

### **Holy Trinity Catholic School Mission Statement**

Holy Trinity Catholic School partners with families to provide an exceptional educational experience that supports students on their Christ-centered journey. We promote academic excellence and lifelong service to others in an environment formed by the teachings of Jesus Christ.

### **Profile of Graduates**

Upon completion of the Holy Trinity Catholic School educational program in 6th grade, students will:

- ☐ master the basic skills in the core curriculum- think critically and problem solve in the global world
- ☐ serve the community- uphold and appreciate the Catholic faith through prayer and service
- ☐ recognize the importance of being life-long learners and acquire the skills necessary for continuous education

### **Catholic School Parents Memorandum of Understanding**

As a parent/guardian of a student in a Catholic School, I understand and affirm the following:

1. The primary purpose of Catholic school education is to form students in the values of Jesus Christ and the teachings of the Catholic Church.
2. Catholic schools are distinctive religious education institutions operated as programs of the Catholic church; they are not private schools but are administered and supported by the sponsoring parishes and the diocese.
3. Attending a Catholic school is a privilege, not a right.
4. While academic excellence and involvement in extracurricular activity (i.e., sports, clubs, etc.) are important, fidelity to the Catholic identity of the school is the fundamental priority.
5. The school and its administration have a responsibility to ensure that Catholic values and moral integrity permeate every facet of the school's life and activity.
6. In all questions involving faith, morals, faith teaching, and church law, the final determination rests with the diocesan Bishop.

As a parent/guardian desiring to enroll my child in a Catholic school, I accept this memorandum of understanding. I pledge support for the Catholic identity and mission of this school and by enrolling my child, I commit myself to uphold all the principles and policies that govern a Catholic School.

Approved: July 1, 2014

*RWG/Bishop of Harrisburg*

### **Admissions / Registration Policies**

#### **Expectations**

Students who desire an educational experience founded on the Catholic philosophy of education and who fulfill the requirements for enrollment are eligible to attend Holy Trinity Catholic School. The education of a student is a partnership between the family and the school. Families enrolling their children in Holy Trinity Catholic School are expected to:

- Want their children to receive an education with a strong religious emphasis.
- Be willing to make sure their children are on time and ready for school each day.
- Communicate respectfully concerns about school operation and its personnel in a constructive manner
- Attend all school related meetings, events, and report card conferences.
- See that their children are present for special events such as the Christmas Concert, Spring Concert, and other community events.
- Attend Mass on a regular basis.
- Receive age appropriate Sacraments in a timely manner.
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**Expectations**

- Meet with teachers and administration when requested.
- Be respectful and cooperative with school staff.
- Support and follow school policies.
- Remain current in tuition and all other school related fees.
- Participate in fundraising activities, including the Race for Education.
- Meet parent service requirements. Parents must receive clearances within six months of enrollment.
- Understand that a parent / guardian's presence and participation in a child's school life is critical to his / her success and growth.

*The parent has the right to withdraw a child if desired and the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.*

**Non-Discrimination**

Holy Trinity Catholic School has adopted the following non-discrimination resolution. No child will be denied admission to school on the basis of race, ethnic origin, religion, or disability, if, with reasonable accommodation on the part of the school, the disabled person's needs could be met.

**Administration**

The Diocesan School Board, appointed by the Most Reverend Bishop, sets the educational policies of the school. The Diocesan Secretary for Education has the responsibility to keep abreast of the laws of the Commonwealth of Pennsylvania as they affect parochial and interparochial schools as well as public schools.

Holy Trinity Catholic School is an interparochial Catholic elementary school formed at the direction of the Bishop of Harrisburg. It exists on one campus, located at the St. Patrick parish in York. The school offers education for students in grades pre-K through 6. The supporting parishes of Holy Trinity Catholic School are St. Joseph, Dallastown and St. Patrick, York.

The Catholic school is an expression of the educational mission of the Parishes with which it is associated and of the Diocese. Therefore, the Pastors of the supporting parishes are ex-officio members of the Holy Trinity Catholic School Board of Education. The Pastors are responsible to the Bishop for the administration of this interparochial school. The Principal functions as the chief administrator of the school, responsible for the daily operations of the school, and for the supervision of all staff, faculty, and students. Regular and open communication between the Pastors, the Board of Education and Principal is essential.

The principal is an administrative and supervisory officer of the school and is responsible to the Pastors, Board of Education and the Diocesan Secretary for Education. The daily operation of the school is the responsibility of the Principal. The Principal communicates diocesan school policies to the staff and cooperates with the Diocesan Secretary for Education in educational and curricular studies.

**Admission**

Holy Trinity Catholic School is an interparochial school. Priority of admission is based on the following criteria:

1. Siblings of students presently enrolled in Holy Trinity Catholic School.
2. New students from St. Patrick, St. Joseph Dallastown or Immaculate Conception BVM parishes.
3. New students from local Catholic parishes.
4. New students from non-Catholic families.

Non-Catholic students are expected to participate in, and respond to our religious activities in church and classroom with respect. All enrolled students will participate in all aspects of the religious education program with the exception of the final phases of sacramental preparation programs. These requirements include attendance at regularly scheduled religion classes, fulfillment of other requirements of the subject and attendance at religious functions offered as part of the school program. All students are expected to attend weekly worship services in their own churches.

**Admission Age Criteria**

**Preschool:** Must be 3 or 4 years of age on or before September 1 of entry year and the child must be toilet trained and able to care for personal needs independently.

**Kindergarten:** Must be 5 years of age on or before September 1 of entry year.

**First Grade:** Must be 6 years of age on or before September 1 of entry year.

Ages must be verified by a birth certificate and medical records.

**Admission Forms**

These forms must be submitted **before the first week of school**.

- Birth certificate
- Baptismal certificate
- Record of immunizations
- Physical examination in entry level K-1 and sixth grade as required by the State of Pennsylvania
- Proof of custody where applicable
- Recent report card and school records

**Health Requirements**

All students, prior to admission to Holy Trinity Catholic School must be properly immunized as well as have a complete physical and dental check-up. Immunization dates must be on file when entering.

**Registration**

Registration of a student is a matter of contract. Failure to report accurately any information concerning special education needs or other problems a child may result in the child's removal from Holy Trinity Catholic School.

**Transfer Students**

Ordinarily, student registration is closed the week before school begins. At the time of registration, new students are required to provide their sacramental certificates, current report card and school records from the previous school. Additionally, students who enroll after August 1, are required to pay the registration fee and the first month's payment before the enrollment commences. A transfer student is accepted provisionally for twelve weeks. During this time, teachers will assess the student to ensure the opportunity of academic excellence, note student effort, achievement, self-discipline, and responsibility. At the end of twelve weeks, the principal will meet with the student, parents and teacher, if necessary, to assess the child's progress at Holy Trinity Catholic School. Continued enrollment at schools in the Diocese of Harrisburg is dependent on the school's ability to provide for the academic needs and behavior of each student. When the school believes that it cannot adequately provide for the needs of the student, the principal will provide recommendations for placement in an academic setting that best fits the needs of the child.

Readmission for students currently enrolled in Holy Trinity Catholic School includes the above provisions. In addition, all financial obligations to the school must be paid in full by May 20<sup>th</sup> of the previous school year.

**Tuition**

The cost of educating a child in our school for one year is more than \$11,000. Our parishes provide a scholarship to every child enrolled in our school. Tuition rates are set by the School Board with the Finance Committee. Parishioner rates apply to those who are registered members of St. Joseph, St. Patrick, Immaculate Conception BVM or a local Catholic parish. Non-Catholic rates apply to those who are not registered members of any local Catholic parish. A completed pastor

acknowledgement form is required for families that are not registered members of St. Joseph or St. Patrick Parish.

**Incentive for referrals:** HTCS families who refer another new family to enroll in our school will receive \$250.00 credit on their tuition in the third trimester. The new family must remain enrolled in the school program for the entire year for the credit to be applied.

**A non-refundable fee of \$50.00 per family is required with the registration/ re-registration form to be submitted by March 1, 2022.** This fee will be applied towards your child's tuition next year . With submission after March 1<sup>st</sup>, the non-refundable registration fee is \$150.00 with \$50.00 applied as tuition credit. Re-registration fee of \$250.00 per family after March 31<sup>st</sup> will be assessed with \$50.00 as tuition credit. Entrance into the FACTS Tuition Program is a requirement; their registration fee is \$40.00 and will be paid directly to them. (Unless you are paying in full – see next paragraph).`

The only tuition that will be collected in the school office is from families who pay IN FULL by August 1. Those who pay in full prior to August 1, 2021 will be given a \$250.00 tuition credit and do not have to register with FACTS (or pay their fee).

Tuition may be paid in one of four ways:

- Full payment may be made to Holy Trinity Catholic School prior to August 1<sup>st</sup>. A \$250 tuition discount will be applied.
- Monthly in 10 equal payments (August – May)
- Payments may be made in 4 quarterly payments in the months of August, November, February and May. All payments are to be made to Simple Tuition Solutions(TST).
- Payments may be made in 2 semi-annual payments in the months of August and February. Both payments are to be made to STS.

At the time of registration parents/guardians will be required to complete the Tuition Agreement and the STS form. At that time, they will be required to choose one of the above payment methods. A payment date of either the 10<sup>th</sup> or the 20<sup>th</sup> of the month must be chosen. Any payment which does not reach the STS office within 10 days of the date chosen will receive a late charge of \$30.00. Non-response to communications will warrant a meeting with the Principal or Pastors to review reasons for delinquency. If a family does not fulfill its financial responsibilities, term grade reports/progress reports will be withheld. After 90 days of non-payment, students may not be admitted to school. Transfer records will not be mailed until financial obligations are paid in full.

FACTS will apply a \$30.00 fee for failed auto-debit. A \$30.00 fee will be applied for failed checks.

#### **HTCS Board of Education Financial Obligation Policy:**

If a family may become overdue in the payment of tuition, fees (including breakfast, lunch, and extended day services), family service hours/payment, or other outstanding obligations, parents/guardians are expected to contact the principal as soon as it is known that the account may become overdue (generally within 30 days).

If a student account becomes 60 days past due, the student will not be permitted to participate in activities outside the regular school day hours or non-mandatory in-school activities to include, but not limited to instrumental music lessons, band, choir, student council.

If a student is overdue at the end of a trimester, access to school records, including report cards will be withheld.

If a student account becomes 90 days past due, the student may not be permitted to attend HTCS until the balances are rectified.

If a student account is overdue and the student moves to another school, the principal will attempt to collect the balance. If a suitable arrangement cannot be made, legal means will be pursued.

### **Financial Aid**

#### **Neumann Scholarships/ Other Scholarships**

Holy Trinity Catholic School is committed to helping parents who desire a Catholic education but who struggle with the financial obligations of school tuition. Tuition assistance is available for both school and preschool students through the Diocese and other outside programs. Each family is required to complete a FACTS form to be eligible to receive financial aid. The Diocese of Harrisburg offers families opportunities to utilize state and private scholarship programs when tuition assistance is needed. These scholarships may be accessed by submitting a STS application online and requesting local scholarship information in the office. The Neumann Scholarship applications are due each year by February 15<sup>th</sup>. Letter of awarded funds are sent in July. It is part of our obligation to assist if there is a genuine desire and need.

All scholarships are awarded with the expectation of confidentiality.

Other scholarships-Additional resources may be available through your local parish and or the school. Please contact the school office for more information.

### **SCRIP**

Scholarship recipients are expected to use the Scrip program. The Scrip program is a gift card fundraiser. By ordering cards for Giant, Weis, Sheetz, Price Rite, Walmart or any of the 500+ available cards, the school earns money on the purchases. The best part is you are helping just by using a gift card you ordered from ShopWithScrip or the coordinator. See the personnel in the school office for more details.

### **School Hours**

#### **8:00AM-2:50PM**

The school doors open at 7:40 am. Pre-K, K & 1 students will report directly to their classrooms via the outside classroom door using the upper lot. Students in grades 2-6 will enter through the front door and proceed to their room. **Any student arriving after the 8:00 am bell is to enter through the main school door and report to the office (accompanied by an adult) to sign in and receive a late slip.** Dismissal is at 2:50 pm. Any student not picked up by 3:00 pm will be sent to The Extended Day Program at the cost of the parent.

**Daily Schedule:** Students in Kindergarten through 6<sup>th</sup> grade

**8:10 AM:** Morning prayers, songs, pledge to the flag and singing of “The Star-Spangled Banner” in their classrooms.

**11:00 AM/11:30 AM** Lunch and recess- grades PreKindergarten and Kindergarten

**11:30 AM/12:00 Noon** Lunch and recess – Grades 1, 2 and 3

**12:00 Noon/12:30 PM** lunch and recess – Grades 4, 5, and 6

**2:50 PM:** Dismissal

**Daily Schedule:** Pre-K – **Mornings only:** 8:00 AM to 11:00 AM **Full day:** 8:00 AM to 2:50 PM

**Extended Care day:** 6:30 AM to 5:30 PM

**HTCS Online** is our virtual option for those who must stay home because of medical necessity. The HTCS Online policies can be found on the website. Students are expected to attend daily and for the duration of the school day. This is not an option for occasional illnesses.

### **Extended Day Care**

Extended Day care may occur in various locations on campus. Generally after school care is located in the cafeteria, Brenner Hall, or on the grassy lot and is available from 2:50 pm – 5:30 pm. Registration and payment information is available in the school office. Extended Care is NOT provided the day before Thanksgiving Break, Christmas Break, Easter Break, Friday of Catholic Schools Week, Holy Thursday and the last day of school. Fees are the sole support of the Holy Trinity Catholic School Extended Day Program. It is NOT subsidized by the school or parish. The program is unique in its fee structure. Failure to pay for the Extended Day program for two weeks will result in the loss of using the service until the account is reconciled.

#### **Hours of Operation:**

Before School Care- 6:30 AM- 7:30 (\$5.00 per child per day payable at the time of drop off)  
After School Care- 2:50PM- 5:30 PM (\$10.00 per child per hour)  
Scheduled Early dismissals- 12:00PM -5:30 PM

Fees are adjusted for families with multiple children and families who pay in advance for the month.

### **Absence**

Regular attendance is essential for good scholastic progress. Illness of the child, death in the family, and exceptional instances that affect the child are the **only** legitimate reasons for absence from school. For the protection and safety of your child(ren), parents must report absences by **calling the school office by 8:30 am**. If a call is not received, the school will initiate contact with a parent. Assignments may be requested at the time of call in for a sick child. Assignments will be in the school office at the end of the school day. As most illnesses are short term, children will need to be symptom free (of fever or sickness) for 24 hours before returning to school. **Upon the return to school**, a valid, hand written excuse (Pa School Code 1327 and no later than 3 days after illness), signed by the parent/guardian must be given to the teacher. This note must state the date and the reason for the absence. Failure to return an excuse note within 3 days will result in an unexcused absence. Any time a child is absent for a significant period of time (3-5 days) due to illness, a doctor's note explaining the illness is required. Making up missed work is the responsibility of each student. Students who are absent may not participate in after school events or activities occurring on the same date as the absence.

The principal will notify the child's parents/legal guardian when a **PATTERN** of multiple absences occurs. More than 3 unexcused absences results in a written truancy plan.

For mitigation of the COVID19 virus, families are to report that students are well each day before sending students to school. The reporting system will be announced before school begins in August. For families that fail to report the health status of children, the office will make contact to ensure the school community of the health and safety of all.

### **Extended Family Vacations**

Parents are discouraged from taking children out of school for extended family vacations. However, those who wish to take their child(ren) out of school for several days for non-medical reasons are advised to discuss the impact such an absence will have on the child's school work. Two weeks' written notice of such absence is requested. Completion of make-up work is the responsibility of the child and the parents. Missed assignments will be provided to the student upon his/her return. ALL missed assignments are due within one week of the child's return to class.

### **Doctor/Dentist Appointments**

Students/parents are expected to make every effort to schedule doctor and dentist appointments **outside of school hours**. However, when this is not possible, students will be excused for these special appointments with a written request from parents, stating the time of the appointment, the time the student will be picked up and by whom, the length of the time of the appointment and the **approximate time of return**. The student should present a slip from the doctor stating that he/she has been to the doctor's office and has permission to return to school. Minutes missed will accrue in days absent and added to a student's attendance record.

### **Tardiness**

Doors open at 7:40AM. **One is considered late after 8:00 AM**. A student who is late must report with their parents to the school office in order to sign in and be given a pass to class. Exceptions are made when tardiness has been caused by school busses, extreme weather or unexpected traffic conditions. These are excused. **Two** days of tardiness will result in a conference. The principal will notify the parents when a pattern of unexcused tardiness occurs. Six unexcused late arrivals will warrant (no participation in the Fun Day) a blue slip, require a conference and the development of an attendance improvement plan. Nine unexcused

late arrivals will result in a blue slip, one day in school suspension and the school may contact Children and Youth Services. Thereafter, any further tardiness will result in one day school suspension and may result in expulsion.

### **School Visitors**

For the safety of our students, all doors are locked. **All visitors, parents, salespersons, etc., must first report to the office before going anywhere in the building to sign in and remember to sign out when leaving the building. At no time may parents interrupt the teachers during school hours.**

As a safety measure, children are not to open school doors for anyone.

In addition, the following guidelines will be adhered to:

1. During morning arrival, children will be left at the designated area and escorted to their classroom or to the cafeteria by safeties and faculty members. Parents must follow the traffic flow pattern and wait for a safety or staff member to open the door and escort your child to the appropriate place.
2. Parents are not allowed to make visits to the classroom unless invited to assist with a school project or school activity.
3. Parents may not share lunch with their child in school, except on specific days.

### **Non-custodial Parents**

Section 5309 of Title 23 of the Pennsylvania Consolidated Statutes provides that each parent shall be provided access to all medical, dental, religious or school records of the child. A non-custodial parent would, therefore, be entitled to all school records of his or her child, unless a court order stated otherwise, or if the custodial parent and child are living at a shelter for battered spouses. If there is a court order specifying that there is to be no information given, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order.

### **Academic Policies**

Professional certified teachers make up the faculty for Holy Trinity Catholic School. Our curriculum through the Diocese of Harrisburg is aligned with the Pennsylvania State Standards from the Pennsylvania Department of Education. We have incorporated the skills from the National Common Core standards within our lesson planning. Teachers plan for their students keeping in mind all the curriculum areas, skills and time constraints required for each subject and age group.

### **Curriculum**

Holy Trinity Catholic School students will be instructed in the following subjects:

Religion, Language Arts (Reading, English, Spelling, Writing & Handwriting), Mathematics, Science, Social Studies, Physical Education, Computer, Library, Art, Music and Spanish for grades 3-6.

### **Religion**

Priority at Holy Trinity Catholic School is given to the development of faith and relationship with God. This is carried out by the study of Catholic Doctrine, combined with the constant effort to inspire consistent growth in prayer life. The primary responsibility for the fulfillment of this obligation rests upon the parents since they are the first educators of their children. Our goal is to make each student's study and practice of religion become not merely a lesson learned, but a life lived.

### **Religious Observances**

We begin our day with Morning Prayer. All children will participate in Morning Prayer together as a school community. Opportunities for prayer will be provided throughout the day in each child's individual classroom. The student body celebrates Mass as a school community at 9:00 am on Fridays and on all Holy Days that occur on school days. Opportunity to attend communal penance services and receive the Sacrament of Penance (Reconciliation) is provided in the seasons of Advent and Lent.

The Catholic students in the second grade receive catechesis for the Sacraments of First Penance and First Eucharist. Parent meetings are held prior to the reception of these Sacraments. Prior to First Holy Communion, second grade students share a special day of preparation. Further opportunities to celebrate the Faith are presented through various devotionals and para-liturgical celebrations. Stations of the Cross, the Rosary and Devotional Prayers serve to deepen the child's spiritual life, as do daily readings from Scripture.

### **Art and Music**

The fine arts are used as a tool for strengthening academics and for heightening inner discipline, focus, self-esteem, creativity, and teamwork. The teaching of the arts is required in all grades (1-6) by the Diocese of Harrisburg. Instrumental music and chorus may be offered on an elective basis, but cannot take the place of the general music course.

The music program offers a Christmas and spring concert for Grades 1-6 and a separate event for Prek and K. The weekly school liturgy offers an opportunity to serve the church for cantors and Liturgical Choir. Show Choir and Chime Choir are also offered to students in the upper grades. Students are selected into these two groups by auditions.

Holy Trinity Catholic School also offers an instrumental music program to students in grades 4, 5, and 6. A separate fee is charged for private or pair music lessons on woodwind, brass, percussion instruments and piano lessons. Half-hour lessons are scheduled once a week during school hours. Other opportunities available include participation in Concert or Honors Band and small ensembles.

The art program provides opportunities for children to explore various mediums and incorporate their skills completing various projects.

### **Library Media Center**

The library is an important part of the school curriculum. Library holdings include print media, audio-visual materials, and software related to curriculum. Each class has a scheduled library period once a week and students are taught library skills. Children in the lower grades enjoy storytelling and are instructed in the care of books and good library behavior. There is a \$.05 late fee charged for each day past the due date of books checked out of the library.

Overdue books must be returned and fines paid in order to check out a book each week. Students are responsible for paying for any lost or damaged books.

\*Parents who wish to acknowledge their child's birthday may send a \$10 donation for the child to choose a book for our library. The child's name and birthday are announced on a label in the back of the book.

### **Grading**

#### **Grades 4 – 6:**

A	Excellent
B	Above Average
C	Average
D	Below Average
F	Unsatisfactory

#### **Grades K – 3:**

E	Exceeds Expectations
P	Proficient
I	In Progress

### **Explanation of Kindergarten and Primary Marking Code: E, P, I**

**E=Exceeds Expectations:** The student learns independently and is able to accomplish new skills acquisition without the support of the teacher. **The student is able to apply knowledge to new material and beyond, easily and independently.**

*Please know that if a child does everything with 100% accuracy, this is proficient. The children who are able to take what they know one step further, or apply what they have learned to new concepts, are the “E” children. Please do not equate all “E’s” with all “A’s.”*

**P=Proficient:** The student is able to accomplish skills with the support of the teacher and classroom setting. Application of newly learned material is achieved within a standard measure of time. **The student easily works with new skills in a group setting, but is not yet independent.**

*If your child, after several formative assessments, meets the standard, he/she is proficient. The formative assessments will not pull his/her marks down to an “I” once he/she becomes proficient in a specific standard.*

**I=In Progress:** The student at this level needs repeated practice over an extended period of time to acquire new skills. **The student is unable to apply new skill work independently or with group work. The student often requires individual teacher support.**



*As educators, we understand that every student works at their own pace his/her own time. Please allow your child to be in progress with some of the benchmarks. Do not panic; it is okay to be in progress.*

**For students in Grades 4 through 6,** in addition to an E, P, or I assigned to each benchmark, the children will receive a letter grade for each subject.

**A=Exceptional mastery** of the course objectives in the subject area by: preparing all assignments promptly, thoroughly and carefully, being quick and resourceful in utilizing suggestions, working independently, showing consistent interest and initiative, demonstrating a high standard of commitment, clarity and application and showing leadership in learning

**B=Proficient mastery** of the course objectives in the subject area by: preparing all assignments carefully, being conscientious and dependable, utilizing some suggestions, working independently, showing sufficient interest and initiative, demonstrating standards of commitment, and using good study habits for routine assignments

**C=Basic mastery** of the course objectives in the subject area by: preparing most assignments, requiring teacher direction and motivation, showing limited ability in following subjects beyond the minimum requirements, and working on study habits

**D=Below basic mastery/needs improvement** of the course objectives in the subject area by: not completing required assignments, consistently requiring direction and motivation from the teacher, not completing minimum requirements, lacking study habits

**F=Demonstrates unsatisfactory achievement** of the course objectives in the subject area by: failing to complete required assignments, not responding to direction and/or motivation from the teacher, and showing no evidence of study habits

If a student does not hand in an assignment the student will receive a grade of “Incomplete” on the Grade Report until the assignment is turned in.

### **Homework**

Homework is a valuable way of maintaining previously taught skills and is designed to foster a habit of **independent** study. It is an important and integral part of your child’s learning experience. It is each child’s responsibility to do his / her homework each evening and to turn it in the following school day. All work should be completed by the student. Students in grades 1-3 should complete 30 minutes of homework each evening including 10-20 minutes of reading. Students in grades 4-6 should complete 60 minutes of homework each evening including 20-30 minutes of reading. Students should be able to complete homework independently with age appropriate supervision. Parents who find that a child needs more assistance should *contact the teacher*. Neglect of homework is a serious matter, and a yellow slip will be issued for each missed assignment. ***With the third yellow slip, a blue detention slip will be issued and a detention will be assigned.***

**Teachers may require the signature of a parent on school work, including homework.**

### **Care of Textbooks**

Children are expected to use the sponsored book covers provided by the school. Children are expected to take care of books given for their use throughout the year. Defacing books, loss of books or improper handling will result in the child paying a fee for the book as well as a consequence for the behavior. All students are required to use book bags. **Book bags should NOT have wheels or hanging key chains.**

### **End of the Year Honors and Awards**

Students may receive special recognition at the end of the year. These awards are intended to encourage special effort and recognize academic skills (grades four through six), and aspects of good citizenship.

### **General Excellence (Grades Four to Six)**

Straight A’s in all 5 major academic subjects – Religion, Math, Language Arts, Science and Social Studies

**No I’s in Christian values, or work habits.**

### **The Virtue of the Month Award**

Each month, a virtue is selected to be the focus for the school. Students learn about the virtue and saints who modeled the virtue. Students are instructed in ways they can demonstrate virtue in their daily lives. At the end of each month, a student from each grade is selected who emulates the virtue. This honor is shared with the school each month during an assembly for virtue recognition.

### **Progress Reports**

At the mid-way point of each trimester, a progress report may be sent to parents / guardians. They are to be signed by a parent / guardian and returned to the school in a timely manner. All students (grades K-6) receive a progress report each trimester.

### **Grade Reports and Conferences**

Grade Reports are issued on a trimester basis. **All financial obligations to the school must be met in order for a student to receive a grade report.** Please contact the school office if there is a special financial circumstance. A parent / teacher conference will be held to discuss each student's progress at the end of the first trimester. A conference day is set aside in the calendar. Parents are asked to make every effort to attend at the scheduled time. A second trimester conference is held at the request of the teacher or the parent. When a student transfers to another school all financial obligations to Holy Trinity Catholic School must be paid in full before records will be released to the receiving school.

### **Retention / Promotion**

Holy Trinity Catholic School reserves the right to retain any student for academic, social, emotional, or maturity reasons. Parents can assume their child will be promoted unless the alternative of retention has been discussed with them during the school year. The diocesan policy for grade retention is followed. Promotion and retention are based on evaluation of academic, physical, social and emotional growth. Retention is considered a more positive alternative during early grades. Retention of students should be rare, and is not to be for punitive reasons. Retention is appropriate where it is intended to enable a student to gain future developmental, emotional and/or educational maturity and success. Summer school or private tutoring totaling 30 hours must be employed to make up failing grades. Students may not be promoted without completing a summer course. A student is eligible for retention if the year-end average grade for two major subjects falls below a "D." Major subjects are English Language Arts, Math, Science and Social Studies. Parents are involved in any retention decision, but the final decision will be made by the principal.

### **Instructional Support Program**

Holy Trinity Catholic School offers an Instructional Support Program. This is not a Special Education Program. It is a program that offers instructional support to students and teachers. Parents will be notified when the Student Support Team determines additional information is needed in order to help the child be successful in the classroom. The LIU #12 does provide assistance in reading and math. Counseling services are also offered by LIU #12 for children in kindergarten through sixth grade.

### **Testing**

Holy Trinity Catholic School uses the STAR Assessment, Dynamic Indicators of Basic Early Literacy Skills (DIBELS) and Fountas and Pinnell Reading assessment tools to examine students' strengths and needs in Language Arts. In Math, a benchmark screening is administered in the fall, mid-year and in the spring using the STAR assessment. Test results may determine eligibility for special programs and help in local and diocesan curriculum evaluation and planning.

### **Lincoln Intermediate Unit, LIU#12 Support Services**

Students who experience difficulty in understanding or completing grade requirements may need testing from a school psychologist which is provided through the LIU #12. This is completed following preliminary reports gathered by the classroom teacher, school psychologist and the Student Support Team (SST). This testing may be requested by school personnel. LIU#12 also provides services through a Title I reading specialist, a guidance counselor and a speech therapist. Students who are identified to receive services must have signed parental permission.

## **School Policies**

### **Communication Policies**

Holy Trinity Catholic School believes in maintaining open communication with parents. It is our belief that communication fosters a deeper level of understanding. Students benefit when adults model appropriate communication and problem solving strategies. Parents are encouraged to discuss school concerns with school personnel in an effort to resolve all concerns productively. Issues and concerns should first be addressed directly to the classroom teacher. The principal will become part of the discussion if needed.

### **Line of Authority**

The following procedure for handling concerns will be followed:

1. Concerns are discussed first between parents/guardians and teachers.
2. If the concern is not resolved, parents and/or teachers may then confer with the principal.
3. If the concern has not been resolved, all parties may then confer with the Pastor.

All conversations are to remain appropriate and respectful. It may be necessary to agree to disagree at times.

### **Problem Solving**

It is important that all parties withhold judgment on what appears to be a grievance until all the facts have been gathered. The next step is to discuss the problem with your child's teacher and arrange a conference as soon as possible so that the problem can be quickly resolved. Typically, the Principal will not meet with parents regarding teacher problems until the parents have first addressed the teacher personally. When in doubt regarding school regulations, please contact the school office.

### **Confidentiality**

Confidentiality is generally held to mean that one individual or individuals will keep private information that has been given to them, and will not reveal it. Students expect that teachers and other staff members will keep their confidence. Employees of the school will keep confidential information entrusted to them so long as no one's life, health or safety is at stake. This includes a child's academic and assessment information as well as any additional information shared by parents or other professionals.

### **Home/School Weekly Communication**

The primary form of communication between the school and our families is through the weekly email, *HTCS Announcements* and announcements on the website: [www.htcsyork.org](http://www.htcsyork.org) and the use of Class Dojo, an app. Families are expected to check the website regularly for school information. School information may also be found on the school's Facebook page. Families without internet access are asked to notify the office and paper copies of all information will be provided.

### **Communication With Staff**

There are several ways that parents are able to communicate with teachers and the principal.

1. Written communication
2. E-mail
3. Voice mail (principal only)
4. Class Dojo-messages

Teachers are encouraged to check their email on a regular basis. ***You may call the office and leave a message for a teacher. Teachers are not called away from their assigned duties to accept phone calls unless it is an emergency.*** Messages regarding dismissal should come to the office **prior to 2:15 pm.**

### **Telephone and Cell Phone, Apple Watch Policy**

The school phone will be used by students only in emergencies. Neither teacher nor child will be disturbed during class time. Messages from incoming calls will be relayed to the students. Only in extreme cases are teachers or pupils called to the telephone during the school day. No child is to use any phone without the

permission of the teacher and/or office staff.

Communication is important. **However, students may not use cell phones (including texting) within the school, on school property or on school buses traveling to and from school without the written permission of the school administration. This includes the use of Apple watches.** Cell phones are to be turned off and secured during the school day. If a cell phone is on or used during the day it will be confiscated until a parent conference can be scheduled with the principal.

### **Extra-Curricular Activities**

The following activities are sponsored by Holy Trinity Catholic School:

Honors Band, Liturgical Choir, Show Choir, Altar Servers, Chime Choir, Safety Patrol, Student Council, Envirothon, Leap into Science, and Coding for Girls, Math 24 Club, Art Club, Cooking Club, Chess Club and K'Nex Club.

Activities may be added or removed based on available staff and student interest.

In order to participate in these programs the child must:

1. Maintain passing grades in all subjects (a child enrolled in the Instructional Support Program or who receives services from the LIU may receive a waiver from the principal after an Instructional plan is in place.
2. **Be on time for school** (less than 3 late slips)
3. Attend school on the day of an activity.
4. Display behavior fitting of a Catholic school student.
5. Complete homework on time.

**\*Parents are encouraged to place academics before athletics and other extra-curricular activities.**

### **Parent Teacher Organization-PTO**

The most efficient means of carrying out your involvement is to become an active member of the Parent Teacher Organization and participate as often as possible. PTO supports the school's mission and is involved in many aspects of school life. **All parents are members** of the Parent Teacher Organization and are welcome to attend monthly meetings. The PTO supports parents and teachers in their respective roles, welcomes new families, and works to create a family spirit in the school community. PTO sponsors and supports a variety of programs during the year including academic, social, religious, and entertainment events. All fundraisers sponsored by the PTO support the school. The PTO meets monthly and may be reached by emailing [pto@htcsyork.org](mailto:pto@htcsyork.org).

### **Breakfast/Lunch**

Providing healthy meals is important for our students' well-being. Monthly **menus** are found on the school website. Holy Trinity Catholic School participates in the Federal Breakfast and Hot Lunch Programs which provides subsidized meals to our children. Families may choose to participate in the meal programs offered at school. No nuts or items containing nuts are served in our facilities. Students are discouraged from bringing in foods that contain nuts. Fast food meals are not acceptable as a school lunch.

**Breakfast-Served-7:30AM-8:10AM, \$2.00/day**

Students pre-order meals and pick them up to eat in the homeroom before/ after the morning bell (8:00AM). Parents need to approve and pay for the purchase of meals using the papers found on the school website.

**Lunch-Served-** Parents use the lunch slip to pay for and order meals and purchase milk. The cost of lunch is \$3.50. For students who pack and wish to purchase milk, the cost is \$.75. Parents should use the lunchtime program to pay for lunches. Otherwise, payment is placed in an envelope with the child's name and grade and the amount of money in the envelope recorded on the front. Parents should be pre-paying for the lunches. When receiving a lunch payment notice, pay the amount written on the notice which will bring the account current.

### **Field Trips**

Field trips may be scheduled during the school year. Field trips are planned by the faculty to enhance the units of study. They are privileges, not rights. Students can be denied participation if they fail to meet academic or behavioral expectations. Parents of children participating in school-sponsored field trips are required by diocesan policy to sign a permission form. A child who *does not bring the signed official diocesan permission form* **will not be permitted to go on the trip**. Any attempt to alter any aspect of that form invalidates it and is understood to be a non-permission statement by the parent. A telephone call will not be accepted in lieu of written permission. All regulations stated in this handbook apply for all students on school related field trips. If the child chooses not to participate in the field trip, he/she is still required to attend school. Field trips may be cancelled at any time at the discretion of the Diocesan Secretary of Education. A faculty member, assisted by responsible adult chaperones must accompany the students on the bus for the class trip. **All chaperones must have all updated clearances on file in the school office.** Field trips are for full-time Holy Trinity Catholic School students only; chaperones may not bring other children. (*Diocesan Policy 5134*)

### **Transportation**

#### **Busing-**

Bus routes and stops are planned and established by the school districts involved. Pennsylvania law, ACT 437, requires that public school districts provide free comparable bus service for parochial students as they do for their own students within a ten mile radius. Each parent is responsible for notifying the school district in which they reside if they intend to use the district busing. No student may ride any bus other than the one to which he/she is assigned. Disorderly or unsafe bus conduct may result in suspension of bus privileges. Students are expected to behave as if they are in school while riding the bus. In addition to suspension of bus privileges, the school's discipline policy applies to students while riding on a bus and to behavior at bus stops.

**Bus Schedule:** Students' bus schedule will be made at the district level.

#### **Bus Rules**

1. Children must show respect and courtesy to the bus driver and safety patrol members.
2. Children must remain seated until the bus comes to a stop at its destination.
3. Children riding the mini buses **must** wear their seat belts.
4. Children must have a book to read so as not to distract the driver from his/her responsibilities.
5. Standing, changing seats, using a loud tone of voice will not be tolerated on the bus.
6. **Students will not be permitted to leave the bus, once they board the bus to go home, to retrieve something they have forgotten to pack in their book bags.**

**Bus Report:** The bus driver will report to the district and principal of Holy Trinity Catholic School the names of those students who cause disturbances. Parents will also be notified. Safety patrol members will report minor infractions to the safety moderator or principal. The teacher or principal will further investigate the incident and contact the parents if necessary. The principal reserves the right to require a student to serve detention and/or to suspend a child from riding the bus if the safety rules and regulations are not followed by the student.

#### **Car riders**

Drivers who transport children to and from school by private car must abide by all safety regulations. Drivers are expected to show courtesy to other drivers, faculty, and students in the school area. The speed limit is 10 miles per hour in the parking lot. For arrival-the upper parking lot will be entered by way of College Ave. Follow the cone pattern and direction of the teachers on duty. Parking is only permitted in the upper lot (parallel College Avenue) in appropriate spaces provided. Parents arriving with children after 8:00 a.m. are considered late. **If late arriving, the parents must park in the upper lot and walk the child to the office to receive a late slip.** Exit by way of the Beaver Street gate. In order to avoid traffic back-ups, we have been asked to have all cars leaving the parking lot turn right.

The traffic from William Penn High School turns right out of their driveway. This allows for smooth traffic patterns in both directions on Beaver Street. **For the safety of our children, it is essential that cars proceed slowly with caution and follow the directions of the staff members on traffic duty.**

If transportation arrangements change from what is submitted at the beginning of the year, it is important that the office is notified in a timely manner. Students may NOT inform teachers that they are to go home a different way. This information must come from the parent in writing before 2:15 PM.

If a student is not picked up from school by 3:00 PM, the student will be placed in the Extended Care Program at the cost of the parent. Contact your child's classroom teacher, the school secretary and the principal with any last minute changes.

### **Parent Service Requirements**

The students and school administration at Holy Trinity Catholic School rely upon the support and assistance provided by parent volunteers. Volunteers are needed in many areas. **Each family is expected to give a minimum of fifteen hours of service to the school community. Five of these hours must be direct service to the school.** An activity list will be posted at the beginning of the school year with a sign-up sheet. A certain number of slots will be available for each activity, and will be filled on a first come, first serve basis.

A \$15 fee will be assessed for each service hour that has not been completed by the end of the school year.

- When every family contributes to the school, the result is a stronger community, both academically and spiritually.
- All volunteers are to sign in at the office when reporting to the school.

**All school volunteers are required to secure updated clearances.** The requirements are available in the office.

### **School Uniform**

A student's appearance, performance and self-respect complement one another. All attire should be clean, neat, and of the appropriate size for the child and in good condition (no worn or frayed edges). **School uniforms must be purchased through Flynn & O'Hara. Order forms are available in the school office. Physical education or Gym uniforms must be purchased through Elliott productions.** Uniforms will be checked by teachers at the beginning of the day, and parents will be notified in writing of any uniform violations. Corrections should be made as soon as possible. Students should dress in their school uniform on the first day of school.

Students are required to abide by the following regulations:

#### **"Regular" School Uniform**

##### ***Girls grades K-6***

- Flynn & O'Hara plaid school jumper worn at the middle of the knee or below
- Bike shorts to be worn under the school jumper
- White blouse (long or short sleeve) with Peter Pan collar
- White Turtleneck (Grades K-2)
- Grey / navy crew or knee socks, or tights / leotards
- Grey cardigan with the school logo

##### ***Boys grades K-6***

- Flynn & O'Hara navy blue dress slacks with a belt
- Belt – must be a black or dark brown belt with a plain buckle
- White dress shirt (long or short sleeves) with a navy school tie (purchased from the school office)
- White Turtleneck (Grades K-2)
- Grey pullover v-neck sweater or sweater vest with the school logo. The school sweater is the ONLY permissible sweater/sweatshirt to be worn in school or church.
- Navy blue crew socks

### **Shoes**

Students must wear **black or dark brown** SCHOOL shoes. The shoes must have a NON MARKING sole. Girls may NOT wear ballerina type shoes. Students are not permitted to wear boots of any type, clogs, sandals, flip flops, backless shoes, sneakers, "jellies", crocs, or anything else that is not deemed appropriate for

safety reasons.

**“Summer” Uniform grades K-6**

Girls and boys may wear Flynn and O'Hara navy walking shorts (knee length) with belt and grey golf shirt with the Holy Trinity logo the first day of school through **October 25**, then from **April 20** through the end of the school year. Girls may also wear the navy skort at this time. Boys may wear the golf shirt with Flynn & O'Hara navy blue dress slacks during this period. Golf shirts must be worn tucked inside Flynn & O'Hara walking shorts or Flynn & O'Hara navy blue pants. Navy socks are required.

**Socks** White crew or ankle socks (covering the ankle) may be worn with the gym uniform. Blue socks are to be worn with the summer uniform. **No-show socks are not allowed.**

*All garments worn under shirts and blouses must be white or skin color.*

**Gym Uniform for students in grades K-6**

Elliot Productions gym uniform which includes:

Grey t-shirt with school logo

Sweatshirt with school logo-optional

Sweatpants / shorts with school logo

Athletic sneakers –Non- marking soles- NO LIGHT UP SHOES

White socks – crew or ankle socks

**Pre-K Uniform**

Elliot Production sweatpants / shorts with school logo

Grey golf shirt with school logo

Sweatshirt with school logo-optional

Sneakers –Non- marking soles and NO LIGHT UP SHOES

White socks – crew or ankle socks

- **If a student does not have a proper gym uniform, the student is to wear his / her school uniform.**
- **Students are expected to wear sweatpants during the winter months.**

Students who are not correctly dressed in the school uniform may receive a white slip which informs parents of the violation. Two whites slip means a conference with the principal. Uniform infraction three times results in a yellow slip and students losing the next dress down privilege. All slips must be signed and returned to the teacher.

**Personal Grooming**

Makeup, nail polish, fake or acrylic nails or jewelry may not be worn. The wearing of jewelry is limited to a religious medal and chain, a medical bracelet and/or a watch. Additionally, girls with pierced ears may wear **one small post earring** in each lobe. **No hairpieces** may be worn. Boys may not wear earrings or have any other piercings.

**Hair / Tattoos**

Hair should be kept neat and clean and in a conservative style appropriate for school. It may not be colored or highlighted. In addition, boys' hair may not fall below the eyebrow, over the ear, touch the collar or stand up more than 2 inches on the head. Elaborate, distracting or fad (cut designs, braids for boys, etc.) hairstyles are not permitted for boys or girls. Bleaching or highlighting hair is not permitted. Writing or drawing on the body (including temporary or permanent tattoos) is not acceptable.

**Dress Down Days & Concert Performance Attire**

Students must wear appropriate, **MODEST** and non-revealing attire. School personnel may require a student to change attire if it is deemed unsuitable.

When a student does not follow the dress code on uniform or non – uniform days, the parent / guardian will be called to bring uniform clothing to school. The student also forfeits the privilege of participating in the next dress down day.

- Shoulders and backs must be covered.
- Skirts and/or shorts must be longer than fingertip length when standing naturally or approximately 2 inches above the knee.
- Undergarments should not be visible through the clothing.

**Health Policies**

### **Health**

Students who are sick with a temperature of 99 or higher must remain home until they are fever free for 24 hours without medication. Students who run a fever in school will have their parents notified immediately for dismissal.

For COVID19, please see the policies published on the website. Conditions and policies are fluid as the Center for Disease control works to mitigate the spread of the virus.

State guidelines will be followed by the school health program. Students who are HIV infected or have AIDS or other related diseases and desire to attend a diocesan elementary school will not be denied admission to or discriminated against solely because of their medical condition.

Holy Trinity Catholic School does reserve the right to dismiss a student or curtail a student's activities (curricular, extracurricular). This will be done on a case by case basis by the principal in consultation with the student's attending physician if it is determined that a student presents a substantial risk to himself/herself or others.

If, for reasons of health or safety, a student can no longer continue to attend classes, arrangements for alternative instruction will be determined by the principal and the parents/guardians.

Parents / guardians are expected to inform the principal if or when their child has HIV/AIDS or related diseases in order that the school principal can provide for the protection of the child and other individuals in the school. In all cases the students and their parents are to be treated with Christian compassion and care by all school personnel.

Instruction on HIV/AIDS may be included as part of the school curriculum for all students on an age-appropriate basis.

Holy Trinity Catholic School follows the Universal Precautions to Prevent the Spread of Infectious Diseases to reduce the risk for employees, volunteers and students.

Holy Trinity Catholic School receives health services from an assigned York City School District nurse. The following services are provided:

1. Dispensing of medication as prescribed by a physician (see Medication Policy).
2. Maintain medical records on children enrolled in Holy Trinity Catholic School.
3. These records include medical, dental, immunization records, height, weight, hearing and vision screen results, referrals for further testing, and any other particular needs that a child has.
4. Maintain emergency medical equipment
5. Maintain emergency supplies needed for fire, tornado, or other emergency situation
6. Dispense supplies to classrooms (gloves, simple first aid supplies for minor emergencies)

Covid-19 -Policies pertaining to Covid 19 are found on the school website under the Health and Safety plan.

### **First Aid**

Parents/guardians fill out the emergency form at the beginning of the year. They are notified as soon as possible in case of sudden illness or injuries of a serious nature (ie.head injuries or fainting). Notice of injury/illness is sent home the same day as the incident. School personnel are not permitted to dispense over the counter medications **of any kind**.

### **Illness / Injury**

Students will not be dismissed from school because of illness unless contact is made with a parent/guardian or a person designated by the parent / guardian. If



neither the parent/guardian nor any other responsible person is available and immediate medical attention is warranted, the child will be transported to the nearest hospital emergency room service.

### **Medicine at School**

Parents and guardians are encouraged to arrange times for children to take medicine when they are not in school.

If it is absolutely necessary that your child take medicine (prescription or non-prescription) during school hours, please contact the school to make the necessary arrangements and complete the necessary forms.

NO MEDICATION (including cough drops & ChapStick) MAY BE TAKEN OR GIVEN WITHOUT THE APPROPRIATE PAPERWORK ON FILE.

### **Emergency System**

Drills are conducted regularly to ensure safety for the students in evacuating the building in case of fire or other emergencies. Holy Trinity Catholic School has an Emergency Plan in place. There is a “Shelter In Place” plan in case of a release of chemical substances into the air. There is a “lock down” for the safety of the children when the environment is deemed unsafe. Intruder drills will be conducted.

Emergency text and email systems are in place. Parents may also watch WGAL channel 8 for emergency announcements (Holy Trinity School – York).

### **Holy Trinity Board of Education**

The Board of Education is invested with “limited jurisdiction.” Such a Board is constituted by the Pastors at the direction of the diocesan Bishop and is delegated the responsibility for the governance of the inter-parochial school, except for those matters and decisions which are properly reserved to the diocesan Bishop, the Secretary for Education, the Superintendent of Schools, the Pastors, or the Principal.

The power of the Board is restricted to specific areas of educational concern. However, Board decisions are final and binding in those matters over which it exercises jurisdiction. The Board is subject to the specifications of its own Constitution and By-Laws, and to the policies and regulations determined by the Bishop through his Secretary for Education.

The Board of Education is to set all policies necessary to govern the School, aside from those specified by the Secretary for Education of the Catholic Diocese of Harrisburg or the Department of Education of the Commonwealth of Pennsylvania.

The areas in which the Board of Education has responsibility and will be consulted are:

- Long-range strategic planning;
- Policy development and formulation, consistent with the approved policies and procedures of the Diocese of Harrisburg;
- Financial affairs, including the formulation of a budget and implementation of policies for financial management;
- Property and maintenance recommendations, and proposals for future development of facilities;
- Public relations and development of a plan for fundraising, endowments, and increased revenue;
- Assisting in the selection of a lay Principal;
- Evaluation of the Principals’ relationship with the Board;
- Understanding major curriculum changes.

The Board is divided into Committees (Facilities, Technology, and Safety, Development and Marketing and Finance). Members of the Board of Education serve as committee chairpersons.

### **The Use of Student Names/ Pictures**

The school reserves the right to use student pictures and/or names in publications and on the school’s website. Any parent who does not wish his or her child’s picture and/or name used must notify the principal in writing prior to the beginning of the school year.

This policy supersedes any photo permission forms which have been previously signed.

### **Insurance**

A diocesan sponsored accident insurance policy is offered to each student at the beginning of the school year. Cost is nominal. Participation is not required.

### **Technology and the Internet**

Students are expected to maintain and use the Chromebooks in a responsible manner. It is the responsibility of the student to replace a chromebook if mishandled or broken when at use in their home. Families will be invoiced for the replacement of a Chromebook if necessary.

Appropriate use of the Computer and Internet is the responsibility of the user. Students receive age appropriate instruction on social internet safety in the classroom. The following are considered some of the possible violations and are not permitted:

- Creating, sending, displaying or willfully obtaining offensive messages
- Using obscene language
- Harassing, insulting or threatening others
- Damaging computers, computer systems or computer networks
- Violating copyright laws
- Using another's sign-on and/or password
- Trespassing in another's folders, work, or files
- Intentionally wasting limited resources
- Revealing a personal phone number, name or address of one's self or another
- Employing the network for commercial purposes
- Behavior unbecoming a Catholic school student

Parents / Guardians are required to sign an agreement form. Students may not use the computers until the form is signed and is placed in the student's file.

**Violation may result in a loss of access as well as disciplinary or legal action.**

### **Internet Safety Rules for Children:**

1. Do not give out information about yourself like your last name, phone number, address or school without asking your parents first.
2. Never email a picture of yourself to strangers.
3. Be suspicious of those who want to know too much. There is no rule that says you have to tell them where you live or anything else personal. Trust your instincts. If someone makes you feel uncomfortable, leave.
4. Avoid chat rooms or discussion areas that look sketchy or provocative and do not let people online trick you into thinking of them as real-life friends if you have never met them in person. If somebody says something to you that makes you uncomfortable or if somebody sends you something or you see something that makes you uncomfortable, do not look around or explore: Get your parents instead – they know what to do.
5. Do not open up emails, files or web pages that you get from people you do not know or trust. The same goes for links or URLs that look suspicious – do not click on them.
6. Do not give out your password except to responsible adults in your family.
7. Be honest about your age. Membership rules are there to protect people. If you are too young to sign up, do not attempt to lie about your age.
8. Talk with your parents about alternative sites that may be appropriate for you.

**Teachers will teach Internet safety protocols to their students.**

### **Discipline Policies**

**Code of Conduct:** Students of Holy Trinity Catholic School are expected to conduct themselves in a manner that reflects favorably on themselves, their families, and their school. Students are expected to show respect and consideration to the principal, teachers, staff, parent volunteers and fellow students. It is our goal to create an atmosphere of harmony and peace. Children who come to our school must feel safe and secure.

Students must recognize their individual responsibilities as a condition for their acceptance into Holy Trinity Catholic School and their fulfillment of them as a condition for their remaining in our school. Students are expected to conduct themselves in and out of school and at school-sponsored activities in a manner that reflects the moral teachings of the Catholic Church. Failure to do this may result in disciplinary action including expulsion.

#### **Five Core Groups of Social and Emotional Competencies**

From the Collaborative for Academic, Social and Emotional Learning

1. **Self-Awareness:** Recognizing one's emotions and values as well as one's strengths
2. **Self-Management:** Managing emotions and behaviors to achieve one's goals
3. **Social Awareness:** Showing understanding and empathy for others
4. **Relationship Skills:** Forming positive relationships, working in teams, dealing effectively with conflict
5. **Responsible Decision Making:** Making ethical, constructive choices about personal and social behavior

Each classroom at Holy Trinity Catholic School is organized in such a way that positive behavior is reinforced. In order to ensure responsible self-discipline in the students, the school environment encourages the following actions:

#### **Respect for self**

Being on time for all classes  
Following school dress code  
Walking at all times inside school buildings  
Keeping hands to self  
Following the direct requests of staff  
Allowing others to learn

#### **Respect for others**

Cooperating with staff, students, and others  
Speaking respectfully with staff, students, and others  
Being honest and trustworthy  
Using respectful language  
Being prepared for class  
Completing homework

#### **Respect for property**

Keeping school property clean and safe  
Respecting the property and belongings of self and others  
Restoring or replacing items or property that students have damaged

When an issue arises that needs to be addressed in a formal manner, the teacher will discuss the behavior with the child. The child will be given a "Problem Solving Sheet" where they will need to write what happened, what they could do instead and how the change in behavior will benefit them. The teacher and child will discuss the competency that needs work so that the behavior changes for the better. You, the parent, will be asked to discuss this behavior at home, sign the problem-solving sheet and send it back to school the next day.

**Consequences for inappropriate behavior:** The children in kindergarten, first, second and third grades will follow the behavior management system set up in their classroom by the teacher. Behavior that needs to be addressed in a formal manner will follow the plan stated above. If a consequence is needed beyond the behavior plan for the classroom, the consequence will be set by the teacher and principal and communicated to the parents immediately.

The children in third (mid-year), fourth, fifth and sixth grades, in an effort to encourage personal accountability, self-control, responsibility and good behavior, will use the plan above. In addition, Holy Trinity Catholic School will use the following system of white slips, yellow slips, blue slips (detention), suspension or expulsion as a consequence to behaviors that do not appropriately meet the competencies of self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

**Examples That Warrant a Yellow Slip(Minor Infractions):**

1. Student does not complete and/or hand in classwork/homework assignments or projects when due.
2. Student disrupts class or misbehaves in the classroom or school building.
3. Student is late to school more than 3 times.
4. Student does not wear the proper uniform to school.
5. Student fails to return tests, grade report forms, folders that need to be signed, etc.

**Yellow Slips will be given at the teacher's discretion**

**Actions That Warrant Immediate Blue slips, (Major Infractions) Detention:**

1. Continuously disrupts the learning environment
2. Destroying parish, school or bus property-vandalism
3. Inappropriate use of technology
4. Cheating on a test, copying homework, plagiarism
5. Any form of disrespect towards the principal, teachers, staff or volunteers working with our children. Children will not be permitted to argue with the adults on campus.
6. Behavior unbecoming a Catholic school student
7. Intimidation, bullying or intentionally causing physical harm to another student

**Detention Policy:** After receiving every third yellow, a student will be expected to serve a detention. Detention will be served before or after school from 6:45 AM to 7:30 AM or from 3:00PM-3:45PM. Parents will need to arrange transportation for their child to school on days their child must serve detention. Students serving detention can enter the main door and proceed to the office. Conferencing about the detention will not take place at this time. Students not showing up for detention will be given a yellow daily until the detention is served. During detention, students may be required to perform community service within the grounds of the school campus.

**Students who receive:**

Yellow and or blue slips will result in a loss of an incentive at the teacher's and/or principal's discretion. This includes, but is not limited to, extra recess, classroom rewards, participation in field day, PBIS fun day, school wide dress down day, loss of their field trip privilege for the next field trip or in school suspension or possible expulsion from Holy Trinity Catholic School.

**Serious Offenses:**

**Harassment, Bullying and Cyberbullying:** The Diocese of Harrisburg and Holy Trinity Catholic School affirms the inherent value of every individual and upholds the respect due to each because of his or her uniqueness as a child of God; therefore, the Diocese and Holy Trinity Catholic School is committed to providing for its employees, students and volunteers, a working and educational environment that is free from physical, psychological, sexual or verbal harassment.

The Diocese prohibits any form of harassment, including bullying or cyberbullying of or by students, on or off the school campus.

Bullying shall mean unwelcome verbal, written or physical conduct directed at a student by another student that has the intent of or effect of:

1. Physically, emotionally or mentally harming a student;
2. Damaging, extorting or taking a student's personal property;
3. Placing a student in reasonable fear of physical, emotional, or mental harm;
4. Placing a student in reasonable fear of damage to or loss of personal property; or
5. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student, teacher or employee of the school by sending or posting inappropriate or derogatory e-mail messages, instant messages, text messages, digital pictures or images, or website postings (including blogs). All forms of cyberbullying are unacceptable, and offenders shall be subject to appropriate discipline as noted in this policy.

Any student who experiences some form of harassment or bullying should report it to the school administration. Prompt investigation of allegations of harassment or bullying will be made on a confidential basis by the most immediate administrative authority not accused of or involved with the allegation to ascertain the veracity of complaints. Any student who engages in harassment or bullying is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct.

**Sexual Harassment:** The Diocese of Harrisburg and Holy Trinity Catholic School prohibit any form of sexual harassment of or by employers, employees, volunteers or students. Sexual harassment is defined as:

1) threatening to impose adverse academic, disciplinary or other sanctions on a person unless sexual favors are given; 2) promising favorable benefits for sexual favors; 3) conduct or suggestions of a sexual nature that would be offensive to a reasonable person.

**Sexual Harassment includes, but is not limited to:**

1. Derogatory verbal comments such as epithets, jokes, slurs, or unwanted sexual advances
2. Displaying lewd visuals such as posters, photographs, cartoons, drawings or gestures including derogatory and/or sexually oriented materials
3. Unwanted physical contact or sexual overtures which unreasonably interfere with an individual's work or academic environment
4. Threats and demands to submit either, to sexual requests as a condition of continued grades and other benefits or to avoid some other loss and offer of benefits in return for sexual favors
5. Retaliation for having reported or threatened to report sexual harassment

Any student who experiences some form of harassment should report the harassment to the school administrator. Prompt investigation of allegations of harassment will be made on a confidential basis by the most administrative authority NOT involved with the allegations to ascertain the veracity of complaints. Any individual who engages in harassment is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Any student who engages in sexual harassment may also be subject to legal proceedings.

**Weapons or Threats of Violence:** Possession of any weapon on school property or at any school-related activity is to be reported immediately to law enforcement officials. Any student in possession of a weapon will be immediately suspended from Holy Trinity Catholic School. If, in the judgment of the Principal, there are no extenuating circumstances, the student shall be expelled from school. The Principal reserves the right to define "weapon" in the case of objects other than obvious guns and knives. Unloaded guns, replicas and objects used in a threatening manner may fall into this category. The Principal is to inform the Superintendent of Schools if anyone is accused of possessing a weapon.

A threat to inflict violence on another person shall be investigated immediately by school authorities. If a threat is determined to be credible, the student(s) involved may be suspended and law enforcement officials notified. Students making threats against others may be required to have a professional evaluation before they are permitted to return to class. If the assessment by school authorities and the professional evaluation indicate that a student poses a threat to him/herself, or to

others, or requires support beyond what the school is able to provide, the student may be asked to withdraw from the school. In a serious situation, students who are considered to pose such a threat to themselves or others may be expelled.

**Notice:** We must, by law, notify the school to which a student transfers if student is expelled or withdraws from school and is involved with any of the following infractions:

1. An act or offense involving weapons
2. Sale or possession of controlled substances

### **Alcohol & Drugs**

The possession or use of drugs are prohibited in school buildings, on school grounds, or school buses, and at all school sponsored activities. The principal will notify the parents/guardians immediately of any such offense.

Students found to be in violation of this policy will be disciplined by the principal on an individual basis. Disciplinary measures **may include** professional family counseling, withholding of privileges, and/or suspension or expulsion. The principal may notify authorities.

Alcoholic beverages will not be allowed at school-sponsored functions where children are the primary participants.

### **Student Conduct and Safety**

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

The principal of the school will take immediate action upon learning that a threat has occurred. This action includes non-disciplinary suspension of the student into the custody of parent or guardian until a satisfactory psychological evaluation by a licensed mental health professional is completed and the principal agrees that the student may return to school.

The local police may be notified of the threat.

Students who engage in such activities as vandalism, assault and battery, theft, arson or carrying or use of a weapon on school grounds or at school activities, are subject to serious penalties. The penalties may include a multiple-day suspension (up to and including ten days) or expulsion.

### **Discipline Procedure**

Communication about a student's behavior is facilitated through problem solving sheets and behavior discipline forms (blue & yellow slips).

***The required parent/guardian signature does not necessarily indicate agreement but that the parent/guardian has been informed about the child's***

***behavior.***

Whenever a student behaves inappropriately, a problem solving sheet and/or a yellow slip will be issued to that student. The slip describes the student's inappropriate behavior and requires the signatures of the student, teacher, and parent/guardian. The signature of the parent/guardian indicates that the child's behavior has been discussed at home. If a student receives a yellow slip, it must be signed by the parent and returned before the student returns to class the next day. Failure to return the yellow slip will result in the issuance of another yellow slip. Parents will be notified when a child has received a yellow or blue slip. Should a student accumulate three yellow slips a detention may be required.

**Suspension**

**The school will follow the Diocesan Policy #5114.A regarding Suspension and Expulsion which provides:**

Students may be suspended from school for an accumulation of numerous minor offenses or for any serious offense.

**The following may be causes for suspension from school:**

- Deliberate fighting (non-verbal, verbal, or physical)
- Bullying, aggression, and intimidation in any form
- Leaving the classroom or school grounds without permission
- Endangering the health or safety of a student, teacher, or anyone on school premises
- Repeatedly disrupting class so that other students cannot learn
- Repeatedly using lewd / inappropriate language or actions (sexual harassment)
- Threats to anyone
- Improper use of the Internet
- Other inappropriate behavior or conduct unbecoming a student in a Catholic school

**The length of time a student will be suspended depends on the seriousness and frequency of the violation.**

**The process for handling suspension is:**

- Parents will be notified orally the day a suspension is incurred.
- A parent / guardian will be requested to keep the suspended child home for the length of the suspension.
- The student will be expected to make up all school work missed while suspended.
- The student is readmitted when the school work is completed, and a conference has been held with the principal.
- A conference with the student and parent/guardian is held before the student returns to school or class. The parent is expected to call the principal to set up this meeting.
- After a suspension, the student will be placed on probation.
- After the second suspension, the student may face expulsion.

**Expulsion**

Holy Trinity Catholic School will follow the Diocesan Policy #5114.B regarding suspension and expulsion.

An expulsion is extremely serious. All Catholic schools in the diocese shall attempt to form young people in the ways of the catholic faith. If a student is unwilling or unable to abide by the rules and regulations of a Catholic school in the diocese and either breaks the rules consistently or does something of a very serious nature, he/she may be expelled after two suspensions in a single year. If a student is expelled, she/he will not be allowed to re-enroll at Holy Trinity Catholic School. Incurring two suspensions may be cause for expulsion.

The following are causes for immediate expulsion from school:

- Carrying weapons or any item that appears to be a weapon
- Carrying, handling, using, or selling drugs or alcohol
- Threats to anyone
- Chronic and incorrigible misbehavior which undermines classroom discipline
- Persistent truancy
- Deliberate violation of a school rule for which the obvious penalty is expulsion.
- Students charged with criminal violations that occur apart from school or school related activities

**Expulsion Procedure:** The Principal of the school is the one who has the authority to expel a student. If the student is a member of one of the Catholic parishes in the Diocese of Harrisburg, the Principal is to inform the student's Pastor. In all cases, the Superintendent of Schools is to be consulted before the expulsion takes place. When a student is guilty of an action that merits the punishment of expulsion, the school authorities are to arrange a meeting with parents/guardians and the student. At this time the facts of the case are to be presented and the decision of the Principal made known to the parents/guardians who may be given the opportunity to withdraw the student from school in lieu of his/her expulsion. If the parents/guardians choose not to withdraw the student, the Principal must inform the parents in writing that the student is expelled and that they have the right to appeal this decision to a special review board. The expelled student cannot attend classes during the appeal process.

Pursuant to Diocesan Policy #5114.C, parents or guardians have the right to appeal the expulsion of their student to a special Review Board.

**Gender Identity Questions:** Catholic educators as well as all other members of the school staff and community are called to be witnesses to Jesus Christ and His Church.

The policy on gender identity distinguishes between two different conditions (1) when a child is born with sexually ambiguous genitalia and (2) where the gender identity question is psychological in origin.

In the first instance, where the sex of a child may be indeterminate at birth, one requiring time and medical testing before establishing an existing or dominant sex, it is common pastoral practice to collaborate with parents and medical professionals as they try to make a prudential determination on their child's actual biological sex.

This policy addresses the circumstances where there is a clear biological determination of a person's sex and subsequent efforts to chemically and/or surgically alter the given biology. This is understood in Catholic moral terms as self-mutilation and therefore immoral. To attempt to make accommodations for such persons would be to cooperate in immoral action and impose an unacceptable burden on others in the school community.

When parents enroll a child in a Catholic school in the diocese they agree that they will not publicly act in opposition to Catholic teaching. Notification of a student's determination to undergo a sex change procedure, or that a student has undergone the procedure (condition #2 as described above) would violate that agreement. The student would be ineligible to attend or remain in attendance in a Catholic school.

Policy adopted: January 1, 2015

RWG/Bishop of Harrisburg

The student is a Holy Trinity Catholic School student at all times. A student who engages in conduct whether inside or outside the school, that is detrimental to the reputation of the school, may be disciplined by school officials.

The principal and/or pastor have the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.



**THE PRINCIPAL RETAINS THE RIGHT TO AMEND THE HANDBOOK FOR JUST CAUSE. PARENTS WILL BE GIVEN PROMPT NOTIFICATION IF CHANGES ARE MADE.**