



2023-2024

STUDENT-PARENT HANDBOOK

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

Revised July 2023

Forming the Christian Leaders of Tomorrow

Letter from Principal

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

Dear Parents and Students,

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

The Parent/Student Handbook reflects the policies of Holy Trinity Catholic High School for the 2023-2024 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Holy Trinity Catholic High School during the 2023-2024 school year.

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

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

In Christ,

Fred Valle

Fred Valle
Principal

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Forming the Christian Leaders of Tomorrow

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



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

Mission Statement

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

Vision Statement

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

Philosophy

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

History of the School

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

2001 to 2010: In August 2001, the school moved to the Vandiver school building, a historic school building owned by the Temple Independent School District. In 2004, the school was allowed use of the adjacent modular building, now known as the Assisi Annex. In 2005, Holy Trinity secured a

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donation of a portable science building from the Cameron Independent School District and through the generosity of the EBCO company was able to move the building, creating the EBCO Science Center.

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

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

School Colors: Navy and Gold

School Mascot: Celtics

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

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

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

Forming the Christian Leaders of Tomorrow

THE PROFILE OF A HOLY TRINITY STUDENT

Faith

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

Compassion

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

Service

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

Leadership

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

Excellence

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

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

ACCREDITATION

Holy Trinity Catholic High School is a private, non-parochial, Catholic school affiliated with the Diocese of Austin, supported by the Bishop and the diocesan Office of Catholic Schools, and accredited by the Texas Catholic Conference Education Department (TCCED) under the authority of the Texas Education Agency (TEA).

ADMISSIONS POLICY

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

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

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

Depending on openings at the sophomore, junior and senior levels, students are accepted on the basis of the past academic and disciplinary record, provided it can be integrated with the Holy Trinity program and provided students can fulfil school and state requirements for graduation.

Holy Trinity Catholic High School does not accept married students for enrollment, nor does it allow students who marry to remain enrolled at Holy Trinity.

ADMISSION OF NEW STUDENTS WITH LEARNING DIFFERENCES

Holy Trinity Catholic School is not staffed to accommodate students who demonstrate severe academic deficiencies and/or behavioral problems but will make reasonable accommodations for otherwise qualified students. All new students are accepted subject to a 90-day probationary period.

Parents must provide any current educational documentation that verifies the need for accommodation. Educational documentation includes but is not limited to Full-Initial Evaluation Report(s), Special Education I.E.P.(s), and Section 504 Accommodation Plan(s). Upon review of the documentation, Holy Trinity Catholic High School will determine which accommodations and/or recommendations can be implemented.

Being able to meet a child's educational needs is of paramount importance. However, reasonable accommodation does not ensure success. If a child's educational needs cannot be met by Holy Trinity Catholic High School, we will inform the parents to allow them to explore educational institutions that have the resources and expertise to meet the students' needs. (*Diocesan Policy 304*)

Transfer Admissions Policy

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

Exchange Student Policy/ International Student

Holy Trinity Catholic High School recognizes the advantages of enrolling students from other countries, including the cultural enrichment and increased understanding that it provides for our students. In order to maximize the experience for all of the students and the faculty, the application papers, including, but not limited to, transcripts, immunizations, admission forms, letters of reference, writing samples, and English proficiency tests must be complete and the application approved by July 1 or the student will be denied admission. Based on the given information, HTCHS will issue an I-20. The student must then follow the procedures of their government and the USA. Upon acceptance, all tuition and fees must be paid in full prior to the first day of school. Careful analysis of graduation requirements may limit the possibility of exchange students receiving a diploma from Holy Trinity. Teachers may make reasonable accommodations for language barriers as students adjust, but a high standard of academic performance should be expected for all students.

Re-evaluation Policy/ Readmission Policy

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

Withdrawal Policy

- A student who withdraws in the first semester and prior to the first day of classes is entitled to a 100 percent refund of tuition paid in July and/or August. Registration is non-refundable.
- If a student withdraws after the beginning of the semester, day 1 of school, is entitled to a 100 percent refund of the second-semester tuition only. The remainder of the semester tuition is due before records are transferred to another school and/or released. Fees are non-refundable.
- If the student withdraws prior to the beginning of the second semester and has notified the Principal in writing during the first semester, you are entitled to a refund of second-semester tuition only.
- If a student withdraws in the second semester after classes have begun in January, the remainder of the semester tuition is due before records are transferred to another school.
- Holy Trinity High School students who wish to transfer from the school must provide the Principal with a Letter of Withdrawal and complete all withdrawal paperwork.
- After the 90-Day Probation period if the board approved, a prorated tuition and fees will be refunded.

SPIRITUAL FORMATION

Campus Ministry Program

Community Service is integral to Christian formation. In John's Gospel we read, "Greater love has no one than this that one lay down his life for his friends." (John. 15:13) For most of us, we will not be asked to physically die in order to save another. What then is to be made of this passage? To give of ourselves in service is to lay

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down our lives for others. This we can and must do in order to fulfill our mission in life. In the Catechism of the Catholic Church, we read that “The human person needs to live in society. Society is not for him an extraneous addition, but a requirement of his nature.” (CCC 1879) To live in society we are not passive beings but should rather be active participants.

This is the principle behind Holy Trinity’s community service requirements. Through their service to their parishes and surrounding community, students learn to be active participants in society. Like the prophet Isaiah, we are called to share Christ’s love with others: “How beautiful on the mountains are the feet of those who bring good news, who proclaim peace, who bring good tidings, who proclaim salvation, who say to Zion, ‘Your God reigns’!” (Is 52:7). In sharing ourselves it is really Christ we share.

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

9 th grade - 20 Hours
10 th grade - 20 Hours
11 th grade - 20 Hours
12 th grade - 30 Hours

School Mass and Prayer Service

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

School Retreats

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

Theology Class

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

ACADEMIC POLICIES

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

Textbooks

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

Semester Grades

Successful completion of each semester of a course earns 0.5 credits for graduation. The semester grade is calculated as follows: 40 percent each quarter plus 20 percent semester examination.

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

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

Homework

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

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

Grading Scale

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

Grade Conversion Scale

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

"I " = Incomplete (Incompletes become an F if work is not completed by the date established by the teacher in consultation with the Principal)

Honor Roll

Students may earn academic distinction by exhibiting above-average performance. Official report card grades

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at the end of each nine-week quarter are used to determine placement on the appropriate honor roll. The students are recognized for their achievements in a ceremony each semester.

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

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

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

Progress Reports

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

Report Cards

Report Cards are issued in quarterly intervals during the school year. The beginning and end of each quarter is marked on the official school calendar.

Semester Examinations

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

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

Semester Exam Exemptions

Students have the opportunity to be exempt from spring semester exams only.

Exemptions are determined for each course and are based on a combination of the 4th quarter grade average and the number of semester absences. Every three tardies in a given class will be counted as one absence when determining final exam exemptions. Students must also have passed the 3rd and 4th quarters.

Exemptions may not be used for courses that have required testing or curriculum that includes the use of a final test, such as AP examinations. AP students will be subject to the same attendance and grade expectations as everyone else for any course that authorizes the use of an exemption. AP students may additionally be exempt from a 2nd semester final upon completion of a required AP Course Final Exam.

Students may not be exempt from an exam in a course in which they will not pass without successfully completing the final exam.

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

- Absences due to extra-curricular activities sponsored by Holy Trinity (activities not recognized by the school are not considered absences due to extra-curricular activities; for example, if a student is competing and NOT representing Holy Trinity CHS)
- School approved, school-sponsored activities or trips (ex. field trips, public performances, etc.)
- Funerals for close relatives or approved by Principal

- Doctors' appointments with approved note from medical office (not parent)
- Academic testing (ex. SAT, ACT, AP Testing, etc.)
- Absence required by state or local authorities (ex. court appearances)
- College visits (no more than two) are not counted as absences for determining exemptions. Third and subsequent college visit days are counted as absences.

NB: Special cases will be brought to the Principal for consideration.

Exemption guidelines are as follows:

Course Grade	Allowed Absences per class (Semester)
90-100	3
85-89	2
80-84	1
<80	0

Grade	Number of Exemptions Allowed
9	1
10	2
11	3
12	All

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

Failure of a Course

Credit for courses is awarded on a per semester basis. In year-long courses, students who fail one semester, but pass the second semester with a grade high enough that the average of the two is passing (above a 69), may earn credit for the entire year.

A student who fails both semesters of a year-long required course must take summer school or a credit recovery course to recover the credit before returning to Holy Trinity in the fall. Summer School and/or credit recovery courses will not earn grade points but will recover lost credit. The grade will be recorded as either pass, "P", or fail, "F", on the student's transcript.

A student who fails a one-semester required course must retake the course or complete a credit recovery course as approved by the principal and the counselor.

If a student fails a course for the semester and subsequently repeats the course and earns a passing grade, the original numerical grade is recorded on the transcript and used in the calculation of the overall grade point average. The credit earned in the remedial course will be separately listed on the student's transcript.

Students who fail 3 or more Core Classes in a singular school year may be dismissed from HTCHS for unsatisfactory academic progress.

Honor Graduates & Class Rank

The Valedictory Award is presented to the graduate who has achieved the highest cumulative weighted grade point average in courses taken at Holy Trinity. To be eligible, a student must be a full-time student, meet the eligibility criteria, and have attended Holy Trinity Catholic High School for the six consecutive semesters immediately prior to graduation. The Valedictorian must participate in graduation exercises. Failure to

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comply with graduation ceremony requirements may result in loss of honor designation. Grade point averages prior to academic awards are the basis for determining both the Valedictorian and the Salutatorian. In the event of a tie, the weighted GPA scale will be used to determine the Valedictorian.

The Salutatorian is the senior with the second-highest cumulative grade point average. Selection of the Salutatorian is based upon the same criteria used for determining the Valedictorian.

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

Graduates, who are current members of the National Honor Society and in good standing, will wear the respective stole as part of their commencement attire. All additional Honors attire must be approved by the Principal.

Class Rank

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

Transcript of Academic Record

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

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

Academic Dishonesty

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

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

Academic Probation/Suspension

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

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

Individual Learner Needs

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

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

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

Graduation Requirements

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

Graduation Requirements		
ENGLISH	<i>4 credits</i>	<i>To include English I, II, III, IV</i>
MATH	<i>4 credits</i>	<i>To include Algebra I, II and Geometry</i>
SCIENCE	<i>4 credits</i>	<i>To include Biology I and Chemistry</i>
SOCIAL STUDIES	<i>4 credits</i>	<i>To include World History, US History, Economics and US Government</i>
THEOLOGY	<i>4 credits</i>	<i>1 credit for each year at Holy Trinity</i>
LANGUAGE OTHER THAN ENGLISH	<i>2 credits</i>	<i>from the same language</i>
FINE ART	<i>1 credit</i>	
PHYSICAL EDUCATION	<i>1 credit</i>	
HEALTH	<i>0.5 credit</i>	
SPEECH	<i>0.5 credit</i>	

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<i>ADDITIONAL CREDITS</i>	<i>5 credits</i>	<i>may include electives or additional academic courses</i>
<i>TOTAL CREDITS</i>	<i>30 credits</i>	

Credits Not Earned From Holy Trinity

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

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

Off-Campus PE credit

Any credit received off-campus must be approved by the Principal and must be documented.

ATTENDANCE POLICY

DAILY ATTENDANCE AND ARRIVAL

School hours are from 8:15 am – 3:50 pm.

No student may be on school property without parent supervision earlier than 7:00 a.m. Students must report to the Kasberg building between 7:00 a.m. and 8:00 a.m. Students will be released from the Kasberg building at 8:00 a.m. to report to their 1st period class. Students arriving between 8:00 a.m. and 8:15 may report directly to their 1st period class.

Daily attendance will be taken at 8:15 at the beginning of the first period of the day.

Students arriving after 8:15 am will be considered tardy and must report to the front office to obtain a tardy slip.

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

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

Early Release Days

These are the days throughout the school year when school is dismissed early. All children are released at noon. Please consult the school's monthly calendar to determine the exact dates of such early release days. Please be advised that there is no lunch period on early release days.

Absences

In accordance with the Texas Catholic Conference Education Department and Diocesan Board policies, the following shall apply: A student will be subject to failure in a class if he/she has accrued absences that equal greater than 10% of dedicated class time (TCCB ED 90% rule-excused or unexcused, excluding school-sponsored activities) from that class in a year. Attendance at Mass is also mandatory.

Holy Trinity students who accumulate more than 10% absence time in any course in a semester must develop an action plan in consultation with the Principal, the school counselor, and the teacher to make up for the missed instruction. Students who fail to complete the action plan will not receive credit for the class.

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

Participation in extracurricular activities requires attendance for the full school day, see exceptions under Mandatory Attendance for Participation.

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

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

Examples of Excused Absences:

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

What should a parent/guardian do if the student is absent from school?

- Provide a parent note or proper documentation (written note or email) to the school office located at the main entrance. [ask Renee – Parent Square]
- A call to the front office is NOT considered a sufficient form of documentation.
- All notes should be turned in within 5 days of the absence.

How are parents notified if the student has unexcused absences?

- o Parents are notified by an email from the administration upon 3 unexcused absences within a 4-week period. (It is extremely important that parents keep telephone numbers and addresses current with the school.)
- o It is the parent's responsibility to monitor their student's attendance.

Extended Illness – Extenuating Circumstances

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

Exceptions

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

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

Tardy – Tardies

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

Students arriving late for school must sign in at the front office. Students will receive a note from the front office that grants them permission to attend class. Students are NOT to go directly to a class when arriving after 8:15 a.m.

Tardies are cumulative per semester. Three tardies equal one absence. Excessive tardiness is a violation of school discipline and may warrant further disciplinary action including suspension of on-campus driving privileges.

Leaving Campus

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

Students leaving school due to a doctor's appointment will be required to present a doctor's verification upon return to school. The verification should show the doctor's name, phone number, and time of appointment. This verification must be presented to the office before reporting back to classes.

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

Students needing to leave campus unexpectedly must be checked out by a parent or guardian before dismissal. Students who drive themselves may check out if the Principal or designee speaks to the student's parent or guardian and receives verbal approval. Written documentation from parent/guardian should be provided within 24 hours.

Seniors have the privilege to leave campus for lunch on Fridays. Seniors must have written parental permission on file. Seniors must sign out/sign in upon leaving and arriving on campus. This privilege may be revoked by the Administration.

Open Period

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

Seniors may have the option of an open period at the beginning of the day. Students are required to arrive at school by 9:30 a.m. and attend prayer services on days that they have an open period. Students who are taking dual credit courses at UMHB and TC must return to Holy Trinity as soon as the off-campus class is over.

Students must be dressed in HT uniform when arriving at HT.

(Proof of enrollment and the scheduled times of the classes are required prior to the beginning of the school year.)

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

EXTRACURRICULAR POLICY

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

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

Eligibility

Initial eligibility for participation is determined by the coaches, teachers, and sponsors involved. Students who hope to participate in activities governed by the Texas Association for Private and Parochial Schools must meet TAPPS requirements for eligibility. Such requirements can be found on the TAPPS webpage (<https://www.TAPPS.biz/student-eligibility/>) or by asking the coaches, teachers, or sponsors involved.

Academic Requirements for Participation

To maintain eligibility for extracurricular activities, students will be required to maintain a 70 or above in ALL of his/her classes in accordance with the policy laid out below. Eligibility will be determined by the final grade at the end of each quarter's grading period. Holy Trinity's grading period is defined as the quarterly report card.

Students with a grade below 70 will be ineligible. While academically ineligible:

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

The period of ineligibility will begin the Sunday after each quarter report cards are announced and will continue for a period of 2 weeks. If at the end of the 2-week period of ineligibility, the student is passing ALL class(es) (not limited to the initial class that caused the loss of eligibility), their eligibility will be reinstated for the remainder of that quarter. A student will not be reinstated prior to the end of the 2-week period. A student who continues to fail one or more classes shall be ineligible on a week-to-week basis until such time as the student is passing all of his/her classes.

ACADEMIC IMPROVEMENT PLAN

At the time of progress reports, a grade check will be conducted. An academic improvement plan will be developed for the students with a grade of 70 or below in any course. The academic improvement plan will be developed in consultation with the teachers, coaches, parents, counselor, student, and Principal. The purpose of this academic improvement plan is to assist students in passing the course at the end of the term.

Please note, eligibility at HTCHS requires students to be in good standing academically and behaviorally. (See Disciplinary Policy)

Mandatory Attendance for Participation

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

Athletic Policy and Procedure

See the Athletic Handbook for additional athletic policies and procedures.

Letter Jackets

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

Extra-curricular Awards

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

Insurance

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

Field Trips

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

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

Verbal permission for participation in a field trip will not be accepted.

STUDENT CODE OF CONDUCT

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

General Decorum

1. Students are to report to all scheduled classes and activities on time, arrive with the necessary books, notebooks, and materials, and be seated and settled before the second bell rings.
2. Students not seated in their assigned classroom when the bell rings are considered tardy. If a student misses at least half of a scheduled class or assigned activity, the student is marked absent.
3. All students must be quiet and attentive whenever announcements are being made over the PA system. Students in the hall, etc. are expected to stop and listen to the announcements.
4. Safety, courtesy, and consideration for others require that there be no running or shouting in halls/stairways at any time.
5. Respect and pride in the school dictate that the buildings and campus be kept orderly and free of litter.
6. Students are expected to conduct themselves in a cooperative and mature manner at all times.
7. Tobacco products are NOT permitted on school grounds. This includes e-cigarettes and any vaping.
8. Eating or drinking anything (except water) is not permitted in class unless approved by the teacher. Gum chewing is not allowed on campus during school hours. No gum is permitted in Mass or prayer service.
9. Eating or drinking outside food before the start of or at the end of classes is a privilege and should be

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treated accordingly.

10. In the event that a teacher is detained and not present at the beginning of a class period, students are expected to say the prayer and sit quietly while one member of the class reports to the Principal's Office for instructions. Students should call the front office. Choosing to disregard this rule could result in detention or suspension.
11. Students are to obtain permission from the sponsor, teacher, and Principal to post or display any sign or information in the school.
12. Proper manners dictate that personal grooming (combing hair, etc.) is limited to the restroom areas.
13. Students are to obey all instructions relating to emergency evacuation and practice fire drills.
14. Students are to obey all traffic signs, markings, and speed limits on and around the physical campus.
15. Students may not leave the campus without permission.
16. Students must obtain permission from the front office to go to their cars in the parking lot and in some cases may be accompanied by a staff member.
17. Students are expected to obey all posted and verbal instructions by teachers and/or administration at all times.
18. For security and safety reasons, deliveries of presents of any kind will not be accepted by the school. Food items may not be delivered to campus for individuals and/or groups.

Bus Guidelines

- No food or drink of any kind, except water, is allowed on the bus.
- Students will be assigned seats by the driver for the school year.
- Students must remain in their assigned seats facing forward while the bus is moving.
- Students may talk quietly among themselves. No shouting, singing, or other disruptive noise is allowed.
- Cell phones may be used but must be kept on "silent/vibrate" to keep from distracting the driver.
- Personal music devices may be used on the bus **with headphones**.
- Students may work on homework; however, the driver is not responsible for homework left or lost on the bus.
- Students are expected to keep up with their own belongings. The driver is not responsible for anything left on the bus.
- Students may sleep only if they remain in an upright position. Safety dictates that the head of the student must be visible at all times. Students may not lie down.
- Students will be released to their parents or other authorized person at the designated stop.
- Students are expected to comply with the same code of conduct that applies to the school campus.
- Students who abuse their bus privileges may lose them.
- Disciplinary action will be incurred for violation of bus rules or inappropriate behavior while riding the bus.

Transportation Rate and Fees

- \$250 – An Annual Registration Fee per rider payable to HTCHS front office.

Morning/Afternoon Route

- \$250 – The Monthly Fee is due on the 1st of each month (10 payments paid August through May) beginning August 1. **Holy Trinity Students Payable through FACTS. St. Mary's Students will be invoiced.**

Mini-Bus Route

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- \$200 per student for entire school year. Registration Form available at the Front Office. Payable to HTCHS Front Office.
- From St. Mary's Catholic School to Holy Trinity Catholic High School in the morning (departing SMCS at 7:40am)
- From SMCS to HTCHS in the afternoon (departing SMCS upon school dismissal, arrival HTCHS around 4pm)

Note: Pick Up and Drop Off locations and schedules will be posted on the Holy Trinity Catholic High School website.

Cafeteria and Lunch Guidelines

LUNCH FOOD OPTIONS

Holy Trinity Catholic High School partners with School Eatery which provides nutritious lunches served to students. They are a full-service lunch program. They have a technology-inspired platform to pre-order meals from up to the day before lunch. They offer a variety of hot meal options and students can order something new and fresh for lunch every day of the week.

The program is based on an online pre-ordering system. Parents and students can pre-order meals months in advance or even the same day, right from the ease of a computer or an iPhone utilizing a state-of-the-art mobile App. School Eatery uses an online payment system and accepts Visa, M/C, Amex, and Discover. Students will be able to choose from multiple daily options, a selection of both hot and cold entrees. Their robust customer service includes being able to chat online with customer support, phone, and email support. Their hours are from 7 am – 5 pm.

Meals are individually packaged and delivered to the school prior to lunch time hot and fresh in time to distribute the lunches to students.

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

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

STUDENT DRESS CODE

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

Uniforms

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

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

Students will ~~also~~ receive a disciplinary report for uniform and/or grooming infractions (*see discipline*)

Note about Uniforms at Religious Services: Holy Trinity hoodies, Lettermen's, HT windbreakers, navy crew jackets, and sweatshirts are **not** to be worn during Mass or prayer services. All students are encouraged to own a knitted Holy Trinity sweater, cardigan, sweater vest, or blazer to wear on Mass days.

Girls' Official Dress Uniform

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

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

In cold weather, girls may wear the following:

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

Girls' Grooming Code

- Nails should not exceed 1 centimeter from the nail bed. Polish, if worn, should be properly maintained and manicured. Girls wearing chipped nail polish will be required to remove it before being allowed to attend class.

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- Only lightly applied, natural-looking makeup will be permitted.
- Hair should be clean, neatly groomed, and away from the face. Hair should not hang over the eyes or fall on the face. Hair pulled back away from the face should be neat.
- Simple ribbons and barrettes may be worn. Narrow hair bands may be worn to hold hair back but are not to be worn on the forehead. *No bandana hair bands.*
- Moderation in hair color and style is expected. Hairstyles that involve unnatural or faddish colors are prohibited. Feathers or other embellishments are not allowed.
- Faded haircuts can only be in the back of the head and should be higher than the earlobes when viewed from the back of the head.
- No visible body piercings (except of ear lobes) or tattoos will be permitted.
- Earrings are only allowed to be worn in the earlobe of the ear. No more than one set of earrings may be worn at a time. *No earrings are to be worn in the cartilage of the ear.* No earrings that drop below the earlobe are permitted, including large stud earrings
- Jewelry may only consist of a single watch or bracelet on each wrist, a single necklace and a single pair of stud-type earrings, one earring in each earlobe, and a limit of two rings on each hand. Only HTCHS-associated pins may be worn.
- Students may wear one Holy Trinity Catholic High School band in addition to the allowed bracelet or watch.
- Any bracelets, necklaces or earrings worn must be in good taste and not in conflict with the school's Christian mission.
- Proper white- or flesh-colored undergarments must be worn under the school shirts. Undergarments that can be seen or visible under clothing are not permitted.

Boys' Official Dress Uniform

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

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

In cold weather, boys may wear the following:

- A white undershirt under the Oxford shirt.

Boys' Grooming Code

- No facial hair is permitted. Boys must be clean-shaven when arriving at school.
- Hair should be clean, neatly groomed, combed, and away from the face.
- Hair should not hang over the eyes or fall on the face. Hair must be cut so that it does not extend beyond the bottom of the collar of the shirt, below the eyebrows, or below mid-ear.
- Sideburns may not extend past the middle of the ear.
- Hair color that is unnatural or faddish is prohibited.

- Ponytails of any length are not allowed. If a ponytail is needed to keep hair compliant, it is too long.
- Sweeping bangs may not reach lower than the eyebrows.
- Hair must always be kept neat and tidy and may not rely on hairbands and/or clips to be length compliant.
- No visible body piercing, including earrings or gauges will be permitted. One bracelet or watch on each wrist is allowed.
- Students may wear one Holy Trinity Catholic High School band in addition to the allowed bracelet or watch. Any bracelets or necklaces worn must be in good taste and not in conflict with the school's Christian mission.
- No visible tattoos will be permitted. Feathers, beads, or other embellishments are not allowed.
- Nail polish is not allowed. Nails should be properly groomed.

NOTE: These policies must be followed at all times during school-sponsored events; including weekday, evening, and weekend events.

Boys and Girls Athletic/PE Uniforms

Sweatshirts

Navy or gray Holy Trinity sweatshirts, or navy Holy Trinity athletic hooded sweatshirts may be worn (except during Mass and prayer service). Students must wear their official school uniform under their sweatshirts. Teachers may restrict the wearing of sweatshirts or hooded sweatshirts in their classes.

Dress up Days

Dress up attire is reserved for special occasions (i.e. Awards Assemblies). The purpose of this attire is to demonstrate respect; therefore, all garments worn should be professional and modest. Specifically, on a dress up day, young men must wear a collared shirt or be in uniform. Young ladies may wear the school uniform or wear slacks, dresses, or skirts (no shorts or Skorts) that fall no higher than 3 inches above the knee. Professionalism and modesty must be adhered to. Shoulders must be covered and the neckline must be no more than four finger-widths from the collarbone with absolutely no cleavage exposed. No shorts may be worn by young men or young ladies.

Spirit Days and Other Non-Uniformed School Activities

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

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

long and shorts so short that the shirt completely covers the shorts when standing. Skirts or dresses must be at least fingertip length. No messages or images contrary to Holy Trinity's Christian mission and values should be a part of a garment.

Dress for field trips will be determined by the sponsor of the field trip in conjunction with the Principal and will depend on the time, place, and purpose of the field trip. Educational functions (competitions, luncheons, museums, Mass celebrations) require that the Holy Trinity Official Dress Uniform be worn unless otherwise specified.

TUITION POLICY

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

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

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

- The parent will inform Holy Trinity in writing if choosing to withdraw their student. The parent understands that no records will be sent to the new school until any balance remaining on the student account, student books, equipment, etc. has been paid, returned and cleared by the faculty and staff.
- Each student is required to sell 25 Catholic Life Insurance Raffle Tickets. You will be notified of the important dates for this event by the Director of Development.
- Questions concerning tuition and fees may be directed to the Finance Office.

Financial Aid

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

At Holy Trinity Catholic High School, we believe **no child** should be denied a quality Catholic education due to the parent's need for financial assistance. To this end, we work tirelessly to raise money to ensure our goal is realized. We have planned several events/activities to help us generate much-needed financial assistance monies.

As a recipient of financial assistance, you will be **required** to raise \$100 for every \$1,000 received in tuition assistance. There are many events planned to help raise money for Holy Trinity Catholic High School. Depending on the profit made on ticket sales, the recipient will receive a credit for each ticket sold which will count towards the required amount to be raised. Any sponsorship a recipient obtains in support of an event will receive full credit of the sponsorship and will also count towards the required amount to be raised. Any remaining balance will be added to the FACTS account at the beginning of May.

After each event, families will be notified how much of the monies raised will be counted towards the required amount to be raised, along with the remaining amount due.

Registration Fee

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

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

DISCIPLINARY POLICY

Student/Parent Conduct

When you become a (HTCHS) student, you are agreeing that your personal decisions and actions are in alignment with its mission statement. You are entering a college-preparatory school, which means you understand that you are entering a rigorous academic environment that prepares you for success in college. You are part of a diverse student body, which means your unique talents and abilities are cultivated and

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celebrated. Academic excellence, faith formation, and extracurricular activities are balanced to provide you the well-rounded education that prepares you for a successful life. Learning to be a leader, learning to serve others, and learning to make good ethical and moral decisions are all critical components of a HTCHS education.

HTCHS reserves the right, at any time, to interpret school rules and regulations in a manner that preserves the mission of the school and to withhold the privilege of attendance of classes and school-sponsored events.

The Principal is the final recourse in all disciplinary situations and may waive any and all disciplinary regulations for just cause. This applies to student behavior on and off campus and any offense that is public record may result in disciplinary action. When the conduct of a student is detrimental to the reputation of the school or the moral good of the student body, the Principal reserves the right to dismiss the student. When a student withdraws or is dismissed from the school under unfavorable conditions, they may not attend school activities without prior permission from the administration.

HTCHS requires the parents/guardians of a student to conform themselves to the standards of conduct that are consistent with the Christian principles of the school. These principles include but are not limited to, any policies or procedures in the Student/Parent/Guardian Handbook and other HTCHS handbooks. Parents/Guardians are expected to work courteously and cooperatively with the school and its staff to assist the students in meeting the academic, moral and behavioral expectations of the school. Students and parents/guardians may respectfully express their individual concerns about school policies and personnel but must refrain from doing so in a manner that is discourteous, disruptive, threatening, or divisive. These expectations of following Christian principles apply to, but are not limited to, all school-sponsored events and programs. **Parents and guardians who do not comply with expectations for proper behavior are subject to sanctions from the Principal.**

If a parent repeatedly or seriously violates proper school protocol, displays inappropriate or disruptive conduct toward students, or displays disrespectful, disruptive or harassing behavior toward faculty and/or staff, the school may take corrective action. Such corrective action may include, at the discretion of the principal and the Board of Trustees, the following: imposition of particular rules or procedures the parent must follow in interacting with the school and its students and staff; restriction or termination of the parent's access to the school's property; dismissal of the parent's student(s).

STUDENT CONDUCT AND BEHAVIOR

Uniforms

All students will adhere to the school uniform policy on a daily basis, including daily uniform and mass uniforms when those days have been identified.

Any student found in violation will not be authorized to wear spirit wear on the following Friday.

These students and their parents will be notified via email no later than Wednesday that the student will not be allowed to wear spirit wear.

Any student in spirit wear when notified that they were not authorized to do so will be asked to change into their uniform. Any student without their uniform will have to be picked up by an authorized individual to be taken home and will not be allowed to return until they are in their school uniform.

Any student that fails to comply with this policy or will result in, but not limited to, the following:

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- Lunch detention
- After-school or Saturday detention
- Out-of-school detention

Number of Violations	Possible Consequences
1-3	No Friday Spirit wear
4-6	No Friday Spirit wear Meeting with administration and student. Lunch Detention (up to 5 days)
7-9	Mass Uniform required Friday. Meeting with administration, student, and student. Uniform Contract signed by student and parent. After School Detention (up to 5 days)
10+	Mass Uniform required daily. Meeting with administration, student, parent. Uniform Contract reviewed and updated. After School Detention (up to 10 days)

Personal Electronic Device

Students will not be permitted to use their phones, smart watches, tablets, or any other personal electronic device for any calls, messages, or applications during the class period unless explicitly authorized by the instructor of that class. Students are free to use these devices during open periods of the day including passing periods and lunch.

All students will turn their phones, Smart Watches, and other personal electronic devices into their classroom's designated phone area. Students will not be allowed to access their phone unless authorized by the classroom instructor. Phones will be located in a quickly accessible location so that students are able to reach their phones in the event of an emergency.

Any student that fails to comply with this policy will result in, but not limited to, the following:

- Phone turned into the main office prior to the first period of the day. No access will be authorized until the end of the school day.
- Lunch detention
- After-school or Saturday detention
- Out-of-school detention

Number of Phone Violations	Possible Consequences
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1-3	No Friday phone
4-6	No phone in school (up to 5 days) Meeting with administration and student. Lunch Detention (up to 5 days)
7-9	Mass Uniform required Friday. Meeting with administration, student, and student. Phone Contract signed by student and parent. After School Detention (up to 5 days)
10+	Mass Uniform required daily. Meeting with administration, students, and parents. Phone Contract reviewed and updated. After School Detention (up to 10 days)

Demerit System

Demerits are issued to students who fail to comply with the student behavior guidelines. Demerits are issued based on a tiered violation system. The number of demerits received per event are equal to the tier that the violation falls on. These tiers include but are not limited to, the following behavior violations.

Type I Violation

- Behavior that disrupts class, assemblies, Mass, or Demonstration
- Use of cursing, profanity, or obscene gestures
- Disrespect towards faculty, staff, and other personnel
- Lying to faculty, staff, and other personnel
- Littering on campus property
- Public displays of affection (such as hand holding, walking arm-in-arm (escorting), kissing, etc.)
- Violation of school medication policy (non-prescription)
- Misconduct on school transportation
- Running or shouting in the hallways
- Parking lot/driving misconduct
- Accessing vehicle during the school day without receiving a car pass
- Being in the hallways during non-passing periods of the school day without receiving a hall pass
- Failure to remain within the authorized areas of the school.
- Eating or drinking outside of designated boundaries
- Opening or “propping” exterior doors during the school day
- Excessive tardiness

Type II Violations

- Verbal abuse to others
- Repetitive teasing
- Misuse of cellphones and electronic devices (including HTCHS email accounts)
- Insubordination towards faculty, staff, and other personnel
- Forgery

- Cheating (to include use of AI/ChatGPT)
- Petty Theft
- Skipping class or other required school activities (Mass, Exposition, assemblies, tutoring, etc.)
- Leaving school grounds without permission (to include not signing out when leaving prior to the end of the school day)

Type III Violations

- Stealing (Major theft)
- Harassment or bullying
- Hazing
- Possession/use of tobacco products (including e-cigarettes or “vapes”) on campus.
- Possession/Use of pornographic material or sexting on campus, at school events, or in school vehicles.
- Possession/Use/Under the Influence of drugs or alcohol on campus, at school events, or in school vehicles
- Possession/Use of incendiary devices (fireworks, fire-starters, lighters) on campus
- Possession of weapons (knives, guns, clubs, etc.) at school, at school activities, or in school vehicles
- Violation of school medication policy (prescription)
- Selling, giving, or otherwise transferring (delivering) any drug, alcohol, illegal substance, incendiary device, weapon, prescription medication, or pornographic material
- Unauthorized entry into restricted school property and facilities
- Fighting
- Threats of violence, injury, or death against the school, students, or school personnel
- Assault or battery of a student, school personnel, or visitor
- Extortion, coercion, blackmail
- Unlawful trespassing
- Arrest by civil authorities for crimes against persons or property

Demerit Action System

The following table is a guideline for common demerits and the disciplinary actions as a result of accumulation of demerits. Consequences may be accelerated on this scale depending on the seriousness of the infraction.

Demerits	Possible Consequences
1-2	Lunch Detention (up to 5 days)
3-4	Meeting with administration and student. A behavior contract signed by students and parents. Lunch Detention (up to 10 days) Possible loss of privileges.
5-6	Meeting with administration, teacher, student, parent. Behavior contract review and update Possible In-School (Up to 3 days) and/or After-School detention (up to 14 days) Possible loss of driving and extra-curricular privileges.
7-8	Meeting with administration, teacher, student, parent. Behavior contract review and update

	After-School or Saturday detention (up to 18 days) Loss of driving and extra-curricular privileges (minimum 30 days)
9-10	Meeting with administration, teacher, student, parent. Possible Out-of-School Suspension (Up to 3 days) or Expulsion. Continued loss of driving and extra-curricular privileges.

NOTE: Consequences may be accelerated on this scale depending on the seriousness of the infraction.

Student Misconduct Reporting

HTCHS Faculty and Staff will report all uniform, personal electronic device, and demerit violations through the RenWeb behavior report system. Parents have electronic access to this information and are notified when a demerit or demerits are issued either through email notification or a phone call. Disciplinary records may be shared with colleges at the discretion of the school administration.

Disciplinary Actions

Failure to comply with HTCHS rules and regulations can and will result in disciplinary actions. Any student whose actions pose a clear threat to a member of the HTCHS community will be immediately suspended while an investigation is conducted.

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

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

Off-Campus Conduct

Students should recognize that they are representatives of Holy Trinity Catholic High School. Any conduct that brings disrepute upon the school or attempts to represent Holy Trinity Catholic High School in any capacity (such as the use of the name Holy Trinity Catholic High School, Holy Trinity Celtics, HTCHS, etc.)—whether the conduct occurs on or off campus, during or outside of school hours—may result in disciplinary action.

Suspension of Driving Privileges.

Students are granted driving privileges on campus upon the receipt of a driver's license and proper documentation of automobile insurance. Repeated infractions dealing with driving habits, accessing vehicles without authorization, or moving vehicles during unauthorized times, as well as excessive demerits or tardies, may result in the suspension of these privileges.

After-School and Saturday Detention

Students are assigned after-school and Saturday detentions for various misconduct by the Principal. Students are required to attend the afterschool or Saturday detention on the next scheduled day or Saturday. Each detention lasts 40 minutes and begins immediately after the last bell. This discipline obligation takes priority over all school requirements (sports practices, games, competitions, club meetings). Detentions

include school service as part of the detention. Failure to meet a detention assignment may result in additional detentions.

Suspensions

A suspension is a warning to students and parents that the behavior exhibited is not in keeping with the mission of HTCHS and if the behavior continues, may lead to expulsion. Suspension is used for specific behavior as cited in this handbook, or when an administrator determines it to be necessary. Parents are notified of suspensions and conferences with administrators may be held if necessary.

Depending on the incident and types of conduct, students may be assigned out-of-school suspension and/or may be placed on non-privilege suspension at the determination of the Principal. **During a suspension, students are responsible for keeping up with work and notes that they missed and following up with their teachers upon their return to school.**

The Principal reserves the right to assess additional consequences depending on the severity of the noted behavior. Additional consequences may include probation or other restrictions. During a suspension, a student may not attend or participate in any Holy Trinity Catholic High School-sponsored events (on or off campus).

Disciplinary Probation

The Principal may place a student on probation. The purpose of the probation is to have the student accept responsibility for their actions and to demonstrate that they can modify and improve their behavior on a probationary status. The probation will specifically list the behavior expectations, requirements, and consequences for the student and the duration of probation. If the student fails to comply with the requirements of the probation, the Principal will determine what further actions will be necessary.

Suspension of Extracurricular Activity Privileges

Students are encouraged to participate in the many extracurricular teams and events throughout the school year. However, students receiving demerits may lose the privilege to participate in these activities or events. This includes academic teams, athletic teams, school dances, pep rallies, etc.

Lunch Detention

Students are assigned lunch detentions for various misconduct by the principal. Students are required to attend the lunch detention(s) on the next scheduled lunch period(s). Each detention lasts for the duration of the period. Students must report to the front office before the first lunch bell. Students may be allowed to get drinks or food from the snack bar when they receive permission during this period. Failure to report or comply will result in further disciplinary action.

After-School and Saturday Detention

Students are assigned after-school and Saturday detentions for various misconduct by the Principal. Students are required to attend the afterschool or Saturday detention on the next scheduled day or Saturday. Each detention lasts 60 minutes and begins immediately after the last bell. This discipline obligation takes priority over all school requirements (sports practices, games, competitions, club meetings). Detentions include school service as part of the detention. Failure to meet a detention assignment may result in additional detentions.

Students assigned to Saturday detention will be charged an hourly fee of \$20 for every hour assigned.

In-School Suspension

Students are assigned in-school suspension for various misconduct by the Principal. This is often the result of significant misconduct or accumulation of demerits. In-school suspension results in the student being unauthorized to be in classrooms for a specified period of days. During this time, students are responsible for keeping up with work and notes that they missed and following up with their teachers upon their return to school.

Out-of-School Suspension

Students are assigned out-of-school suspension for various misconduct by the Principal. This is often the result of significant misconduct or accumulation of demerits. Out-of-school suspension results in the student being unauthorized to be on HTCHS campus for a specified period of days. During this time, students are responsible for keeping up with work and notes that they missed and following up with their teachers upon their return to school.

Disciplinary Probation

The Principal may place a student on probation. The purpose of probation is to have the student accept responsibility for their actions and to demonstrate that they can modify and improve their behavior on a probationary status. The probation will specifically list the behavior expectations, requirements, and consequences for the student and the duration of probation. If the student fails to comply with the requirements of the probation, the Principal will determine what further actions will be necessary.

Expulsion

HTCHS retains the right to expel students. Expelled students may not attend HTCHS-sponsored events. Expulsion is recommended by the Administrative team with the approval of the Principal. Before a student is expelled, the student and parents meet with the school Principal. The Principal communicates the decision for expulsion in writing to parents/guardians.

Expulsion may be the result of, but not limited to, the following:

- Aggravated assault
- Arson
- False alarm, or elements of the offense of false alarm
- Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana, controlled substances, dangerous drugs, or alcohol.
- Knowingly alters, damages, or deletes school property or information or commits a breach of any computer, computer network, or computer system.
- Engages in deliberate violent behavior that poses a direct threat to the health or safety of others.
- Extortion
- Indecent exposure
- Bringing a firearm onto school property.
- Engages in bullying that encourages another to commit or attempt to commit suicide.
- Incites violence against a student through group bullying.

Appeal Process for Expulsion

The student and their parents/guardians have the right to appeal the decision. This request must be made in writing to the Board of Trustees within five business days of the Principal's letter. Parents/guardians forfeit the right to an appeal if the written appeal is not made within this time frame.

The Board of Trustees reviews the expulsion decision within five business days of the parents/guardians' written request. The Board of Trustees retains the right to accept or decline the decision. The Principal's decision will be documented and placed in the student's file with copies mailed to the parents/guardians and the Superintendent of Catholic Schools. The Board of Trustees' decision in the case of expulsion is considered final.

Criminal Charges and Other Allegations

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

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

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

Resolution of Problems (Grievance)

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

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

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

HEALTH AND SAFETY POLICY

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

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

Accidents/illnesses must be reported to the Principal immediately along with details of the kind of assistance

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needed (injury, clean-up, etc.). Office personnel will send appropriate help.

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

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

Medication Guidelines

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

1. Only medication which is necessary for the child to remain in school will be given during school hours with medication being administered at home whenever possible.
2. Medications must be in the original, properly labeled containers. Medications sent in baggies or unlabeled containers will not be administered.
3. Written permission of the parent or legal guardian and physician is required for the administration of all medications.
4. Per Diocesan policy, **all medications require a written prescription from a licensed physician, dentist, Nurse Practitioner or Physician's Assistant**. This includes all over-the-counter medication such as Tylenol, Motrin, Advil, etc.
5. All medications must be kept in a locked cabinet in the administrative offices, except for inhalers or Epi-pens which the doctor requires to be with the student at all times. A second inhaler or Epi-pen must be kept in the administrative offices. If a student allows another person to use his/her inhaler or Epi-pen, the privilege of personal possession will be revoked.
6. Holy Trinity Catholic High School does not have an on-site school nurse. Medications will be given by untrained and unlicensed personnel. No Holy Trinity Catholic High School employee shall be required to give medication dosages in excess of FDA recommendations. Only those personnel who have been designated by the Principal of Holy Trinity Catholic High School may administer medication to students. This includes over the counter (OTC) medication.
7. **Under no circumstances may students dispense any type of medication to any other student or staff.** Violation of this rule will result in disciplinary action, which may include expulsion.

Acquired Immune Deficiency Syndrome/HIV

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

Child Abuse Laws

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

Drug/Alcohol Testing

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

Pregnancy

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

Residence/Personal Lifestyle

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

The school reserves the right to review any change in residence or personal lifestyle to ascertain whether it is contrary to the principles and policies of Holy Trinity Catholic High School; established Christian principles of morality and decency; the teachings of the Roman Catholic Church as explained in Church documents. If the student's lifestyle, conduct, or change of residence violates these principles, the school may require that student to withdraw from Holy Trinity or to change his or her residential status or behavior.

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

Building and Campus Security

All faculty, staff, parents, and students are responsible for the safety and security of the Holy Trinity Catholic High School campus. Students and families are obligated to immediately report any suspicious or threatening persons, actions, comments, or social media notifications to a

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faculty or staff member so that they can be investigated and addressed. Neither students, faculty, or staff are not to open doors or "prop open" doors to any individual during the school day for any reason unless given explicit permission by a faculty/staff member.

Reporting Procedures

When an individual believes that he/she feels uncomfortable with the actions or comments of another, or observes similar treatment of another person, the individual must report his/her concerns immediately in writing as follows:

- Alleged or believed cases of harassment, or bullying are to be reported immediately in person and in writing by the affected student(s) to any of the following adult personnel: the Principal, the Guidance Counselor, or any teacher, staff member, or coach.
- All allegations will be investigated by the Principal or Guidance Counselor.
- Persons who allege harassment by others should, to the extent possible, maintain evidence of the alleged harassment (including witnesses, emails, texts, electronic messaging of any kind, or phone messages).

Reporting of Safety Concerns Using STOPit

Holy Trinity Catholic High School encourages students to report suspected cases of bullying, cyberbullying, inappropriate teacher/student relationships, violence/threats, hazing, weapons possession, drugs/alcohol, substance abuse, and intolerance/discrimination. If a student prefers to remain anonymous, Holy Trinity Catholic High School subscribes to the STOPit web program, where students can anonymously report the following via mobile apps, web forms, or by phone calls: As soon as a report is filed, it is shared with the school administration and an investigation is conducted.

Bullying/Harassment Policy

Bullying

All students at Holy Trinity Catholic High School have the right to a safe, secure learning environment that is free from intimidating behavior from other students and emphasizes mutual respect and Gospel teachings. The ability to create positive relationships and to settle differences in a respectful way is a valuable skill essential to the development of the whole student. Our goal is to create a culture of caring, tolerance, empathy, and respect, and bullying is in direct violation of that goal. Therefore, any form of bullying is not tolerated. The goal of the school is to work with students to address minor conflicts and issues in a constructive manner.

For the purposes of this policy, "bullying" means:

- continuous expressions whether written, oral, or physical conduct, that is determined to have the effect of physically harming another, damaging another's property, or placing another in reasonable fear of harm to another's person or property; or

- continuous conduct that is sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive environment for another; or
- repeated conduct that is designed or likely to result in causing physical, emotional, or psychological harm to another.
- “Cyber-bullying” means bullying through the use of any electronic means, including, but not limited to, Internet social media sites, text messages, email, telephones, or computer misconduct.

Examples of bullying include, but are not limited to the following types of conduct:

- derogatory name-calling of an insulting or personal nature intended to offend another.
- deliberate exclusion or isolation of an individual or group by other students.
- ridiculing an individual because of physical, economic, sexual, intellectual, cultural, or racial differences.
- verbal abuse or abuse through social media.
- comments that are intended to intimidate another.
- graffiti, malicious rumors, or anonymous notes designed to intimidate or embarrass.
- using language that is intended to insult or discriminate against another based on a protected class; or
- extortion (demanding money, material goods or favors by means of threat or force);

Administrators, teachers, staff, coaches, volunteers, parents, and students are asked to actively participate in paying attention and being aware when such behaviors are taking place.

Preventing bullying is a community effort, and we encourage all members of the community to actively participate in eliminating this behavior rather than joining in or just standing by. Together, we can create the type of school environment in which all students feel safe, secure, and free to pursue their full learning potential.

Harassment

Holy Trinity Catholic High School expressly prohibits any form of unlawful harassment based on race, color, religion, sex, national origin, age, disability or status in any group protected by state or local law. Harassment is defined as “a course of conduct directed at a specific person that causes substantial emotional distress in such a person and serves no legitimate purpose.”

Examples of harassment include, but are not limited to:

- continuous threats or intimidation.
- continuous unwanted romantic and/or sexual attention or contact.
- repeated obscene comments or actions in person or through any form of electronic communication; or
- repeated gestures or body language that cause emotional distress in another person.

Investigation of Bullying/Harassment

1. Once a report of harassment or bullying is received, it will be promptly and carefully investigated. Proper outcomes take time; therefore, cooperation by all individuals involved in a complaint is necessary to conduct the investigation equitably. The preceding section on “Reporting Procedures” provides information as to how the initial report is presented for investigation.
2. The confidentiality of each individual involved with the investigation or complaint will be observed, provided it does not interfere with the ability to investigate the allegations or take corrective action.
3. If the administration determines that a student has engaged in behavior which violates school policy, the student is subject to disciplinary action.
4. Individuals should recognize that knowingly and willfully bringing false accusations of harassment or discrimination can have serious effects on innocent individuals and may also subject individuals to consequences for school violations.
5. If a harassment episode has occurred between HTCHS students, or a HTCHS student has harassed others, teachers and administrators work together with the people involved to rebuild trust and respect if possible. This is best achieved and resolved through direct meetings and constructive dialogue.
6. Retaliation against individuals who in good faith file a complaint of harassment or participate in the complaint is prohibited. Any person who feels he/she has been subjected to retaliation should report such conduct as outlined above in the “Reporting Procedures.”

Hazing

Holy Trinity Catholic High School does not permit hazing, any form of student initiation, or assault of another student. Hazing is considered a TYPE III Violation and offenders may be subject to suspension or expulsion if found in noncompliance of this policy.

Relational Aggression

Relational Aggression is behavior that is focused on damaging an individual’s social connections within a peer group and usually involves the use of relationships to hurt another person (Crick et. al., 2002). This behavior may include social exclusion, gossiping, rumors, cliques, and social rejection. Since Holy Trinity is a Catholic community that promotes acceptance and the recognition that every person is made in God’s image, this behavior is disruptive to the social and learning environment of the school. When this type of behavior is reported to a faculty or staff member, a member of the administration will meet with the involved students to examine the situation and recommend strategies for the resolution of the aggression. The administrator may host structured meetings with the involved students that focus on communication, acknowledgment of harm, and plans for restoring harmony and respect. The goal of these meetings is to provide students with tools and a safe support network to resolve their differences, rather than to establish punitive judgment. Should the behavior continue after intervention, the school’s bullying and harassment policies may be applied to the student(s) involved.

Campus Search and Confiscation

To safeguard the property of our students at Holy Trinity Catholic High School, and to help prevent the possession, sale, and use of weapons, illegal drugs, or stolen property on Holy Trinity’s premises, Holy Trinity Catholic High School faculty and staff reserve the right to question students and to randomly inspect any vehicles, packages, parcels, book-bags, books, purses or any other possessions or articles

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carried to and from school property. Trained search dogs may be used to inspect areas of the campus. If the dog identifies a backpack, bag, vehicle, or other receptacles as holding chemicals, that item/area will be thoroughly searched. If the school conducts a search and discovers that a student possesses weapons, illegal drugs or stolen property or any other items the school believes may jeopardize the safety of its students or cause disruption of the orderly environment of the school, Holy Trinity Catholic High School reserves the right to confiscate these items. If chemicals are found in or on a student's personal property, the HTCHS drug and alcohol policy will be enforced. The administrator who conducts any search or confiscation will notify the parents/guardians and proper authorities of involved students.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy are not permitted to remain on the premises. Students entering or leaving the premises who refuse to cooperate in an inspection or students who after the inspection are believed to be in possession of weapons, illegal drugs or stolen property are referred immediately to the Principal and are subject to disciplinary action.

STUDENT SERVICES

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

Guidance Services

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

Course Selection

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

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

Advanced Placement

To better meet the individual needs of our students, advanced courses and Advanced Placement (AP) courses are offered in several subject areas. Due to the rigorous nature and extra study time associated with these courses, additional points are applied towards the student's grade point average. The following may be considered when determining a student's enrollment in advanced courses:

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

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

Dual Credit Courses

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

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

Students who take dual credit classes at a campus of an institution of higher learning must provide their own transportation to and from the class.

Walden Library

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

- Students with overdue books may not check out any more books until the original materials are returned or renewed. Books can only be renewed by presenting the material to the librarian.
- Students damaging or losing library materials are required to pay for the items.
- Overdue materials must be returned or paid for before the end of the 1st semester, and all materials must be returned or paid for before the end of school in May in order to receive final grades.
- Librarian's Review

The Father Charles Davis Memorial Chapel

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

GENERAL CAMPUS GUIDELINES

Advertisement/Fundraisers

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

Cars and Parking

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

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

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

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

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- The speed limit may not exceed 10 miles per hour in the parking lot or driveways.
- Students should obey all speed limit signs in the area and be cautious of school traffic.
- Students are to keep radios at a low volume and music must be appropriate.
- Students are not to cruise through the parking lots or driveways.

Parking Violation

A violation fee of \$10 will be assessed to any student who violates the following rules:

- Vehicle parked in handicapped space
- Vehicle parked in No Parking Zone
- Vehicle parked overnight without permission
- Vehicle blocking drive or sidewalk
- Vehicle not displaying a valid permit
- Other violations deemed by the Principal

Classroom Visitation

Parents or guardians are welcome to visit the school. Parents and visitors are asked to give teachers and administrators 24 hours' notice and be approved by the Principal. All visitors must enter the building through the front door, check in with the Receptionist, and receive a Visitor badge.

Driver's License (Verification of School Enrollment)

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

Drop off and Pick up

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

Students may arrive on campus at 7:00 am and stay until 4:30 pm. Before and after those hours, the school does not provide supervision or shelter.

Lost and Found

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

School Dances

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

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

All school policies and procedures are in place during any school-sponsored dance. Once you leave the dance you will not be able to return unless cleared by the staff sponsor or administrator on duty. You are not allowed to leave the designated event area to go to your vehicle or any other place outside of the premises without being accompanied by a chaperone. Failure to comply with any of these procedures may result in disciplinary action.

Ladies:

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

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

Gentlemen:

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

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

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

School Name/Logo/Shield/Photographs

The school name, logo, or shield may not be used in any printed or digital manner or distributed without the express written permission of the President of the Board of Trustees and Principal.

Holy Trinity uses photographs and videos taken at its events in publicity and marketing materials and on the Holy Trinity Catholic High School website. By signing the Photo-Video Release form in this handbook the parent/guardian gives permission to use these materials.

Student Lockers

Each student is assigned a locker at the beginning of the school year. Students are responsible for the contents and orderliness of their lockers. Students should not switch or share lockers at any time. In

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keeping with the Student Code of Conduct, the Profile of the Holy Trinity student, and the Christian atmosphere of the campus, *lockers are to remain unlocked*. No padlocks will be issued or allowed. Students are expected to behave according to the standards of honesty, trustworthiness, and integrity.

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

Security

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

After school, students wait for rides on campus in front of the school. Cars are not to block driveways since this creates congestion and a safety problem. All students should be picked up from the school campus by 4:30 p.m.

Except for school sponsored activities and events, all students are to be off campus by 4:30 p.m.; and all cars should be removed from the parking lots. The school cannot guarantee personnel to oversee students left on campus after that time. It is for the safety of the students that we ask all students to be picked up in a timely manner.

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

Volunteering

Each school family is asked to volunteer 25 hours of service to the school throughout the year. These hours should be entered by the family via RenWeb. Families who fail to complete the required number of hours during the school year will be charged twenty dollars per hour not completed. Of the required service hours, five must be helping with the Fashion Bingo, Sporting Clay, Gala, or Spring Festival. The student obligation of service hours is not included in this family service requirement. Families are encouraged to continue recording throughout the school year, even beyond the 25 hours

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

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

Each family will be notified via email in December and beginning of May as to how many hours are

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shown on their record. Any required hours not completed will be charged to the family's FACTS account (\$20 = 1 hour)

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

All persons volunteering in a capacity that would include supervision of students MUST be EIM compliant (per diocesan EIM Policies). There is a one-time submission of an EIM application (online or paper copy) and a one-time attendance of a 3-hour EIM Basic Workshop (and a Refresher every 3 years thereafter).

If you are a victim of sexual abuse or have concerns regarding your attendance at a workshop, please contact the Diocese of Austin EIM office at (512) 949-2447.

EMERGENCY PROCEDURES

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

Fire Drills (held monthly)

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

Tornado/Disaster Drill (once/semester)

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

Building Lock Down Drill

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

Emergency Closure of School

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

***Webpage (www.holytrinitychs.org), Email, communications via RenWeb
KCEN-TV Channel 6 KWTX-TV Channel 10***

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TECHNOLOGY POLICY

Please refer to the Holy Trinity Catholic High School Technology Use Handbook for details and information on acceptable use policies at HTCHS.

RETURN THIS PAGE WITH ALL SIGNATURES REQUIRED

HTCHS STUDENT/PARENT-GUARDIAN HANDBOOK AGREEMENT 2023-2024

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

Student's Name (Please Print)

Student's Signature

Parent/Guardian Name (Please Print)

Parent/Guardian Signature

● **PHOTO-VIDEO RELEASE**

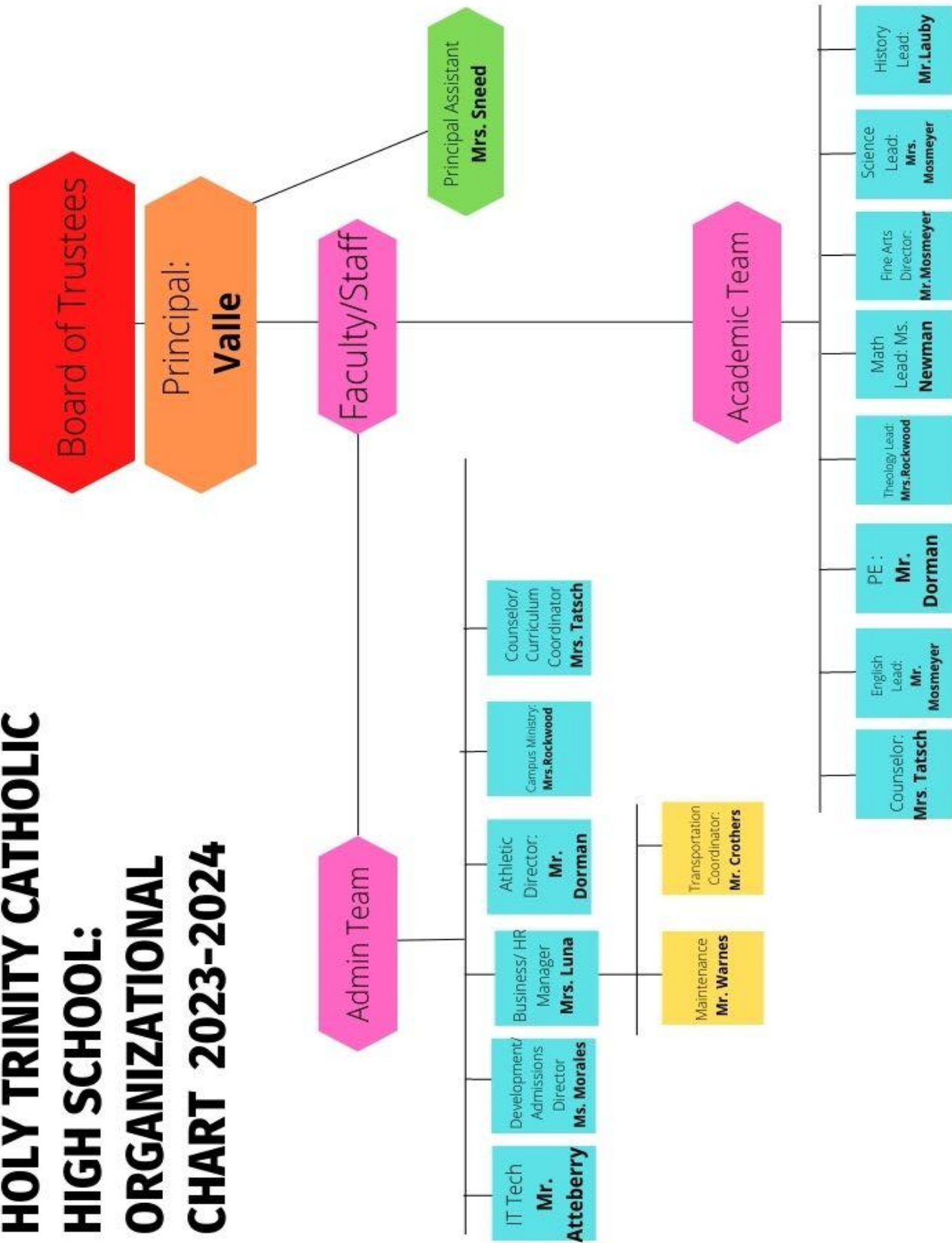
- ☐ **I hereby give permission**
- ☐ **I do NOT give permission for** my son/daughter to be photographed or videotaped at Holy Trinity Catholic High School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication.

Parent/Guardian Name (please print)

Parent/Guardian Signature

Date

HOLY TRINITY CATHOLIC HIGH SCHOOL: ORGANIZATIONAL CHART 2023-2024



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