



HOLY TRINITY CATHOLIC SCHOOL  
FAMILY HANDBOOK  
2012-2013

## **Purpose**

This Handbook is intended to help parents and students understand the procedures and expectations of Holy Trinity Catholic School. It contains information designed to help everyone produce their best work through a uniform understanding of accountability. Enrollment in a private school means that parents and students have entered into an agreement to support and abide by the rules and expectations of that school. By registering at Holy Trinity Catholic School, the student and his/her parents (or guardians) agree to support all the educational objectives and practices contained in this handbook and to observe the discipline code of the school. Unlike public schools, Holy Trinity Catholic School exerts more direct authority over school behavior. Holy Trinity Catholic School expects all students to be familiar with and to comply with the general school policies and rules listed in, but not limited to, this Handbook.

As the school year progresses, other regulations may be imposed as circumstances warrant. If, during the course of the school year, a situation arises that is not addressed in the handbook, the principal, in consultation with the pastor, is empowered to implement procedures that support the common good of the school community.

**A student's admission to Holy Trinity Catholic School is not complete until the parents and student have read this handbook and have signed and returned the form acknowledging that they have read the Family Handbook.**

## **Mission Statement**

The mission of Holy Trinity Catholic School is to provide each student the highest quality Catholic education through a well balanced curriculum, emphasizing mind, body, and spirit. Students of Holy Trinity Catholic School will develop a Catholic value structure and will acquire the tools to master the necessary academic, social, and technological skills needed for higher education. Students will develop an appreciation for lifelong learning.

## **Philosophy**

Holy Trinity Catholic School, guided by the spirit of St. Vincent de Paul, serves a diverse population and is committed to the religious, intellectual, emotional, social, and physical growth of each student. This commitment is carried out in a nurturing atmosphere with an emphasis on social awareness, service to others, and religious faith in the Catholic tradition.

## **Goals**

The Goals of Holy Trinity Catholic School are:

1. To teach the Gospel values as a way of life and to foster active participation in religious activities.
2. To provide a curriculum that challenges each student to develop his or her intellectual powers.
3. To promote a positive attitude in the face of change.
4. To develop school spirit, civic pride, good sportsmanship, and leadership qualities through co-curricular and extra-curricular programs.

5. To encourage a more active participation in the Holy Trinity Catholic School/Parish Community through shared activities.
6. To help every student to achieve to the best of his or her ability.
7. To hold students accountable for their learning and behavior.
8. To have parents share the responsibility of their child's education.

### **School Name and Logo**

The school's name and logo belong to Holy Trinity Catholic School. No parent or student is allowed to use the school's name for any purpose (including websites, web pages, advertising, etc.) without written permission from the administration. In the same way, any pictures, videos, movies, etc. made at any school or school-related function may not be published or posted anywhere without the express written permission of the school administration.

### **History of the School**

Holy Trinity Catholic School was established October 12, 1914 by the Daughters of Charity. The first school was located in a building owned by the Highland Park school district and relocated to Holland Street. This building housed the sisters and 34 students. The student body grew steadily and in 1925 a red brick building was erected on Oak Lawn Avenue to accommodate the growth. Additions were made to that building in 1947 (when the new church was built) and in 1956. In the 1950s Holy Trinity enrolled over 400 students in Kindergarten through 8<sup>th</sup> grade. By the 1970s however, new parishes were

built in North Dallas and surrounding suburbs and the enrollment dropped to around 230 students. The Daughters of Charity served as teachers and principals throughout this time. The first lay principal was hired in 1978. The Daughters left Holy Trinity in the 1980s, requiring a lay staff. Today, Holy Trinity Catholic School serves a very diverse population of students in grades PK3 through Grade 8.

### **School Colors and Mascot**

The school colors are blue and gold. The School Mascot is the Tiger. Only school sponsored teams may use the name Holy Trinity Tigers.

### **Absences and Tardies**

Students should attend classes unless ill. Parents are asked to notify the School Office no later than 8:30 a.m. each day that a student is absent.

Upon the child's first day of return, a note from parents/guardians stating dates and reasons for absence must be presented to the child's teacher or homeroom teacher. If parents know of an impending absence (medical, travel, funeral, etc.), a note should be sent to the School Office giving information before the child leaves. This will enable the child to complete make-up work. Homework is not assigned in advance.

Excused absences are defined as absences about which the school has knowledge. Both excused and unexcused absences are recorded on the report card.

A student is tardy when the 8:00 a.m. bell rings, and the student is not in the classroom. Tardiness is a habit that causes much unnecessary anxiety in a child. Arriving late can affect a child's

self-esteem and is disruptive to the entire class when the teacher has to stop and repeat instructions. Significant instructional time is lost with late arrivals.

Students who arrive at school after 8:00 a.m. must pick up a tardy slip from the School Office.

A student with more than 3 tardies in a quarter is not eligible for any Honor Roll recognition. If a student arrives late with a note from a doctor or dentist, it will not affect eligibility for the Honor Roll recognition, but it will count against perfect attendance.

Parents of students who have been tardy 5 or more times during a quarter will be asked to meet with the principal to determine a means of getting the student to school on time.

Students absent from school during the day may not participate in evening extracurricular activities.

## **Asbestos**

In accordance with the Asbestos Hazard Emergency Response Act of 1986 (AHERA), Holy Trinity Catholic School has been inspected and subsequently re-inspected for the presence of asbestos. A management plan has been developed for the proper management and maintenance of all hazardous materials. Asbestos has been found in some of the building materials in the school. These materials have been determined to be in good condition by personnel licensed with the State of Texas and pose no threat to human health or the environment. A copy of the Holy Trinity Catholic School management plan and re-inspection report is on file at the school.

## **Academic Excellence**

As part of our commitment to offering a continuous quality education, the parents and teachers of Holy Trinity Catholic School are committed to ensuring ongoing monitoring of the school's academic standards. Pursuit of academic excellence includes the following elements:

- Regular and systematic monitoring of the school's academic performance through review of standardized test/grade-level performance
- Academic assessments to be administered to all applicants
- Academic plans established for students whose progress falls below 76%, tailored by teachers, parents, and Principal
- Provision of enrichment programming within the classroom and in after school activities

Regular review of use of technology in the classroom along with ongoing teacher education will enhance effectiveness of technology as a teaching tool.

In order to achieve and maintain these standards, students are expected to work to the best of their abilities and complete all class work, homework, and projects. Parents will insure that they have sufficient time and a workable space to do homework.

## **Administration**

The Principal is the chief administrator of the school and is responsible for its management and making decisions necessary

for its smooth operation. When the principal is absent from the Holy Trinity Catholic School campus, a designated appointee assumes responsibility for the routine operation of the school. The School Advisory Council acts as an advisory/resource group for the principal and pastor and as a conduit to the school for general information. The Council advises the principal and pastor on the formation of new policies and supports decisions regarding the implementation of policies. The School Advisory Council participates in long range planning to extend Catholic education into the future.

## **Admission Procedure**

*The principal may admit new students in grades 1 through 8 on grade level from their previous school after former school records have been reviewed for evidence of academic, social, and emotional stability. Students in grades PK3 through Kindergarten will be admitted upon approval of the principal. All new students will take an Admissions Assessment which will be used for placement purposes upon acceptance of each student. It will be the discretion of the Principal to determine the appropriate grade for each student or if he or she will enter on a probationary status. Admission procedures will not discriminate against students by race, religion, or gender. In cases where enrollment is limited, parishioners will be given first consideration.*

*School Advisory Council Policy #1 - **ADMISSION OF STUDENTS***

Students whose parents desire a strong academic foundation in a Christian atmosphere are invited to make application for admission to Holy Trinity Catholic School. Registration is given priority in the following order:

1. Siblings of currently enrolled students in good standing,
2. Baptized, Catholic children whose parents are registered parishioners,
3. Baptized, Catholic children whose parents are non-parishioners, and
4. Children of other faiths.

Children must meet the age requirements as outlined by the Diocese:

1. A child entering PK-3 must be three years of age on or before September 1 of the current school year.
2. A child entering PK-4 must be four years of age on or before September 1 of the current school year.
3. A child entering Kindergarten must be five years of age on or before September 1 of the current school year.
4. A child entering First grade must be six years of age on or before September 1 of the current school year.

Before a child is accepted, the following requirements must be fulfilled:

- An Application Form for enrollment must be completed.
- The Registration Fee is to be paid at the time of acceptance and is non-refundable.

- The Parent-School Contract must be signed.
- The student will take an Admissions Assessment to determine grade placement
- Birth and Baptismal Certificate (for Catholics) must accompany the Application Form for all new students.
- First Communion Certificates must be provided for all new Catholic students in Grades 3-8.
- An up-to-date copy of the Immunization Record must accompany the Application.
- Parents and students will read the Family Handbook (on the school website [www.htcsdallas.org](http://www.htcsdallas.org)), print, and sign the signature page in the back of the book. Hard copies of Family Handbooks may be requested through the school office.

## **Altar Servers**

Students in grades 4 through 8 have the privilege of becoming altar servers. Taking this responsibility freely implies that each student/server will be faithful to his/her assignments. Each altar server will attend annual training provided by Holy Trinity Catholic Church.

## **Attendance**

Each student will attend classes for a minimum of 90% of the attendance days of a given school year in order to be promoted to the following grade level. A student who does not attend 90% of the attendance days of a given school year may be required to repeat the grade. Parents of any student missing more than 10% of school sessions (19 or more days) will be placed on

“Probation” for the following school year under specified guidelines from the Principal.

Regularity in attendance and diligent application to study are required to succeed. Punctuality enables a student to receive full instructions and to participate in all activities with first hand information. Accordingly, students will be prompt and regular in attendance, be prepared for class, and come equipped with necessary books, papers, and other school supplies. Parents/guardians should consider carefully before requesting that a student be excused from school.

### **Before and After School Behavior**

Students are expected to conduct themselves appropriately at all times. A note from parents must be on file or presented to the office if an off-campus bus is to be taken daily or once in a while. A note must also be on file if a student is allowed to walk regularly to another destination after school, such as home, another student’s home, or a parent’s workplace.

Students are to arrive and leave in full uniform unless otherwise specified or permitted.

Students may not re-enter the building after school unless a teacher permits. For the safety of students, no play that involves running, throwing, and kicking of balls is permitted during the morning drop-off time or during the afternoon pickup time.

### **Behavior**

In order to promote a Christian environment conducive to learning, students will conduct themselves in keeping with their level of maturity and with respect for the welfare of others. The teachers of Holy Trinity Catholic School believe that all students

can behave in a manner that prevents neither teachers from teaching nor students from learning, nor violates the best interests of any individual in the school community.

To encourage these beliefs at Holy Trinity Catholic School, the following school discipline guidelines have been established to govern behavior at school and at school sponsored functions:

Students will be courteous to teachers, school employees, and other students, as well as visitors. This is a tradition at Holy Trinity Catholic School. It is the function of the school to teach consideration of others, without regard to racial, religious, or economic background. Students are taught to respect the judgment of their teachers, to treat all adult employees of the school with courtesy, and to follow their requests and directions. This includes custodians, cafeteria, library, and office personnel. Rudeness will result in disciplinary action.

Students will meet the classroom teacher standards of behavior and performance. Classroom rules will be posted in prominent places in the classroom. Individual classroom rules and consequences for failure to comply with those rules will be communicated to students and parents.

Consequences are given to students who do not comply with the school rules.

As stated in the purpose of this handbook, all students are expected to know and to comply with the general school policies and rules listed in, but not limited to, this Handbook.

HOLY TRINITY CATHOLIC SCHOOL WILL NOT TOLERATE THE FOLLOWING BEHAVIORS:

- The school observes Zero Tolerance for possession or use of alcohol, drugs, cigarettes or objects that may be used as weapons. This action warrants immediate expulsion.

Repetition of any of these actions will result in suspension or expulsion.

- Biting, fighting, rough playing
- Cheating on tests, quizzes, or homework, or allowing another student to cheat from one's own work. Plagiarizing material for class assignments.
- Rude, disrespectful or obscene language.
- Inappropriate touching of other students.
- Name calling, cruelty toward or harassment of others.
- Gum-chewing at any time in Church and school buildings, on Holy Trinity property, or on field trips.
- Taking the property of someone else without permission.
- Playing with or touching the property of another student in his/her desk or locker.
- Destroying school property of any kind, such as textbooks, library books, desks, etc.
- Using electronic toys, electronic beepers, pagers, or cellular telephones at school.

- Unnecessary noise in changing classes.
- Any noise or distracting behaviors during safety drills.
- Bringing food or drink into classrooms or taking food or drink from the cafeteria.
- Throwing food, leaving the cafeteria tables messy, or failure to dispose of garbage properly.
- Playing near or touching cars parked on the parking lots at any time.
- Running in the school building.

Consequences for participation in fighting, cheating, and inappropriate language will result in suspension or expulsion. Consequences for bringing alcohol, drugs, cigarettes, or weapons to school will result in expulsion.

## **Bicycles**

The use of bicycles, skate boards, and roller blades is not permitted at school.

## **Bullying**

Holy Trinity Catholic School is committed to a policy of non-discrimination. Bullying of students (or by students) is forbidden at school or school events.

Bullying is a form of harassment. Harassment is defined as any words or actions from a person that causes someone to feel uncomfortable, unsafe, or threatened. Racial, ethnic, religious, or gender harassment includes, but is not limited to, oral, written, any form of cyber-bullying, psychological, physical, and

other demonstrative actions with regard to race, creed, ethnic origin, religious preference, or gender that is harassing.

Bullying includes a wide variety of behaviors, but all involve a person or a group repeatedly trying to harm someone who is weaker or more vulnerable. It can involve direct attacks (such as hitting, threatening or intimidating, maliciously teasing and taunting, name-calling, making sexual remarks, and stealing or damaging belongings) or more subtle, indirect attacks (such as spreading rumors or encouraging others to reject or exclude someone).

Any person who believes he or she has been the subject of harassment/bullying should report the alleged harassment to the Principal. The Principal will investigate the complaint and document the investigation, which will be kept on file in the school office. Anyone witnessing or suspecting harassment/bullying has the obligation to report it to the administration. Any disciplinary action taken will be at the discretion of the administration and will depend on the results of the investigation.

### **Car Line**

Designated routes for entering and leaving the school grounds have been established for the safety of all children. Parents are expected to adhere to the routes carefully. Approved car line procedures will be provided to parents/guardians at the beginning of the school year. Use of cell phones in the car line is prohibited.

## **Cell Phones and Electronic Devices**

There is a telephone for student use in the school office. Cell phones may NOT be used at school or school supervised events unless permission is given by the principal, supervising teacher, coach, or other adult in charge. ALL cell phones must be turned off and stored in lockers. Students found with phones in the classroom will surrender their phones to the principal. Parents may pick them up from the school office. A camera phone can result in the invasion of privacy as well as create unlawful situations for underage students. Improper use of a camera phone, including the posting of pictures or videos taken at Holy Trinity Catholic School or school events on internet websites, will lead to more serious consequences including, but not limited to, suspension. Other devices such as iPods, CD/MP3 players, radios, tape recorders, beepers, and any other audio/visual equipment are not to be used at school.

## **Child Abuse**

Holy Trinity Catholic School administrators, faculty, and staff are required by law to report to the proper authorities any signs of physical abuse or sexual abuse of a child. The school must also report any cases of neglect or other life-threatening situations. Students will be detained in the school office if the person responsible for picking up the child appears to be under the influence of alcohol or unable to drive safely.

## **Cold Weather Dress**

Students are to wear their red uniform sweaters or official school sweatshirt (purchased from the school) for extra warmth on cold weather days. Students may also wear white short-sleeved under shirts or long-sleeved under shirts if their uniform

shirts and blouses are long-sleeved. Students are not permitted to wear any other sweaters, turtlenecks, or sweatshirts in place of the red uniform sweaters. Girls are permitted to wear navy blue, dark green, black, or white tights on cold weather days. Girls may also wear long pants or sweats under their jumpers and skirts before and after school. The long pants or sweats must be removed before school begins. NO pajama bottoms may be worn to school. Students are to wear sweats or warm-ups layered over their regular P.E. clothing on cold weather days for P.E.

## **Communication**

Report Cards and Progress Reports are major avenues for communicating academic progress and participation in the class. Other important means of communicating with parents are RenWeb, the Daily Assignment Books, weekly communication envelopes, email, and telephone and personal conferences. Teachers may be available by appointment before and after school, and during their conference/planning periods for scheduled conferences. Please call 214-526-5113 or email the teacher directly to arrange a conference time. Teachers make special arrangements for these conferences, so please notify the teacher in advance if it becomes necessary to reschedule the conference. Parents please refrain from unannounced visits to your child's classroom before and after school. Teachers use this time to prepare for class or meetings for that day.

## **Computer Rules and Code of Ethics**

*The administration will implement an “Acceptable Use Policy” to provide guidelines for appropriate use of technology, including Internet access. Teachers and students will be trained to use such resources responsibly and be supervised to the extent feasible.*

### ***School Advisory Council Policy #9 - ACCEPTABLE USE POLICY FOR TECHNOLOGY***

All students are expected to observe and agree to the following contract:

As a computer user, I agree to follow the rules and code of ethics in all of my work with computers while attending Holy Trinity School. I understand that the use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The technology coordinator, teachers, and principal will determine what appropriate use is, and their decision is final. They may close an account at any time as required. Violations of the rules and code of ethics described in this document will be considered serious. Violators are subject to loss of computer privileges and/or further disciplinary actions. The equipment, software, and network resources provided through Holy Trinity Catholic School are and remain the property of HTCS. Users of HTCS equipment shall comply with all policies, procedures, and guidelines of HTCS and access may be denied to anyone who fails to comply with HTCS policies, procedures, and guidelines.

- I recognize all computer users have the same rights to use the equipment; therefore, I will not use the computer resources for non-academic purposes. I will not waste or take supplies such as paper, printer cartridges, and disks that are provided by the school.
- When I am in the computer lab, I will talk softly and work in ways that will not disturb other students. I will keep my computer work area clean and will not eat or drink in the computer lab. I understand that chewing gum is strictly prohibited in the computer lab.
- I recognize that software is protected by copyright laws; therefore, I will not make unauthorized copies of software and will not give, lend, or sell copies of software to others. I understand I will not be allowed to bring software applications, games, CD-ROMs, or computer disks from home to be used on school equipment. Any disks brought from home must be scanned for viruses by the technology coordinator before being used in the computer lab or classrooms.
- I recognize that the work of all users is valuable; therefore, I will protect the privacy of others by not trying to learn their passwords. I will not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to system programs or computer equipment. I will not use computer systems to disturb or harass other computer users or use inappropriate language or pictures in my communications.

- I will honor the school's procedures for the storage of information. I understand that I am expected to save files that I want to keep on my own flash drive. I realize that my files may be deleted from the system.

## **Computer Safety Guidelines for Parents**

By taking responsibility for their children's on-line computer use, parents/guardians can greatly minimize any potential risks of being on-line. Make it a family rule to:

- Never give out identifying information – home address, school name, or telephone number, in a public message such as a chat room or bulletin board, and be sure you are dealing with someone that both you and your children know and trust before giving out information via e-mail. Think carefully before revealing any personal information such as age, marital status, or financial information. Consider using a pseudonym or not listing your child's name if your service allows it.
- Get to know the services your child uses. If you do not know how to log on, get your child to show you. Find out what types of information it offers and whether there are ways for parents to block out objectionable material.
- Never allow a child to arrange a face-to-face meeting with another computer user without parental permission. If a meeting is arranged, make the first one in a public place, and be sure to accompany your child.
- Never respond to messages or bulletin board items that are suggestive, obscene, belligerent, threatening or make you feel uncomfortable. Encourage your children to tell

you if they encounter such messages. If you or your child receives a message that is harassing, of a sexual nature, or threatening, forward a copy of the message to your service provider and ask for their assistance. Should you become aware of the transmission, use or viewing of child pornography while online, immediately report this to the National Center for Missing and Exploited Children by calling 1-800-843-5678. You should also notify your online service.

- Remember that people online may not be who they seem. Because you cannot see or even hear the person, it would be easy for someone to misrepresent himself or herself. Thus, someone indicating that she is a 12 year old girl could in reality be a 40 year old man.
- Remember that everything you read online may not be true. Any offer that is too good to be true probably is. Be very careful about any offers that involve you coming to a meeting or having someone visit your house.
- Set reasonable rules and guidelines for computer use by your children (see My Rules for Online Safety as a sample). Discuss these rules and post them near the computer as a reminder. Remember to monitor their compliance with these rules, especially when it comes to the amount of time your children spend on the computer. A child's or teen's excessive use of online services or bulletin boards, especially late at night, may be a clue that there is a potential problem. Remember that personal computers and online services should not be used as electronic babysitters. Be sure to make this a family activity. Consider keeping the computer in a

family room rather than in the child's bedroom. Get to know your child's online friends just as you get to know all of his/her friends.

## **Crisis Management**

A Crisis Management program is in place at Holy Trinity Catholic School. The Principal is the Crisis Coordinator. The Crisis Management team members also include the designated teacher in charge, the school secretary, the clinic coordinator, and the campus plant manager. The team meets several times during the school year for planning and to check that all aspects of the Crisis Management plan are in place.

## **Curriculum**

Holy Trinity Catholic School is part of the Diocese of Dallas School System. Its overall curriculum is guided by the Diocese of Dallas Curriculum. Each school is expected to adopt the Diocesan Curriculum. The process of developing curriculum is ongoing. It constantly attempts to meet the needs of the Church, the society, and individuals. Each fall, the students in grades K – 8 take the Iowa Test of Basic Skills and the Cognitive Skills Test.

## **Custody**

In cases of child custody, parents are required to provide Holy Trinity Catholic School documentation of the court decree. The school staff cannot detain a child from a parent if there is no documentation on file.

## **Detention**

After school detentions for students in Grades 5-8 may be required for serious or continuous infractions of school rules. A

charge of \$20 is due at the time of the detention, payable in cash. (See also, Suspension and Expulsion.)

## **Discipline**

The discipline process is a task shared equally by parent/guardian and teacher. At school, the teacher is responsible for creating a learning environment and will develop guidelines for use in the classroom that will allow the learning process to be fulfilling and enjoyable. At home, parents/guardians are encouraged to support those guidelines for learning that are established at school.

Holy Trinity Catholic School rules of conduct are based on two premises: first, that every student has certain basic rights (such as the protection of his personal property, the physical integrity of the facilities, an atmosphere conducive to personal growth and development) and, second, that every student has the duty to preserve these same rights for others.

Since no list of rules can cover every situation, the administration presumes that common sense, mature judgment, and Christian charity are the guides by which every Holy Trinity student should measure his or her actions.

Students will show respect for the Catholic ideals on which the school is centered, maintain an attitude of accountability for their own learning and behavior, and cooperate with school personnel and other students.

## **Dress Code**

*Students of Holy Trinity Catholic School will wear a school uniform. The uniform standards will be periodically reviewed and amended.*

### *School Advisory Council Policy #3 - **SCHOOL UNIFORM***

The school uniform helps everyone to recognize the student as a member of the Holy Trinity Catholic School community; and identifies that student as a contributor to the sense of cooperation and community, which are important to a Catholic parish school. The school uniform code is designed to ensure that neatness, modesty and the Holy Trinity Catholic School identity are evident at all times

The intent of the Dress Code is to keep students' appearance simple, modest, and free from distraction and the competitiveness of brand name comparisons. The following guidelines are for students:

- The uniform is worn daily, unless otherwise specified, and should be kept in good repair. For example, missing buttons should be replaced, and ripped or torn shirts, pants, and jumpers/skirts should be repaired or patched. Consequences are given for not having the school uniform. Parker Uniform walking shorts may be worn during the first and fourth quarters.
- The uniform is worn appropriately. Waistlines on clothes must meet the student's waist. There should be no low riding or baggy pants and no black T-shirts for boys. There will be no short skirts and jumpers for the girls. Skirts and jumpers will come to the knee. Shirts and blouses are tucked in neatly; that is, the shirt or blouse is not baggy around the

waist. White undershirts with no visible writing or patterns may be worn under the shirts and blouses. Ties are worn by boys in Grades 6-8 on Fridays and other designated days.

- Students in Grades 6, 7, and 8 are expected to wear P.E. uniforms during P.E. classes unless otherwise specified. Students do not participate in P.E. without their P.E. uniform, and consequences are given for not having the P.E. uniform. Students must change back into full uniform before returning to classrooms.
- Students will maintain appropriate personal hygiene and cleanliness. Students may not write on hands, legs, arms, etc. Tattoos and body piercing are not permitted. Perfumes, after shave, colognes, or other fragrances are not worn.
- Novel jewelry such as: rock star buttons, plastic or fabric jewelry (friendship bracelets, etc.) or items bearing inappropriate pictures or phrases etc. are not permitted. The wearing of fashion (non-prescription) contact lenses is not permitted.
- **Girls:** Acceptable forms of jewelry include: one pair of earrings that do not come below the earlobe (no dangle or hoop earrings), a watch, a ring that is appropriate to age level, and/or a single chain necklace (no heavy or large chain) with religious medal or cross. Earrings are worn in the ear lobes. Ear clips are not permitted. Purses, make-up and nail polish are not used. Artificial or sculpted nails of any kind are not permitted.
- **Boys:** Acceptable forms of jewelry include a watch, a religious cross or medal, and/or a ring appropriate for age level. No earrings, bracelets, anklets, or heavy chains are

permitted.

- Students are expected to wear neat, clean hairstyles appropriate to age level and good taste. Hairstyles are worn so that vision is not obstructed at any time and are not a distraction to the student or others. There will be discretion in the use of hair spray. Hair must be the natural hair color. Dyed hair, highlights, lowlights, coloring hair, or streaking hair is not permitted.
- For girls, there are no high bangs. Ribbons or hair clips in red, navy blue, yellow, dark green, black, or white may be worn. Feathers or other ornamentation may not be worn. For boys, haircuts are above the collar, eye brows, and ears, and are neat in appearance and without heavy gel. Tails, Mohawks, fauxhawks, sideburns, or designs, and chemically altered hair are not acceptable. Boys are expected to be clean shaven.
- Boys wear black or white crew socks that extend over the ankle. No socks are at or below the ankle. The socks are plain with no designs or logos on them.
- Girls wear knee socks. These knee socks may be white or navy blue.
- **All shoes** should have **non-scuff soles** and no logos, stripes, or decorative designs. The visible sides of the soles on the shoes must match the color of the shoes. The heels may not be higher than 1" on all shoe styles. Shoes must have closed toes. (See also "Uniforms")

## **Dress Code Violations**

In cases of dress code violations, students will receive a “Uniform Violation Notice.” Parents/guardians are to sign the notice and return one copy of the notice to the classroom teacher. Parents/guardians will be called to bring a change of clothing when a student is dressed inappropriately.

## **Eligibility**

*The Principal shall promulgate a regulation to ensure that academic work and proper citizenship retain priority among all students involved in HTCS extracurricular activities.*

*School Advisory Council Policy #11 : **ELIGIBILITY***

“No pass, No play”

Participation in HTCS extracurricular activities is a privilege. Only students who are succeeding in the classroom and who are exhibiting proper citizenship shall be eligible to participate in HTCS sponsored extracurricular activities.

At the end of each quarter grading period and following Mid-Quarter Progress Reports, only those students who have maintained passing grades in all subjects, with no more than one grade of D in any of their several subjects, and who have maintained conduct grades no less than Satisfactory are eligible to participate in HTCS sponsored extracurricular activities during the following quarter. However, if a student is ineligible to participate in such activities because of his or her grades or conduct in the previous grading period, that student’s eligibility to participate may be reevaluated at any time after the expiration of two weeks of the current quarter; and, at the time of the reevaluation, should the student have raised his or her

grades to passing, with no more than one D, and should the student's conduct grades be no less than Satisfactory, the Principal may reinstate the student's eligibility to participate in extracurricular activities.

The Principal may waive the provisions of this Regulation at any time, in the Principal's sole discretion, under such terms as the Principal may decide, if the Principal deems it in the student's best interests to participate in such activities.

The Principal may delegate the duties to administer this regulation to another member of the HTCS staff or faculty.

## **Emergency Closing**

Parents are requested to be especially aware of procedures for inclement weather days. If the administration believes that the weather or road conditions make travel hazardous, a decision to delay opening time or to cancel school will be made. An announcement will be placed on television station WFAA Channel 8. You may also check [wfaa.com](http://wfaa.com). Channel 8 will only announce school closings or delays and will not announce that a school is in session. These announcements will be made as early as possible.

If the weather becomes inclement during the time school is in session, parents are permitted to pick up their students early. If it becomes necessary to dismiss school early because of weather conditions, the announcements will be made on the television station mentioned above, or by telephone or email.

## **Evaluation**

Evaluation is a serious responsibility and the teacher uses the following criteria: student classroom work, student participation

in class, student daily assignments, and student test results.

## **Expulsion**

*Procedures and practices which are consistent with Diocesan policy will be in place to allow for the expulsion of students at Holy Trinity Catholic School.*

### *School Advisory Council Policy #7 - **EXPULSION***

Expulsion will occur for conduct that is detrimental to the reputation of the school and for immorality in talk or action. Expulsion will also occur for possession of illegal substances, cigarettes, alcohol, weapons, and other dangerous items on school property or at school sponsored activities. Expulsion will further occur when a student fails to correct behavior after a Suspension has been used.

## **Facilities**

The Holy Trinity Catholic School facilities are inspected yearly for upkeep and potentially unsafe conditions. The school complies with city, state, and federal standards.

Students are responsible for the care of school property, all books, supplies, and furniture supplied by the school. Students who disfigure property or do other damage to school property or equipment will pay for the repair or replacement of all damaged items.

## **Field Trips**

Field trips are scheduled each semester to enrich and enhance learning in different subject areas. They are to be educational experiences with a goal of learning something that could not be as effectively taught in the classroom. Students are expected to

act responsibly and follow all general rules of behavior and to observe accepted social customs. Permission slips will be sent home prior to any field trip. Students who have not returned a signed permission slip will not be allowed to leave the campus. Fundraising may supplement some field trips such as the 5<sup>th</sup> grade Environmental Camp at the Pines, 7<sup>th</sup> grade trip to Austin, or the 8<sup>th</sup> grade class trip. All volunteers for field trips must be cleared by Safe Environment. No other children or siblings are allowed to go on field trips.

## **Fund-Raising**

*The principal will have discretion to regulate all fund-raising activities, including all monetary solicitations.*

### *School Advisory Council Policy #8 - **FUND-RAISING***

Fund-raising is usually sponsored by the Parent Teacher Organization (PTO). Fund-raising for service projects is also part of the school procedure. All fund-raising must have prior approval of the Principal and the Parish Development Director. Students may not solicit funds for any reasons not pre-approved by the administration. This includes gifts for school personnel and solicitation for organizations not sponsored by the school.

All families are expected to support the Fall Fundraiser as part of their Parent Contract. In doing so, they will sell a minimum of one item from the catalog. Additionally, all families will support the Fall Festival and the Trinity Tiger Gala. Funds raised in these events will be used to partially fund the 5<sup>th</sup> grade trip to the Pines Catholic Camp, 7<sup>th</sup> grade transportation to Austin, and the 8<sup>th</sup> grade class trip. Failure to participate in or support these fundraising events may affect parishioner status for tuition payments for the following year.

## **Funerals**

When a large funeral or other large, daytime Church activity is scheduled, cars will park in the main parking lot. Caution should be used when these activities occur. Class schedules will be revised to keep children off the parking lot when cars are parked there. It is especially important that parents/guardians escort their children to and from the building during these times for the greatest safety.

## **Gang Affiliations**

Students who participate in gang affiliated activities on school property or at school sponsored activities will be expelled from Holy Trinity Catholic School.

## **Grievance Process**

If a parent/guardian has a grievance against a teacher or an employee of the school, the following is the method of making that grievance known:

1. The parent/guardian will first go to the one with whom the difficulty exists and make an effort to resolve the difference.
2. If resolution is unsuccessful, the parent/guardian will then go to the principal and make the grievance known.
3. If resolution is unsuccessful, the parent/guardian will have the principal set up an appointment for the parent/guardian with the Pastor. The meeting will be set within five working days of contact with the Pastor. The decision of the Pastor is final.

## **Head Lice**

Head lice can spread rapidly. Students found to have head lice must be excluded from school immediately. The school follows a “nit free” policy for re-admittance to school.

## **Health**

Students are required to be in compliance with immunization requirements established by the Texas Catholic Conference Education Department. Conscientious objections are not accepted. Immunizations are not in conflict with the Catholic faith. Students who do not meet these immunization requirements will not be allowed to attend classes until documentation of compliance has been received by the school.

The school’s Health Coordinator will supervise periodic screenings for vision, hearing, juvenile diabetes, and spinal irregularities according to the guidelines of the Texas Department of Health.

### TCCED Guidelines for Excluding Students from School:

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

Students should be fever free without the help of medication for 24 hours before returning to school. Please do not send students to school who have a temperature, have vomited within the past 24 hours, or are suffering from diarrhea.

School personnel are not authorized to practice medicine by administering medicine, treatments, or diagnosis. First aid is administered to the victim of an accident or sudden illness until the services of paramedics or a physician can be obtained.

### **Homework**

*Homework is a way of reviewing and reinforcing the lessons taught in school. It also helps students to develop work and study habits that will assist them throughout their years in school. There are recommended lengths of time spent on homework for*

*each grade level.*

*School Advisory Council Policy #11 - **HOMEWORK***

Homework is a means of reviewing and reinforcing the lessons taught in school. It is a complement to instruction. Students should do their homework and come prepared to class.

Homework must be completed and submitted on time.

Homework may be of two types: daily/short-term assignments and long-term projects or assignments such as book reports, term papers, etc. No other subject work may be done in another class unless permission is given by the teacher. Use of bottled Liquid Paper is not permitted at school by students. Students should use non-toxic markers.

Teachers will coordinate homework assignments so that the approximate time spent by students completing the homework is as follows:

<u>Grade</u>	<u>Time Spent on Homework</u>
K	10-15 minutes per night
1	20 minutes per night
2	30 minutes per night
3	40 minutes per night
4	50 minutes per night
5	60 minutes per night
6	1 to 2 hours per night
7	1 to 2 hours per night
8	1 to 2 hours per night

Concerns about homework should be put in writing to the

Principal only after discussion with the appropriate teacher has not resolved the issue.

It is the responsibility of the parent/guardian to provide each child with adequate time and a place to do homework without distraction. Parents/guardians must check homework for completion and quality. Homework is posted daily in the student's assignment book and on RenWeb.

## **Honor Rolls**

To recognize superior academic achievement, the Academic Honor Roll recognizes students in Grades 4 through 8:

- "A Honor Roll" requirements are all grades of A or A-. In addition, Conduct and Effort grades must be "Excellent" or "Satisfactory."
- "A - B Honor Roll" requirements are all grades of A, A-, B+, B, and B-.

In addition, Conduct and Effort grades must be "Excellent" or "Satisfactory."

The "Excellence in Conduct Honor Roll" recognizes students who receive all Excellent Behavior Grades.

A student with more than 3 tardies in a quarter is not eligible for any Honor Roll recognition. If a student arrives late with a note from a doctor or dentist, it will not affect eligibility for the Honor Roll recognition, but it will count against perfect attendance.

## **Internet Access Rules**

Each student who receives Internet access through an account will be instructed in the proper use of the network. The use of

the Internet at Holy Trinity Catholic School must be in support of education and research consistent with the educational objectives of the school. Students using the network of computing resources must comply with the appropriate rules for that network or resource.

- As a user of a network, I will not use bulletin boards, chat rooms, blogs, or social networks for personal use. In addition, I will not disclose my personal information, home address or personal phone number or that of other students, teachers or staff members.
- I understand that transmission of any material in violation of any federal or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Use for product advertisement or political lobbying is also prohibited.
- Users may encounter material on a network/bulletin board that is not considered appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.). The user is responsible for not perusing material that could be considered offensive. If the user encounters such material, he/she should notify the classroom teacher and/or the technology coordinator immediately.

## **Leaving School**

Students will not leave the school building or the grounds during the school day without the permission of a parent/guardian.

Leaving school without permission is classified as truancy.  
Leaving school early for any reason ruins perfect attendance.  
Students will not be permitted to leave classrooms for materials,  
forgotten assignments, or for frequent out of class activities.  
Students are not permitted to call home for forgotten  
homework, lunches or lunch money.

## **Library**

In their classrooms and in their library classes, students are taught the library skills necessary in helping them make the best use of the materials found in the library.

Most materials may be checked out for a one-week period.  
Students are encouraged to be responsible about returning books on time. Designated reference materials are never taken from the library. Fines are charged for the late return of books. A student who loses or defaces a library book will be charged the current price to repair or to replace the damaged or lost book.

## **Lost and Found**

Parents/guardians are asked to mark articles of clothing, book bags, lunch sacks, and other school supplies with names and initials. Students who find lost articles are asked to take them to the office, where they can be placed in the "Lost and Found" to be claimed by the owner.

## **Lunch**

To enable everyone to have an enjoyable lunch, the following additional rules will be followed in the cafeteria: students will not talk loudly in the serving line;

students will use conversational tones at the tables; students will

not talk to other students at surrounding tables; students will bus and clean their own trays and tables; and students will not move from table to table. Carbonated soft drinks may not be brought from home.

Parents are welcome to occasionally visit their children for lunch, but are discouraged from doing so on a regular basis because this is a key time for each child's socialization with classmates. We encourage parents to limit lunch visits to special occasions, such as birthdays, parents may join their children for lunch. Please call the school office if you would like to join your child for lunch.

### **Make-up Work**

Teachers will not send home assignments on the first day a student is absent. Any student properly readmitted with an excused absence will be given the opportunity to make up missed work upon his/her return to class. It is the student's responsibility to obtain assignments missed and to turn in completed work within the time frame set by the teacher. Usually, a student will be given two days for every day missed to make-up work assigned during an absence. (E.G., if a student misses three days of school, the student has six days to turn in **ALL** late work.) No credit will be given for work after the make-up period has expired if the student fails to contact the teacher. In cases of prolonged absences, make-up work will be decided upon by the teacher.

### **Mass Attendance and Church Use**

All students are expected to attend the services held in church and those services planned as part of the school day. Parents/guardians are always welcome to join in these services. Students

are expected to act in a respectful and reverent manner while participating in liturgies and prayer services. This includes those services held in the classrooms, the assembly room, and the church.

## **Medication Policy**

In accordance with Diocesan policy, only medication necessary for the child to remain in school will be given during school hours. Whenever possible, administration of medication to students should take place at home. Parents/guardians are advised to notify the health coordinator of any medication a student may be taking.

- Students may never have medication of any kind (prescription or non-prescription) in their possession, as they could unintentionally over medicate or share medication with other students.(Exception: Students carrying Epi pens must demonstrate an understanding of administering this to him/herself.)
- Parents/guardians are responsible for delivering all medication to the clinic/office and for picking up unused medicine. Medication is not kept from year to year.
- Over the counter medications can be dispensed at school with a doctor's prescription or by the parent/guardian.

PRESCRIPTION MEDICATION must:

1. Be prescribed by a licensed physician, dentist, Nurse Practitioner or Physician's Assistant and provided by a registered pharmacist (this includes inhalers and nebulizer treatments).

2. Be accompanied by a written parental consent with a completed and signed *Medication Authorization Form* on file at school (forms are available in the school office). Phone calls from parents or verbal permission to give medications are not acceptable.
3. Be properly identified with the prescription label from a pharmacy. Proper identification includes the student's name, medication name, directions concerning dosage, times, administration (oral, topical, etc.), and duration.

NON-PRESCRIPTION MEDICATION must:

1. Be in the original container, with visible directions, displaying student's name
2. Parent request for administration of non-prescription medications (including cough drops) must be consistent with directions for use on the package.

Examples of non-prescription medication (over-the-counter) include aspirin, Tylenol, Advil, antacids, antihistamines, cold tablets, cough drops, cough syrup, Motrin, etc.

Parent request for administration of any medication (prescription or non-prescription) must be consistent with directions on the package or prescription label. All medication must have valid expiration dates.

Medication will not be accepted that is received in an unlabeled container or plastic bag.

Parents/guardians are always welcome to come to school to administer medication to their child(ren).

## **Messages and Deliveries**

Unless there is an emergency, students will not receive messages, items left at home, or deliveries until the end of the day. Gifts, flowers, balloons, etc. are not to be delivered to school for a student.

## **Non-Discrimination Policy**

Holy Trinity Catholic School admits students of any race, gender, or faith to all the rights, privileges, programs, and activities of the school.

## **Non-Uniform Days**

From time to time throughout the school year, there are non-uniform days for special occasions such as a scout meeting day, a field trip, picture day, attendance at parish events and spirit days. All Dress Code rules apply on non-uniform days.

Walking shorts are permitted first and fourth quarters. Shorts should not be shorter than the tip of the student's longest fingertip when arms are placed at the student's sides. Girls may not wear skorts. Spandex or lycra clothing is not permitted. Shirts are tucked in. Waistlines on clothes must meet the student's waist. Pants are not baggy or low riding. Midriffs are not showing. Clothing is neat and clean. Rips and tears in the pants and shirts are not permitted. T-shirts that promote drugs or alcohol or that contain obscene language or inappropriate pictures are not permitted. Hats are worn with the permission of the teacher. Shoes should be safe and well-fitting with heels no higher than 1". Doc Martin-type boots, flip-flops, sandals, and ballet shoes are never permitted.

## **Parent-School Contract**

*As part of the enrollment procedures, parents/guardians sign a Parent-School Contract each school year.*

### *School Advisory Council Policy #10 - **PARENT-SCHOOL CONTRACT***

Parents or legal guardians are required to read and sign a Parent Contract as part of the Registration process. This contract signifies acceptance of parent/guardian responsibilities to the school and to their child's academic progress.

## **Parent Participation Hours**

According to the Parent-School Contract, each family is expected to volunteer of their time and talent a minimum of 20 hours per school year.

## **Parent-Teacher Conferences**

Teachers or parents/guardians may request a conference at any time. Parent-Teacher Conferences are scheduled for all students at the end of the first quarter. Conferences are also required for parents/guardians whose students are in danger of failing one or more subjects for the school year. Parents/guardians are expected to attend these conferences.

## **Parent Teacher Organization**

Holy Trinity Catholic School expects all families to actively participate in the Parent Teacher Organization (PTO) by attending the meetings and by participating in its fund-raising and community-building projects.

The organization supports the educational programs. It is a

means of communication and partnering between the school and the home. There is a “Back to School Night” meeting in August for every class in the school plus several meetings held during the school year. According to the Parent-School Contract, parents are expected to attend and support these functions.

## **Parental Cooperation**

Parental cooperation is required for continued enrollment. Students may be denied enrollment at any time during the school year if attitude, behavior, and academics become negative. Parents/guardians are expected to be supportive of the school’s philosophy and the educational efforts put forth by the teachers, administration, and pastor. Parents/guardians are expected to cooperate in good faith with the implementation and enforcement of all Holy Trinity Catholic School policies and procedures as stated in this Family Handbook and requested by the principal. Parents/guardians are encouraged to help their children to learn, to promote regular attendance and punctuality, and to provide an appropriate environment and adequate time for completion of schoolwork.

Parental behavior or failure to cooperate shall be grounds for removal of any student from the school. Additionally, parents/guardians are expected to model Christian behaviors and attitudes. Disrespectful behavior, vulgar language, or verbal abuse from parents/guardians may result in a situation where a family may be required to withdraw their child(ren) from the school, or a family may not be invited to return the following year.

## **Parties**

Non-school sponsored party invitations may not be passed out at

school unless everyone in the class is invited to the party. A directory is provided early in the school year, which may be used in obtaining addresses of students in the class if you prefer to mail invitations. Parents planning to bring lunch for a whole class must make arrangements with the school office at least 2 days beforehand. Pizza must be paid for prior to delivery or parents may bring in the pizza themselves. School parties include Christmas and Valentine's Day (Middle School has a Valentine's Dance). Requests for any other class parties must be submitted in writing and approved by the Principal.

### **Perfect Attendance**

Perfect attendance means being present in class from the beginning bell of the school day to the ending bell of the school day; that is, from 8:00 a.m. to 3:30 p.m. Arriving late to the classroom or leaving school early for any reason counts against perfect attendance.

### **Personnel**

Holy Trinity Catholic School is staffed by caring, dedicated, qualified teachers and staff. The principal will seek to employ the best qualified and committed personnel to assure quality education for all students. The faculty will model Christian behaviors, display professional attitudes, maintain classrooms conducive to learning, use instructional strategies that are most effective in promoting mastery learning, communicate effectively with the school community, and participate in ongoing spiritual and professional formation.

### **Permission for Publication**

Pictures of students or samples of students' school work may be

posted on the school's webpage or printed in newsletters, the yearbook, and other publications, informational brochures, and public news media. These visual representations may include photographs, film, slides, and/or videos. Representations of individual children will not be identified by name without the express permission of the parents or guardians.

## **Picking Up Children**

*Only those persons authorized by the parents on the Holy Trinity Catholic School Emergency Forms will have access to the students.*

### *School Advisory Council Policy #13 - **ACCESS TO STUDENTS***

Only those persons authorized by the parent/guardian and in writing are permitted to pick up students from Holy Trinity Catholic School. It is extremely important that those names are listed on the Emergency Form in the School Office, since no exceptions will be made to this procedure. Anyone unfamiliar to the school staff will be asked to prove identity.

Parents wishing to take a student out of class early must come to the School Office, indicate the reason for checking the student out, and sign the Sign-out Book. If the student returns to school on the same day, the parent/guardian will need to sign the student back in. The school discourages early dismissals unless necessary. Routine doctor and dental appointments should not be scheduled during the school hours.

## **Principle of Subsidiarity**

In keeping with the Catholic Church's principle of subsidiarity, students, parents, guardians, teachers and staff are encouraged to address disagreements and misunderstandings at the level at

which the situation occurs. Problems should be solved at the lowest level whenever possible. For example, if there is a concern with a teacher, the concern needs to be explored with the teacher first. The principal may be involved after the situation has been addressed at the level at which the concern exists.

## **Probation**

Students who are in danger of failing a grade or several subjects may be placed on an academic contract (probation). The student, teacher(s), principal, and parents will meet to determine what actions must be taken to improve the student's progress. New students may be placed on an academic contract if the principal believes this would aid in the student's academic success.

## **Promotion and Retention**

Retention is used with caution and only after careful consideration. Holy Trinity Catholic School follows procedures and practices which are consistent with Diocesan policy regarding retention. The decision to retain rests with the school principal.

In Pre-Kindergarten and Kindergarten, retention is recommended if a student has not reached a stage of maturity for learning.

In Grades 1 - 8, promotion is earned if a student maintains an overall average of 70 or above in core subjects. Each student will master grade level benchmarks in Math and Language Arts to progress to the next grade. A student who does not maintain an overall average of 70 or above in core subjects will be considered

for summer school, tutoring, retention, or placement in another school. In addition, a student must meet the school's requirements for attendance.

Parents/guardians will be notified of the possibility of retention no later than one week after the completion of the third quarter of the school year. Retention should be viewed as an opportunity for the student to develop his/her learning potential, rather than a failure.

Students who have been retained must meet the academic standards expected at that grade level. The same criteria for promotion apply. Students who do not meet this criteria may not repeat again and will be advised to seek another school.

## **Public Behavior**

Students represent Holy Trinity Catholic School whenever they are in uniform. It is expected that proper social customs will be observed when students are in public. Pride in oneself is important to gain respect from others in public. Profane and immodest behaviors are not acceptable. Students at Holy Trinity Catholic School remain students even off the school campus. Good behavior is expected at all times. Failure to comply with laws or rules of an establishment could result in consequences from the school as well.

## **Re-enrollment**

*Based on recommendations provided by the teachers, principal, and pastor, a student may be denied re-enrollment privileges at the time of spring registration. Returning students register in January if all financial obligations to the school are current. New students register in February.*

*School Advisory Council Policy #2 - **RE-ENROLLMENT OF STUDENTS***

Re-enrollment at Holy Trinity Catholic School is not automatically extended to every student. This privilege is reserved for those students for whom, in the judgment of the principal, Holy Trinity Catholic School has the most appropriate program and whose academic progress and behavior/attitude indicate a willingness to engage cooperatively in the school's program of spiritual and academic growth.

The attitude and behavior of parents and their willingness to follow school procedures and requests are also a consideration for registration of returning children. Returning students and families register in January if all financial obligations to the school are current.

### **Report Cards and Progress Reports**

Report cards are the formal notification of student progress to parents/guardians. They are issued the week after each quarter ends. However, report cards are held in the School Office if any tuition, After School Care fees, library fines, or lunch money is owed to the school.

The following symbols are used for recording and reporting progress in grades 1-8 These represent the Diocese of Dallas reporting system.

Grade Code:

94 - 100 = A = E	Represents work of superior quality
85 - 93 = B	Represents good quality
76 - 84 = C = S	Represents work that is of average quality

70 - 75 = D = N      Represents below average quality; needs improvement

69 - 0 = F = U      Failing

The Holy Trinity Catholic School year is divided into four quarters, each quarter being 9 to 10 weeks in length. During each quarter, a Mid-Term Progress Report and Report Card are distributed for each student. (Progress Reports are sent home at the halfway point of each quarter.)

Students in Grades 5-8 have specific guidelines for success both academically and in citizenship/conduct. These are outlined by the teachers at the beginning of the school year and explained along with consequences for infractions of these rules.

Kindergarten students receive report cards after Quarters 2, 3, and 4. Pre-Kindergarten students receive report cards following the 2<sup>nd</sup> and 4<sup>th</sup> quarters.

## **Sacramental Preparation**

Parents/guardians, with the help of the teachers and staff, are responsible for preparing their children for the Sacraments of Penance, First Communion, and Confirmation.

## **Safe Environment Policies and Procedures**

Without exception, all parents and volunteers are required to follow the Safe Environment policies and procedures established for the Diocese of Dallas. All field trip chaperones must receive clearance from the "Safe Environment Coordinator" in order to accompany students on the field trip. **This must be updated every year.**

## **Safety**

During school hours the child is under the care of the school personnel; outside of school time he is the responsibility of his parents. Hence, it is important that parents, as well as teachers, instruct the child in proper safety measures.

Students will avoid any activity which may endanger the health and safety of others.

Students who ride public transportation or walk home from school must have written permission of the parent/guardian and notice of the times and location of the bus stop on file in the office.

The school must have on file the telephone numbers of a neighbor or relative in case of an emergency when the parent/guardian cannot be reached. It is extremely important that phone numbers and names to call in emergencies are always updated.

## **Safety Drills**

Fire drills are held in accordance with the City of Dallas Fire Codes and Diocesan policy. Students are instructed in how to evacuate the building in case of fire. Each class will move in an orderly manner to a pre-designated area when the fire alarm is sounded. NO TALKING OR RUNNING is allowed during these drills. Fire drills are held monthly. All drills are unannounced except those practiced for training at the beginning of the year. Alternate routes are practiced in case of a blocked exit.

Students are instructed on safety precautions for tornado emergencies. Tornado drills are practiced for students to become familiar with procedures. For the safety of all students,

NO TALKING is allowed during drills. These drills are conducted twice each year.

Drills are also conducted twice each year for lockdowns and evacuation of the building.

## **School Advisory Council**

The Holy Trinity Catholic School Advisory Council exists to assist the principal and the pastor in making decisions regarding school operations. The pastor appoints nine people to serve on the council, six of whom are school parents and three of whom are parishioners. The School Advisory Council meets monthly during the school year.

## **School Hours**

*Supervision of students begins forty-five minutes prior to the start of the school day and ends at 6:00 p.m. at the close of Extended Day Care.*

### *School Advisory Council Policy #5 - **SUPERVISION OF STUDENTS***

The supervision of students begins at 7:15 a.m. The school day begins at 8:00 a.m. Students are tardy if they are not at their desks in their classrooms when the 8:00 a.m. bell rings. Students will require tardy passes after 8:00 a.m.

Classes are dismissed at 3:30 p.m. Students are to remain with their homeroom teachers in their designated areas until they are picked up or until they go to After School Care. All students should be off campus by 3:45 p.m. unless they are in tutoring, involved in a supervised extra-curricular activity, or in the After School Care Program. Students left on campus at 3:45 p.m. are

automatically signed into the After School Care Program, and parents/guardians are expected to pay the fees.

Early dismissal time will be 12:00 p.m. The monthly calendar and weekly newsletter from the principal will provide more details. Lunch is not served on early dismissal days.

After School Care may be offered on some of these early dismissal days. This will be noted in the school's weekly newsletter.

### **Search and Seizure**

The administration may inspect backpacks, lockers, and desks at any time. If there is reasonable suspicion that a student is responsible for placing illegal substances, weapons or other contraband in his/her desk, locker, book bag, gym bag, or pockets, the administration, with a witness, will search and seize the items. A student will be expelled for possession of illegal substances, alcohol, cigarettes, weapons, or other dangerous items and Holy Trinity Catholic School will report any such substances and articles to the proper authorities.

### **Soliciting/Selling on School Property**

Soliciting or selling of goods (i.e. candy, cookies, etc. for varied groups, organizations, or for personal use) not sponsored by the school is not permitted on school property during school hours. The school will not accept responsibility for the loss of said goods or money received for these items.

### **Special Events and Student Performances**

Throughout the school year many special events are planned for students and families of Holy Trinity Catholic School.

Participation in one of the two school musical performances is required of all students. The dates are published at the beginning of the school year.

## **Special Needs**

The teachers and staff of the school work to address individual needs of each student. However, they are not specially trained to meet the needs of students diagnosed with learning disabilities or differences.

## **Student Behavior Contract**

Students who exhibit unsatisfactory progress in behavior may be placed on a Student Behavior Contract. Parents and students will be given a copy of the contract. A Student Behavior Contract will remain in effect until the behavior is corrected. If the behavior is not corrected, the student will be asked to withdraw from school.

## **Summer School**

Summer School is intended to provide a student with an opportunity to achieve mastery in areas of individual academic weakness through an intense course of study.

While it is not possible to acquire a full year academic growth during the summer school term, areas of individual academic weakness can be more readily addressed and greater mastery of skills can be achieved in a small class situation with an emphasis on teacher directed instruction.

- Students may enroll in only two subjects for Summer School.
- Placement in summer school is required if a student fails one

subject area for any two quarters or does not maintain an overall average of 70.

- Placement in summer school is recommended if the teacher and principal believe continued intense instruction is needed for the student to achieve sufficient proficiency in a particular subject area.
- Written verification of an overall grade of 70 is required for the successful completion of a summer school course. Following the completion of the summer school work, promotion to the next grade level will be based on the recommendation of the summer school teacher and the principal as a result of student demonstrated skills mastery.

## **Suspension**

*Procedures and practices which are consistent with Diocesan policy will be in place to allow for the suspension of students at Holy Trinity Catholic School.*

*School Advisory Council Policy #6 - **SUSPENSION***

Suspension will be used as disciplinary action for students whose behaviors are extreme, continuous, or violent in nature.

Holy Trinity will not conduct "In School Suspensions," Students who have disrupted class or displayed blatant disrespect to another student or staff will be sent home.

Work assigned during a suspension is due the following day. The conditions of a Suspension will be determined by the principal.

## **Telephone**

The telephone in the School Office is always available for

students to use in an emergency. Please note that forgotten items, homework, or lunches are not considered to be emergencies. Because it is important that the School Office be fully aware of any student experiencing an emergency, phone calls must be made from the school office. In some instances, teachers may ask students to call parents to let them know homework was not completed.

## **TX Catholic Conference - Education Department**

Holy Trinity Catholic School is accredited by the Texas Catholic Conference - Education Department, known as the TCCED. This organization guides the school in its on-going efforts to create and maintain a quality educational program. This accreditation status is recognized by the Texas Education Agency.

## **Textbooks**

Textbooks are selected by the principal and teachers. All textbooks meet the guidelines of the Texas Catholic Conference Education Department and the Diocese of Dallas. Adoption is based on curriculum objectives and the needs of our students.

## **Tuition**

*Registration fees and the tuition rate for Holy Trinity Catholic School will be established annually after a review by the School Advisory Council. The School Office will collect registration fees. FACTS Tuition Management will collect tuition unless paid in full to the school. **Registration and tuition are non-refundable.***

*School Advisory Council Policy #4 - **REGISTRATION FEES AND TUITION***

Upon admission, each family will receive information on how to apply to FACTS online.

All families must pay in full or register for the FACTS Monthly tuition plan. All other fees must be paid through the FACTS Program.

- FACTS charges an annual processing fee.
- Monthly Plan: The first of 10 payments to FACTS is due in July. Payments are made July through April.
- Payments received more than 15 days after the due date will incur a late charge. Students are not permitted to attend school if tuition is 30 days past due.
- Report cards and records may be withheld if financial obligations to the school are not current.
- Students may not be admitted to classes if all tuition from the previous school year is not paid in full on or before Friday, April 20, 2012.
- The tuition rate at the time of registration continues throughout the school year and does not change if a child becomes a Catholic during the year, or if a non-parishioner becomes a parishioner during the year.
- Registration and tuition are non-refundable.

## **Tutoring**

Teachers offer tutoring for students in their classes. This may be offered to anyone interested in extra help or it may be at the

teacher's request. Sessions may be requested by the parents/ guardians, the teacher or the student in any subject area. Students who reach an average lower than 76% in any subject will be required to attend tutoring for that subject until the average is at or above 76%. Averages will be reviewed weekly. Additional tutoring is offered as part of the After School Care program for the standard daily rate. Students who need tutoring will be expected to arrive and leave on time.

## Uniform Guidelines

**All uniform items are purchased from the Parker Uniform Company.**

Note: athletic shoes must have non-scuff soles. The uniform guidelines are as follows:

<b>PK 3-4 Girls</b>	<b>PK 3-4 Boys</b>
Jumper	Navy Blue Pull On Long Pants (PS-PK)
Pastel Yellow Round Collar Blouse	Navy Blue Long Pants with belt (K)
Navy Blue Modesty Shorts	White Oxford Shirt
Black or Navy Blue/White Saddle Oxfords	<u>Solid Black</u> "Low Top" Athletic Shoes
White or navy knee socks. Tights in navy, Hunter green, black, white, or red may be worn during cold weather.	White or black Crew Socks (extend over the ankle)
Red Sweater with emblem on left	
Official HTCS Sweatshirt (Optional)	
<u>Parker Walking Shorts</u> (Optional)	

<b>Grades 1-5 Girls</b>	<b>Grades 1-5 Boys</b>
Jumper	Navy Blue Dress Long Pants
Pastel Yellow Round Collar Blouse	White Oxford Shirt
Navy Blue Modesty Shorts	Black or Brown Belt
Black or Navy Blue/White Saddle Oxfords	<u>Solid Black</u> "Low Top" Athletic Shoes
White or navy knee socks.	White or black Crew Socks (extend over the ankle)
Red Sweater with emblem on left	
Official HTCS Sweatshirt (Optional)	
Parker Walking Shorts (Optional)	
Belt for Walking Shorts (Optional)	

<b>Grades 6-8 Girls</b>	<b>Grades 6-8 Boys</b>
Plaid Skirt or Khaki Skirt	Navy Blue or Khaki Long Dress Pants
White Oxford Blouse	White Oxford Shirt
Navy Blue Modesty Shorts	Black or Brown Belt
Black or Navy Blue/White Saddle Oxfords	<u>Solid Black</u> "Low Top" Athletic Shoes
White or navy knee socks.	White or black Crew Socks (extend over the ankle)
	Uniform Plaid Tie (Mass Days)
Red Sweater with emblem on left	
HTCS T-Shirt (P.E.)	
Solid Navy Blue P.E. Shorts	
Official HTCS Sweatshirt (Optional)	
Parker Navy Blue or Khaki Walking Shorts (Optional)	
Belt for Walking Shorts (Optional)	

## **Visitors and Parents/Volunteers**

All visitors and volunteers entering the building must report to the School Office without exception. Parents/guardians are requested to use the main entrance door whenever entering the school building. Visitors/volunteers must sign in and receive a Visitor/Volunteer badge before entering the halls and classrooms. At the conclusion of the visitor/volunteer duty, the visitor/volunteer must sign out. Smoking and concealed weapons are not permitted anywhere on the campus, regardless of legality elsewhere.

Parents/guardians may visit the school at any time during the year. Requests to visit the school are made to the principal's office. The principal shall ensure that visits do not disrupt or interfere with the educational process in the classroom.

Parents/guardians bringing lunches, books, etc., or picking up students are asked to come to the office. Parents/guardians should never go directly to the classrooms.

## **Withdrawal Procedure**

When a student is to be withdrawn from school, the parent/guardian should come to the school office and notify school personnel in writing, as soon as possible prior to the actual withdrawal date. As soon as all financial commitments to Holy Trinity Catholic School have been settled, student records will be mailed directly to the new school. Student records are not released if unpaid balances in tuition, After School Care fees, library and book fines, or lunch IOUs remain.

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## Signature Page

Families are encouraged to read this handbook together and to discuss its contents. This handbook is a contract between the parent, student, and school regarding all aspects of student life. Signatures below signify you have read, understood, and will abide by the terms written in this handbook.

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Student (Grades 1-8)	Date
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Parent	Date
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Parent	Date
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I give permission for my child to be photographed or filmed during school activities, understanding that some of these images may be used in marketing or placed on the school website.

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Parent	Date
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Parent	Date
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