



# Family Handbook 2024 – 2025

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Holy Trinity Catholic School is accredited by the  
Texas Catholic Conference Education Department.

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January 2024

Dear Holy Trinity Families,

Thank you for entrusting the education of your students to Holy Trinity Catholic School. It is a true honor and privilege to work together to form our students as Saints and Scholars. As we believe that education is a pathway to College and Heaven, we will hold your students to high academic and conduct standards. Together, we can ensure the highest possible learning for our students, and I appreciate your help and support.

In order to best serve your students, we have outlined the policies and procedures included in this handbook. These policies are to be accepted by parents and students as essential parts of the covenant between families and Holy Trinity Catholic School. Please read this document carefully and sign the attached agreement to demonstrate your knowledge and understanding of policies. It is a binding contract by which you agree to follow the policies of Holy Trinity Catholic School. Violation of the spirit, intent or letter of philosophy and rules will be just cause for administrative action.

The enrollment of a student at Holy Trinity Catholic School is considered to be an agreement on the part of the student and his/her parents/guardians that they will comply with all the school procedures, rules and regulations as set forth in this handbook. The principal retains the right to amend the handbook for just cause and parents will be given prompt notification if any changes are made.

The faculty and staff at Holy Trinity Catholic School look forward to working with you to live our mission, fostering academic excellence in a nurturing environment of love, prayer, service, and leadership. Together let us pray that God, who has begun this good work in us, may carry it through to completion.

God Bless,



Mrs. Kaitlyn Aguilar



## HOLY TRINITY CATHOLIC CHURCH

*The Uptown Catholic Community*

Dear Friends,

January 2024

May the peace of our Lord, Jesus Christ, be with you always!

Jesus gave these instructions to his disciples: “Go, teach, and baptize in the name of the Father, and of the Son, and of the Holy Spirit.” These words serve as our guiding light.

At Holy Trinity, we are dedicated to equipping our students and their families with the tools they need to actively engage with the world. We foster an environment that cultivates reason, intelligence, responsibility, education, and above all, a strong foundation of faith. Our Catholic beliefs are not separate from our instruction; rather, they form the very essence and context of all that we teach.

Our students are taught to know Jesus, to love Jesus, and to serve Jesus. We believe that our students are empowered to excel academically, physically, emotionally, and spiritually because of Holy Trinity’s dedication to this principle.

It is with immense gratitude that we acknowledge the support and dedication of our parish and school families. They truly understand the value and privilege of a Catholic education, and joyfully invest their time, talent, and resources for the betterment of our children. Together, we have created a community that cherishes the opportunity to foster the growth and development of our future leaders.

Entrust your child to us, and we promise to nurture apostles of Christ – individuals who will not only embody the teachings of our faith but also become leaders in their own right.

May the peace of our Lord, Jesus Christ, be with us all.

Always,

A handwritten signature in black ink that reads "Rev. Milton Fleming Ryan, C.M." The signature is written in a cursive, flowing style.

Father Milton Fleming Ryan, C.M.  
Pastor: Holy Trinity Catholic Church

## **INTRODUCTION TO HOLY TRINITY CATHOLIC SCHOOL**

### **HISTORY**

Founded by the Daughters of Charity in 1914, Holy Trinity is the oldest continuously operating Catholic elementary school in the Diocese of Dallas. As such, we have watched the city of Dallas grow up around us. Because of our central location, we serve families from all over the city of Dallas including the fast-growing Uptown area. We are proud that our rich Vincentian tradition continues to inspire spiritual development and academic excellence in our students today.

### **MISSION STATEMENT**

The community of Holy Trinity Catholic School fosters academic excellence in a nurturing environment of love,

prayer, service, and leadership.

## **ROOT BELIEFS**

We are made in the image and likeness of God.

As creations of God all people are deserving of love, respect, and attention.

Commitment to community and service will make this world a better place.

Dedication to school, church, and civic communities guides us to reach out in Christian service for the betterment of all God's earth.

Education is a pathway to college and Heaven.

Knowledge and truth should be accessible to everyone to prepare disciples who will use their talents and abilities to fulfill Jesus's mission of leading others to God.

Catholic education prepares and strengthens the whole child.

Faith-based curriculum, materials, and structures promote a safe environment for our children to be educated in mind, body, and spirit.

The Eucharist is the source and summit of all we do, believe, and practice.

Jesus Christ is ever present with us. He is the reason we educate our children, serve one another, and communally worship.

## **CORE VALUES**

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 emphasizing **love, prayer, service, and leadership**.

## **STATEMENT OF NONDISCRIMINATION**

Holy Trinity Catholic School admits students of any race to all the rights, privileges, programs, and activities of the school and provides equal opportunity and access to persons without regard to race in administration of educational policies, admissions policies, and any other school-administered program.

## **HOLY TRINITY CATHOLIC SCHOOL NAME AND LOGO**

The school's name and logo are the property of Holy Trinity Catholic School. All logos and images associated with Holy Trinity Catholic School and its associated entities are for the sole use of the school. The logos, insignia, and images may not be reproduced, duplicated, or altered without express written consent from school administration. This includes the school logo and athletic logos, as well as images from the school website. Independent use of any of these logos and images on sports team uniforms, paper goods, clothing, decals, monogrammed or imprinted items, etc. is prohibited.

## **HANDBOOK ORGANIZATION**

This Handbook contains information needed by both students and parents during the school year. The information is organized alphabetically. The term "parent" refers to the student's parent or legal guardian. The



information in the Handbook reflects the requirements, policies, and procedures that are in effect as of the printing date.

## **RIGHT TO AMEND**

Holy Trinity Catholic School reserves the right to make changes to policies included in this Handbook. If, during the school year, a situation arises that is not addressed in the Handbook, the Principal is empowered to implement procedures that support the common good of the school community.

The Principal is also empowered to grant exceptions to any of the requirements, procedures, or policies set forth in this Handbook. Changes or additions will be distributed in the weekly newsletter and will be effective immediately. If a question arises as to the meaning or interpretation of any of the provisions in this Handbook, the Principal shall determine such meaning or interpretation.

## **ACADEMICS**

### **Academic Responsibilities**

#### ***Student Responsibilities***

- **Academics are the student's primary responsibility.**
  - **Students are required to complete all assignments and submit them on the due date. Students who miss due dates will be required, at the teacher's discretion, to complete their assignments either before school, during lunch, or after school.**
  - **Students are required to follow the HTCS Attendance Policy.**
- Students are to obtain homework when they are absent.
- Students are to communicate to the teacher any mitigating circumstances that prevent timely completion of assignments.
- Textbooks and consumable workbooks are issued to students at the beginning of the school year. Students are responsible for their upkeep. Students will be held accountable for lost or damaged textbooks. Fees for damaged books will be assessed by the school administration.
- All students are issued a laptop or an iPad for the school year. The student is responsible for the care of the device. If it is broken or damaged, the student will be required to pay for its repair or replacement and may not be able to get another device to use until said payment is made.

#### ***Parent Responsibilities***

- Stress to students the importance of good attendance.
- Provide a specific time and dedicated place for homework.
- Supervise (but not complete) the child's homework.
- Communicate concerns to the teacher in an effective manner.

#### ***Teacher Responsibilities***

- Inform students of the school's guidelines as well as his/her own guidelines.
- Assign homework that provides enrichment and reinforcement of topics introduced during class time.
- Provide feedback on assignments and projects in a timely manner.
- Communicate with parents and students in an effective manner.

### **Student Led Conferences**

Student led conferences are required at the end of the first quarter and optional at the end of the third quarter. The purpose of these conferences is to provide students, parents, and teachers the opportunity to plan and work together for the success of the student. The students create a portfolio of artifacts and reflections from the work that they have completed. They lead the conference, explaining their progress and reflecting on their accomplishments and setting goals. All students are required to attend these conferences with their parents.

## **Curriculum**

The curriculum of HTCS complies with the academic requirements as determined by the Diocese of Dallas, the Texas Catholic Conference of Bishops Education Department, and the Texas Education Agency.

## **Graduation**

Students must complete Texas Catholic Conference Education Department requirements for 8<sup>th</sup> grade to receive a Holy Trinity Catholic School diploma. All fees and tuition must be paid in full at least three weeks prior to graduation for the student to participate in graduation activities and ceremonies. High schools will receive final grades after all tuition and fees are paid.

A graduation Mass is celebrated for graduating students, their families, and friends during which students receive diplomas and other awards.

## **Homework**

The purpose of homework is to reinforce what is learned during the school day and to provide the opportunity for independent study. Teachers may give special projects that extend over several days or weeks. Assignments may take longer due to a student's understanding or the level of difficulty of the topic. Homework may also take longer to finish if students do not begin long-term projects as soon as they are assigned. The typical student will spend the following amount of time with homework each day:

Grades 1-2: 30 minutes  
Grades 3-4: 30-45 minutes  
Grades 5- 6: 45-60 minutes  
Grades 7- 8: 60-90 minutes

If the amount of time that a student spends on homework seems excessive, parents are encouraged to contact the teacher to determine the cause.

## **Parental Access to Student Records (CSO Policy 5115.3)**

Parents will be allowed to inspect and review their student's education records, at a date and time convenient to the school unless a court has ordered otherwise. Records will always be reviewed in the presence of school personnel appointed by the chief administrator. The school may provide copies of the records and, if it does so, may charge a fee.

In the event a court order is in place which limits a parent's access to a student's educational records, or which otherwise limits the contact a parent may have with the school regarding the student, the family must provide a complete, final, signed copy of the order to the school when the student is enrolled. If such a court order is issued after a student has enrolled, the family must provide a complete, final, signed copy of the order to the school as soon as it is signed by the judge.

The school will, when and to the extent reasonably possible, honor restrictions on access to educational records imposed by such an order. However, school personnel are not family lawyers and it is not the school's responsibility to enforce court orders. (See #4 in Appendix 1 titled: "Reimbursement for School Costs and Attorney's Fees" for additional information regarding school involvement in family custody disputes.)

Schools will generally not release a student's records to third parties without the written consent of a student's parent or legally responsible adult. As an exception to this rule, a school may disclose student records to or for:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit or evaluation purposes

- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- To comply with a judicial order or lawfully issued subpoena
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

If a specific reason exists to further limit access to a student's educational records, the student's parent or legally responsible adult must provide a specific, written request that explains the basis for the additional restriction to the school's chief administrator. The chief administrator, in his or her sole discretion, will determine whether implementing special procedures for a student's records is appropriate and reasonably feasible on a case-by-case basis.

## **Progress Reports**

Student progress is monitored continually by HTCS teachers. Students in 2<sup>nd</sup> – 8<sup>th</sup> grades receive mid-quarter progress reports.

## **Report Cards**

Report cards report a student's progress in academics and the development of Christian values and character.

- A report card is issued at the end of each quarter for students in 1<sup>st</sup> – 8<sup>th</sup> grades.
- Kindergarten students receive a report card at the end of the first semester and at the end of the third and fourth quarters.
- Preschool receives a report card at the end of the first and second semester.

HTCS uses a template based on the Diocese of Dallas template. Parents are asked to review the report card with their child to discuss strengths, areas of growth, and goal setting.

## **Grading Practices**

Holy Trinity Catholic School believes that the primary purpose of grading is to communicate authentic academic achievement. The school has implemented the following practices:

- Behavior and work habits are not included in academic grades. Grades are reported on the report card as:
  - Academic
  - Behavior (FACTS SIS Citizenship)
  - Work Habits (FACTS SIS Comments)
- No late grades:
  - Students are required to complete overdue homework and long-term assignments.
  - Time and location for completing these assignments is at the teacher's discretion.
  - Teachers may require that students attend "Homework Detention" during recess or after school.
- Academic Dishonesty
  - Students receive a grade appropriate consequence (non-graded).
  - Students are required to retake the test or redo the assignment under a teacher's supervision.
- Group Work
  - Group work is used as a tool for learning.
  - Students do not receive a "group" grade.
  - Students may be graded individually.

- Zeros
  - Multiple efforts are to be made so that students do not receive a grade of 0.
- Unfinished Classwork
  - If classwork is graded, only work that is completed in class is to be graded.
  - Unfinished classwork may be sent home as homework for completion.
- Extra credit is not offered.
- Retakes
  - Retakes may be offered at the teacher's discretion. However, teachers will not give retakes to students after an unexcused absence.
  - If a retake option is given, students must demonstrate that they have continued to study the material.
  - The grade that is recorded is the highest grade earned.

## Grading System

Holy Trinity Catholic School uses the diocesan grading system. The coding is as follows:

### ***Pre-Kindergarten***

#### Academic Codes

3	Mastered
2	Progressing
1	Needs Improvement

#### Conduct Codes

+	Satisfactory
/	Improvement Needed

### ***Kindergarten***

#### Academic Codes

3	Meets Grade-Level Standards
2	Making Adequate Progress Towards Grade-Level
1	Not Making Adequate Progress Towards Grade- Level
N/A	Not Assessed at This Time

#### Habits of a Learner

E	Exemplary
M	Most of the Time
S	Sometimes
R	Rarely

### ***Grade 1***

#### Academic Codes

E	Excellent	100-94
G	Good	93-85
S	Satisfactory	84-76
N	Needs Improvement	75-70
U	Unsatisfactory	Below 70

#### Conduct Codes

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

## **Grades 2 through 8**

### **Academic Codes**

A	100-94
B	93-85
C	84-76
D	75-70
F	Below 69

### **Conduct Codes**

E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

## **Standardized Tests**

Students in 1<sup>st</sup> – 8<sup>th</sup> grades are given nationally standardized achievement tests – Iowa Assessments and the Cognitive Abilities Test (CoGAT) in October.

## **Honor Roll**

Holy Trinity Catholic School formally recognizes students each quarter for exceptional work in academics and Christ-like behavior in 5<sup>th</sup>-8<sup>th</sup> grades. These awards are presented the week after report cards go home.

### **Honor Roll Levels**

- Principal's Honor Roll – The student must achieve a grade of 94% or higher in all subjects and earn an "E" in all conduct grades.
- First Honor Roll – The student must achieve a grade of 94% or higher in four of the six major subjects (religion, social studies, literature, English, mathematics, and science), a minimum of 85% in all other subjects, and earn an "E" or "G" in all conduct grades.
- Second Honor Roll – The student must achieve a grade of 85% or higher in all subjects and earn an "E" or "G" in all conduct grades.
- 

## **Awards**

The Be Tiger Bold Award focuses on our core values of love, prayer, service, and leadership. Each quarter, a different value is highlighted and presented to one student in each grade who consistently demonstrates exemplary conduct in living out the HTCS mission statement.

- Quarter 1- Love
- Quarter 2- Prayer
- Quarter 3- Service
- Quarter 4- Leadership

## **Promotion and Retention**

Progress through the grades is a matter of achievement of basic skills, age, and social development. Most students will move through the grades at the rate of one grade per year. Some students, however, may benefit academically if retained one grade. Consultation among the parents, teachers, and Principal will be arranged prior to a decision being made. The final decision regarding a student's promotion and/or class placement within a grade rests with the Principal.

### **Conditional Promotion**

A student in 5<sup>th</sup> – 8<sup>th</sup> grades who has a grade of 69% or lower or attendance of less than 90% in any of the core subjects: reading, English, math, science, social studies, or religion for any two quarters during the academic year is placed on academic probation. The student must successfully complete one of the following options to be removed from probation:

- Complete a summer school program in the failed subject and achieve the grade of 80% or

above in such subject. A certificate of summer school completion must be provided to the school at the start of the academic year.

- Satisfactorily complete a tutoring program in the failed subject. Written confirmation of the objectives covered, and results must be returned to the school at the start of the academic year.

A student in K – 4<sup>th</sup> grades may be placed on academic probation based upon teacher recommendation due to attendance, grades, test scores, and/or observation. A student in K – 4<sup>th</sup> grades who is on academic probation must comply with the school's recommendations to be removed from academic probation.

If a student does not satisfy the above requirements, the student will be refused readmission to the school.

All summer school and tutoring programs must be approved in advance and in writing by the school administration.

### **Retention**

The decision to retain a student is made following a comprehensive overview of the student's performance with input from parents, teachers, and the administration. Parents will be notified in writing of the possibility of retention prior to March 31<sup>st</sup> of the current school year. The final decision regarding a student's promotion or class placement rests with the administration. In accordance with diocesan policy, retention of a student for more than one year is avoided, if possible, especially beyond the 3<sup>rd</sup> grade.

#### **Retention Policy for Kindergarten**

A student is retained if after ongoing discussion among the parents, teacher, and the administration it is determined that the student would benefit from an additional year in kindergarten. The final decision rests with the administration.

#### **Retention Policy for First through Fifth Grades**

A student is retained at the end of the school year and must repeat the grade if the student has a final report card average of N (Needs Improvement) in 1<sup>st</sup> – 2<sup>nd</sup> grades or an average of 69% or less in 3<sup>rd</sup> – 5<sup>th</sup> grades, in two of the core subjects: reading, English, math, science, social studies, or religion.

#### **Retention Policy for Middle School**

A student in middle school is retained at the end of the school year if the student has an average of 69% or lower in two of the core subjects: reading, English, math, science, social studies, or religion. The student will not be readmitted to Holy Trinity Catholic School, as it is not in the best interest of middle school students to remain at the same school where they have been retained.

### **Learning Differences**

Holy Trinity Catholic School recognizes that some students learn differently than their same age peers and may require accommodations to be successful in their academic career. A student must have a formal accommodation plan to be eligible for accommodations.

### **Evaluation and Testing**

All reports, evaluations, and testing information provided by or to educational professionals are processed through the school administration.

If the administration of Holy Trinity Catholic School has recommended an educational evaluation for a student and the parent refuses to have the student evaluated in a timely manner, the administration reserves the right to require the parents to withdraw the student from HTCS.

## **Accommodation Plans**

Upon receiving a copy of the testing results, the school, parents, and if appropriate, the student will meet to discuss the results and determine the best way to serve the student's needs. A formal accommodation plan will be drawn up stating the responsibilities of each party. The accommodation plan will be reviewed annually prior to the start of the school year and may be reviewed during the school year as needed.

## **Release of Student Records and Letters of Recommendation**

All forms or student records requested by a diagnostician or other professional will be sent by the administration directly to the diagnostician or professional upon receipt of a parent's written permission. Additionally, all letters of recommendation written by teachers will be sent from the school office. All student work is treated as confidential.

## **ADMISSION AND REGISTRATION**

Parents who desire a Catholic education for their child are invited to seek application for admission to Holy Trinity Catholic School. As openings become available the following priorities determine how students will be considered for acceptance to HTCS:

1. Siblings of students currently enrolled at Holy Trinity Catholic School.
2. Members of Holy Trinity Catholic Church Parish.
3. Other applicants.

## **Age Requirements**

The State of Texas has the following minimum age requirements for students entering school:

- PreK3 Students must be three years old on or before September 1<sup>st</sup> of that year.
- PreK4 Students must be four years old on or before September 1<sup>st</sup> of that year.
- Kindergarten Students must be five years old on or before September 1<sup>st</sup> of that year.
- 1<sup>st</sup> Grade Students must be six years old on or before September 1<sup>st</sup> of that year.

## **Admission Requirements for New Students**

A completed application form must be submitted, along with a non-refundable application fee. In addition to the completed application and fee, the following are required:

- Satisfactory performance on placement test.
- Successful shadow day or partial day.
- Birth Certificate
- Baptismal Certificate (Catholic applicants only)
- Immunization Records (Parents must provide proof that a child entering the school has received the series of immunizations required by law and the Diocese of Dallas Catholic Schools Office.)
- Health Records
- Report Cards
- Standardized Test Results
- Record of IEP (if applicable)
- Disciplinary Record – To include alternative education placement if applicable.
- Custody Agreement (if applicable)
- Home Language Survey
- Income Survey
- Signed Handbook Agreement

## **Admission Requirements for Preschool Students**

In addition to meeting the above referenced age requirement, preschool students must be completely toilet trained and perform satisfactorily on a preschool assessment.

## **Conditional Admission**

Students new to Holy Trinity Catholic School are accepted on a probationary status for 60 calendar days. Students may be asked to withdraw prior to the end of the 60-day probationary period if the administration determines it is in the best interest of the student and/or the school for the student to do so.

### **Registration of Existing Students**

Priority of enrollment for existing students begins the first month of the new calendar year and ends at the end of Catholic Schools Week. In order to ensure a place for the student, a non-refundable registration fee is due before the end of priority enrollment.

## **ASBESTOS**

The Asbestos Hazard Emergency Response Act requires all schools be inspected to identify any asbestos containing building materials. The law further requires the development of a management plan, based upon the findings of the inspection, which outlines the school's intent to control the potential for exposure to asbestos fibers. The school's asbestos management plan and the steps that were taken to assure compliance are on file at the parish office. The plan was revised during the summer of 2022.

## **ATHLETICS**

### **Athletic Mission Statement**

The mission of the Holy Trinity Catholic School Athletic Department is to provide an athletic program with an emphasis on Christian principles and good sportsmanship, and to govern healthy competition between teams and among student-athletes in 5<sup>th</sup> – 8<sup>th</sup> grades.

### **Athletic Philosophy**

Student athletes, coaches, parents, and spectators are always to keep in mind that the contests in which the student-athletes compete are games and should be fun for everyone involved. Winning is a worthwhile goal and purpose when viewed in the proper perspective. When doing one's best, enjoying intense competition, and receiving the character-building benefits of competition, winning can be a most honorable goal. Activity programs provide valuable lessons for practical situations – teamwork, sportsmanship, winning and losing, and hard work. Through participation in activity programs, students learn self-discipline, build self-confidence, and develop skills to handle competitive situations.

### **Governance**

The athletic director (AD), appointed by the Principal, supervises and directs the extracurricular athletic program in a manner consistent with the policies of the school and the DPL.

### **Dallas Parochial League**

Student-athletes in 5<sup>th</sup> – 8<sup>th</sup> grades compete in the Dallas Parochial League (DPL). Information regarding the DPL can be located on their website at [www.dallasparochialleague.com](http://www.dallasparochialleague.com). The DPL sponsors the following sports/competition: football, volleyball, cross country, basketball, golf, swimming, soccer, tennis, baseball, softball, and track & field. HTCS athletic policies conform to the rules and guidelines of the DPL. The DPL annually offers scholarships. For detailed information regarding eligibility, application, and deadlines, please visit the DPL website.

### **Division/Formation of Teams**

In 5<sup>th</sup> – 6<sup>th</sup> grades, teams are formed in accordance with DPL rules. Student-athletes may be grouped by position and assigned to a team, or by other similar selection processes defined by the AD. This process will be supervised by the AD.

In 7<sup>th</sup> – 8<sup>th</sup> grades, teams are formed in accordance with DPL rules. Tryouts for the "A" team will be conducted under the supervision of the AD. Outside judges may be utilized when needed.



## **Practice**

For the purpose of this policy, "athletic event" is defined as a contest, practice, or other scheduled meeting of team members.

Students in 5<sup>th</sup> – 6<sup>th</sup> grades may not participate in more than two (2) athletic events per sport during the school week (Monday through Thursday). Exceptions to these guidelines may be granted by the AD with the approval of the Principal.

Students in 7<sup>th</sup> – 8<sup>th</sup> grades may not participate in more than three (3) athletic events per sport during the school week (Monday through Thursday). Exceptions to these guidelines may be granted by the AD with the approval of the Principal.

During Achievement Testing or other crucial study/examination periods, the AD and Principal may cancel, limit, or reschedule athletic events (including practices) as appropriate.

## **Participation**

Holy Trinity Catholic School strives for each student-athlete to have a minimum playing time of 25% per contest. Exceptions to this rule are as follows:

- A coach may recommend that a student-athlete be held out of a contest/practice for disciplinary reasons associated with misconduct (disrespect, insubordination, etc.). The coach must inform the student-athlete, parents, and AD in writing and/or verbally regarding his/her recommendation. The AD will have the final decision and inform the Principal.
- Student-athletes may also be withheld from contests/practices due to habitual tardiness or failure to attend practices/games, provided such situations are not the result of illness or other reasons beyond the student-athlete's control.
- A student-athlete may be held out of a contest at the discretion of the coach, coordinator, and/or AD when safety of the student-athletes is a concern.
- Student-athletes may ultimately be dismissed from a team with the approval of the AD and the Principal. Registration fees will not be refunded.

## **Student-Athletes**

All HTCS student-athletes in 5<sup>th</sup> – 8<sup>th</sup> grades with good conduct and academic standing may participate in sports. Non-HTCS students may participate on HTCS teams under the following conditions:

- It does not interfere with the opportunities for HTCS students to participate.
- Non-HTCS students must be students at other Catholic schools within the Dallas Diocese who would not otherwise have the opportunity to participate in the sport.

The following are expectations for HTCS student-athletes:

- Always know and demonstrate the fundamentals of good sportsmanship.
- Do not applaud errors by opponents or penalties assessed against them.
- Do not heckle, jeer, or distract the opposing team or its coaches.
- Do not criticize other student-athletes.
- Avoid profane language and obnoxious behavior that is contrary to Christian values and sportsmanship.
- Censure fellow teammates whose behavior is inconsistent with the mission and philosophy described in this handbook.
- Respect the judgment and strategy of the coaches.
- Refrain from protesting calls of game officials to the point that it reflects poorly on the school.

## **Coaches**

The AD, in consultation with the Principal, selects coaches. Coaches have discretion to appoint an assistant with the approval of the AD. Coaches and assistant coaches of the team may be suspended, removed, or not allowed to coach for failure to comply with DPL, school, and/or Holy Trinity Catholic Church policies. Such actions will be the decision of the Principal, after consultation with the AD.

Upon assignment, each coach is charged with his/her responsibilities as described, below.

### ***Leadership and Sportsmanlike Conduct***

- Coaches are required to always set a Christian example. The coach will lead student-athletes in prayer at games and practices.
- Coaches are to encourage sportsmanship by student-athletes and to create an environment in which students can learn meaningful life values.
- Coaches are to always demonstrate good sportsmanship and refrain from protesting calls by game officials to the point that it reflects poorly on the school.
- Coaches are never to lead a practice or game if he/she has been drinking alcoholic beverages.
- Profanity and abusive language by coaches is not tolerated.
- DPL rules prohibit the use of tobacco in any form at practices or games.
- DPL reserves the right to fine schools for violations of its rules. Coaches must be aware that such fines levied against HTCS will be passed on to the person(s) whose behavior or actions resulted in the fine.
- At no time will disciplinary action take the form of physical punishment or harassment. Coaches should seek alternative methods of discipline. Disciplinary measures, when necessary, should be fair, equitable, and used in moderation.
- In addition to the education and training of student-athletes, coaches are responsible for the safety and security of both student-athletes and the school property entrusted to them.
- Coaches should keep to scheduled practice times and report, in writing, to offending parent, sport coordinator, and AD of all habitual tardiness of student-athlete pick-ups.

### ***Safe Environment Clearance***

- Prior to coaching, all coaches, assistant coaches, team managers, and other representatives are required to complete and maintain Safe Environment clearance.
- All coaches, assistant coaches, team managers, and other representatives are required to attend the DPL's mandatory workshop, "Play Like a Champion" prior to coaching in the league. Workshop schedules are available on the DPL website.
- Two adults, including the coach, are to remain on the premises at practices and games until all student-athletes have been picked up by a parent or other designated individual.

### ***First Aid and Injuries***

- Coaches must have a first aid kit available at all practices and games. In the event an accident does occur, the coach is to submit a completed accident report form to the AD's office the next school day.
- All coaches, assistant coaches, team managers, and other representatives must annually attend the "Blood Borne Pathogens" and first aid training session provided each year by HTCS, as required by the Diocese of Dallas.
- In the case of a sprain or bruise, apply ice as soon as possible and elevate the injured area.
- In the event of a serious injury including, but not limited to, severe bleeding, broken bone, possible concussion or unconsciousness, a coach, team manager, other team representative, parent, or non-

injured student-athlete is to call 911 immediately. Proper procedures should be adhered to as follows:

- Have an adult supervise the injured student-athlete at all times.
- Do not move the injured student-athlete until professional help arrives.
- In the case of severe bleeding, make sure protective gloves are worn and apply pressure to the injured area.
- All first aid material waste must be disposed of properly.
- Notify the AD and Principal as soon as possible.

### ***School Property and Safe Playing Conditions***

Coaches are also responsible for the safe and secure use of school property, whether belonging to HTCS or another hosting school. It is the coach's responsibility to ensure that playing surfaces and other conditions provide a safe environment for student-athletes. This includes being aware of the presence of unauthorized individuals and other risks to the student-athletes. Unsafe conditions with respect to the school's facilities are to be reported promptly to the AD. Coaches are responsible for ensuring that the school's facilities are properly cared for while under their control.

### **Parents and Spectators**

Just as HTCS has expectations for student-athletes and coaches, similar expectations also exist for parents and other spectators. These include the following guidelines:

- Always know and demonstrate the fundamentals of good sportsmanship.
- Do not applaud errors by opponents or penalties assessed against them.
- Do not heckle, jeer, or distract the opposing team or its coaches.
- Do not criticize any student-athletes.
- Avoid profane language and obnoxious behavior that is contrary to Christian values and sportsmanship.
- Censure fellow spectators whose behavior is inconsistent with the mission and philosophy described in this Handbook.
- Respect the judgment and strategy of the coaches.
- Do not challenge coaches during games or practices. Grievances may be addressed outside the game/practice environment. Unresolved issues should be reported to the AD.
- Do not protest calls of game officials and score keepers. Direct dialogue with a referee during a game-in-progress can result in expulsion or suspension from future games.
- The DPL reserves the right to levy fines against schools whose parents/spectators fail to comply with DPL rules. Any such fines levied against HTCS will be passed on to the offending spectator or appropriate parent. Other sanctions may be imposed by the school, with or without DPL action, against parents/spectators who fail to comply with these rules.
- Parents are responsible for picking up trash and disposing of it in area receptacles.
- Parents should clean up school facilities and areas used by teams after each event.
- Parents should ensure their student-athlete arrives at the appointed time for practices/games ready to participate. Parents should promptly pick up their child at the end of practices/games. Parents should notify coaches, as early as possible, if their child will miss a practice/game.

## **ATTENDANCE**

The beginning of the day has an impact on the rest of the day. Drop off ends, and morning announcements and prayers begin at 8:00 AM each morning. This affords the students an opportunity to visit with classmates, pray, participate in announcements, unpack, and get organized in a calm and peaceful manner. Students are required to be present in their classrooms and ready to work at 8:00 AM every day.

A student is required to attend class for a minimum of 162 days (90%) of attendance days to be promoted to the next grade level. A student who does not attend 90% of a class during the school year will not pass that class and may be required to participate in a summer program, repeat the grade, or be dismissed from the school. Excused absences include student illness or injury, family emergency, death of a family member, or a

doctor or dental appointment that cannot be scheduled outside of school hours.

The school understands that there may be rare and extenuating circumstances that prevent a student from being present. Special permission for these circumstances must be prearranged with the Principal. Parents are encouraged to schedule vacations during regular school breaks. Missing several days of classes is detrimental to the student and causes hardship to the teachers. Teachers may not give assignments in advance.

Any student who is absent from school without a valid excuse on 10 or more days or parts of days within a six-month period in the same school year, or on three or more days or parts of days within a four-week period is a truant.

### **Absences**

- Parents must notify the office of an absence by 8:30 AM of the day the student is absent.
- If a child arrives after 10 am it is half-day absence.
- Students who are absent, or leave early may not participate in that day's extracurricular activities including athletic games, competitions, or practices. Students who are absent on Fridays may not participate in extracurricular activities that weekend.

### **Assignments for Absentees**

Students are required to make-up all work missed due to absence. Students have one school day to make up work for each day they are absent; a student who is absent three days will have three school days, including his or her first day back at school, to complete all missed assignments. It is the student's responsibility to obtain make-up work.

Parents who wish to pick up work on the day a student is absent may call the school office by 8:30 AM and the homework will be ready for pick up at 3:30 PM. General assignments can be found on FACTS SIS.

### **Attendance Codes**

In order to accurately track student attendance, students are checked in and out from school using our Raptor Visitor Management system. Attendance is then transferred to our student information system, Renweb for record keeping. Although the report card only shows "absent" and "tardy" the school tracks attendance using more detailed codes so that we can take into consideration excused absences from school. The codes used to track attendance and when they are used are below.

**AE:** Absent excused used when a student is absent or leaves before 11 am for an excused reason

**AU:** Absent unexcused used when a student is absent or leaves before 11am for an unexcused reason

**A1/2:** Half day absence used when a student arrives after 10am or leaves before 1:30pm

**AE 1/2:** Half day absent excused used when a student arrives after 10am or leaves before 1:30pm for an excused reason

**TE:** Tardy Excused used when a student arrives between 8am-10am for an excused reason

**TU:** Tardy Unexcused used when a student arrives between 8am-10am

**ED:** Early Dismissal used when a student leaves between 1:30pm and 3:30 pm

**EDE:** Early Dismissal Excused used when a student leaves between 1:30 pm and 3:30 pm for an excused reason

**R:** Return to school used when a student checks out and then returns within the same school day

Excused Reasons for Absence include:

- Doctor's Note
- Parent Note for illness
- School Visit
- Death of a family (note from a parent, max 3 days)

Please note that family trips/vacations are not considered excused.

## **Tardiness and Release of Students During School Hours**

- Students are expected to remain in school the entire school day. It is a disruption to the learning environment for students to arrive late or leave before the end of the day. A record of all tardiness shall be maintained. In each case, a written excuse from the parent shall be required at the beginning of the next school day.
- A student is tardy if he/she arrives after the time scheduled by the school for the beginning of the morning or afternoon session. If he/she arrives after 10am, he/she is marked absent half a day.
  - Consequences for excessive tardiness and early release (more than 4 times per quarter).
    - Students will not be eligible for honor roll or permitted to participate in extracurricular activities. This includes, but is not limited to DPL sport participation, Student Council, choir, and band. The school will not reimburse families who have registered for these activities and then determined to be ineligible.
    - When a student graduates or transfers to another school, the new school frequently requests that HTCS complete a recommendation. Typically, there is a section on the form regarding parent cooperation. HTCS will report that parent cooperation is less than satisfactory and indicate that students are tardy or leave school early in violation of school policy.
    - Families that receive tuition assistance will be required to meet with the Pastor and the Principal to develop a plan for attendance. Failure to follow the plan may result in tuition assistance for the current year being rescinded and make them ineligible for assistance the following year.
    - The school reserves the right to rescind tuition assistance for the current year and make families who violate the attendance policy ineligible the following year.
  - Students who are tardy excessively for two quarters during the school year will be required to meet with their parent and the Principal to determine if HTCS is the proper placement for the student.
- If a student must be dismissed from class before the end of the academic day, they are to remain in class until they are called to the office for release. Students will be released to their parent/legal guardian through the school office. Parents are not to go directly to the classroom for the student.
- Students will not be released to persons other than a custodial parent/guardian unless notification is received either in writing or by telephone from the parent/guardian prior to dismissal. A record is kept in Raptor Visitor Management and a photo id is required to check out the child.

## **ARRIVAL AND DISMISSAL**

### **Morning Carline**

- Morning carline begins at 7:30 AM and ends at 7:50 AM.
  - Students who arrive after 7:50 AM must be accompanied to the school office with a parent or guardian.
- During carline, parents are requested to pull to the curb and have their child wait until the door is opened by an adult before exiting the car.
- Students exit from the passenger side of the car.
- Parents who wish to walk their children to the entrance of the school are to park their car and walk with their child.

## **Afternoon Carline**

- Afternoon dismissal begins at 3:30 PM and ends at 3:45 PM.
- Students will not be released to persons other than a custodial parent/guardian unless notification is received either in writing or by telephone from the parent/guardian prior to dismissal. Identification is required of the person picking up the student.
- Families are to plainly display their issued number card on their windshield. Cars without their school issued number card may be asked to verify their identity before being allowed to pick up their students.
- Students enter the car from the passenger side.
- Drivers and occupants should stay in their cars and wait for their children to exit the school.
- **In accordance with state law, Holy Trinity Catholic School does not permit drivers to use cell phones in school zones or in the car-pool lines. Please adhere to the law; it is for the safety of the students.**

## **Walkers**

Written permission is required if a parent requests their child to walk home or use city transportation after school and will be kept on file in the school office. Forms are available in the school office.

## **BIRTHDAYS**

Birthdays are a special time for students and HTCS wishes to acknowledge them in a manner that does not disrupt class time. Student birthdays are announced during morning announcements, the birthday student receives FREE DRESS on the day of their birthday (except for on Mass days, and they may dress down the day before) or at a pre-approved time by the Principal and may distribute individual treats for their entire class during the lunch period. Please be mindful that students still need to attend classes in the afternoon and treats should be kept to a minimum so as not to interrupt learning. Please be sure to bring any plates or napkins needed for the provided treats as the school is not able to provide those.

## **BOOSTER CLUB**

The purpose of the Booster Club is to build an inclusive community where all members of HTCS feel welcome and valued for their individual gifts. This is accomplished by providing opportunities to participate in programs, events, and fundraising initiatives for the benefit of the school.

The head of admissions, who is the first contact families have with the school, serves as the facilitator of the Booster Club and recruits, in consultation with the director of development, committee chairs and room parents to support events.

## **Room Parents**

Room parents, as a standing Booster Committee, support the Committee Chairs by actively engaging other parents, thus developing a strong relationship among the school, home, and parish.

All room parents and volunteers must complete the Safe Environment Training.

### ***Room Parent responsibilities:***

- Facilitate a parent meeting to provide opportunities for all parents to participate in
  - School events—Teacher Appreciation Week.
  - Class events—Fundraising for the 5<sup>th</sup> and 8<sup>th</sup> grades Pines trips.
  - Class celebrations—All Saints Day, Christmas, Valentine's Day, End of Year.

- Discuss support that the homeroom teacher may need for special projects.

## **Parent Ambassadors**

Ambassadors are parents of current students who understand the mission of Holy Trinity Catholic School. They are passionate about being welcoming and inclusive. The purpose of this program is to connect new and current families and provide a familiar face to new students prior to the first day of school. Ambassadors assist new families with answers to questions and connect them with the resources needed to successfully integrate into the school community.

### ***Ambassador responsibilities:***

- Welcome new families within 24 hours via phone/email.
- Schedule a play date or meet and greet.
- Answer questions throughout the school year.

## **CELL PHONES AND OTHER ELECTRONICS**

Students are strongly discouraged from bringing cell phones, smart watches and other electronics to school. Any device that can take pictures, text, make calls, or take recordings are considered to be a part of this category. They are not allowed to use cell phones on the school premises, during extracurricular activities, or on field trips unless under the direct supervision of a teacher or school approved chaperone. Students who bring their cell phone to school must turn it off before entering the building and either give it to their homeroom teacher for safekeeping during the day or leave it in their backpack. Students who violate this policy will have their cell phone confiscated and placed in the Principal's office. A parent will be required to make an appointment through the school office with the Principal to retrieve the phone. If a phone is confiscated a second time, the student will be required to pay a \$25 fine to retrieve the phone.

Students are not allowed to film/record/take pictures of any HTCS staff member or fellow HTCS student without explicit permission from HTCS staff. Other electronic devices may only be brought to school with prior permission of a teacher. Students who violate this policy will receive the same penalty as for cell phones.

## **COMMUNICATION**

### **Change of Address or Phone Number and Emergency Contact Information**

Holy Trinity Catholic School must have current and accurate contact information to communicate with parents. It is the parents' responsibility to provide the school with a current phone number, email address, and mailing address. HTCS must be able to reach a parent or emergency contact within two hours or the student may be withdrawn by the school.

### **School Website**

HTCS's website is [www.htcsdallas.org](http://www.htcsdallas.org).

### **Newsletters**

HTCS sends electronic newsletters and calendars on Thursdays.

### **FACTS SIS**

The school uses FACTS SIS to provide communication services to families. The Parent Alert System allows HTCS to send out text alerts informing parents of school events and emergencies. Other features require access to ParentsWeb, a private and secure portal which allows access to grades for students in 1<sup>st</sup> – 8<sup>th</sup>

grades, surveys, and payment of incidental fees. If a parent is ever locked out of ParentsWeb contact the school office for assistance.

### **School Phone**

- Students are permitted to use the school phone with the permission of the Principal, a teacher, or the school office personnel.
- The school phone is not intended to be used to make social plans and students should not request to make phone calls regarding play dates/ plans during the academic school day.
- Communication with students by parents during school hours should be made through the school office. The office staff is available to help in an emergency. Please limit requests for messages to be delivered to the student to emergency situations.
- Student/Parent communication via cell phone is permitted only with the explicit permission of HTCS staff.

### **Parent/Teacher Conferences**

Holy Trinity Catholic School desires to maintain open and ongoing dialogue between the home and school. However, the school requests that parents refrain from seeking impromptu conferences with a teacher for the following reasons:

- The most important responsibility of the entire HTCS staff is the direct supervision of students. It is not possible to provide students safe supervision while talking with another adult.
- A parent's concern deserves the full attention of the teacher. It is difficult for a teacher to give that attention if distracted.
- Matters regarding parent concerns of their child should be handled in confidence.

Parents are requested to send their child's teacher an email or call the school office to arrange a meeting.

School staff is expected to communicate with parents in a timely, professional manner. At HTCS this means that phone calls, emails, and written notes should be responded to within 24 business hours. Staff is discouraged from checking emails when they are with students and in the evenings and on weekends.

### **Grievance Procedure (Principle of Subsidiarity)**

In keeping with the teachings of the Catholic Church, students, parents, guardians, teachers, and staff are encouraged to address a situation at the level at which the situation occurs.

- Persons having a concern with another individual should go directly to that person.
- If there is a concern with a teacher, the concern needs to be addressed with the teacher first.
- The Principal may become involved after other steps have been followed.

### **Parent Concerns or Complaints (CSO Policy 1214a)**

The Diocese generally supports a collaborative approach to resolving parental concerns or complaints regarding school employees. Accordingly, such concerns or complaints should generally be addressed to the affected employee first to allow an opportunity for open communication and direct problem-solving. If the concern or complaint cannot be resolved directly with the affected employee, it should be presented to the employee's supervisor (or the chief administrator), preferably in writing. If the complaint or concern is escalated to the supervisor or chief administrator, the affected employee will be notified of the concern or complaint and provided an opportunity to provide explanation and additional information.



In parochial schools, the decision of the chief administrator as to resolution of the concern or complaint—acting in concert with the pastor when necessary—shall be final. In diocesan governed schools and private schools, the decision of the chief administrator as to resolution of the concern or complaint shall be final.

## **CONDUCT AND DISCIPLINE**

### **Discipline Policy**

Holy Trinity Catholic School believes that every attempt should be made to maintain the dignity of all persons. Students are guided and expected to solve the problems they create without making problems for anyone else. Misbehavior is handled with natural consequences instead of punishments whenever possible. Misbehavior is viewed as an opportunity for problem solving and preparation for the real world.

Parents are expected to support the decisions of faculty and staff regarding planning and executing disciplinary/academic interventions. Infractions are generally viewed in one of the following categories:

- Conduct/actions which make the school environment unsafe or uncomfortable.
- Conduct/actions which prevent the individual from doing work.
- Conduct/actions which prevent others from doing work.

### **Parental Conduct**

In keeping with the Christian nature of the school, the highest standards of conduct and respect are always expected of both students and their parents. Any student who does not abide by HTCS rules, or whose conduct is such that the learning process or welfare of the other students is adversely affected, is subject to the disciplinary rules listed herein. These same standards and rules apply to parents. Parental behavior is considered separate and apart from the child's conduct and is also subject to the disciplinary rules listed herein resulting in action taken against their child.

### **Bullying**

It is imperative that every student is provided a safe environment that is free from fear, either psychological or physical. Bullying involves repeated physical, verbal, non-verbal, emotional, technological (cyber-bullying), psychological attacks, or intimidation. Bullying can take many forms--physical; verbal (name calling, taunting, etc.); nonverbal (racial discrimination, exclusion, etc.); intimidation; threats; extortion; stealing; damage to a person's property; etc.

### ***Consequences for Bullying***

Depending on the severity of the bullying incident(s), the administration reserves the right to impose the most appropriate consequence, regardless of the number of incidents. All decisions of HTCS are final.

### **Harassment**

Holy Trinity Catholic School is committed to a policy of non-discrimination within all school programs and activities. Harassment of employees or students is not condoned in a Christian environment and is strictly prohibited at Holy Trinity Catholic School.

All allegations of harassment will be taken seriously and promptly investigated. The following definition of activities and behavior constitute harassment, which is prohibited under this policy:

- Requiring an employee to submit to unwelcome advances or conduct as an expressed or implied condition of receipt or maintenance of an employment benefit.
- Requiring a student to submit to unwelcome advances or conduct as an expressed or implied condition for educational benefit.
- Subjecting an employee or student to demeaning stereotypes, innuendo, intimidation, or insult such that an offensive or hostile environment is created.

- An employee subjecting a student to any type of advance, whether or not consensual, or unwelcome advances as expressed or implied condition of receipt or maintenance of an educational benefit.
- Any amorous relationship or activity between a student and employee is prohibited, whether or not consensual.

Harassment includes, but is not limited to the following behavior:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted advances, imitations, or comments.
- Visual contact such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, or gestures.
- Physical contact such as assault, unwanted touching, blocking normal movements, or interfering with work or study.
- Threats and demands to submit to inappropriate requests as a condition of continued employment, grades, other benefits, or to avoid some other loss, and offers of benefits in return for inappropriate favors.
- Retaliation for having reported or threatened to report harassment.

Any employee or student who believes he or she has been the subject of harassment shall report the alleged harassment in writing to the school Principal. The Principal will take whatever actions he/she deems necessary to investigate the complaint, including but not limited to interviewing the accused person, the accusing person, and any witnesses. The Principal will render a written decision within thirty (30) days of receiving the complaint. Notwithstanding anything herein to the contrary, the procedures set forth above shall not abridge, limit, or in any way restrict the Conflict Management/Grievance Procedure for students and employees.

### **Property Damage**

Anyone who intentionally or accidentally destroys or damages school property or the personal property of another must pay the cost to repair or replace the property. This includes painting or adhering signs or stickers of any kind to the painted surfaces of the school, school lockers, or storage places. Disciplinary actions, including fines, will be assessed as deemed appropriate by the administration.

### **Gum**

HTCS is a gum free campus. Students may not possess gum. Students found to be in possession may be required to scrape gum from under tables or desks. Parents will be required to supervise their student during this time.

### **Behavior at School Functions Outside of the School Day**

HTCS students always represent the school. The behavior expected during the school day is also expected at other school functions or events outside of school. During school-sponsored events, students are always to remain within sight and sound range of supervising adults for safety purposes. Students who perform negative acts during school-sponsored events and non-school activities outside of the school day that reflect negatively upon HTCS may receive disciplinary action at the discretion of the Principal.

### **Disciplinary Probation**

Students may receive disciplinary probation during which time the student attempts to rectify inappropriate behavior. Disciplinary probation may include required counseling, a responsibility contract, and/or denial of privileges such as athletics or participation in a club or organization. This is a period of conditional reenrollment and may be lifted if positive steps are taken by the student to improve behavior. A student may be placed on disciplinary probation without having been suspended. If the conduct of the student does not improve during the period of disciplinary probation, the Principal will determine if the student can continue enrollment during the current school year or reenroll for the upcoming school year.

## **In-School Suspension**

In-school suspension is a pre-arranged period of time the student spends in school, but away from the classroom and other students, lasting for a day or more. The student may not attend any school sponsored activities during the suspension. During an in-school suspension the student must take all assigned exams and tests. The student must also turn in all school assignments before being readmitted to class.

## **Out-of-School Suspension**

While in Out-of-School Suspension (OSS) the student will not attend school or any school functions. During an OSS, the student will be expected to make up all daily work, quizzes, and or tests within one day's time upon their return. Teachers may provide work to be taken home during this period and the student is expected to complete all tasks on a timely basis. The administration will also assign work that will be due upon returning to school. While in OSS, the student is ineligible to participate in any school activity, including practice for any extra-curricular or athletic event.

Parents are required to accompany the student to school, following an OSS, for a re-admittance conference with the Principal. OSS conferences will not occur until the suspension has been served.

## **Suspension (CSO Policy 5176)**

At the sole discretion of the chief administrator, a student may be placed on suspension for conduct that, in the chief administrator's judgment, merits suspension. Such conduct may take place on campus or off campus and may include, but is not limited to, serious violations of school rules and continued misconduct after a warning. A student has absolutely no right to suspension before more severe disciplinary action is taken, up to and including separation from the school.

## **Procedures for Suspension**

Except when the school's chief administrator determines that immediate suspension is necessary, the steps listed below should be followed and, when practical, to minimize the opportunity for misunderstanding, the school should document each step below in written communication to the student's parents.

Use of the procedure below, however, is within the sole discretion of the chief administrator, and no student has any right to the use of any or all of the procedure below in a particular case.

- a) The student may be given oral or written notice of the charges against him/her, and a fair opportunity to present his/her side of the story before the suspension is imposed. If, however, suspension is imposed before such notice takes place, the student should be given the opportunity to present his/her viewpoint on the situation to the chief administrator in writing.
- b) Parents should generally be advised of a suspension by telephone and by a written notice from the chief administrator or designee.
- c) A written form of suspension should be signed by the parents and student. On this form the exact length of the suspension period should be specified and the reason for the suspension clearly noted, as well as the behavior modification necessary for reinstatement.
- d) When a student is suspended, the school's chief administrator should document the grounds for suspension, a summary of the facts leading to the suspension, any conferences with the student and/or his/her parents, and the means by which final notice of suspension was provided to the student and his/her parents.

## **Guidelines**

The length of any suspension is left to the discretion of the chief administrator or designee in accord with the nature of the conduct and all circumstances. A student may be afforded an opportunity to do make-up work, (including tests). Since the grounds for suspension ordinarily differ only in degree from the grounds for expulsion, the possibility of expulsion must be clearly stated to the student and parents.

## **Expulsion (CSO Policy 5177)**

Orderly school administration is essential to fulfilling the core mission of Catholic schools. Even a single failure by a member of the school community to uphold the standards of behavior to which all community members agree when a student is enrolled can cause irreparable harm. Thus, while in many cases expulsion is reserved for very serious or persistent misconduct, a school may properly determine that a single instance of on- or off-campus misconduct requires separation of a student from the school community. Misconduct committed by a member of the school community other than a student (including parents or other family members) can also significantly hinder a school's ability to perform its essential task of educating students. As a result, misconduct committed by a person connected to the school through a student (including parents or other family members) may result in the expulsion of the student from the school when, in his or her sole discretion, the Principal determines that such action is appropriate. Provided that any applicable school and diocesan policies have been substantially followed, the decision to expel a student rests in the sole discretion of the Principal of a school

### **Procedure for Expulsion**

Circumstances giving rise to expulsion can arise and unfold quickly. The Principal's primary duty in such situations is to protect the school community. No student or family has any right to the application of a particular procedure before or in connection with the expulsion of a student. Nevertheless, the following process can serve as a general guideline when, in the principal's discretion, circumstances warrant:

- When practical, the Pastor of a parochial elementary school should be apprised of the circumstances of a potential expulsion before the decision to expel is implemented.
- When circumstances permit, before the decision to expel is implemented, the student's parents should be advised of the potential for expulsion and a summary of the grounds for expulsion.
- The student and his or her parents should be invited to a conference with the Principal. At the Principal's discretion, this conference may be held before or after the decision to expel is implemented.
- The final decision to expel a student rests with the Principal, in consultation with the Pastor, and will not be reviewed except to ensure compliance with any applicable pre-expulsion procedures.

### **General Grounds for Expulsion**

Any instance or course of misconduct may, at the sole discretion of the Principal, be sufficient grounds for expulsion. In many cases, it is appropriate to attempt to correct the problem behavior through less severe disciplinary measures. In other cases, however, the Principal may determine that expulsion is the appropriate sanction for misconduct that has not previously resulted in probation, suspension, or other discipline.

Examples of such severe misconduct include but are not limited to:

- Actions gravely detrimental to the moral and spiritual welfare of other students.
- Incurable or disruptive behavior which impedes the progress of the rest of the class.
- Assault, battery, or any threat of force or violence—whether intended in jest or not—directed toward any school personnel, students, member of the school community, or other person on school property or during school-related activities.
- Habitual or persistent violation of school regulations.
- Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community.
- The on-campus use, sale, distribution, or possession of a substance intended or commonly used to mimic a narcotic, controlled substance, or alcoholic beverage.
- Use or possession of firearms or other potentially harmful objects or weapons.

- Gang-related conduct or activity including but not limited to, symbols, graffiti, apparel, colors, hazing/initiations, and hand signals commonly associated with gangs.
- Theft, extortion, arson.
- Habitual truancy.
- Malicious damage or destruction of real or personal property at school.
- Hazing.
- Serious bullying and/or harassment.
- Conduct which may damage the reputation of the school or parish.
- Transmission of nude or otherwise inappropriate images of any student or person who appears to be a minor child.
- Use of social media in such a manner as constitutes bullying or online harassment or which causes another student or member of the school community to fear for the safety of any member of the school community.
- Additionally, off-campus misconduct may result in expulsion, especially when it is related in some way to the school community because it is directed towards a member of the school community, directly or indirectly involves multiple members of the school community, or may negatively impact the school's reputation in the community.

### **Grounds for Expulsion Related to Alcohol and Drug Abuse**

The promotion and the safeguarding of student health (physically, mentally, and emotionally) are a concern to our schools. The use, misuse, and/or abuse of alcohol, drugs, and hazardous substances cause grave problems in the areas of student health and student stability. Many incidents of scholastic failure, school dropout, violence, tension, and suicide can be traced to alcohol and drug abuse.

Therefore, the following general school policy is set forth:

- Possessing, selling, giving away, using, or being under the influence of alcohol and drugs and/or hazardous substances on campus, at school functions, or at a time and place that directly involves the school or the welfare of members of the school community constitute grounds for expulsion.
- When the Principal, in consultation with appropriate school or other personnel, believes it is appropriate, students who are involved in the use or abuse of alcohol or controlled substances should be provided with information regarding available substance abuse counseling and treatment resources. Additionally, Principal should, when practical, notify a student's parents or other guardian or conservator when use or abuse of alcohol and/or other controlled substances is reasonably suspected. The school should, when possible, refer the student and his/her parents, guardian, or conservator to resources known to the school for medical and/or psychiatric care, mental health, and substance abuse counseling, and/or substance abuse recovery programs.

### **Tuition and Fees**

Prepaid tuition and fees are not refunded if a student is expelled. If a student is expelled before tuition or fees would ordinarily come due, the family of an expelled student shall be excused from further payment.

## **TERMINATION OF ENROLLMENT**

A student's enrollment may be terminated in accordance with the policies set forth in this Handbook. If a school decides to terminate enrollment in light of parent behavior, a discipline situation, or as a way to help a student avoid embarrassment or unnecessary hardship, the school has an obligation to inform other Diocesan schools about the termination action.

The Principal, in consultation with the Superintendent, will determine what information is pertinent to a situation and ensure that information is shared with any receiving Diocesan schools. Termination as a result of financial

issues, legal issues, moral turpitude, or other serious reason can and will be shared with other diocesan schools and may also be shared with non-diocesan schools if permitted by law.

## **TERMINATION FOR ACADEMIC REASONS**

### **Academic Exit Policy for Elementary and Middle School**

Termination for academic reasons should generally occur only after the following procedure has been implemented. Appropriate documentation of the process should be maintained in the student's confidential file. Written documentation of compliance with the following procedures is to be retained in the confidential file.

- There is consultation between the academic support team and Principal as early as possible in the first semester.
- Conferences are held with the parents to advise them concerning the possibility of withdrawal for academic reasons and to discuss possible remedial actions and educational alternatives.
- Follow-up conferences are held with the parents to evaluate progress of the student
- The final decision is made by the Principal.

## **TERMINATION ON GROUNDS OF PARENTAL BEHAVIOR**

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community.

At the Principal's discretion, in consultation with the Pastor, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student. Except in cases of severe misconduct which may jeopardize the safety or security of another member of the school community, the Principal should provide one written warning to the parent involved before suspending or expelling a student for parental misconduct.

## **DRESS CODE AND PERSONAL APPEARANCE**

The HTCS dress code is designed to ensure an atmosphere of simplicity and uniformity among the students. A parent survey indicates support for enforcement of the dress code. Parents are requested to ensure that their children are in compliance with the dress code before they enter the school.

Students must be in school uniform each day, unless otherwise provided in the Handbook or by the Principal. If something is not expressly allowed in this Handbook, it is forbidden.

### **Enforcement**

There will be a uniform check at the end of the morning prayer. Parents will be notified to bring appropriate clothing if a student's dress is not in compliance with school policy.

### **Uniform Guidelines**

#### ***General***

- Students may not wear cologne or aftershave to school.
- Students will maintain appropriate personal hygiene and cleanliness.
- Students may not write on hands, legs, arms, etc. Tattoos and body piercing are not permitted.
- Students may not change or alter their uniforms before leaving school property unless under the direct supervision of a parent or guardian.

- Uniforms may not show excessive wear and tear. Uniform pieces are to be replaced when they become ripped or soiled beyond cleaning.
- Uniforms are to be worn with Christian modesty in mind. Skirts may not be shorter than 3 inches above the back of the knee at any time during the school year.
- All blouse or shirt buttons, excluding the top button, must be fastened.
- Undershirts worn under the blouse or shirt must be solid white.
- Long sleeve shirts may not be worn under uniform shirts.
- All clothing, including outwear, must be clearly and permanently marked with the student's name.
- Students who need a haircut or skirt lengthening will be given one week to conform to the uniform requirements. If still out of compliance after one week, the student will be sent home until their appearance conforms to the requirements. See below for guidelines.
- Girls may wear navy or white tights in cold weather.

### ***Hair***

- Hair must be above the eyebrows and secured away from the face. No fad haircuts, shaved heads, or other unacceptable hair designs are permitted. The Principal will determine if a hairstyle is appropriate. If in doubt, ask.
- Girls may wear solid navy, dark green, white, or uniform fabric, plaid hair bows, or headbands.
- Hair must be of a color and style that is natural and does not hinder learning or distract other students. Bleached hair or multi-toned hair color is not permitted.

### ***Jewelry and Makeup***

- Girls may wear simple stud earrings. No other kind of piercing is allowed.
- All students may wear a simple, plain, non-decorative wristwatch that does not make noise.
- Medical identification bracelets may be worn.
- A simple cross or other religious symbol may be worn.
- Girls in 7<sup>th</sup> and 8<sup>th</sup> grade may wear foundation make-up and clear lip gloss to school.
- Students may not wear fingernail polish or fake nails unless given special permission by the Principal.

**Dress Uniform Required for Mass Days**— This uniform may be worn any day but is required for Mass days. Preschool may also wear this uniform.

### ***Boys***

#### Kindergarten

- White oxford shirt with tie and navy pants
- Black Velcro athletic shoes
- Solid white or black crew socks, socks must be above ankle
- *Optional* fleece jacket with logo

#### 1<sup>st</sup> – 5<sup>th</sup>

- White oxford shirt with tie and navy pants
- Solid black athletic shoes with Velcro or laces
- Brown or black belt
- Solid white or black crew socks, socks must be above ankle
- *Optional* fleece jacket with logo

#### 6<sup>th</sup> – 8<sup>th</sup>

- White oxford shirt, khaki pants, navy Academic Outfitters blazer, tie
- 8<sup>th</sup> grade may wear a light blue oxford shirt
- Solid black athletic shoe

- Solid white or black crew socks, socks must be above ankle
- Brown or black belt

## **Girls**

### Kindergarten

- White oxford shirt
- HTCS plaid skirt or jumper, or navy uniform slacks
- Blue or black modesty shorts
- White Velcro athletic shoe or navy and white athletic saddle
- Navy or white socks, socks must be above ankle
- *Optional* fleece jacket with logo

### 1<sup>st</sup> – 5<sup>th</sup>

- White oxford shirt
- HTCS plaid skirt or jumper, or navy uniform slacks
- Blue or black modesty shorts
- Navy and white athletic saddle or solid white Velcro shoe
- Navy or white socks, socks must be above ankle
- *Optional* fleece jacket with logo

### 6<sup>th</sup> – 8<sup>th</sup>

- White oxford shirt
  - 8<sup>th</sup> grade may wear a light blue oxford blouse
- HTCS plaid skirt or khaki pants
- Navy Academic Outfitter blazer
- Blue or black modesty shorts
- Navy and white formal or athletic saddle
- Navy or white socks, socks must be above ankle

## **Daily Uniform**

## **Boys**

### PreK – Kindergarten

- HTCS red polo
- Navy blue pull-up pants or walking shorts
- Black Velcro athletic shoes
- Solid white or black crew socks, socks must be above ankle
- Fleece jacket or sweatshirt with logo

### 1<sup>st</sup> – 5<sup>th</sup>

- HTCS red polo
- Navy blue pants or walking shorts
- Black athletic shoes with laces or solid black Velcro shoe
- Solid white or black crew socks, socks must be above ankle
- Fleece jacket or sweatshirt with logo

### 6<sup>th</sup> – 8<sup>th</sup>

- HTCS navy blue polo
- Khaki pants or walking shorts
- Solid black athletic shoe
- Solid white or black crew socks, socks must be above ankles
- Brown or black belt
- *Optional* fleece jacket or sweatshirt with logo

## **Girls**



#### PreK – Kindergarten

- HTCS red polo
- HTCS plaid skirt or jumper with navy blue or black modesty shorts or navy-blue slacks or shorts
- White Velcro athletic shoe or athletic saddle shoe, navy & white
- Navy or white socks, socks must be above ankles
- Fleece jacket or sweatshirt with logo

#### 1<sup>st</sup> – 5<sup>th</sup>

- HTCS red polo
- HTCS plaid skirt or jumper with navy blue or black modesty shorts or navy-blue slacks or shorts
- Athletic saddle, navy & white or white Velcro shoe
- Navy or white socks, socks must be above ankles
- Fleece jacket or sweatshirt with logo

#### 6<sup>th</sup> – 8<sup>th</sup>

- HTCS Navy blue polo with logo
- HTCS plaid skirt with navy or black modesty shorts or khaki shorts or slacks
- Navy and white formal or athletic saddle
- Navy or white socks, socks must be above ankles
- Fleece jacket or sweatshirt with logo

**Please note that students may wear only the fleece jacket or sweatshirt with logo or the blazer in the school or to Mass. HTCS spirit clothing is not permitted.**

**Students may not wear long sleeved shirts under their uniform shirts.**

#### Physical Education

Students in 6<sup>th</sup> – 8<sup>th</sup> grade are expected to wear P.E. uniforms during P.E. classes unless otherwise specified. Consequences are given for not having the P.E. uniform. Students will not be allowed to participate without their P.E. uniform. Students must change back into full uniform before returning to classrooms.

#### Spirit Days

Students may wear:

- Solid colored dark jeans or uniform bottoms (uniform skirts, pants or shorts are acceptable)
- Athletic shoes
- School spirit shirt
- If a student doesn't have a school spirit shirt, a solid white or navy-blue t-shirt with no graphics and no writing is acceptable

#### Please note:

- Jean shorts or skirts are acceptable as long as they are finger-tip length or longer
- Ripped or torn jeans are not acceptable
- Sweat pants, joggers, leggings, athletics pants and athletic shorts are not acceptable
- No crocs, sandals or flip flops are allowed
- Clothing must be well fitting and in good, clean condition
- Hair, makeup and jewelry expectations from our usually uniform requirements still apply

**Spirit day dress downs occur school wide on the 2<sup>nd</sup> Wednesday of the month and for special events/occasions.**

### **Free Dress Days**

Students may wear:

- Jeans or slacks
- Athletics pants or shorts
- Capris
- Shorts – At least fingertip length.
- Skirts – Maximum of 3 inches above the knee.
- Shirts that completely cover the torso and shoulders. Midriff must be covered when arms are raised. Shirts may not be longer than shorts.
- Athletic shoes may be worn. Sandals, flip-flops, Crocs, etc. are not permitted. Shoes must cover the entire foot (heels and toes).

### **Inappropriate attire includes:**

- T-shirts related to drug culture, music groups, advertisements that promote alcohol, drugs, obscene language or pictures, offensive phrases.
- Clothing that is tight.
- Clothing that is ripped or appears to be ripped.
- Other dress that may disrupt the learning environment or is deemed inappropriate/offensive by the administration.

**Free Dress Days occur on each student's birthday (except on Friday) or if a student earns a Free Dress Pass for Honor Roll, Extra Math or another achievement.**

Students that are not in compliance with the above guidelines for Spirit Day or Free Dress Day will not be allowed to attend class. A parent will be called to bring the student proper clothing. Students that violate Free Dress Day or Spirit Day Guidelines a second time will be excluded from participating for the remainder of the school year.

## **EXTENDED DAY ACADEMY**

The school day ends at 3:30 PM, and carline ends at 3:45 PM. To ensure student safety, it is mandatory that parents pick up their children at dismissal time or enroll them in the Extended Day Academy (EDA) unless they are participating in a supervised school activity at that time.

Extended day care is provided for students enrolled in the EDA program from 3:45 PM until 6:00 PM. Students who are not enrolled in the extended day program and are not picked up by 3:45 PM will be automatically placed in the Extended Day Academy. See *Financial Requirements* for fee information.

Families of students who are not picked up by 6:00 PM will be assessed an additional fee of \$25 per child. A third offense will result in the student not being allowed to attend EDA for the remainder of the school year.

### **Financial Assistance**

Financial assistance may be available for families with multiple students enrolled in EDA. Applications for assistance are available from the Principal.

## **EXTRACURRICULAR ACTIVITIES**

Holy Trinity Catholic School students participate in a variety of extracurricular activities. Some of these activities include:

- Student Council – A program wherein representatives develop school government skills.
- Student Ambassadors – Students selected by administration to act as hosts/hostesses for visitors and prospective parents.
- Sports – Students in 5<sup>th</sup> – 8<sup>th</sup> grades are encouraged to participate in sports. Sports offered include: volleyball, basketball, soccer, cross country, and track. See “Athletics” for specific information.
- Band – Open to students in 4<sup>th</sup> – 8<sup>th</sup> grade.
- Choir – Open to students in 2<sup>nd</sup> – 8<sup>th</sup> grade.
- Art Club— Open to students in 4<sup>th</sup>-8<sup>th</sup> grade.
- Other activities may be offered by outside vendors who meet Safe Environment criteria and Diocese of Dallas requirements.

The following general rules and procedures must be followed for participation in all HTCS extracurricular activities:

- All students are required to obey HTCS's expectations of conduct in all extracurricular activities.
- Students must always remain with the activity sponsor.
- Students must follow the guidelines set forth by their sponsor.
- Parents must supervise non-participating children at all extracurricular activities and practices.
- Parents are to accompany participants in extracurricular activities or practices to the facility and to pick up participants promptly afterwards.
- All students are required to dress with Christian modesty in mind at all school functions. The school has the discretion to discipline any student who does not abide by this dress code. The disciplinary action will include excluding the student from the function.

### **Financial Assistance for Extracurricular Activities**

Holy Trinity Catholic School believes in educating the whole child and appreciates the importance of extracurricular activities. If a family is unable to afford the fees for these activities, they are encouraged to request an application for financial assistance from the Principal.

### **Transportation**

Transportation to and from extracurricular activities is generally provided by school parents. School employees may not transport students. Parents who provide transportation are responsible for having adequate automobile liability insurance and for requiring all students in their care to buckle their seat belts. Safety for such transportation is the responsibility of the driver.

### **Determination of Eligibility**

Holy Trinity Catholic School is an educational institution whose purpose is to provide excellence in academic and spiritual development for its students. Educational excellence requires a resolve by all members of the school community – students, parents, and teachers – promoting students to complete their primary task of education at an acceptable level before diverting time and energy to other activities. All members of the school community are expected to support the school's eligibility rules for the benefit of all students.

Students in 5<sup>th</sup> – 8<sup>th</sup> grade that participate in extracurricular activities are subject to the following eligibility requirements:

- All assignments are to be current. Students who are missing work will not be allowed to participate in any extracurricular activities including sport practices.
- Academic eligibility is reported at the end of the first three quarters. Students must achieve a passing grade in all subjects; any grade below 70% renders a student ineligible for all extracurricular activities. Ineligible students may be considered eligible if they achieve mid-quarter progress reports of 76% or higher in all subjects.
- A grade of “U” or “N” in conduct renders a student ineligible for all extracurricular activities for the following quarter.
- A student who receives an in-school suspension is rendered ineligible for all extracurricular activities for a period of four weeks after the suspension.
- A student who receives an out-of-school suspension is rendered ineligible for all extracurricular activities for the remainder of the school year.
- A student who is ineligible for two review periods during the year is dropped from all extracurricular activities for which the student is participating at the time the second eligibility notice is issued.
- Students must follow all HTCS attendance requirements as described above.

Parents of students who are ineligible receive an email from the activity sponsor or the Principal. The school's AD will notify the student's coach, and the Principal will notify the sponsor of the student's other extracurricular activities. An ineligible status prohibits the student-athlete from practicing with the team and playing in games. An ineligible student-athlete may not suit out or sit with the team. Any student who violates the condition of eligibility may be rendered, at the discretion of the Principal, ineligible for the activity for the remainder of the school year.

## **FIELD TRIPS**

Field trips are part of the curriculum and are planned to enrich students' educational and cultural experiences. Field trips are, however, a privilege, not a right. Students must maintain appropriate conduct in order to attend. Field trips are part of the curriculum and are planned to enrich students' educational and cultural experiences. Field trips are scheduled on school days and all students are expected to participate. If a parent refuses for their child to attend a field trip, that student may not come to school, and the resulting absence will be considered unexcused. Parents must consent in writing to the field trip by signing the school's permission form. Students may not attend without a signed permission form. Transportation is provided by bus and all students are required to ride the bus to the activity.

Field trips would not be possible without the generous help of parent volunteers who act as chaperones. A field trip is an educational experience for the class and is not intended to serve as special bonding time for parent and child. The children of parents who attend the field trip are required to follow the same directions and requirements as students whose parents do not attend. Therefore, they may not receive special privileges. Siblings of students may not attend. Except in special circumstances, students may not bring money on field trips to shop in gift shops. Additionally, parents who volunteer may not shop in gift shops or provide special treats for their own child or small group of children. **Typically, parent chaperones will only be required for PreK – 5<sup>th</sup> grade field trips. Middle school field trips will be chaperoned by faculty/administration/staff.**

Students who attend overnight field trips or retreats (The Pines) are expected to stay for the entire duration of the trip. Only students who are ill will be allowed to leave early.

## **FINANCIAL REQUIREMENTS**

### **Tuition**

Tuition and fees are determined by the Principal and Pastor with consultation of the Holy Trinity School Advisory Board. In January, the tuition and fee schedule are posted on the School website for the following academic year.

The school contracts with FACTS Management Company to collect, record, and deposit tuition payments. Families may elect to pay tuition in one installment due prior to the beginning of the school year, two installments due prior to the beginning of the school year and December, 12 payments beginning in May, 11 payments beginning in June, or 10 payments beginning in August. Tuition payments will only be accepted through FACTS Management Company. Families will receive instructions via email for enrollment information for the next school year in early January. It is the family's responsibility to enroll in the FACTS Tuition Payment Program to complete the registration process. Enrollment will neither be official, nor attendance granted until the agreement is completed.

A student's attendance at school and participation in extracurricular activities is conditioned upon the timely fulfillment of all financial responsibilities to the School. If a family fails to meet their financial obligations, the school reserves the right to exclude the student from class. Failure to meet such obligations for more than twenty-one (21) calendar days and/or two or more late payments in any school year may result in the termination of the student's enrollment at HTCS. In addition, enrollment for students whose tuition is delinquent after April 30 may be cancelled for the upcoming year at the discretion of the school. In no event will the student be permitted to attend class at the beginning of the following school year unless the delinquency is paid in full or alternative arrangements are made with the Principal and Pastor.

Holy Trinity Catholic School desires to support families who have endured a financial setback or other difficulties that make paying tuition and other school-related costs difficult. Families who are experiencing such setbacks or are otherwise concerned about meeting their financial obligations are encouraged to contact the Principal or School Finance Office, as soon as possible, preferably prior to falling behind in their obligations, to discuss alternate arrangements.

### **Tuition Assistance**

Limited tuition assistance is available for qualifying families with children in kindergarten through eighth grades. In order to be considered for tuition assistance, families must complete a FACTS Grant and Aid application online. Families are encouraged to apply early and pay attention to deadlines. Early applicants tend to receive the largest awards. Financial assistance forms are available on-line at [www.factstuitionaid.com](http://www.factstuitionaid.com). Contact the school office for assistance.

Tuition assistance may be available to qualifying families of preschool students who have an older sibling currently attending HTCS.

### **Incidental Fees**

#### ***Lunch***

Parents are required to pay lunch fees on FACTS. A "Lunch" deposit account is available where parents are able to apply money as needed. The cost of a student lunch is \$6.00 per day.

#### ***Extended Day Academy***

Parents are required to pay EDA fees on FACTS. A "EDA" deposit account is available where parents can apply money as needed. The cost of EDA is \$13 per day.

#### ***Pines***

The Pines Trip for 5<sup>th</sup> and 8<sup>th</sup> grade students is paid on FACTS. Parents are invited to make small deposits throughout the year. All fees must be paid two weeks prior to the student leaving for the trip. The amount for this trip will be determined by the Principal.

#### ***Field Trips***

Field Trip fees may be paid on FACTS. Amounts will be determined by the School.

## **Withdrawal and Transfers**

If a parent wishes to withdraw their student from Holy Trinity Catholic School, the parent must notify the school office and complete an Exit Interview. All tuition and fees must be paid, and all school-owned materials must be returned prior to the school releasing records which will be sent directly to the transfer school. Requests for teacher recommendations must also be made through the school office and will be sent directly.

Families may request a refund of unused tuition by emailing the school accountant. Following is the schedule to determine the amount of tuition reimbursement based on the annual tuition rate:

- 100% up to 7 days prior to the start of the school year.
- 75% less \$500 prior to the end of the first quarter
- 50% less \$500 prior to the end of the second quarter
- 25% prior to the end of the third quarter

After the student is withdrawn, all school owned materials returned, and the request received, the school will reimburse the family within 30 days. The school requires that all checks be cashed within 90 days of issuance. Checks that pass this 90-day deadline will be voided and the money donated to the School's General Fund.

## **GOVERNANCE**

### **Pastor**

Holy Trinity Catholic School is a ministry of Holy Trinity Catholic Church. The Pastor has ultimate responsibility for the operation and administration of the school.

As the ex officio head of the school, the Pastor is responsible, with the school advisory board, for determining the policies of the school according to the needs of the parish, but always in compliance with the policies and regulations of both the Catholic Schools Office and the Diocese of Dallas. The role of the Pastor in the successful mission of the parochial school is of vital importance. In union with the liturgical and sacramental life of the parish, the formation of faith and intellectual development illumined by Gospel message to children, youth, and adults, is central to the life of the parish.

The Pastor delegates the direction of the school program and the ordinary administration of the school to the chief administrator, the Principal. The Pastor with the Principal establishes the terms of such delegation and the means of regular and formal communication on school matters. He also supports the Principal in conflict resolution of school issues, according to the principle of subsidiarity, by referring individuals or groups back to the teacher or Principal.

Additionally, the Pastor is an ex officio member of the parish school advisory board.

### **Principal**

The Principal is the chief administrative officer of the school and is the spiritual, educational, and managerial leader subject to the ultimate canonical responsibility entrusted to the Pastor. The Principal is responsible not only for the educational program, but also for the financial administration of all school funds.

The Principal, as chief administrator of the school, is responsible for the implementation of school policies, diocesan policies, and governmental requirements. As the educational leader of the school the Principal has administrative responsibility for carrying out the instruction program. The Principal acts as the executive officer of the school advisory board.

The Principal's highest priority is the building of a Christian community of faith in which the Christian message and experiences of community, worship, service, and social concern are integrated. Additionally, a paramount responsibility is to promote and facilitate student learning of the highest quality.

The Principal has the following major responsibilities.

- Administer the total school program.
- Supervise and evaluate the teachers, the students, and the instructional program.
- Oversee the operation of the facility and supervise all support staff members.
- Interact with the parent, parish, and general public communities.
- Collaborate with and seek counsel from the Catholic Schools Office.
- Execute all actions and policies approved by the School Advisory Board.
- Fulfill accreditation criteria articulated by Texas Catholic Conference Education Department and other accrediting agencies.

## **Advisory Board**

The Advisory Board is established by the Pastor, in accord with diocesan policy, to assist him and the Principal in the governance of Holy Trinity Catholic School. Regular meetings of the Advisory Board are held in the CLC. The date and time for each regular meeting is published in the Church bulletin and on the HTCS website.

Any person or group desiring to address a meeting of the Advisory Board shall notify the chairperson, in writing, of the nature of their request no less than seven (7) calendar days prior to the board's next scheduled meeting. On receipt of such a request, the chairperson shall contact the Pastor and the Principal. An affirmative vote of two of these three persons shall be required to approve such a request and the approval shall set forth the amount of time and the nature of the presentation. The Advisory Board does not discuss day-to-day operations of the school; those concerns should be taken directly to the Principal.

## **HEALTH**

Accurate and complete health information is kept on all students. All student files include the following: emergency release forms, health history information, and immunization records. Parents of returning students need to inform the office of any updated information from their physician. It is necessary for parents to complete a new Emergency Release Form for each child in the family who is enrolled in the school.

## **Accidents**

If a student is injured and requires medical attention, every effort will be made to notify parents. The person indicated as emergency contact will be notified if parents are unavailable. Serious injuries will result in ambulance transport. All student accidents and injuries on school premises and at school sponsored events are to be reported to the School Office immediately. An accident report is to be completed by the witnessing adult.

## **Accident Insurance**

Included in tuition, Holy Trinity Catholic School provides each student with student accident insurance. The Diocese of Dallas Student Accident Insurance Policy is an excess insurance and is designed to provide maximum benefits at minimum cost and is secondary to all other insurance you may have. This means your family insurance plan pays first, then the Diocese of Dallas insurance may cover any coverage gaps as the second payor. This insurance covers accidental injuries to students during school hours and at all school sponsored functions including sports, both on and off campus. This coverage is not health insurance. Insurance claim forms are available in the School Office. If an accident occurs, the school will complete the top portion of the Student Accident Claim Form and provide it to the parents. The parents will then complete the remainder of the form and mail it, along with all required attachments, to the insurance carrier directly at the address indicated on the form. All claims under the Student Accident are handled directly by the insurance carrier with the Parent/Guardian. Coverage is provided in accordance with the plan document and specific coverage terms and conditions.

## **Allergies**

Parents should notify the school office of any allergies and provide any regular medication or needed

treatments to the school office in accordance with the medication policies listed in this handbook.

## **Food Allergies**

Due to the life-threatening risk to students with nut allergies and the high incidence of children affected, nuts are not permitted in the school building or at any school events. All families must report food allergies to the School Office so that it can be noted in the student's file.

## **Illnesses**

In consideration of others, students are required to stay home from school if they are ill. Providing rest at home will best comfort the student and facilitate a speedy recovery.

**If a student has a fever, he/she must be kept out of school until fever-free for 24 hours.**

- Students will be readmitted to class 24 hours after fever, vomiting, or other symptoms have subsided.
- Please report all communicable diseases, including strep throat, chicken pox, pink eye, and skin diseases.

Students may not attend school if they have:

- Oral temperature of 100 degrees or above
- Vomiting, nausea, diarrhea, or severe abdominal pain
- Sore throat, acute cold, or persistent cough
- Red, inflamed, or discharging eyes
- Acute skin rashes or eruptions
- Swollen glands around jaws, ears, and neck
- Suspected scabies or impetigo
- Any skin lesion in the weeping stage, unless protected and diagnosed as noninfectious
- Earache
- Pediculosis (head lice) – The Diocese of Dallas has a no nit policy. Even after treatment with a prescription or over-the-counter shampoo, nits or eggs may remain. A student must be cleared through the school office before being admitted to class.
- Any other symptoms which are suggestive of acute illness

## **Medication**

Students requiring an asthma inhaler may keep it in their possession.

**Medication of any kind, including Aspirin, cough drops, cough syrup, or any other over-the-counter drugs, are not allowed to be given except as follows:**

Only medication which is necessary for a student to remain in school will be administered by authorized school staff during school hours. These medications must be prescribed by a licensed physician or dentist and dispensed by a registered pharmacist. The school is unable to give any student over-the-counter medication unless it is prescribed by a licensed physician and labeled by a licensed pharmacist with proper directions. In addition, a signed permission form from the parent/legal guardian is required to accompany the medication.

Each student's medication must be in a properly labeled container with the following information:

- Student's Name
- Physician/Dentist's Name
- Date
- Name of medication
- Dosage
- Directions for administration
- Duration medication is to be given

The written medication permission form and properly labeled medication is to be given to the school office.



Medication that is received in an unlabeled container or plastic bag will not be accepted. **No exceptions may be made to the medication policy.**

## Screening

State law mandates vision, hearing, and scoliosis screening of students. Screenings will be done unless parents provide documentation from a physician that testing has been complete, and the school has a written note from the parents that they do not wish for screenings to be done again.

## Immunizations

Holy Trinity Catholic School follows the Texas Department of Health rules covering immunizations. The Texas Education Code requires students in elementary and secondary schools to provide proof of required immunizations. A current immunization record must be received by the school before a student can attend class. All records must be validated by a physician's signature.

Listed below are the required immunizations:

### Minimum State Vaccine Requirements for Texas Children

<b>Required Immunizations</b>	<b>Age Group</b>	<b>Required No. Doses</b>
<b>Diphtheria-Pertussis-Tetanus (DPT)</b>	Ages 3 & 4 yrs.	4 doses required.
<b>(DPT, DtaP)</b>	Upon entry into kindergarten	5 doses. One dose on or after 4th birthday. 3 doses including 1 dose on or after 4th birthday and 1 dose within the past 10 yrs.
<b>DTP Tdap</b>	Entry to 7 <sup>th</sup> grade	1 booster of tetanus/diphtheria/acellular pertussis containing vaccine, if at least 5 years have passed since last doses of a tetanus containing vaccine or when the 5-year interval has lapsed.
<b>Hepatitis A</b>	Preschool – 8 <sup>th</sup> grade	2 doses. (1st dose after age 1).
<b>Hepatitis B (HBV)</b>	Preschool – 8 <sup>th</sup> grade	3 doses required.
<b>HibCV (HIB)</b>	15 mo. – 4 years  5 years & older	1 dose on or after 15 mo. OR primary series (2 doses) and a booster prior to or at 15 mo. of age. Not required.
<b>Meningococcal (MCV4)</b>	Entry to 7 <sup>th</sup> grade	1 dose.
<b>MMR</b>	3 & 4-year-old	1 dose given after 1 <sup>st</sup> birthday.
<b>MMR</b>	Kindergarten – 8 <sup>th</sup> grade	2 doses required (1 <sup>st</sup> dose after age 1).
<b>Polio</b>  <b>Any combination of oral polio vaccine (OPV) and/or inactivated polio vaccine</b>	Ages 3 & 4 yrs.  Upon entry into Kindergarten – 8 <sup>th</sup> grade	3 doses required. 4 doses required, one of which is required on or after the 4 <sup>th</sup> birthday, or if the 3 <sup>rd</sup> dose was administered on or after the 4 <sup>th</sup> birthday only 3 doses are required.
<b>Varicella (Chicken Pox)</b>	Preschool – 4 <sup>th</sup> grade & 7 <sup>th</sup> grade	2 doses required.

## **INSTRUCTIONAL MEDIA**

### **Library**

Classes may visit the library each week. The media specialist and volunteers strive to aid teachers and students in using the book collection as well as integrating all forms of technology throughout the curriculum.

#### **Circulation Policies**

The number of books a student may check out is determined by grade level.

- PreK and Kindergarten 1 book
- 2<sup>nd</sup> grade 2 books
- 3<sup>rd</sup> grade 2-3 books
- 4<sup>th</sup> & 5<sup>th</sup> grades 3-4 books
- 6<sup>th</sup> -8<sup>th</sup> grades 4-5 books

This policy is flexible, and exceptions may be made when extra materials are required for class assignments and other research needs.

#### **Circulation Procedures**

- Books are checked out for a one-week period and can be exchanged during the scheduled library class period or anytime during the week. Books may be renewed twice for PreK – 5<sup>th</sup> grade. Students in 6<sup>th</sup> – 8<sup>th</sup> grade may check books out for two weeks with two renewals provided there are no holds pending.
- Books must be in hand to be renewed.
- Overdue notices are printed and delivered to teachers.
- Each patron is personally responsible for the materials charged out in his/her name. Lost or severely damaged books will be charged according to the guidelines listed below. Invoices for lost books are sent home with the student informing his/her parents of any lost library books. The librarian will contact parents directly if the child's lost book is not found or paid for promptly. The lost book will count as one book checked out and therefore limit the number of books the child may select.

#### **Replacement Policy**

Students, parents, and staff are responsible for returning materials on time and in good condition. If materials are lost or damaged beyond repair, charges are assessed:

- Lost items or items that are damaged beyond repair are charged at the current cost to replace plus a \$2.00 processing fee.
- Damaged items:
  - Barcode damage/replacement: \$1.00
  - Other damage: \$2.00-\$5.00 depending on the amount of damage and price of item.
  - Magazines: \$2.00

### **Computers and iPads**

HTCS is proud to be a 1:1 device school (a device for each student). Students are assigned devices and are responsible for them. Loss or damage to a device or its components are the responsibility of the student. Charges are assessed based on the current fees charged by the school's IT provider.

## **LOCKERS**

Each student is assigned a locker or cubby. Any property, money, and other valuables left in a locker or cubby is the responsibility of the student to whom the locker or storage space is assigned.

Nothing is to be put on the outside of the lockers or storage space, without approval of the administration.

## **LOST AND FOUND**

HTCS is not responsible for lost or stolen articles. A lost and found container is maintained in the school. The school may discard unclaimed items after 10 days. Parents and students are required to put the child's name on each belonging. Expensive items should not be brought to school. Students should bring found articles to the office immediately.

## **LUNCH**

Holy Trinity Catholic School serves lunch daily. Students have the option of bringing a lunch from home or purchasing a lunch in the cafeteria. Students may go through the lunch line twice for the main course if they desire more food. Students are offered a choice of entrées—either the daily entrée or chicken strips. If they desire a second serving, it must be the same as their first choice.

Parents are invited to join their students for lunch. If a parent wishes to treat the class with outside food, the school requests that the office be notified at least 24 hours in advance so that the cafeteria manager can adjust the amount of food that is prepared.

The school discourages fast food from outside vendors and forbids carbonated drinks of any kind.

## **PARTIES/GIFTS**

### **Classroom Parties**

The intention of classroom parties is to provide students the opportunity to celebrate a specific occasion together in an appropriate manner within the classroom setting. Three celebrations are planned per year: Christmas, Valentine's Day, and End of the Year. Parents may be asked to provide refreshments or some support for one of the parties during the year. All parties must be coordinated with the classroom teacher.

The middle school students enjoy an evening Valentines Party instead of a classroom party.

### **Non-School Parties**

**Non-school sponsored party invitations may not be distributed at school unless everyone in the class is invited to the party.** No special gifts (balloon deliveries, limos, entertainers, etc.) are allowed. Deliveries of gifts will be held in the school office until dismissal.

## **RELIGIOUS FORMATION**

Students receive religious instruction and formation daily. Students attend Mass on holy days of obligation and weekly on Fridays or the last school day of the week at 8:10 AM. Classes take turns planning the liturgy. Students are encouraged to participate in the Mass and have opportunities to cantor, serve, bear gifts, and lector.

The school participates in para-liturgical services, praying the rosary in October and May, and the Stations of the Cross during Lent.

Students pray frequently as a class during the day: early morning, before snacks and lunch, after recess, and at the end of the day. They are also encouraged to pray individually.

Students in 2<sup>nd</sup> grade receive the sacraments of Reconciliation and the Eucharist. Students in 8<sup>th</sup> grade receive Confirmation.

All students, Catholic and non-Catholic participate in religion classes, prayer, and liturgical services.

## **PRESCHOOL**

HTCS Preschool follows the same policies as the rest of the school. However, there are some policies that are specific to the needs of the youngest students:

### **Toileting**

All students are expected to be completely toilet trained prior to the beginning of the school year. Teachers do not help students with toileting tasks. If a student has an accident, the parent is called, and the child is taken to the school office to wait for the parent to arrive to assist the child.

### **Biting**

The results of one child biting another can be serious. If a child bites, the parents of the child who bites and the child who is bitten will be notified. After the first incident, the child who bites will receive a warning. Further incidents will result in the child being sent home. The school will work with the parents to help the child discontinue this behavior. If the behavior continues, the parents will be required to withdraw the child from HTCS.

### **Snacks**

Parents are asked to pack two snacks each day for their child. Healthy snacks are strongly encouraged. The snacks should be simple and easy for the child to manage.

### **Clothing**

Parents of preschool children are required to send a complete change of clothes for their child. If possible, this includes a pair of inexpensive shoes. This change of clothing should be something that the child can manage without assistance.

## **SAFE ENVIRONMENT AND SECURITY**

### **Building Access**

Access to the school building is granted through a secure door. Parents may only enter or exit through the main door of the school. After school hours, all requests to enter a classroom area must be made through the school office.

### **Safe Environment Training and Criminal History Background Checks**

All personnel are required to participate yearly in Diocese of Dallas Safe Environment training.

Parents who wish to participate in school activities including field trips or classroom parties must be Safe Environment cleared. Parents are cautioned to apply for clearance at least two weeks in advance as the opportunities for training are limited. The Safe Environment program is required by the Diocese of Dallas and no alternatives or exceptions are allowed. Procedures for obtaining a Safe Environment clearance and ID badge are explained on the HTCS website.

### **Blood Borne Pathogens/First Aid Training/CPR**

School Personnel receive blood borne pathogen and EpiPen training prior to the start of the school year. First Aid, CPR, and AED training biannually.

### **Crisis Management**

Holy Trinity Catholic School takes its responsibility for the safety of its students, teachers, staff, and parents seriously. HTCS cannot release a student while there is an outside threat from weather, natural disasters, or criminal/terrorist activity. In the event that the Crisis Management Plan has been activated, it is imperative that parents do not attempt to remove their children from the school until the Principal has determined that it is safe to do so. Once a Crisis Response Protocol is activated, parents will be notified through the FACTS SIS Parent Alert notification system. Parents will receive a second notification when it is safe to pick up their children.

HTCS has prepared for the following Crisis Response Protocols:

**SECURE/LOCKOUT**—a secure is called when there is a threat or hazard outside of the school building. Whether it is due to violence or criminal activity in the immediate neighborhood, or a dangerous animal on the playground. Secure uses the security of the physical facility to act as protection.

The secure protocol demands bringing students into the building and locking all outside access points. Teachers take attendance of students. Where possible, classroom activities continue uninterrupted. Classes that were held outside, such as physical education or recess return to the building and if possible, continue inside the building. Depending on the reason for the lockout, people inside the building may be prohibited from leaving.

**LOCKDOWN**—A lockdown is called when there is a threat or hazard inside the school building.

Examples of when a lockdown may be called are:

- Dangerous animal within the building
- Intruder or active shooter
- Hostage situation
- Kidnapping
- Death of a student or staff
- Staff incapacitated
- Suicide

The lockdown protocol requires locking individual classroom doors or other access points, moving room occupants out of the line of sight of the corridor windows and may require room occupants to maintain silence.

**EVACUATE**—Evacuation is called when there is a need to move students from one location to another.

- Fire
- Evacuate to shelter area
- Seal the room
- Drop, cover, and hold
- Get to high ground

If safe, students are evacuated to Trinity Hall, the room under the Church. If the threat is imminent, students will evacuate to the Early Childhood hallway.

**SHELTER** – Shelter in place is called for imminent danger such as tornado or hazmat accident.

**HOLD**— Hold allows the school to keep students in classrooms if needed to clear the hallways and ensure a safe environment at all times.

## **Evacuation and Reunification**

If the school must be evacuated, the level of the crisis and emergency personnel involved will determine the evacuation process.

The following locations are possible regrouping areas:

- Trinity Hall, the basement of the Church
- Pastoral Center of the Diocese of Dallas, 3725 Blackburn St., Dallas.

Parents will be notified, through the Parent Alert as to the appropriate location for reunification. They are

required to remain in the designated location and wait until their child is brought to them.

### **Fire Drills/Evacuation Drills**

Fire drills are held in accordance with the City of Dallas Fire Codes and Diocesan policy. Absolute cooperation in abiding by the rules is expected. Silence, order, and speed are of the upmost importance in any emergency evacuation. Faculty and staff of Holy Trinity Catholic School will give directions to students and visitors in the school buildings.

### **Inclement Weather**

School closings or delays to the start of the school day due to inclement weather will be communicated through FACTS SIS Parent Alert and on the HTCS website.

Parents are encouraged to use discretion and good judgment on whether to have their children attend school in bad weather. Students will not be considered tardy on bad weather days.

### **Heat Index and Cold Weather Guidelines for Elementary and Middle Schools**

- **Temperature-Heat-Index (THI) reaches 95 F**—Outdoor activity will be limited to 10-15 minutes with proper hydration. NO outdoor PE or Diocesan sports/practices longer than 15 minutes are permitted.
- **Purple Ozone Days**—No outside PE or recess. Temperature and Temperature Heat Index can be found at <http://www.weatherbug.com>. No outdoor sporting events for middle school if the area is in a confirmed purple ozone area.
- **Red Ozone Days**—A plan is recommended for children with known lung disease (asthma) to be retained indoors; however, if parents/guardians/doctor release students for outdoor activity, a plan should then be in place to observe and monitor students as well as refer them to the clinic and/or office should distress symptoms appear.
- **Orange Ozone Days**—Monitor ozone sensitive children who are outdoors as well as referring them to the school office if respiratory distress symptoms appear.
- **Cold Weather Days**—
  - **Below 32 F (including wind chill)**—Students will be kept indoors for PE and recess.
  - **Above 32 F**—Students should be properly dressed for outdoor activity.
- **Severe Storms (Lightning)**—When lightning is detected within a distance less than or equal to 8 miles, all students are to be moved indoors. A 30-minute wait period following the last lightning strike recorded is required before students may return to outdoor sports/activities. Proper documentation is recommended.

### **Smoking**

In accordance with the City of Dallas smoking ordinance, smoking is prohibited in all school facilities and on the school campus.

### **Weapons**

Weapons are not allowed on the school campus.

## **SCHOOL HOURS**

### **Regular School Day**

Regular school hours are Monday through Friday, 8:00 AM to 3:30 PM. Extended Day Academy is available

until 6:00 PM on school days. Supervision of students begins at 7:30 AM.

### **Office Hours**

The Holy Trinity Catholic School office is open from 7:30 AM until 4:00 PM.

## **SEARCHES**

Lockers remain under the jurisdiction of the school even when assigned to an individual student. HTCS reserves the right to inspect any locker at any time. In addition, the school may inspect personal possessions of students, including backpacks and digital memory devices for valid reasons. Searches of lockers or personal possessions must be conducted by a faculty/staff member and witnessed by another faculty/staff member.

## **SOLICITING**

Students may not solicit funds for any reason including donations to other organizations or outside businesses not pre-approved by the administration. This includes personal gain gifts and solicitation for organizations not sponsored by Holy Trinity Catholic School.

## **SUPERVISION**

The school building is open from 7:30 AM until 6:00 PM. Students may not arrive prior to 7:30 AM. Supervision is provided from 7:30 AM to 7:50 AM in the cafeteria. As students arrive, they are to go immediately to the cafeteria. Students will be directed to homeroom classes at the appropriate time.

Students who arrive on campus prior to class time are not to leave the campus after they arrive without a supervising adult and are released through the school office. Likewise, at the end of the school day, students should not return to campus following dismissal from school, unless under the supervision of parent, adult, or extra-curricular activity sponsor. After-school supervision ends at 3:45 PM. Extended day services are available until 6:00 PM for an additional fee.

Students are allowed to be in the gym only when they are under the direct supervision of their coach or activity sponsor. If a student is discovered on campus at a time when no supervision is provided, the parents/guardians will be notified. If it is discovered that a student leaves campus after being dropped off by a parent/guardian and returns before school begins, the parents/guardians will be notified.

## **TECHNOLOGY**

Holy Trinity is proud to offer all students access to its secured internet. The internet is provided for students to conduct research and communicate with others. Access to these services is given to students who agree to act in a considerate and responsible manner.

Students are responsible for good behavior on the HTCS secured internet just as they are in a classroom. General school rules for behavior and communications apply.

Access to the internet includes responsibilities. Students may not:

- Use the network or internet to harass, insult, or attack others.
- Access another student's work: altering, moving, or deleting another student's work.
- Enter social network sites or chat rooms.
- Willfully damage computers, software, computer systems or networks.

- Use the internet to plagiarize or violate copyright laws.
- Employ the internet for commercial purposes.
- Deliberately access or display offensive and/or obscene messages or pictures.
- Use computers to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
- Download software from the internet without the permission of the teacher.
- Access the internet without permission from the teacher.

## **Social Networking**

Social networking sites should be used in a manner in accordance with the school and community values. The networking interaction, while taking place on personal time and not in relation to the school day, nevertheless impacts the overall harmony of the community.

Parents are encouraged to take time to set appropriate parameters for their children when using any technology such as internet sites and cell phones, to have ongoing discussions about site usage, and to monitor their child's internet and cell phone use. It is important that students realize the wide reach and possible ramifications some of their exchanges may have. Technology is a way of life for students; it is vitally important that educators and parents educate them in appropriate use as well as potential issues which may arise from impulsive commentary.

Holy Trinity Catholic School earned the Common-Sense School seal and has addressed potential dangers and issues of various technologies for students through the Safe Environment Office's web safety presentations. However, home use of technology cannot be monitored by the School. Parents are encouraged to be highly involved in their child's technological education should they elect to provide them with the means for such interaction.

## **Consequences of Violation**

Violation of the policies and procedures of Holy Trinity Catholic School concerning the use of computers and networks will result in disciplinary action that may result in, but is not limited to:

- Student may lose computer privileges/Internet access. Length of privilege suspension will be determined by the administrator/teacher.
- A student will be removed from class and may be recommended for in-school suspension.
- Termination of enrollment may be considered in flagrant violations that blatantly corrupt the educational value of computers and the Internet, or instances when students have used HTCS Internet access to violate the law or to compromise another computer network.

Holy Trinity Catholic School has taken precautions to restrict access to controversial materials and does not assume responsibility for inappropriate materials acquired through the internet while at the school.

## **VOLUNTEERS AND VISITORS**

Holy Trinity Catholic School welcomes volunteers from our parish community. Those wishing to volunteer time and energy are encouraged to contact the Holy Trinity Catholic School office.

It is the intent of Holy Trinity Catholic School to fully comply with all applicable Safe Environment policies of the Diocese of Dallas and Holy Trinity Catholic Community.

- All visitors and volunteers (including a student's parent, guardian, or other relatives) entering the school must first report to the school office. No one may proceed directly to a classroom or cafeteria.
- All visitors and volunteers must sign in and out by providing a current ID card and display a current



cleared volunteer badge as issued by the school. Those without cleared badges must be cleared by the school office and issued a visitor badge by presenting a driver's license. The cleared volunteer or visitor badge must be displayed at all times while in the school building or on school grounds during school days.

- Visitor badges are a privilege, and the school office reserves the right to refuse a badge to any person.
- A visitor badge is only valid for one (1) day and is not good for in and out access to the school during that day. A visitor must return to the school office for a visitor badge on each day and/or each visit.
- Holy Trinity Catholic School reserves the right to deny access to school property for any reason.

## **DIOCESAN LEGAL POLICIES**

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### **THE ROMAN CATHOLIC DIOCESE OF DALLAS SCHOOL POLICIES HANDBOOK ADDENDUM**

#### **OVERVIEW**

Catholic schools within The Roman Catholic Diocese of Dallas (the “Diocese”) are an extension of the religious ministry of the Diocese and, in the case of parochial schools, of the parish to which they are attached. To help schools fulfill this important role, the Diocese has promulgated certain policies for implementation in every school within the Diocese. Accordingly, the policies contained in this Addendum amend, replace, and control over any local school policies which apply to the same subject matter thereof.

#### **1. CUSTODY AND FAMILY LAW ISSUES**

The Diocese and its schools understand that many families within the school community are affected by custody and other related legal disputes. The Diocese and its schools work to balance sensitivity to

difficult family situations and the interests of safety and orderly school administration. Involving school personnel in family and custody diverts finite school resources from the school's primary function. As a result, it is important that families within the school community who are affected by custody and other related legal disputes read and understand the following policies and procedures.

Generally, a child's biological or adoptive parents have equal rights to custody of and visitation with the child unless and until a court orders otherwise. When this arrangement has been changed by court order, it is the responsibility of the affected student's family to provide the school with a complete, final, signed copy of the relevant order and to point out to the school any relevant portions of the order. Unless and until a student's family does so, the school may assume that both of a child's biological or adoptive parents have equal rights to custody of and visitation with the student.

It is the responsibility of the parents, not the school, to ensure that the school is promptly provided with any relevant original or amended custody orders. Schools will take reasonably practical steps to facilitate compliance with relevant family court orders. However, it is the responsibility of the family, and not the school, to enforce family court orders regarding a student. School personnel are not family law attorneys and are not responsible for interpreting or enforcing custody or other family court orders.

**Attorneys representing parents in custody disputes should not contact school personnel directly, including to request the production of documents and execution of supporting affidavits for use in litigation. Parents may obtain contact information for diocesan legal counsel from the school and should provide this information to the parents' attorneys if school involvement in a custody dispute is requested. If the school is required to engage counsel to interpret or otherwise advise the school regarding a custody or other family court order or dispute, the parents of the affected student are jointly and severally liable to the school for all costs and attorneys' fees associated therewith. As an exception to this general rule, upon request by either parent, the school will generally, at the chief administrator's sole discretion, provide one copy of a student's central file (e.g., attendance records, report cards, enrollment documents, etc...) with a supporting business records affidavit to both parents or their attorneys free of charge.**

Diocesan schools are private property and are not open to the public. Additionally, it is detrimental to the well-being of the affected students and to the school community as a whole when family disputes are brought onto school property. Parents are expected to do everything possible to avoid parental confrontations or arguments on school grounds. The chief administrator of the school or his or her designee has full discretion to exclude any person from the school when, in his or her sole discretion, doing so is necessary or appropriate. School personnel may contact law enforcement for assistance when doing so is necessary to enforce this discretion. If a parent who is prohibited by court order from coming to or near the school attempts to enter the school, the school may call the police and/or seek other appropriate recourse.

If school personnel believe that the behavior of a parent or other legally responsible adult presents an imminent threat of harm to a student, the school may refuse to release the student to the parent or other legally responsible adult or take such other steps, including but not limited to contacting law enforcement or the student's emergency contact, as the school deems necessary.

## **2. REPORTS TO AND COOPERATION WITH LAW ENFORCEMENT**

### **a) Reports to Law Enforcement**

Texas law requires the principal of a private school, or his or her designee, to notify law enforcement if the principal has reasonable grounds to believe that certain crimes listed in section 37.015 of the Texas Education Code. The notice provided to the police must include the name and address of each student the person believes may have participated in the activity, and must also be provided to each employee of the school who has regular conduct with a student whose conduct is the subject of the notice. It is

the policy of the Diocese of Dallas and its schools to comply with this statutory requirement.

#### **b) Cooperation with Law Enforcement and Child Abuse Investigations**

Texas law requires schools to make students available for interviews by child protective workers in connection with an investigation into suspected child abuse. The child protective worker may or may not allow a school representative to witness the interview. Diocese of Dallas schools will cooperate with such interview requests.

From time to time, law enforcement officers also seek to interview students while at school in connection with an allegation or suspicion that the student has committed a crime. When faced with such a request, school personnel will refer the requesting officer to the school's chief administrator or his or her designee. The chief administrator or designee will request additional information regarding the nature of the interview requested and the allegations or suspicions relating to the student. The chief administrator or designee will, if the crime is not serious and contemporaneous or imminent, also request that the interview be delayed until the student's parent or other legally responsible adult is present. School personnel will then notify the student's parent, other legally responsible adult, or emergency contact as soon as possible.

If the officer refuses to delay the interview until the student's parent or other legally responsible adult arrives, the chief administrator or designee will request to be present during the interview. **However, if the officer refuses to allow the chief administrator to be present and refuses to delay the interview, school personnel will not physically prevent the officer from conducting the interview, and the parent or other legally responsible adult signing below agrees that the school is under no duty to do so.**

### **3. PARENTAL COOPERATION AND BEHAVIOR**

All members of the school community, including parents and family members, are expected to comply with all school rules and policies while on campus and in communications with the school, be respectful, cooperate with the school with respect to all decisions affecting the student, and avoid behavior which disrupts the orderly administration of the school. A community member's failure to meet these expectations jeopardizes school administration, requires the school to expend limited resources to address inappropriate and unnecessary behavior, and detracts from the school's core mission and, as a result, may jeopardize a student's continued participation in the school community. At the school's sole discretion, the failure of a student's parents or other family members to comply with these expectations, separate and apart from the student's conduct, may result in suspension or expulsion of the student.

### **4. REIMBURSEMENT FOR SCHOOL COSTS AND ATTORNEY'S FEES**

The Diocese of Dallas and its schools recognize the financial sacrifice many of its families make to participate in the school community. Out of respect for this sacrifice and in recognition of the school's responsibility to wisely steward financial resources for the benefit of all members of the school community, the Diocese and its schools have implemented the following policy:

From time to time, a school is required to retain outside legal counsel to respond to parent requests or demands, requests or subpoenas for testimony or documents in legal proceedings to which the school is not a party, or to address other issues affecting or involving only one or a few students or families. In such situations, the school is typically required to expend finite financial resources to address an issue which otherwise affects only a very small portion of the school community. To ensure that the school community at large is not adversely impacted in such situations, the school will, when the chief administrator in his or her sole discretion deems it appropriate, require the family or families involved to reimburse the school for attorney's fees, costs of court, and other expenses incurred (including, without limitation, the cost to secure substitute staff when school personnel are subpoenaed to testify in court

proceedings).

**Accordingly, each person who acknowledges his or her agreement to the contents of this Handbook, either by written or electronic signature or by enrolling a student in a school within the Diocese of Dallas, agrees that, in the School's absolute and sole discretion, he or she shall indemnify and reimburse the School, the Roman Catholic Diocese of Dallas, and their respective officers, employees, agents, and representatives ("Indemnitees") on demand from and for any and all attorney's fees and related costs including without limitation the cost of responding to requests for documents or other records or information arising from, in connection with, or related to 1) a violation of any provision of this Handbook, 2) any request or demand made upon the School which pertains to a legal proceeding to which the School is not a party, 3) threatening or harassing communications directed to any Indemnitee, or 4) threatened or actual litigation against any Indemnitee which does not result in a final and appealable judgment adverse to the Indemnitee.**

## **5. AUTHORIZATION OF CONSENT TO TREAT MINOR**

I/We, the Parents/Guardians listed below, are the \_\_\_\_ parent(s) / \_\_\_\_ guardians of the Student listed below, and as such do hereby authorize the School named below and its employees, contractors, and adult volunteers as our agent(s) (collectively, "School") to consent to any x-ray examination, anesthetic, medical, dental, or surgical diagnosis or treatment or hospital care which is deemed advisable by, and is to be rendered under the general or specific supervision of, any physician or surgeon licensed under the laws of the jurisdiction where such diagnosis or treatment may be given, whether such diagnosis or treatment is rendered at the office of said physician, at a hospital, or at any other location.

I/we understand that this authorization is given in advance of any specific treatment or diagnosis, but is given to provide authority and power of treatment or hospital care which the aforementioned physician in the exercise of best judgment may deem advisable. This authorization is given pursuant to the provisions of Chapter 32 of the Texas Family Code. This authorization shall remain effective for up to one year from the date of completion of this form, unless sooner revoked in writing delivered to said agent(s).

**In consideration of acceptance of this authorization, but without any time limitation and without any future right of revocation, I/we hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnitee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to such treatment, treatment decisions, diagnosis, or hospital care relating to Student, REGARDLESS OF CAUSE OR OF THE JOINT, COMPARATIVE OR CONCURRENT NEGLIGENCE OF THE INDEMNITEES.**

## **6. ENROLLMENT**

I/We is/are the natural parent(s) or managing conservator(s) of the Student listed below and have the legal authority to enroll Student in the School. Having considered all the facts, I/we believe that enrolling Student in the School for the coming school year is in Student's best interest. I/we understand that School is a Roman Catholic School and that Student's education and the expectations for Student's behavior and the conduct of Student's family in relation to the School community will be consistent with and governed by Christian morals, values, and principles.

I/we have been provided with and have read, understood, and had the opportunity to ask any questions regarding School's student/family handbook. I/we understand that the handbook is incorporated into this

agreement and forms a part of this legally binding contract. As a result, I/we understand that Student's continued enrollment at School during the coming school year is contingent upon compliance with the policies set out in the handbook by Student and by Student's family in their dealings with the School community. I/we understand and agree that failure to comply with the expectations for conduct set out in the handbook may result in discipline, up to and including separation of Student from the School at School's sole discretion and without any right to appeal.

I/we understand that I am/we are responsible for providing School with a current and complete copy of any court order affecting Student's enrollment in School or the right of a parent or conservator of Student to make educational decisions for Student, communicate with School, or access Student's educational records. I/we understand that it is not School's responsibility to mediate or resolve disputes regarding custody of Student and related matters, and that involving School in custody and similar disputes requires School to expend unbudgeted time and other resources. I/we have read and agree to the provisions of the School handbook regarding School's right to recover attorneys' fees incurred as a result of Student or family misconduct and custody and related legal matters.

I/we have informed School of all relevant information regarding any special educational or medical needs of Student and agree to advise School if Student's educational or medical needs change during the school year. I/we agree that School may contact any person who signs this agreement or whose name is provided to School as an emergency contact regarding any emergency involving Student and may disclose to those individuals information regarding Student's education, behavior, and/or medical conditions as needed. I/we have been provided with and understand all necessary information regarding tuition, fees, and costs associated with Student's enrollment at School for the coming school year and am/are satisfied that I/we will be able to pay all such tuition, fees, and costs subject to any applicable financial aid awarded. I/we understand that School's budget for the school year anticipates full payment of all amounts due on behalf of all enrolled students. Accordingly, I/we understand that failure to pay all tuition, fees, and costs in full and on time may, in School's sole discretion, result in Student's separation from School without any refund of amounts already paid.

## 7. PARENT CONSENT AND RELEASE FORM

The School offers students the opportunity to participate in a wide range of education, extracurricular, and athletic activities, both on and off campus. The School believes that parents, students, and the School community are best-served when parents and students together determine the range of activities that are appropriate for a particular student's participation. Parents should review the opportunities listed below, determine which activities are appropriate for their student's participation, and students and parents should sign where indicated below for each activity.

**STUDENT NAME:** \_\_\_\_\_

### **Athletics:**

**Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student's participation in School-sponsored athletic activities, including without limitation athletics-related training and exercise programs, practices, School-sponsored pre and post-game activities, games, competitions, and tournaments. I/we have read, discussed with Student, and understand the student conduct expectations set forth in the Handbook and understand that Student's continued participation in athletics is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-related activity, whether academic, athletic, or otherwise.

**Parent(s) initials:** Yes: \_\_\_\_\_

**Transportation to/from Athletics:**

**Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored athletics activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

**Parent(s) initials:** Yes: \_\_\_\_\_

**Extra-curricular Activities:**

**Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student's participation in School-sponsored extracurricular activities, including on-campus and off-campus extracurricular activities. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued participation in extracurricular activities is conditioned upon his/her compliance with all applicable policies and rules of conduct when engaged in any School-sponsored activity, whether academic, extracurricular, or otherwise.

**Parent(s) initials:** Yes: \_\_\_\_\_

**Transportation to/from Extracurricular Activities:**

**Subject to the Release and Indemnification terms below**, by my/our initials below, I/we consent to Student's use of School-sponsored transportation to and from any and all School-sponsored extracurricular activities described above. I/we have read and discussed with Student the conduct expectations set forth in the Handbook and understand that Student's continued use of School transportation is conditioned upon his/her compliance with all applicable policies and rules of conduct.

**Parent(s) initials:** Yes: \_\_\_\_\_

**Video/Image Release:**

**Subject to the Release and Consideration and Indemnification terms below**, by my/our initials below, and for good and valuable consideration, I hereby grant to the School the irrevocable and unrestricted right to make, use and/or publish any and all photographs, videos, and other images of Student, or images in which Student may be included, now existing or hereafter made, in any case, with or without identifying Student for editorial, advertising, news, or any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same.

**Parent(s) initials:** Yes: \_\_\_\_\_

**8. RELEASE AND INDEMNIFICATION**

For and in consideration of admitting Student to School, allowing Student to participate in any of the activities described above, and for other good and valuable consideration, on behalf of myself, Student, and our respective heirs, assigns, survivors, estates, beneficiaries, I hereby release and agree to fully and unconditionally protect, indemnify, and defend School, the Roman Catholic Diocese of Dallas, and their respective officers, agents, and employees, (collectively, "Indemnitees") and hold each Indemnitee harmless from and against any and all costs, expenses, attorney's fees, claims damages, demands, suits, judgments, losses, or liability for injuries to property, injuries to persons (including Student) and from any other costs, expenses, attorney fees, claims, suits judgments, losses, or liabilities of any and every nature whatsoever arising in any manner, directly or indirectly, out of, in connection with, in the course of, or incidental to any activity described above in this Section 10.

## **9. PASS-THROUGH COPPA PARENT WAIVER**

a) English:

Dear Parents,

Our school uses certain web-based tools and other applications that assist your child in learning. In order for your child under age 13 to use those tools and applications, federal law requires that you provide your consent. A list of the applications and web-based services our school uses, or may choose to use, has been enclosed with this parental consent form. In order for your child to use these programs and services, your child must provide certain personally identifying information. Generally, this information is limited to first and last name, a username, and email address.

Privacy policies for the programs can be found on the websites of the developers of these applications. If you have questions about a particular policy or would like further information about these privacy policies, please review the applicable website or contact your child's teacher.

Under the federal Children's Online Privacy Protection Act, the operators of these educational applications and services must notify you, as your child's parent, and obtain your consent before collecting limited personal information from children under the age of 13.

The law permits schools to consent to the collection of personal information on behalf of all of its students. This form, when completed below and on file with us, will authorize our school to provide consent for your child to provide personal identifying information, consisting of first and last name, a username, and an email address, to the operators of applications identified on the enclosed list.

If you consent to your child providing personal identifying information to use the applications and web services, check the OPT-IN box below. By checking the OPT-IN box, you expressly authorize Holy Trinity Catholic School to provide your child's first name, last name, username, and email address to the operators of one or more of the applications identified on the enclosed list. You also agree to release and indemnify our school from and against any claims arising out of our providing such information to the operators of the applications and services listed on the enclosed list.

If you do not want our school to provide this information, select the OPT-OUT box below. Note that checking the OPT-OUT box will prevent your child from participating in certain educational activities, including the use of the applications on the enclosed list. While our school will generally make reasonable attempts to provide alternative assignments to your child, we reserve the right to determine that a student's consistent inability to participate in the assigned curriculum may impair the student's academic progress at our school and require that you and we explore other options.

Student Name: \_\_\_\_\_

Parent/Guardian Name (PRINT): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

**OPT IN \_\_\_\_\_ OR OPT OUT \_\_\_\_\_**

**Date:** \_\_\_\_\_

#### **b) Spanish:**

Estimados Padres de Familia,

Nuestra escuela utiliza ciertas herramientas y aplicaciones a través del internet que estimulan el aprendizaje de su hijo. Para que su hijo menor de 13 años utilice estas herramientas y aplicaciones, la ley federal requiere que usted dé su consentimiento. Una lista de las aplicaciones y servicios a través del internet que utiliza nuestra escuela, o que puede decidir utilizar, ha sido incluida con este formulario de consentimiento de los padres de familia. Para poder utilizar estos programas y servicios, su hijo debe proporcionar cierta información de identificación personal. Generalmente, esta información se limita a su nombre y apellido, un nombre de usuario y dirección de correo electrónico.

Los reglamentos de privacidad de los programas pueden encontrarse en los sitios web de los diseñadores de



estas aplicaciones. Si usted tiene preguntas acerca de un reglamento en particular o desea información adicional acerca de estos reglamentos de privacidad, le pedimos que revise el sitio web correspondiente o se ponga en contacto con el maestro de su hijo. Bajo la Ley Federal de Protección de la Privacidad Infantil en Internet, los operadores de estas aplicaciones y servicios educativos deben notificarle a usted, como padre de su hijo, y obtener su consentimiento antes de recopilar información personal limitada de niños menores de 13 años.

La ley permite que las escuelas den su consentimiento a la recopilación de información personal en nombre de todos sus estudiantes. Esta forma, al ser llenada y conservada en nuestros archivos, autorizará a nuestra escuela a dar el consentimiento para que su hijo proporcione información de identificación personal, la cual consta de nombre y apellido, un nombre de usuario y una dirección de correo electrónico, a los operadores de las aplicaciones identificadas en la lista adjunta.

Si usted da su consentimiento para que su hijo proporcione información de identificación personal para utilizar las aplicaciones y servicios a través del internet, marque la casilla AUTORIZO en la parte de abajo. Al marcar la casilla AUTORIZO, usted autoriza expresamente que la Escuela Católica Holy Trinity proporcione nombre, apellido, nombre de usuario y dirección de correo electrónico de su hijo a los operadores de una o más de las aplicaciones identificadas en la lista adjunta. Asimismo, usted acuerda liberar e indemnizar a nuestra escuela de y contra cualquier reclamación que surja al proporcionar dicha información a los operadores de las aplicaciones y servicios que se encuentran en la lista adjunta.

Si usted no desea que nuestra escuela proporcione dicha información, seleccione la casilla NO AUTORIZO en la parte de abajo. Tenga en cuenta que la casilla NO AUTORIZO evitará que su hijo participe en ciertas actividades educativas, incluyendo el uso de las aplicaciones incluidas en la lista adjunta. Si bien nuestra escuela generalmente hará los intentos razonables para proporcionar tareas alternativas para su hijo, nos reservamos el derecho de determinar si el impedimento constante de que un estudiante participe en el plan de estudios asignado perjudique el progreso académico del estudiante en la escuela y requiera que tanto usted como nosotros exploremos otras opciones.

Nombre del Estudiante: \_\_\_\_\_

Nombre del Padre/Tutor (IMPRESO): \_\_\_\_\_

Firma del Padre/Tutor: \_\_\_\_\_

**AUTORIZO** \_\_\_\_\_ **○ NO AUTORIZO** \_\_\_\_\_

**Fecha:** \_\_\_\_\_

#### **LIST OF APPLICATIONS AND WEB-BASED SERVICES USED BY HOLY TRINITY CATHOLIC SCHOOL**

IXL

XTRA Math

Class Dojo

SeeSaw

Read Naturally

Renaissance Learning

## 10. ACKNOWLEDGEMENT AND AGREEMENT

***For online acknowledgement:***

By submitting this form to the school, I represent that I have read the foregoing Handbook and understand and agree to the contents thereof. I agree that I will comply and will require the student listed below to comply with the school's policies, procedures, and instructions, and understand that such compliance by me, the student, and persons connected to the school by reason of the student is a condition of the student's continued enrollment in the school. I also understand and agree that the timely payment of all tuition, fees, and costs imposed by the school is also a condition of the student's continued enrollment in the school.