day with classmates and are welcome to bring in treats for their birthday. A note to the child's teacher arranging the treat day is appreciated. Invitations to birthday parties should not be passed out at school unless all students are invited.

CAFETERIA

Students have a choice of bringing their lunch from home or eating in the cafeteria. The cost of a school lunch is \$3.00 /day. Milk is included with a hot lunch. A milk may be purchased for \$0.60 for those students who bring their lunch from home. Students MAY NOT bring carbonated beverages or glass bottles from home. Due to lack of refrigerated facilities, bag lunches may NOT be put in the cafeteria refrigerator. Lunch menus are provided monthly. Payments for lunch can be made directly to the office or online. Parents or guardians who are experiencing financial difficulties may be eligible for their children to receive free or reduced lunch from the state or federal government. See office for details. Grades 5-8 may purchase items from specialty cart and students will be limited to one item.

CANCELLATION OF SCHOOL

Information on school closings due to inclement weather or other unforeseen events will be broadcasted on KMOV, Channel 4. We also participate in Option C where your family will receive an automated phone call and/or email in the event that school needs to be cancelled.

CELL PHONES

Student use of cell phones during the school day is prohibited. Students found using cell phones during the school day will have their phones confiscated and turned into the school office. Parents will be contacted before phones are returned.

CHILD PROTECTION POLICY

The Diocese of Belleville implemented The Child Protection Policy in July, 2003. Holy Trinity School does require all faculty, personnel, coaches, and volunteers to participate in the Child Protection Training sessions.

Requirements of Child Protection Policy for all those working with children.

Volunteer Requirements:

Volunteer Application

CANTS Form (Child Abuse and Neglect Tracking System) Initial Child Protection Training

Annual Refresher Course

Criminal Investigation (those in leadership positions)

Reporting Procedures (Diocesan Regulation 5141.4)

If there is suspicion of child abuse concerning a student, DCFS (Department of Children & Family Services) must be notified along with the principal. The pastor should be notified if principal is one being reported.

All volunteers for field trips, classroom, etc. must be cleared under the Child Protection Policy by the Principal.

Abuse and Neglected Child Reporting Procedures (Diocesan Regulation 5141.4)

When to Call DCFS?

The law states that a mandated reporter should call the child abuse hotline (1-800-25-ABUSE) when he/she has reasonable cause to believe that a child has been abused or neglected. Some examples of when to call are:

1. When a mandated reporter sees someone hitting a child with an object.
2. When a mandated reporter sees marks on a child's body which look like they were not sustained accidentally.
3. When a child tells you someone has harmed the child.
4. When a child appears to be undernourished, is dressed inappropriately for the weather, or is young and has been left alone.

These are only a few examples of situations when a mandated reporter should report.

Who is a Mandated Reporter?

The *Illinois Abused and Neglected Child Reporting Act*, requires or mandates the members of several professions to report child abuse. These include:

Physicians, surgeons, registered and practical nurses, hospital administrators and other staff involved in the examination or treatment of patients, Dentists, osteopaths, psychologists, Christian Science practitioners, coroners, medical examiners, chiropractors and podiatrists,

All parish and school personnel, including but not limited to teachers, PSR teachers, youth leaders and youth volunteers, coaches, and administrative staff, principals and DRE's, CRE's, directors and staff assistants of day care centers and nursery schools, child care workers and aides, foster parents, agency homemakers, registered psychologists and volunteers who work with children.

Truant officers, probation officers, law enforcement officers, social workers and social service administrators and, all field personnel of the state departments of Children and Family Services, Public Health, Public Aid, Corrections and Mental Health and Developmental Disabilities.

CODE OF CATHOLIC/CHRISTIAN CONDUCT COVERING STUDENTS (Diocesan Policy 5131)

Attendance at Catholic elementary and secondary schools in the Diocese of Belleville is at the will and discretion of the particular school. As such, attendance and enrollment may be terminated at any time when the school determines that continued enrollment would not be in the best interests of the students, the school, or the educational purposes of the school.

All students who attend any Catholic elementary or secondary school in the Diocese of Belleville are expected, as a condition of continued enrollment, to conduct themselves in a manner consistent with the policies and principles of the school. These principles are set out in the student handbook and in the mission and purpose of the Catholic school, as determined by the school.

Conduct by a student that the school determines is contrary to, or inconsistent with, the Catholic/Christian principles of the school, is grounds for terminating the student's enrollment in the school. These principles and expectations apply to students both on campus and off campus during school (e.g., extended care, athletics, field trips, etc.) and non-school sponsored programs and events. These principles and expectations apply during and after school hours, and during times when school is in session and when school is out of session.

The school, in its discretion, may determine how to deal with any particular conduct or pattern of conduct depending upon the nature and severity of the problem, surrounding circumstances, and prior record. In some instances, the conduct may be of such a nature that immediate withdrawal may be determined to be appropriate even if it is the first such instance. In cases where the conduct is not as severe or serious, problems may be dealt with using other forms of corrective action, including but not limited to a written

warning, suspension from the school, and not participating in or attending school activities, volunteer work, etc.

The school's procedures for appeal shall be available to students and parents when this policy is implemented.

The students' interest in receiving a quality, morally-based education can best be served when students, teachers and school officials all work together and set a proper example. Normally, differences between these individuals should be resolved as quickly as possible. In some instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their child/children when the situation is warranted.

CODE OF CONDUCT/OFF-CAMPUS MISCONDUCT

(Diocesan Policy 5131.1)

The disciplinary code of the school and all penalties shall apply to conduct off-school grounds that is contrary to Christian principles and may endanger the health and safety of students enrolled in schools within the Diocese. This also includes engaging in behavior that may adversely affect the educative process. Students may be subject to the full range of disciplinary procedures for off-campus misconduct subject to this policy, but are not limited to the following:

Alcohol use, arson, burglary, drug possession or inappropriate sharing/sales, illegal drug and substance, inappropriate/illegal sharing of prescription medicine, fighting, illegal firearm possession, hazing, illegal activity, inappropriate internet usage on/off campus, physical or sexual harassment, psychological or emotional harassment, robbery, sexual assaults, threats of violence, or violent offenses.

The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as, consultation with the parent(s) or guardian (s) and possible referral to appropriate counseling or medical assistance prior, prior to an expulsion.

All expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously endangering the safety and welfare of other school personnel, and be known to the student and student's parent(s) or guardian(s).

A written record shall show that there were previous incidents which took place prior to the expulsion, and that a number of documented conferences were held with the parent(s) or guardian(s) to discuss the problems and infractions of the student. Accurate records of the time, place and substance of the material discussed shall be kept by the principal. The record shall show whether the student has been placed on probation or has been suspended, so that the student is fully aware of the consequences of subsequent misconduct.

It is generally not expected that expulsion will be the first action invoked against a student. There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Director of Education for the diocese and the pastor or pastor/superintendent, in cases of elementary

schools, shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

COMMUNICATION

Any information (letters, flyers, etc.) sent home with students by anyone outside of the faculty/staff, must be approved by the principal. If invitations to parties are being distributed at school, all children in a classroom must be included.

DISCIPLINE

The moral obligation of training children rests first of all with the parents. The task of education is indeed a challenging and rewarding one, but it is also a trying and difficult one. The teachers in your school are dedicated people who are devoting their lives to find the best means of guiding and teaching your children, and in this way, helping you, the parents.

School discipline is a must for learning to take place. It is extremely important that a child be thoroughly convinced that his/her parents stand behind the school and that they will demand an accounting for what the child does in school. Without such a clear understanding, a child can come to think that home and school are separate and unrelated areas of authority, and he/she soon learns to play one against the other.

Holy Trinity Catholic School expects its students to act as Christian people. A loyal student conducts himself in such a manner, both at school and away from school, as to reflect credit upon himself, his home, and the school he/she represents.

The generally accepted conduct of students shall be that which is in keeping with their age, does not interrupt the educational process, and does not threaten the safety or rights of others. From the beginning of the school year, school and classroom regulations and procedures, as well as the consequences of violating these regulations and procedures, will be made clear to the students.

1. The pupil is aware of the dignity of each person and therefore is respectful to companions as well as teachers at all times. If improper conduct or disrespectful attitude is observed: a) the teacher will try to resolve the difficulty with the student in private; b) the teacher will contact the parents; c) the principal will confer with the parents and teacher(s). If suspension is considered the best solution, the parent must accompany the suspended child on his/her return to class; d) the pastor and principal alone have the authority to expel.

Misconduct, which may result in automatic in-house suspension, includes:

a) leaving the school grounds without permission of the principal during school hours; b) truancy; c) other suspensions may result from serious misconduct according to the judgment of the principal.

Serious misconduct, which will result in automatic suspension and possible expulsion, includes:

a) smoking, drinking, possession or usage of drugs on parish property; b) possession or use of weapons or firearms on parish property; c) threat of violence toward others; d) serious misconduct according to the judgment of the principal; e) bullying of others (including cyber-internet)

Pupils must strive for independence in their studies and share responsibility for their achievement. Any student involved in cheating will be appropriately reprimanded.

Any pupil who loses, destroys, or damages any property that belongs to the school, a fellow student, or teacher is legally required to pay the damage caused thereby.

STUDENT CONDUCT AND SAFETY

Diocesan Policy 5142 (adopted 10/06/05)

A safe, respectful, and pleasant environment that is conducive to prayer, faith formation and learning is the highest priority for all schools in the Diocese of Belleville.

For this reason, students who engage in such activities as vandalism, assault and battery, theft, arson, or the carrying or use of a weapon are subject to serious penalties. These penalties may include not only a multiple-day *suspension* of, up to and including, ten days, but also *expulsion*. This action includes, but is not limited to, immediate suspension of the student into custody of parent/guardian.

There is a ban on the carrying or use of any type of weapon. Weapons include firearms, ammunition, slingshot, any type of knife (including pocket knives), mace, pepper mace, stun guns, or any other object or device that serves no educational purpose and which the principal determines may cause physical harm or disrupt school activity. Students should clearly understand that such things as a pocketknife may not be carried to school, even if there is no intent to use it in a harmful manner. Expulsion or suspension will be levied on any student who is found to be carrying a weapon to, from, or within the school; or to, from, or at any school activity.

Any student who has initiated or taken part in any act of vandalism, theft, arson, or serious crimes against persons or property will be reported to police. Further, it shall be the policy of the Diocesan Board of Education that the school shall recover damages from the parents or guardians of any minor, or from any person who has initiated or taken part in such acts.

STUDENT CONDUCT AND SAFETY – THREATS OF VIOLENCE

Policy 5142.1 (Adopted 5/20/01)

The safety and welfare of students enrolled in a Catholic school in the Diocese of Belleville is of the highest priority. For this reason, a student's written or verbal threat of violence toward other students and/or persons within the school will be taken seriously. For the purpose of this procedure, a threat of violence will be interpreted as a verbal or written threat of action that may cause physical harm to others.

The principal of the school will take immediate action upon learning that a threat occurred. This action includes non-disciplinary suspension of the student into the custody of parent or guardian until a

satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school.

The local police will be promptly notified of the threat. Police questioning of a student is not permissible unless a parent or legal guardian is present.

HARASSMENT, INTIMIDATION AND BULLYING

(Diocesan Policy 5142.2) (Adopted 9/25/04)

A safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment and is, therefore, not acceptable behavior.

"Harassment, intimidation or bullying" means any gesture or written, verbal or physical act that takes place at school, on school property, at any school sponsored function or on a school bus and that:

1. is motivated by an actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or a mental, physical or sensory disability; or
2. by another distinguishing characteristic; and
3. a reasonable person should know, under the circumstances, that the act(s) will have the effect of harming a student or damaging the student's property, or placing a student in reasonable fear of harm to his person or damage to his property; or
4. has the effect of insulting or demeaning any student or group of students in such a way as to cause substantial disruption in, or substantial interference with, the orderly operation of the school.

Not all acts of bullying, however, are motivated by characteristics such as the targets race, color, religion, gender or sexual orientation. Some acts of bullying are simply one child exercising power and control over another in isolated incidents (e.g., intimidation, harassment) or patterns of harassing or intimidating behavior (e.g., bullying).

Students are expected to conduct themselves in keeping with their levels of development and maturity. Students are to show proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

SUSPENSION/EXPULSION

A student will be suspended by the principal for gross disobedience and misconduct. Each individual suspension of a student shall not exceed ten school days. Any suspension shall be reported immediately to the student's parent(s) or guardian(s) and to the pastor along with a full written statement of the reasons for the suspension. At the elementary level, a conference between the parents, principal and pastor will precede the student's return to class.

Expulsion From School

When all other means have failed and expulsion is being considered, the following procedure shall be followed:

1. The student will be suspended for a period not to exceed ten school days.
2. The parent(s) or guardian(s) shall be immediately informed in writing of the suspension, and that expulsion is being considered.
3. The principal shall meet with the pastor to review the merits of the expulsion.
4. When a decision for expulsion has been determined, the principal shall review the decision with the Diocesan Director of Education, along with the pastor, before an expulsion can be implemented.
5. Parents who are dissatisfied with the action taken by the principal shall have recourse to the local board of education, education committee and/or parish council as determined by local board policy. Decisions can only be overturned when local and diocesan policies and regulations were not appropriately followed.
6. In the event of expulsion, the principal will cooperate with the parents in attempting to make arrangements for the future education of the pupil in another school.

In addition to the above stated rules the following are the school rules, which each student is expected to follow:

- *proper behavior in church
- *respect for school property and the property of others
- *use of proper language
- *respect for all teachers
- *respect for fellow students
- *respect for staff and volunteer helpers
- *complying with uniform dress code
- *chewing gum is not allowed
- *use of cell phones during school hours is not allowed.

DISCIPLINE APPEALS

Parent or student may appeal discipline decisions by asking for meeting with pastor. The Pastor may bring appeal to School Board.

SEARCH AND SEIZURE

Investigative Procedures The administration of the School is free to enter a student's locker, desk and school bag any time to search for questionable items. Students shall not have any expectation of privacy as it relates to school lockers, school bags or desks. The school is owner of all lockers and desks and shall retain full control of their use and content. Therefore the school reserves the right to search them at any time without notice. Searches may also be selective and carried out even if there are no reports of wrongdoing. If illegal or improper items are found in a student's locker, desk or school bag (e.g. non-prescription drugs, weapons, stolen property), they will be turned over to law enforcement authorities. Any items (personal possessions) that violate school rules will be kept by school

administration and returned to the parents. The school also reserves the right to search a student's vehicle when it is on school grounds and/or when attending a school sponsored function off school grounds. School administration may ask for, but not force a student to provide a password for a student's cell phone. However, when a situation arises that requires a search of a student; a student will be asked to empty his/her pockets or purse. If a student voluntarily empties his/her pockets and or purse, this will not be considered an invasion of the person. Body searches will not take place. If a student does not voluntarily comply with the administrator's request, the student's parent will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parents' refusal to comply with the request is grounds for immediate expulsion.

DRIVER'S POLICY

Diocesan Regulation 6153 (Approved 5/27/98)

All drivers, transporting Holy Trinity students to field trips or any other school- sponsored event, must meet the following requirements:

1. All private drivers must be compliant with the Child Protection Policy
2. The driver must be 21 years of age or older.
3. The driver must have a valid, non-probationary driver's license and no physical disability that could in any way impair his/her ability to drive the vehicle safely.
4. The vehicle must have a valid and current registration and valid and current license plates.
5. The vehicle must be insured for the following minimum limits: \$100,000 per person/\$300,000 per occurrence.
6. A signed Driver Information Sheet must be submitted to the principal prior to the field trip.

In following our smoke-free school policy, and for the health and safety of our students, drivers are prohibited from smoking while transporting children on field trips.

DRESS CODE

Holy Trinity Catholic School takes great pride in its students and expects the students to wear the uniform in compliance with the dress code at all times. It is the parents' responsibility to see that their child comes to school conforming to the dress code for that day.

Uniform Purchasing Information

- The uniforms are sold by *Just Me Apparel*, 1-877-797-7344, located at 232 Old Sulphur Spring Road, Ballwin Missouri 63021. A representative from *Just Me Apparel* will come to the school at the end of each school term, and you may have your child/children fitted at this time.
- Embroidered Holy Trinity Catholic School Polo shirts in uniform colors are available through the office and monthly spirit wear orders.

DRESS CODE GUIDELINES-BOYS (GRADES K---8)

Boys' Uniform (K – 8)

Pants:

Navy uniform pants in plain or pleated front. Black, brown, navy, or gray belt **is required**.

Shorts:

Navy uniform shorts that are no shorter than 2 inches above the knee or too long as to extend below the Knee. Black, navy, or gray belt is required.

Shirts:

White or red polo shirt or turtleneck; white oxford shirt (short or long sleeve.)

Sweaters:

Navy blue uniform sweater.

Sweatshirt:

School logo or plain in navy or gray worn with uniform shirt collar over neckline. Spirit Wear hoodies may be worn, only if hood is not worn up.

Socks:

Plain, solid, navy, black, blue, or white **ABOVE ANKLE** crew or knee-length socks. Knee highs must be worn at the knees. Spirit Wear socks are permissible.

Shoes:

Tennis shoes, loafers or oxfords are acceptable and **must be properly fastened**. Boots, sandals, or fad type shoes not permitted. These decisions are based on safety concerns.

Girls' Uniform Grades (K – 4)

Jumper:

Jumper in Wilson Plaid. (Navy blue with red, yellow, and green)

Shirts:

White or red polo shirt or turtleneck; white uniform blouse (short or long sleeve.)

Sweaters:

Navy blue uniform sweater.

Sweatshirt:

School logo or plain in navy or gray worn with uniform shirt collar over neckline. Spirit Wear hoodies may be worn, only if hood is not worn up.

Shorts:

Navy uniform shorts that are no shorter than 2 inches above the knee or too long as to extend below the knee. Black, navy, brown, or gray belt is required.

Slacks:

Navy uniform pants in plain or pleated front. Black, navy, brown or gray belt **is required**.

Socks:

Plain, solid navy, blue, black or white ABOVE-ANKLE crew or knee-length socks or tights. Knee highs must be worn

Shoes:

Tennis shoes, loafers or oxfords are acceptable and must be properly fastened. Boots, sandals, or fad type shoes not permitted. These decisions are based on safety concerns.

Girls' Uniform Grades (5 – 8)

Skirt:

Skirt or skort in school in Wilson plaid only.

Shorts:

Navy uniform shorts that are no shorter than 2 inches above the knee or too long as to extend below the knee. Black, navy, brown or gray belt is required.

Shirts:

White or red polo shirt or turtleneck; white uniform blouse (short or long sleeve.)

Sweaters:

Navy blue uniform sweater only.

Sweatshirt:

School logo or plain in navy or gray worn with uniform shirt collar over neckline. Spirit Wear hoodies may be worn, only if hood is not worn up.

Slacks:

Navy uniform pants in plain or pleated front. Black, navy, brown or gray belt **is required**.

Socks:

Plain, solid navy, black, blue or white ABOVE-ANKLE crew or knee-length socks or tights. Knee highs must be worn at the knees. Spirit Wear socks are permissible.

Shoes:

Tennis shoes, loafers or oxfords are acceptable and must be properly fastened. Boots, sandals, or fad type shoes not permitted. These decisions are based on safety concerns.

Pre-Kindergarten students:

They do not wear the school uniform, but their attire must comply with that of the Free Day. Most essential for their safety is the expectation for schools. Sandals, flip-flops, crocs, boots, and fad shoes are safety concerns. The suggested shoe is a sneaker.

PE SHOES/ SHORTS

- Students who typically wear a gym shoe or court shoe to school will be able to wear these shoes during PE. Note: Some of the students wear dress shoes with their uniforms. If this is something the parents want to continue, then the students that usually wear non-PE type shoes should have a set of PE shoes on hand (stored in the PE equipment room).
- *Shorts must be worn under jumper or skirt, even with tights as you can see through tights.*
Policy: the girls may wear shorts that are appropriate length (see shorts policy in handbook) as long as there is no advertisement. The "length" policy will be strictly enforced.

Additional Guidelines on Proper Dress

- Shirts and blouses are to be tucked into the pants, shorts or skirt worn properly at the waistline.
- Skirts and jumpers are to extend to the knee when the student is standing.
- NO rolling of skirts or shorts.
- If an undershirt is worn, it will be a plain white crew or V-neck. Undershirt sleeves should not be longer than the uniform shirt sleeve.
- Shorts are not to extend below the knee.
- Jewelry is restricted to watches(no smart watches), small button or post-style earrings, and/or small, non-distracting necklaces of a religious nature such as crosses or medals. Chokers may not be worn.
- Make-up & nail polish (except clear) may not be worn on regular dress days (permitted for girls:all-school/free dress days.)
- Any attire or hair fashion/style shall be changed that is determined to be a distraction from learning (hair ribbons, unusual/unnatural hair color, etc.)
- Natural hair color-"highlights" =OK if not a distraction; Principal is the sole arbiter. (example:blonde = OK; purple = NO.)
- Uniform length shorts are permitted at any time of the school year for male or female students.
- A student may be required to "tie back" or make such alteration of his/her hair if it becomes a safety hazard (during science experiments, PE, etc.)
- Slacks which are part of the uniform must not be tight-fitting; **Dockers style** is the suggested example of how the attire should fit/look.

- Students who receive a detention for missing a belt will be required to have an extra belt in their school locker (grades 5-8)
- Uniform length shorts or athletic shorts may be worn at Field Day. PRINCIPAL IS FINAL ARBITER/ APPROVAL.
- Illuminating or blinking shoes are not allowed on regular dress days.
- Hair ties on wrists-permitted only with special permission.
- Wrist bands-approved only for special reasons; teacher will send a note home if use is authorized.
- Belts: brown is also an acceptable color.
- Socks may not be a distraction to the learning environment.
- Acceptable as part of the uniform: Navy blue or white leggings (full length); Capri pants.
- Visible tattoos of any kind are NEVER allowed.
- Pajama bottoms are NOT allowed...unless special restrictions are followed.
- Headbands: must be flat against the head.

Free & Spirit Dress Days

Throughout the course of the school year, free dress day will occur. Examples of this include: theme days, certain field trips, spirit days etc...). Although referred to by the name FREE DRESS, there are expectations to be followed for the day's attire. The expectations are below.

- Hair styles must not distract from learning environment (examples: unusual colors, not properly combed, etc.)
This rule applies to EVERY school day as well.
- Jeans or pants which are sized to fit the body of the student. This excludes large, baggy pants of any type or ones that are worn below the waistline. They are not to be cut, torn, or worn to expose parts of the body normally covered by pants.
- If shorts are worn, these must be hemmed and may not be baggy, too tight, and no higher than 2" above the knees or extend past the knees. The shorts must be worn at the waistline.
- Shirts must be totally void of inappropriate slogans or logos. Bare midriiffs, low cut or tight fitting styles are not permitted. Shirts or like items must be sized to fit the student and must not extend far beyond the waistline.
- All clothing should be free of holes, ragged edges, blotches of paint, etc.
- Skirt length will be no higher than 2" above the knee.
- Boots with heels over 1", sandals, or fad type shoes of an increased sole height or without back straps fastened are NOT permitted. These decisions are based on safety.
- No costume jewelry or items may be worn that distract from the learning environment or pose a safety concern.
- No make-up may be worn.
- Nail polish for girls is permitted on Free Dress Days and Spirit Dress Days that involve the entire school.
- All hair must be your natural hair color.
- On **Spirit Days**, students must have some attire showing the Holy Trinity Catholic School logo or motto. Shirts of the school colors with no other logo will be allowed. They are to be worn with appropriate pants or skirts for the seasonal Free Dress Day requirements. Shirts from Holy Trinity sponsored events may be worn, regardless of color, as long as the Holy Trinity event name is listed. (ex: Titan Trot shirts)
- The uniform is always a choice of clothing available.
- Administration has the final say regarding student attire on these Free Dress Days.

Our expectation is that each student will be in the proper uniform each day. Teachers will check the uniform during homeroom period and send any students who are out of code to the office. Any student

who comes out of code will be asked to call a parent for appropriate clothing and will remain in ISS until the proper uniform is supplied.

Nail Polish and related items

- Nail polish for girls is ONLY allowed on all-school Free Dress or Spirit Dress Days.
- Natural nails for girls ONLY; no “acrylic” add on.

Consequences for Dress Code Violations:

1st offense – written warning & becoming compliant to the proper dress.

2nd offense – parental contact & compliance to the dress code.

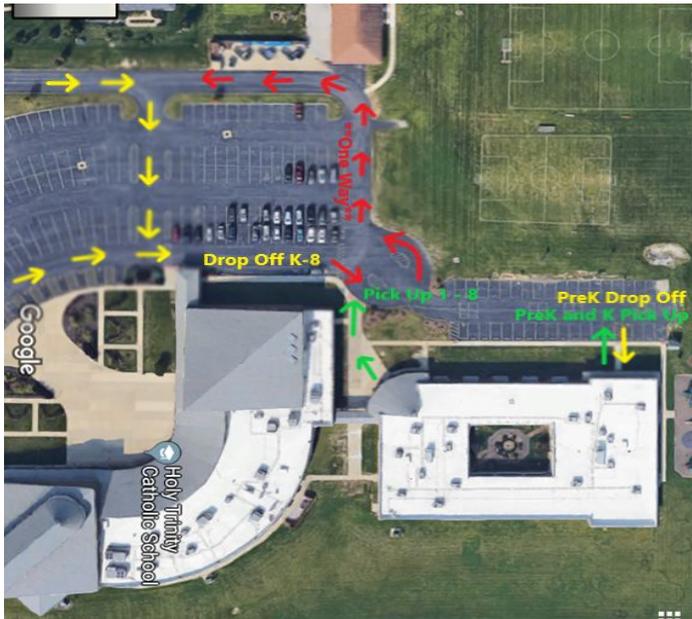
3rd offense – detention & compliance to the dress code.

Continual failure to dress within code: parent conference and possible ISS.

DROPOFF AND PICK UP PROCEDURES

Please follow the procedure below:

- During drop off, your child, K through 8th, may exit anywhere along the sidewalk. Please do not wait until you are at the circle.
- There are two options for pick up: Option 1: You may park and walk to the designated area to pick your child. Please make sure to use crosswalk. Option 2: You may choose to stay in your car and enter pick up line along sidewalk. Children will come directly to your car. Please keep the line moving forward.
- PreK and K families should park in the gated school parking lot for pick up and students will come out the back school doors near the playground.
- PreK and K families that have older siblings: your older students will walk down the sidewalk along the school to your car in the PreK/K pick up area. There is no need to do two pickups.
- Please notice the red arrows. This will be one way for both drop off and pick up.



It is our goal to provide the most safe and efficient procedure as possible.

EXTENDED CARE PROGRAM (ECP)

The Extended Care Program (ECP) of Holy Trinity Catholic School is designed as a service to our parents in offering supervision before and after school hours. The ECP program schedule allows time for homework, study assistance, snacks, and free play.

MORNING ECP – 6:45-7:45am

AFTERNOON ECP – 3:10-6:00pm

Registration Fee: \$10.00 per family

Regular School Day Costs:

Pre-K Students are No Charge

\$2.50/day per child from 6:45-7:45 a.m.

\$4.75/day per child if pick-up occurs prior to 4:00 p.m.

\$8.00/day per child if pick-up occurs after 4:00 p.m.

Early Dismissal Day Costs:

Pre-K Students are No Charge

\$8.00/day per child if pick-up occurs prior to 4:00 p.m.

\$10.00/day per child if pick-up occurs after 4:00 p.m.

EMERGENCY DRILLS & EMERGENCY CONTINGENCY PLAN

Fire, tornado, earthquake, and intruder drills are held on a routine basis. Escape plans are posted inside the door of each classroom. The drills are held to help children practice moving to designated areas in a safe, quiet, and orderly manner.

The Emergency Contingency Plan is in place at Holy Trinity Catholic School. The plan is to help assist if the need ever arises. The plan covers the following: crisis management, abduction, after hour's emergency, bomb threats, fire and explosions, hostage situations, intruders in the building, natural disasters, threats of violence, and weapon's possession.

EXTRA-CURRICULAR POLICY

Students participating in extracurricular activities are expected to be cooperative, courteous, respectful and enthusiastic in achieving the goal set by the group. Speech programs, scouting, sports, safety patrol, church-sponsored activities and community projects are governed by regulations determined by the school board, administration, and by the directors of each activity.

FIELD TRIPS

(Diocesan Policy 6153)

Field trips by the parish catechetical program or school field trips shall be allowed only when they have an educational purpose as determined by the responsible parish minister or school official. Students shall submit the appropriate request/permission form prior to the field trip. Students who fail to submit the appropriate request/permission form shall not be allowed to participate in the field trip. Parent telephone calls will not be accepted in place of the signed form.

Field trips are privileges afforded to students. Students can be denied participation in field trips if they fail to meet behavioral requirements established by the parish catechetical program/school.

Chaperones may accompany the students on the trip only if their Child Protection Policy documents are current. The school remains responsible for the welfare of the students for the duration of the trip. Consequently, the class travel as a group and remains as a group until the teacher releases them. Students shall not be allowed to leave of their own accord.

If parents are asked to chaperone a field trip, younger siblings are not allowed to accompany the parent. Parents should verify with the teacher if planning to attend the field trip. Transportation on field trips at Holy Trinity is always by bus, students may not ride in cars on field trips.

The Diocese of Belleville recognizes the importance and value of trips for educational field study and approves of these visits to places of cultural or educational significance to further enrich the lessons of the classroom. This policy permits principals to approve field trips during normal school hours on a single school day. However, if out-of-state field trips (over 100 miles), or any field trips to foreign countries are planned, these must have the ultimate approval of the Office of Education and local school board. The following regulations should be taken into consideration when any field trips are being planned:

1. Adequate supervision by qualified adults, including one or more certificated employee of the school. For field trips other than interscholastic athletic field trips, the following supervision requirements should be maintained: for every ten students, there should be one adult.
2. Complete the proper forms and Child Protection Training. These forms and training are as follows:
 - Application for volunteer service
 - Child Abuse and Neglect Tracking System (CANTS) form
 - Attendance at Initial Child Protection Training
 - Background check for those who have resided in Illinois less than 5 years.
3. Supervision is both mental and physical. Be sure your attention is always on the young people you have been assigned to supervise. For this reason, no chaperone is allowed to bring other children with them regardless of age or relationship.
4. Voluntary release forms completed by all adults and all parents/guardians of students taking any field trip of all claims against the Diocese and/or the school for injury, accident, illness or death occurring during, or by reason of the field trip.
5. Permission in a written form from each student's parent or legal guardian.
6. Field trips should have an educational or programmatic purpose. Eighth grade "rite of passage" type of trips to amusement parks do not fall into this category of educational trips.
7. Inclusion of a proper first aid kit and fire extinguisher.

8. Proper insurance for students, personnel and equipment.
9. A plan for financing the field trip that does not exclude any student member of a group because of lack of funds.

FIELD TRIP RULES FOR VOLUNTEERS/CHAPERONES

1. All school/program rules are in force, unless the administrator has explicitly stated otherwise.
2. Volunteers/chaperones are to stay with their assigned groups.
3. Supervision is both mental and physical. Be sure that your attention is always on the young people you have been assigned to supervise. For this reason, no chaperone is allowed to bring other children with them regardless of age or relationship.
4. If your own child is on the trip, he or she must not be treated any differently than any other child.
5. We hope you enjoy the outing, but we are grateful for your remembering that your first responsibility is student safety.

VOLUNTEER RIGHTS AND RESPONSIBILITIES

As a volunteer you have the right to:

1. be welcomed as a valued member of the community;
2. be assigned to a volunteer area where you feel comfortable and confident;
3. the respect of our community;
4. receive necessary information and orientation;
5. have your questions answered clearly and promptly;
6. make suggestions to the professional staff;
7. volunteer as long as you and the administration agree.

As a volunteer, you are responsible for:

1. arriving on time and staying for the agreed upon time;
2. notifying the appropriate persons if you are going to be absent or tardy;
3. performing your tasks to the best of your ability;
4. understanding that the administrator values your service, but not always be able to honor your preferences for days, times and places of service;
5. keeping young people under your supervision safe and appropriately occupied;
6. notifying your supervisor or the administration about unsafe conditions or issues causing you concern;
7. supporting the teachings of the Catholic Church and living in accordance with those teachings;
8. supporting the authority of teachers, staff and administrators;
9. upholding school and/or program rules;

10. keeping confidential information that you have gained during your volunteer service that is private to students and/or their families;
11. promptly making known the confidence of young persons that involve issues of health, life and/or safety.

FOOD ALLERGY MANAGEMENT

(Diocesan Policy 5141.5)

All Catholic elementary and secondary schools in the Diocese of Belleville shall have written policies and procedures that promote both prevention of and management of life-threatening food allergic reactions, also known as anaphylaxis. Therefore, all schools in the Diocese of Belleville shall develop a Food Allergy Management Program that fully implements the following procedures:

1. Outlines the family’s responsibilities.
2. Outlines the student’s responsibilities.
3. Outlines the school’s responsibilities which will include in part the following:
 - Identifies students with food allergies.
 - Minimizes or manages risk of exposure to known allergens.
 - Provides protocols to respond to allergic reactions with prompt recognition of symptoms and treatment.
 - Educates and trains all staff that interacts with the students with food allergies about management for the students with food allergies including administration of medication.

The principal or designee shall develop and implement a Food Allergy Management Program for each known allergic student that includes the following:

1. Allergy Assessment
2. Authorization for Emergency action
3. Medical alert form for Teachers
4. Medical alert form to Parents
5. Individual Health Care Plan for students with life threatening allergies

GRADING SCALE

100-99 (A+)	85-44 (C+)
98-95 (A)	83-80 (C)
94-93 (A-)	79-78 (C-)
92-91 (B+)	77-76 (D+)
90-88 (B)	75-72 (D)
87-86 (B-)	71-70 (D-)

Less than 69=F

S= Satisfactory U= Unsatisfactory

GRADUATION

To receive a diploma and participate in the Graduation ceremony at Holy Trinity Catholic School, a student must:

- Meet the minimum standards for successful completion of Grade 8
- Have all financial obligations successful completion of Grade 8
- Be free of any restrictions due to disciplinary status
- Comply with all requirements related to end- year procedures, graduation practice, etc.
- Display a Christian attitude and spirit of cooperation in regards to the Catholic identity of the school

The Pastor and Principal will hold a conference with parent(s) and student in the event that participation in the graduation ceremony and/or conferral of diploma may be in doubt. Every attempt will be made to hold such a meeting. However, the Pastor reserves the right to determine a final decision in the event of special or unforeseen circumstances.

HARASSMENT

Diocesan Regulation 4116.2 (Approved 1/25/09)

Any student who believes he or she has been subjected to racial or sexual harassment, or has witnessed such misconduct must report the incident to the principal. The diocesan grievance procedure will be used.

Each school/PSR program shall have written grievance procedures available for use by any individual wishing to present a racial/sexual harassment complaint. This grievance procedure shall include the following steps:

1. A written complaint must be submitted by the person who reported the incident.
2. A thorough investigation must take place.
3. Any person who is found to have engaged in racial or sexual harassment will be subject to appropriate, corrective action, depending upon the circumstances, up to and including, termination or expulsion.
4. The person who reported the incident will be advised of the findings and action taken.

HEALTH REQUIREMENTS

(Diocesan Policy 5141.1)

1. All students entering either kindergarten or first grade and those entering sixth grade must have on file by October 15 of the current year a completed written health exam by a physician. School may require pre-K students to have an exam.
2. Any student not in compliance with the health exam will be asked to remain at home until this exam is taken care of.
3. All children enrolling in Kindergarten, and any student enrolling for the first time in an Illinois school, are required to have an eye exam by October 15.

4. Dental exams should also be on file. All students in Kindergarten, Grade 2 and Grade 6 are required to have an oral health examination. Proof of an examination must be presented to the school by May 15 of the school year.
5. It is the parent's responsibility to inform the school of any physical abnormalities, such as birth defects, allergies, epilepsy, diabetes, etc.

All students must be in compliance with Illinois State Law Regulations concerning immunizations (Religious exceptions are not allowed).

HIV-AIDS

Holy Trinity Catholic School follows practices and procedures established by the U.S. Center for Disease Control, Illinois Department of Public Health, the American Red Cross, the U.S. Catholic Conference, and the Diocese of Belleville concerning students infected with HIV.

- Students with HIV enrolled or seeking enrollment in grades K through 8, will be permitted to attend school. Exclusions will not occur unless exceptional conditions are evident and warranted.
- When a student is infected with HIV, the Principal and Pastor must be informed by the student's parents or guardians. The Principal and Pastor, in consultation with the students parents or guardians and physician, public health personnel, and the Diocesan Office of Education will determine the type of educational and care setting the student will require.
- Personnel who will be required to care for the student and to detect situations where potential for transmission may increase will be informed of the student's condition.

HOMEWORK

Diocesan Policy 6154 (Revised 5/21/19)

Homework - School Work Done at Home The purpose of assigning homework for pupils in our Catholic school shall be to reinforce student confidence in abilities and used to practice for understanding.

Homework is:

1. used sparingly, assigned strategically after it is carefully thought out and connected to an appropriate learning standard.
2. reviewed immediately the next class day after assigning when it is due.
3. brief with students having the opportunity to complete it within the school day.

Homework is not:

1. assigned as a punishment.
2. assigned when any test is scheduled for the subject the following day.
3. used to introduce new material to the students.
4. used merely to keep the students busy.

HONOR ROLL

Grades 5-8

Report cards will include a Grade Point Average (GPA). The GPA reflects the grade a student receives (A- 4 points, B- 3 points, C- 2 points, D-1 point). In addition, the grades are weighted by plus or minus.

GPA Requirements:

Gold Honor Roll: 3.8 to 4.0 GPA

Silver Honor Roll: 3.2 to 3.799 GPA

General Conditions Include:

1. All Satisfactory conduct and effort grades
2. No D or F in any academic grade
3. Exclusion may be made due to involvement with detentions, suspensions, or other discretions.

B.U.G.-beginning the 2nd quarter any student who has improved in any subject without lowering a grade in another subject will be placed on the B.U.G. Roll in recognition of them having **Brought Up Grades**.

ILLINOIS DEPARTMENT OF HEALTH/ILLINOIS STATE BOARD OF EDUCATION RULES EFFECTIVE:

*All students enrolling in K-8 must provide documentation of the 2nd dose of MMR. *All Kindergarten students shall provide documentation that the child has received the “varicella vaccine” (chicken pox). Exception only with confirmed, signed physician’s release stating chicken pox disease history.

*A tuberculin skin test (using intradermal Mantoux method, not a multiple puncture test) will be required as part of the health exam of children upon first entry into school. *All students must receive the series (3) of Hepatitis B inoculations.

*Students may not attend school after October 15 if immunization record is not complete.

INTERNET ACCESS AUTHORIZATION

(Diocesan Policy 1341 Revised November 18, 2014)

In order to access and use the school's Internet and other related technologies (the "Network"), each person ("User") must sign this Authorization and the Internet Code of Conduct. If the User is a student, both the student and his or her parent(s)/guardian(s) must sign this Authorization. Please read this document carefully before signing.

All use of the Network shall be consistent with the school/parish/diocese's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Authorization does not attempt to state all required or prescribed behavior by Users. However, some specific examples are provided. The failure of any User to follow the terms of this Authorization/or Internet Access or the Internet Code of Conduct will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. **Acceptable Use.** Access to the school/parish/diocese's Network must be for the purpose of education or research, and be consistent with the Internet Code of Conduct and the educational objectives of the Diocese of Belleville (the "Diocese").
2. **Unacceptable Use.** You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are, but not limited to, the following:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or clean of viruses;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space, printing supplies, etc.;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
3. **Privilege.** The use of the school/parish/diocese's Network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. User will participate in a discussion with an assigned staff person(s) concerning the proper use of the Network. A faculty member, staff person or parent/guardian may request the System Administrator to deny, revoke, or suspend a student User's access to the network due to unacceptable use. The System Administrator will make all decisions regarding whether or not a User has violated this Authorization and may deny, revoke or suspend access at any time.
4. **Network Etiquette.** Users of the network and of any e-mail services are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
 - d. Do not use the Network in any way that would disrupt its use by other Users.
 - e. Consider all communications and information accessible via the Network to be private property.
5. **E-Mail.** All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the Network are the property of the Diocese and as such are to be used solely for educational purposes. The use of any software and/or the Network for private or commercial purposes is strictly prohibited. Users using the network do so at their own risk. Further, users are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the System Administrator. All pass codes are the property of the Diocese. No User may use a pass code that has not been issued to that User or that is unknown to the Diocese. To ensure that the use of the Network is consistent with the use of the Network from time to time. Such monitoring may include printing up and reading all E-mail entering, leaving, or stored in these systems. Messages relating to, or in support of, illegal activities may be

reported to the authorities. Therefore, anything you say, receive, or use on the Internet is not private, and you should not have any expectation that any messages to or by you or activities by you are private or confidential.

6. No Warranties. The Diocese makes no warranties of any kind, whether expressed or implied, for the Network service it is providing and will not be responsible for any damages Users suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. Use of any information obtained via the Network is at the User's own risk. The Diocese specifically denies any responsibility for the accuracy or quality of information obtained through the system.

7. Financial Obligations. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Network that is not previously approved by the school. Unauthorized charges or fees include, but are not limited to telephone charges, long distance charges, per-minute surcharges, and/or equipment or line costs.

8. Indemnification. The User shall indemnify the school/parish/diocese's for any losses, costs, or damages, including reasonable attorney fees, incurred by the school relating to or arising out of, any breach of this Authorization.

9. Security. Network security is a high priority. When you identify a security problem on the Network, you must notify the System Administrator or principal immediately. Do not demonstrate the problem to other Users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a System Administrator will result in cancellation of User privileges. Any User identified as a security risk may be denied access to the Network.

10. Vandalism. Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another User, the Network, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Students, adult students, parent(s)/guardian(s), and teachers need only sign this Authorization for Network Access once while e-mailed or employed by the school/parish.

Acknowledgment and Agreement

I understand, agree to, and will abide by the above Authorization for Internet Access and I warrant that I have signed, understand and will abide by the Internet Code of Conduct. I further understand and agree that should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken, and I will be responsible (and promise to pay) for any costs or damages associated with or resulting from any such breach or violation. In consideration for using the school's Network connection and having access to other networks, I hereby release the school/parish/diocese and its board members, employees, and agents from any claims and damages arising from my use, or inability to use, the Network.

Internet Code of Conduct

(Diocesan Regulation 1341 Revised June 3, 2013)

The Diocese of Belleville (the "Diocese") and schools/parishes affiliated with the Diocese want to promote and encourage use of the Internet for educational purposes in a manner consistent with the religious and educational objectives of the Diocese and such schools/parishes. In an effort to further those objectives and maintain the integrity and reputation of the Diocese and those schools, the following *Code of Conduct* has been developed for persons who access the Internet through the Diocese or a school/parish affiliated with the Diocese. Access is conditioned upon the User's agreement to and continued compliance with this *Code of Conduct*.

1. The User shall only use the Internet and related technologies (the "Network") in support of education and research and consistent with the educational objectives of the Diocese of Belleville, and to promote educational excellence by facilitating resource sharing, innovation and communication. All use of such

technology is intended to promote the proclamation of the Gospel, to teach the doctrinal traditions and moral standards of the Church and faith formation.

2. The User shall comply with the rules of other organizations, networks, or computing resources when using other networks.
3. The User is responsible for his or her actions and activities involving the Network.
4. The User shall not without authorization:
 - a. Use the Network for illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any United States or state regulation, including, but not limited to, copyrighted material.
 - b. Download or transmit software, without authorization, regardless of whether it is copyrighted or devirused.
 - c. Use the Network to engage in vandalism. Vandalism is defined as any attempt to harm or destroy data of another User or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses.
 - d. Download copyrighted material for other than personal use
 - e. Download or transmit material protected by trade secrets.
 - f. Use the network for private financial or commercial gain.
 - g. Use resources wastefully, such as file space.
 - h. Gain or seek unauthorized access to resources or entities.
 - i. Use another user's account or password.
 - j. Post material authored or created by another without his/her consent.
 - k. Post anonymous messages.
 - l. Use the Network for commercial or private advertising.
 - m. Use the Network to play games, engage in unauthorized chat, chain letter communication, or flame letters.
 - n. Access, submit, post, publish, or display any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, violent, racially offensive, harassing, illegal material or information on bombs, or any other weapons.
 - o. Use the Network while access privileges are suspended or revoked.
 - p. Reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
 - q. Use the Network for any purpose other than those consistent with the educational objectives of the school/parish/Diocese of Belleville.

INTERNET/COMPUTER/ELECTRONIC DEVICE USE

The computer use agreement verifies that a student must comply with all school policies. In particular, it is to be understood that: any use of computers, phones, or any device at school are primarily for educational purposes; that there is no privacy in regards to computer files or devices (administration may search and confiscate any time); that students should never give their password or device to anyone else and are responsible for anything done under their login session or on their device, and that students may never use a computer or any device, and social media for any reason that would be contrary to Catholic values, injurious to another person, or for any type of malicious, violent, or sexual purpose. You are responsible for your actions and activities with the use of technology. Some examples of unacceptable uses are, but not limited to, the following: Any illegal activity, Any activity which is determined to be bully other students, Recording any person without permission, Taking pictures or video at school without the express consent of the person(s). Posting any pictures, videos or comments on social media sites, or in any media, of faculty, staff or any Diocesan employee

ILLNESS OF A CONTAGIOUS NATURE

In case of illness or injury a student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment only. School personnel are not permitted to give aspirin, Tylenol, or any type of internal medication. Any child requiring prescription medicine must have a note stating type of medication and time medicine is to be taken. If medical treatment is necessary, the parents will be contacted.

If parents are unavailable, the student will be taken to the emergency room at the hospital. An emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file at the school. It is the parent's responsibility to inform the school of any health issues regarding the child such as: allergies, epilepsy, diabetes, etc.

Disposition of minor illness or minor injury:

1. If the injury or illness is minor, it may be appropriate to retain the student in school for the remainder of the day, but in the interest of school-parent relations, the principal will contact the parents/guardians to inform them of the situation. If the parent cannot be reached, the alternate contacts provided by the parents will be contacted.
2. If a student requires medical attention, the parent/guardian will be notified immediately by the school. The parent will be asked to arrange for proper treatment.
3. In non-emergency cases, if efforts to reach parents/guardians or other responsible adults in the home are not successful, the student will be kept at school under the observation of a staff member.

Disposition of major illness, accident, or injury cases:

1. The parents will be contacted immediately. If the parents or relative cannot be reached at once, the student will be cared for until contact can be made.
2. If in the judgment of the principal, the injury or illness is serious enough to require hospitalization, the student will be transported immediately by ambulance.
3. The school will supply the emergency personnel with written information regarding the students' name, parents'/guardians' names, telephone numbers, and address.
4. The school will continue to contact the parents/guardians. If there is no telephone, an adult messenger from the school will go directly to the home or workplace to notify the parent/guardian.

Disposition of illnesses of a contagious nature:

Students with contagious illnesses and influenza symptoms such as fever (***Health Department states 100.4 or above is considered running a fever***) and vomiting should not be sent to school until symptoms are no longer present.

Any student who has any of the following contagious diseases must be excluded from school for not less than the period of isolation set by the Illinois Department of Public Health.

Chicken Pox	Diphtheria	German Measles
Impetigo	Measles	Typhoid Fever
Strep Throat	Scarlet Fever	Polio
Scabies	Mumps	Ringworm
Pinkeye	Smallpox	Pediculosis (Lice)
Fifths Disease	Tuberculosis	Whooping Cough

It is necessary for the home and school to work together in order to protect all students. ***PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF YOUR CHILD HAS THE FOLLOWING SYMPTOMS:***

1. acute cold/discharging nose
2. sore throat/persistent cough
3. ear ache
4. swollen glands
5. inflamed eyes
6. skin eruptions or rashes
7. Diarrhea
8. Fever (*Must be fever free without medication for 24 hours. Health Department states that 100.4 or above is running a fever*)
9. general signs of listlessness, weakness, drowsiness, flushed skin, headache or irritability.

PLEASE KEEP YOUR CHILD HOME 24 HOURS FEVER FREE (without medication) FOLLOWING ILLNESS.

LEAVING THE SCHOOL GROUNDS

Once pupils are on the school grounds they may not leave without the expressed permission of the principal, and then only in cases of physical illness or dental treatment or for clinical appointments. Children who must be excused for medical reasons during school time must have a written notice stating the time and length of the visit. The request must state clearly the reason for early dismissal and be presented in the office upon arrival at school in the morning. Parents are asked not to schedule such appointments during the school day if at all possible. Parents may not take children from their respective rooms or from the schoolyard without first obtaining permission from the principal. **STUDENTS SHOULD BE PICKED UP IN THE OFFICE.**

Pupils will only be sent home from school in the event of illness or for some equally grave reason. Parents will be notified by the school personnel before the child is permitted to leave the building

Under no circumstances will the school release your child to any person other than a parent unless this person has a signed note from the parent.

LENGTH OF SCHOOL DAY

The school day officially begins at 8:00a.m. and ends at 3:10p.m. A written request from the parent stating the reason for early dismissal for your child is required for that child to leave school before the regular time. Students should arrive no earlier than 7:45 am since supervision is unavailable prior to that time. ECP is available for parents who must leave their children earlier than 7:45 am.

LIBRARY

All grade levels have access to the library. Books can be checked out for one week and can be renewed as often as needed unless there is a waiting list for the book. In the event that there is a waiting list, the book may only be renewed once. Students must replace any lost or damaged book.

NON-CUSTODIAL PARENT RIGHTS (DIOCESAN POLICY 4116.5)

All schools within the Diocese of Belleville will honor all current orders, decrees, or instructions pertaining to custody situations. It is the responsibility of adults having custody of a student to submit to the school a certified and/or file stamped copy of the most recent order or decree.

In sole custody situations, the custodial parent has the right to determine the child's education unless the custody decree provides otherwise. When parents share joint legal custody, neither parent's rights are superior with regard to determining the child's education unless otherwise specified by the court or parents in the final judgment or order.

Both parents, custodial and noncustodial, have equal access to the school records of their children unless the school has received a copy of a certified and/or file stamped court order or decree indicating otherwise.

The school will not act merely on the desires of one parent to prevent the other parent from seeing the student.

Noncustodial parents will not be permitted to use the schools to contact their children, unless an emergency exists.

School personnel are not permitted to produce school documentation and/or testify in court-related custody proceedings relating to a student absent a subpoena requiring such production and/or testimony. The principal, Diocesan Human Resources Director, or the Director of the Office of Education must be immediately informed of the receipt of any subpoena prior to any response and/or testimony being provided.

School personnel are dissuaded from providing letters of support of one parent for use in custody proceedings in their individual capacities. If, however, a school employee does elect to provide such a letter, the employee must state clearly that it is the employee's personal opinion and not that of her/his employer. Such individual non-school related letters may never be placed on school letterhead or in any

way indicate that it is representative of the school's opinions. Any information in such a non-school related letter must be truthful and accurate.

This policy is intended to address custody issues between divorced, separated or unmarried parents/guardian that may arise at school. The policy is designed to protect both the safety of the student and the rights of parents. It also seeks to avoid placing the school in the middle of custody disputes. It is not possible to address or anticipate all circumstances regarding custody issues that may arise related to a student. School personnel should rely on common sense, good judgment and the best interests of the student when implementing this policy in any particular situation and any questions must be directed to the Principal or the Director of the Office of Education.

NONDISCRIMINATORY POLICY

(Diocesan Policy Policy 5111.1)

Holy Trinity Catholic School, the Catholic Elementary School of the Diocese of Belleville, listed in the official Catholic School Directory (published annually), admits students of any race, color, sex, national and ethnic origin. These students are entitled to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Holy Trinity Catholic School does not discriminate on the basis of race, color, gender, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and local programs and athletic and other school- administered programs.

PEST CONTROL AND LAWN CARE MANAGEMENT PROGRAM

(Diocesan Policy 2502)

All schools shall establish a comprehensive Pest Control Management, Lawn Management, and use of Fertilizer program. The school shall ensure that all parents, guardians, employees are notified at least once each school year that the school has a schedule for Pest Management, Lawn Management, and use of Fertilizer program implementation. A record of all notifications shall be kept in the school files. It is recommended that before pesticides are used on School premises, the School shall notify employees and parents/guardians of students, prior to application, and Lawn Care at least four (4) days before application when possible.

PHYSICAL EDUCATION

Any child unable to participate in Physical Education must submit a doctor's excuse noting the disability and length of time the child cannot participate. Before re-entering class, a doctor's written permission is required.

PLAYGROUND

The playground is supervised at all recess periods. Students are to report injuries immediately to the nearest supervisor. Students are to remain on the playground areas until the bell rings. They are not to return to the building except with the permission of the supervisor on duty.

NEVER PERMITTED ON THE PLAYGROUND:

1. bad language, disrespect to supervisor(s) or classmates, leaving another student out of a game for any reason
2. tackling, wrestling or trippings

3. snowballing or throwing of snow
4. throwing rocks or sticks

PREGNANT STUDENTS

(Diocesan Policy 5138)

The Principal and Pastor, in consultation with the Office of Education, shall make final judgments as to whether or not a pregnant student should be enrolled or retained in school. They shall take every precaution to avert consideration of abortion as an option by the pregnant student. In the light of compassion, mercy and justice, they shall consider each person's case individually, consult with the parents, recommend appropriate counseling resources and insure confidentiality.

If the boy is enrolled at the school, consultation shall take place with his parents, recommend appropriate counseling resources and insure confidentiality.

Pregnancy shall not be a reason for expulsion.

PRE-K ADMISSION AND HANDBOOK

All information pertaining to our Pre-K Program can be found at <https://htcs.org/handbook-1>.

PRIORITY ENROLLMENT POLICIES

New Students

- Parishioners of St. Stephen or Holy Trinity have a PRIORITY in terms of enrollment openings.
- Refer to current school year calendar for priority deadline.
- Parent must submit a completed application, birth certificate, and \$100 registration fee.
- Applications from HT/SS will be filed as submitted (provided all paperwork and payment is complete).
- Pre-K and K have limited openings and are generally the first groups to reach maximum capacity.
- Application forms are available at the school office, by email, or on school website.
- Refer to current school year calendar for "Open Enrollment" policy. All non-HT/SS registrations have been received will be processed in the order accepted. Subsequent registrations will be processed in the order received.
- Note: Holy Trinity School Principal and Pastor reserve the right to make enrollment decisions based on pastoral needs.

Returning Students

- If a student is currently a member of Holy Trinity Catholic Schools (Grades K-8), he/she automatically have a PRIORITY status for re-enrollment.
- This priority status exists for all currently enrolled students provided the following conditions are met:
 - Tuition and fees are paid at the rate of the payment plan that was selected.
 - Student is a member in good standing.
 - Registration Fee of \$100 has been paid.

- If tuition assistance is desired for the upcoming school year, this intention must be stated on registration paperwork
- If a student is currently a member of the Pre-K program
 - Age 3: automatically have a priority the following year
 - Age 4: Members of Holy Trinity and St. Stephen parishes automatically have a priority status for Kindergarten enrollment (Note: Screening Process Requirements will Apply)
 - Age 4: Not a member of St. Stephen or Holy Trinity Parishes- Family may submit registration paperwork and fees as soon as possible, but they are not eligible for priority enrollment. Once Open Enrollment begins, families will be eligible.

RECESS

Decisions to have outside recess during cold weather depend upon the temperature and wind chill factor. If the temperature or wind/chill is below 32 degrees, the students will have recess inside. Students should always dress with consideration of the weather and temperature. Only students with written/signed medical excuses will be allowed to remain in the building during scheduled outside breaks.

REFUNDS OF TUITION & REGISTRATION FEES POLICY

Should a student transfer from Holy Trinity School during the school year, a refund of tuition will be made for any amount paid past the month of transfer. All registration and book fees are non-refundable in any part 10 days after the first day of school attendance.

RELEASE OF RECORDS

The school will maintain records on all students. Records include student's permanent academic record, grade report cards, and daily attendance records. Information included in these records may not be released without written parental consent.

REPORT CARDS

(Diocesan Policy 5124)

Teachers' reports to parents shall consist of a printed Report of Pupil Progress and parent/teacher conferences. Report cards for Kindergarten through Grade 8 are given out at the end of each quarter.

Parent/Teacher conferences shall be scheduled at the discretion of the principal, at least once a year and whenever parents, teachers, or principals deem necessary.

A parent wishing to communicate with the principal may contact the school office to schedule an appointment for a conference or meeting.

Evaluation of student progress is an important part of the educational process. It serves not only to judge a student's achievement, but also to set standards for performance, to provide incentives for future work, and to prepare the student for more advanced academic training.

Mid-quarter reports will be sent out for each of the four grading periods. Grades 5-8 may check student progress online via the internet. Parent/Teacher conferences are scheduled at the end of the first quarter. If an additional conference is needed, it can be requested by the parent or teacher.

If at any time you wish to inquire regarding your child's progress, please feel free to contact the teacher. However, please refrain from doing so during school hours. If the difficulty cannot be solved otherwise, feel free to consult the principal who will be happy to assist when necessary.

** All students must have a "D" average or above in order to be promoted to the next grade.*

REPORTING TO PARENTS

(Diocesan Policy 5124)

Teachers' reports to parents shall consist of a printed quarterly Progress Report Card and/or electronic copy or electronic notification and, parent/teacher conferences. Mid-quarter Progress Reports shall also be issued in the same manner.

Parent/teacher conferences shall be scheduled at the discretion of the principal, at least once a year and whenever parents, teachers, or principals deem necessary.

Printed Report of Pupil Progress forms (report cards) can be obtained from the Office of Education. If a different form of report is used in a school, a copy of that form should be forwarded to the Office of Education for approval.

RETENTION/ACCELERATION

(Diocesan Policy 5123)

Schools shall follow the proper procedures as determined by the Office of Education when retaining or accelerating a student.

When a teacher and/or parent believes that retaining or accelerating a student would be in the student's best interest, the following procedures must be adhered to:

- The teacher shall inform the principal when he/she is considering retention or accelerating of a student. The teacher should give reasons for this consideration.
- If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request.
- The teacher and parent shall meet during the school year to discuss the student's attitude, behavior, and academic progress. Discussion of the student's progress should take place every four weeks, with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meeting. The principal may find it advisable to attend these meetings.
- The principal shall see that the student is evaluated through adequate testing to discover a student's academic and emotional needs and abilities, strengths and weaknesses.
- The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.
- The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention resting with the principal.

- Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.
- Parents must be informed at least 9 weeks before a final decision is made to retain a student.

The decision to retain a student can only be made if the school has an instructional program which ensures that the student will not simply be repeating the same material in the same manner for another year. This instructional program should be designed to meet the specific needs of the individual student and must be approved by the principal.

Generally, retaining a student in a grade for a second year or accelerating a student into an advanced grade is not advisable. However, in specific cases repetition of the grade or acceleration by a particular student may be beneficial because of the special circumstances that are clearly evident through the thorough evaluation processed stated above.

SCHOOL BOARD OF EDUCATION – MEMBERSHIP

Diocesan Policy 2231 (Adopted 4/5/04)

It is the policy of the Diocesan Board of Education that employees and immediate family members of parish and school employees are ineligible to hold local board membership or even be nominated for local board membership. Immediate family members are defined as spouse, children, parents, and in-laws in kind.

Meetings are held on the 1st Tuesday of each month at 6:30 P.M. The location does vary between the Parish Center Meeting Room at Holy Trinity Parish and the Delaney Hall at St. Stephen Parish. A location schedule will be posted in advance.

All school board meetings, except Executive Sessions, are open to all interested parties. Persons wishing to be placed on the board agenda are asked to submit a written request to the principal and board president at least one week in advance of the board meeting.

SCHOOL BOARD RESPONSIBILITIES

The Holy Trinity Catholic School board is a consultative board. A consultative board is established by the pastor to assist him and the parish's education administrator/s (principal, director of religious education, or both) in the governance of the parish education programs.

The administration of the education program is the responsibility of the administrative team. The team is comprised of the pastor and the education administrator/s. The pastor, as chief administrator of parish programs, retains some administrative responsibilities and delegates the remaining to the administrator(s). The pastor, as the employer of the administrator(s), hires, supervises and evaluates. The administrator, with the authority delegated as specified in the employment contract or job description, is responsible for the operation of the education program. This responsibility includes the employment, supervision, and evaluation of staff, the establishment of education programming, and the evaluation and management of student behavior.

The establishment of policy is accomplished through the activity of the board. The board is composed of the administrative team and the members. When the board meets and agrees on a policy matter, the decision is effective and binding on all as long as the local policy is not in conflict with Diocesan policy. The board is consultive in the following sense: the members cannot act apart from the administrative team and cannot make decisions binding for the parish education program without the approval of the administrative team.

The board has responsibilities in the following areas: Planning, Policy Development, Financing, Public Relations, and Evaluation.

SCHOOL CALENDAR

See school website for current school calendar.

<https://d2wldr9tsuuj1b.cloudfront.net/15905/documents/2019/5/19-20%20School%20Calendar%205-14.pdf>

SECURITY

All school doors will be locked after 8:00 a.m. – a security camera/buzzer system has been installed at the gym entrance. All visitors must check-in through this system.

Legislation requires Principals of public or private elementary or secondary schools notify parents that information about sex offenders is available

@ www.isp.state.il.us/sor.

SPECIAL NEEDS

(DIOCESAN POLICY 6310)

All persons have the right to the full practice of, participation in, and growth in their faith in God. A person's abilities or disabilities should not be a deciding factor in these issues. Therefore, it needs to be recognized that persons with disabilities and their families have the right to expect religious education, preparation for and full participation in the sacramental celebrations of the Church and the experience of being warmly welcomed as members of the people of God.

At Holy Trinity Catholic School, we do not provide a special education program. We utilize all the resources available to us, such as AIMSWEB or RTI, to provide for the best education to all of our students. When students have a greater need than we can meet, then we partner with Pontiac District #105 to help parents and students receive additional resources.

STUDENT ACCIDENT/DENTAL COVERAGE INSURANCE

(Diocesan Policy 5143)

All students must be covered by a medical insurance/health care plan. If not, student accident insurance must be obtained.

STUDENT DANCES

- Dress Code- Follow Free Dress Day guidelines
- Supervision- School Administration will select school personnel to serve as chaperones
- School Rules- All school rules concerning proper behavior will be in effect at dance
- Electronic Devices- The use of electronic devices is prohibited during the dance. This includes cell phones, cameras, mp3 players, iPods, and video games
- Parental Permission- A signed permission slip is required for attendance. Students must be signed in and out by a parent. If a student will be going home with someone else, permission must be given when dropping off the student.
- Pictures- Prior to dance, parents may take pictures.

STUDENT EVALUATION

Evaluation of student progress is an important part of the educational process. It serves not only to judge a student's achievement, but also to set standards for performance, to provide incentives for future work, and to prepare the student for more advanced academic training. Mid-Quarter reports will be sent out for each of the four grading periods. Grades 1-8 should all be online may check student progress online via the internet. Parent/Teacher conferences are scheduled at the end of the first quarter. If an additional conference is needed, it can be requested by the parent or teacher.

If at any time you wish to inquire regarding your child's progress, please feel free to contact the teacher. However, please refrain from doing so during school hours. If the difficulty cannot be solved otherwise, feel free to consult the principal who will be happy to assist when necessary.

**All students must have a "D" average or above in order to be promoted to the next grade.*

STUDENT RECORDS **(Diocesan Policy 5125)**

Parents or representative designated by parents and students have the right to inspect and copy all permanent records. Requests to inspect and/or copy school records must be granted within a reasonable time.

The school complies with the provisions of the Buckley Amendment in regards to the rights of non-custodial parents or guardians. In the absence of a court order stating the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information with regards to the child. If there is a court order specifying that no information be given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

STUDENT TRANSFER TO HOLY TRINITY

When a student transfers into Holy Trinity from another school, the school office will request records for any new students entering Holy Trinity at the time of registration, the parent will sign a release form in order for the records to be transferred.

Any new transfer students, except kindergarten, is considered to be probationary. This status will remain effective until such time as the student's records are received from the transferring school, and a sufficient period of time has passed to guarantee the existing school curriculum and resources meet the needs of the child. The school reserves the right to require any student with needs that cannot be met by the existing curriculum or staff not be enrolled in Holy Trinity. The School Board will be kept informed by the principal of any problem or situations and the actions taken. All students at the 5th through 8th grade level are accepted conditionally and shall remain on probation for the entire year.

STUDENT TRANSFER FROM HOLY TRINITY

Diocesan Regulation (5119)

When a student transfers to another school, that school must request student's records in writing. No records will be given to the students; they will be mailed to the new school provided there are no outstanding financial obligations to the school or parish.

Information Release Form

Written permission from a parent or guardian must be given before information can be sent to another school regarding a student. It is recommended that at the beginning of the school year the *Information Release Form* should be used by all parents or guardians for the necessary transactions of confidential materials. These materials include the permanent record, the attendance record, and the health record, or any other records confidentially placed in the student's file. These forms should be kept on file during the school year.

Record of Transferred Student

A *Record of Transferred Student* form must be filled out and retained whenever a student transfers to another Catholic or public school. This form is to be kept on file permanently in the school from where the student transfers. The *Record of Transferred Student* form shall be placed in the appropriate class file and is moved with the other permanent records of that class each year until graduation. At graduation, the *Record of Transferred Student* form is sent to the Office of Education for microfilming/scanning, along with the other permanent records.

Transferring Student Records When There is an Outstanding Balance

When a student transfers from your school to another Catholic or public school and has an outstanding balance an unofficial record of student grades must be sent to the requesting school. An "Unofficial Record of Student Grades" means written information relative to the grade levels and subjects in which a student was enrolled and the record of academic grades achieved by that student prior to transfer. Such records shall also include the name and address of the school, the name of the student to whom the records pertain, the name and title of the school official transmitting the records, and the date of the transmittal.

TELEPHONE

Teachers should not be disturbed during class time. If an urgent message must be delivered, the Administrative Assistant will see that the message is delivered. Children are ENCOURAGED NOT TO USE THE OFFICE PHONE except in case of an emergency. Permission to use the phone is to be granted by the classroom teacher at his/her discretion. Cell phone usage is not allowed during school hours.

The office telephone is a business phone and is not to be used by the students, except in an emergency. If a student forgot something at home, they may use the phone if it is before 8:00 a.m. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school). Parents are asked to make arrangements for their children's after school supervision prior to dropping them off at school.

TESTING

(Diocesan Policy 6162.5)

Admission Testing

Pupils entering kindergarten for the first time are usually given a reliable readiness test. All transfer students may be tested, if needed, to assure appropriate placement.

Annual Academic Testing Program

All students in grades two through eight shall participate in the Diocesan standardized testing program to be administered during the fall. This program is optional for grade one.

Yearly Assessment of Catholic Religious Educational Testing

In order to insure an effective evaluation of the religious education programs in the Diocesan schools and parish religious education programs an evaluation instrument will be administered yearly as determined by the Office of Education.

TEXTBOOKS

With the exception of workbooks and consumable materials, all textbooks will be rented. All Book Fees should be paid in full at registration in August. Books damaged or lost must be replaced at present value.

TUITION POLICY

Grades K-8 tuition information can be found at <https://htcs.org/tuition-fees>.

Pre-K tuition information can be found at <https://htcs.org/pre-k-tuition>.

Overdue Tuition

30 Days Overdue:

The Parish Finance Office, Principal and/or Priest will make a phone contact or send email to parent(s) to inquire about the overdue tuition. If the call/email results in tuition payment being received within 7 days, no further action will be required.

45 Days Overdue:

If tuition remains unpaid at 45 days, parents/guardian(s) will be notified that tuition payment is promptly due. Failure to pay may result in student(s) not returning to school until payment is made in full.

Tuition Balance if Unpaid:

- *Final report cards will be withheld until full payment is made.
- *Participation in Graduation and/or “Recognition Days” may be revoked.
- *Enrollment for the following school year could be impacted.
- *Excessive/past due accounts may be turned over to a bill collector.

TUITION ASSISTANCE AND PAYMENT PLANS

The tuition assistance process can be found at <https://htcs.org/tuition-assistance>, Information about payment plans can be found at <https://htcs.org/tuition-payment-plans>.

TUITION REIMBURSEMENT POLICY

If a family must withdraw from school, any tuition or fees prepaid for future months will be reimbursed to the family.

VIDEO/PHOTOGRAPH/TAPING OF STUDENTS

(Diocesan Policy 5125.1)

The Diocese of Belleville requires that a written parental/guardian consent form be obtained by the school in order to use any videos, photographs, slides, audio tapes or any other visual or audio reproductions in which their child/children may appear. The parental/guardian consent form should state that the materials may be used for student videos, web pages, class and school projects and for promotion of the school, parish and the Diocese including recruitment and fund- raising efforts. The form would also state that the parents/guardian would release the school, parish and the Diocese of Belleville from any liability connected with the use of any visual or audio formats as part of any promotion, recruitment or fund-raising program.

UNAUTHORIZED PHOTOGRAPH/VIDEO/LIVE TRANSMISSION

(Diocesan Policy 5126)

It is unlawful and against Diocesan Policy for any student or person to knowingly make a photograph, video record or transmit live video of another student or person without that student’s or person’s consent, such as but not limited to, in a restroom, locker room, or changing room. It is against Diocesan Policy for a student or person to knowingly make a photograph, video record or transmit live video of another student or person with or without that student’s or person’s consent in a room that is being utilized by a student or person to change clothes resulting in the exposure of such as but not limited to a student’s or person’s underwear, bra or private naked body parts such as breasts, buttocks or genitals. It is also unlawful and against Diocesan Policy for anyone to knowingly disseminate, or permit someone to disseminate a photograph, video record or live video that violates the intent of this policy or is in any way unlawful. It is also against Diocesan Policy for the transmission of any inappropriate photograph, video record, live video or text (sexting) that may be viewed as offensive, bullying, or harassing by the Administration. When it is suspected or known that unlawful video related occurrences have taken place, police are to be notified and in all occurrences the person involved and parents of any students involved

shall also be notified. “Video record” means and includes any videotape, photograph, film, or other electronic or digital recording of a still or moving visual image; and “live video” means and includes any real-time or contemporaneous electronic or digital transmission of a still or moving visual image. Diocesan Policy 5131 also indicates expectations regarding appropriate student behavior on or off campus.

Any student or staff believed to have violated this policy is subject to suspension or expulsion as determined by the principal at his/her sole discretion.

VISITORS / VOLUNTEERS

All parents and volunteers are asked to sign in at the office. No one should go directly to a classroom.

Class interruptions are to be avoided if at all possible. It is for this reason that we ask that all messages or forgotten items for the students be brought to the school office. These will be delivered by the office personnel to the students. Please mark such items clearly with the first and last names and the grade the student is in. We ask that parents use discretion in bringing forgotten items to school.

If you would like to speak with a teacher concerning your child’s welfare, please make an appointment with the teacher. Expecting to have an unscheduled conference with a teacher is not encouraged (this includes before and after school).

PARENT CONCERNS (Line of authority)

If a parent or student has a concern, the parent is asked to meet with the teacher first. The parent/student is then encouraged to meet with the principal if the concern is not alleviated. Following the principal, the parent may then meet with the pastor.