



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

Parent and Student Handbook
2025 - 2026

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MISSION

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

PHILOSOPHY

Holy Trinity Catholic School:

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

PRINCIPAL

Mrs. Vicki Feldker

Email: vfeldker@htcs.org

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

PASTOR/SUPERINTENDENT

Fr. Carl Schrage

Email: frcarl@holytrinityil.org

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

SUPERINTENDENT OF SCHOOLS/DIRECTOR OF EDUCATION

Fr. Michael Caruso

Email: mcaruso@diobelle.org

Phone: 618-722-5053

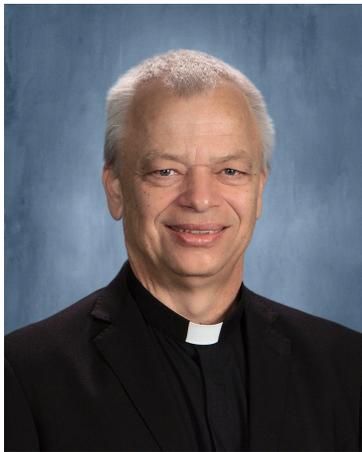
Diocesan Pastoral Center, 2620 Lebanon Avenue, Building 6, Belleville, IL 62221

SCHOOL BOARD

See School Website for Current List of Board Members

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

WORSHIP AND CATHOLIC TRADITION



Fr. Carl Schrage

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

- Students in Grades K-8 attend Mass on one day per week (generally on Wednesday).
- Students will also attend Mass on Holy Days of Obligation.
- Students in Pre-K will occasionally attend Mass (they are assisted by students who act as “Big Brothers or Sisters”).
- Sacrament of Reconciliation is presented in Grades 2-8 in Advent and Lent.
- Everyday begins with prayer and/or Scripture readings (via the main office announcements or in the classroom).
- Devotional Prayer: Rosary, Living Rosary, Stations of the Cross, Advent Wreath Blessings.
- Special “Family Prayer” resources are provided on a seasonal basis.
- Students perform liturgical ministries:

- Mass Planning
 - Servers, Lectors, Gift Bearers, Petition Readers
 - Vocal Choir, Bell Choir, Cantors
- Recognition of special feast days and Catholic tradition

Please join us for weekend Masses at the following times:

Holy Trinity: Saturday - 4:00PM Sunday - 7:30AM & 10:30AM

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

Diocesan Policies

State clearly that your school follows all diocesan policies, even if not specifically mentioned in the handbook. Link to diocesan policies:

www.diobelle.org/education/catholic-schools/policies-regulations-index

The school agrees to comply with any other applicable State or federal law or regulatory requirement.

ACADEMIC NEEDS

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

ADMINISTERING MEDICINE (FIRST AID)

If your child must take medicine (including Tylenol, cough medicine, etc.) it must be sent to the office with the medication form signed by a doctor for the principal/administrative assistant to distribute. SPECIFIC TIMES AND DOSAGES MUST BE LISTED! Students are not allowed to give each other aspirin or Tylenol.

MEDICATIONS

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

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

Date of Birth

Licensed Prescriber Phone/Emergency #

Child's Name	Licensed Prescriber & Signature
Date of prescription	Name of medication
Dosage	Route of Administration
Frequency & time of administration	Intended effect of the medication

- Medication must be brought to the school in the original container or package.
- Over the counter medication (non-prescription)
 - Non-prescription medications must be brought to the school office with the manufacturer's original label with the ingredients listed and the student's name affixed to the container.
- In addition to the licensed prescriber's order, a written request shall be obtained from the parent(s)/guardian requesting the medication be given during school hours. The request must include the parent(s)/guardian's name and phone # in case of emergency. It is the parent(s)/guardian's responsibility to assure that the licensed prescriber order, written request, and medications are brought to the school office.

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

Additional forms are always available in the school office and on FACTS. (These forms must be used.) All medication must be kept in the school office.

ADMISSION

(Diocesan Policy 5111.1)

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

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

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

All Catholic schools and child care facilities in the Diocese of Belleville (singularly "school" and collectively "schools"), in order to comply with rules of the State of Illinois regarding health examinations and immunizations of students shall follow Illinois School Code section 105 ILCS 5/27-8.1

(or any successor provisions), and regulations promulgated thereunder, including but not limited to the Department of Public Health’s Child and Student Health Examination and Immunization Code (77 Ill. Adm. Code Part 665 and 695) (or any successor provisions), as well as the Communicable Disease Prevention Act (410 ILCS 315/0.01 et seq.) (or any successor provisions) and regulations promulgated thereunder, including but not limited to the Department of Public Health’s Control of Communicable Diseases Code (77 Ill. Adm. Code Part 690) (or any successor provisions). A “student” is defined herein to include any child attending a school, as defined herein.

ALCOHOL USE/DRUG ABUSE BY STUDENTS

(Diocesan Policy 5114.1)

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

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

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

The students' needs for support services such as counseling, accommodations, social work, etc. will be evaluated when any school staff believes consideration is needed, such as when there are changes in the student body or stresses within the surrounding community.

ASBESTOS ABATEMENT ACT

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

ATHLETICS

[Diocesan Regulation 6145.2 \(Revised 2024 click on hyperlink to explore more\)](#)

Elementary level school sponsored athletic programs should exist for the full participation and enjoyment of all students. School athletics should be enriching and foster Christian values in keeping with Christian

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

- A copy of the Diocesan Sports Policy is on the school website.
- Any student participating on a school team MUST have on file in the school office the form indicating that the student is covered by family insurance if not, insurance must be obtained.
- All students participating in ANY sport MUST have on file in the school office a signed physical examination from a physician.
- Prior to practice or competition, all student athletes must have had an annual sports physical within the last 395 days.
- During the year, if a parent has a concern about athletics, the parent should first meet with the coach. Following this meeting if there is still a concern; the parent should consult the Athletic Director followed by the Principal, if necessary.
- The school allows student athletes to modify their athletic or team uniform for the purpose of modesty in clothing or attire that is in accordance with the requirements of their religion, cultural values or modesty preferences.

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

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

The sports program at all schools deals primarily with the athletes, teaching respect, self discipline, responsibility, and thanksgiving for the God-given talents the athletes have developed to use in the athletic contests. As coaches strive to teach the athletes the above qualities, so must the schools, principals, and athletic directors strive to teach the parents the same things.

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

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

With this in mind, from a parenting standpoint, you should have faith in the coaches that they will put your child into situations in which they can succeed, not fail. Remember in team sports, it is the success

of the team that matters most. This success can be defined as a team striving to do their best while keeping in mind the *Win the Prize* philosophy. Players can contribute to that success, whether in practice or in games. Just as all students do not get equal grades in school, all players may not get the same playing time in games. But they can still be an important part of the team.

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

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

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

CODE OF CONDUCT

A. Parents/fans and supporters of the parish athletic program do not use abusive language at the referees, players, coaches, or fans from either team.

B. Parents/fans and supporters of the parish athletic team treat all officials with respect and refrain from criticizing officials during and after games.

C. Parents/fans are reminded that their actions reflect on the reputation and good name of the school.

D. The actions of parents and fans promote good sportsmanship among everyone present.

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

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

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

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

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

For additional information about athletics go to:
<https://www.diobelle.org/ff-policies-regulations/741>

ATTENDANCE

**Diocesan Board of Education
Diocese of Belleville**

Policy 5113.1

STUDENTS

Elementary and Secondary Attendance

Absenteeism and Truancy

Attendance Procedures

When a student is absent from school, the student's parent/guardian is requested to contact the school to communicate the student's absence.

The school requires students to attend daily during the entire regular school term.

Leaving School Early

Students who need to leave school early for medical purposes (doctor or dental appointments) must bring a note to the office before leaving school. The note should include: (1) the requested dismissal time, (2) the reason the student needs to leave early, and (3) a parent signature.

If a student is ill during the day, the student must check out in the office before leaving the building. Students should not arrange for parents/guardians to pick them up; a school representative will contact the parents/guardians.

ABSENCE

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

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

Schools in the Diocese of Belleville recognizes three (3) categories of absences:

- Excused absences
- Unexcused absences
- Truant absences (after the 9th unexcused absence)

Excused Absence: An excused absence is recognized as:

- A student's personal illness
- A death in the immediate family
- A family emergency
- Medical visits
- Family vacations (up to 5 school days)
- Other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
- Other situations beyond the control of the student (such as court appearances)
- Other reasons approved by the Principal.

A health care provider's note may be required to excuse a student and/or for returning to school after the third consecutive day of being reported ill. If medical documentation is not provided, the absence may be marked "unexcused." Students who have 9 or more cumulative days of absences due to being sick may be required to provide a doctor's note to excuse the absences.

Unexcused Absence:

An unexcused absence is defined as an absence from school for a reason other than those listed above as an excused absence and/or an absence not authorized by the student's parent/guardian or the Principal. When a student's absence is unexcused, the parent/guardian may recognize the absence as being valid or legitimate; however, the school does not.

The following are unexcused absences (even with parent/guardian consent):

- Missing the bus
- Family vacations that are 6 or more school days
- Needed at home
- Other avoidable absences.

Truant Absences:

Truancy is defined as absence without valid cause for one or more periods of the student's school day. Parents/guardians may be notified following 3, 5, and 9 days of absence or tardies within a school year, and a school intervention may be initiated. After the 9th school day (5% of regular attendance days) on which a student is absent without valid cause, he/she is deemed to be truant under Illinois law. Interventions to address truancy may include attendance letters, parent/teacher/principal conferences, student counseling, and/or involvement of the county truancy officer and/or local law enforcement. No punitive action, including out-of-school suspensions or court action will be taken against a chronically truant student unless available support services and other resources have been provided to the student, or offered to the student and refused. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to \$1,500.

Family Vacation Absences:

Family travel during the school year does interrupt a student's regular progress; however, we recognize the potential educational value of these trips. Therefore, five (5) vacation days per school year will be allowed as excused. Any days after five (5) school days will be unexcused. Early notice of travel will help school personnel to accommodate parents and students during that period. It will be the student's responsibility to obtain all missing work from their teachers during their absence. Some assignments may not be available until the student returns to school. All missed assignments will be prepared for the student upon his/her return. Work shall be completed and returned to the teacher.

Tardiness:

Students are expected to be in class on time so they may maximize their learning opportunities. Teachers and the Principal will monitor student tardies. Students may be considered tardy if they arrive after the bell has rung. Students may receive consequences for excessive tardies.

Make Up Work

Students who have excused absence(s) from school will be allowed to make up work for equivalent

academic credit. It is the responsibility of the student (and his/her parent/guardian), not the teachers, to get the assignments, complete them, and turn them in, and to arrange a time with the teacher to make up any missed quizzes or tests. Incomplete work or failure to do the work may result in a lowering of grades.

Adopted: December 14, 2022

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

Repeated absenteeism is not conducive to effective learning.

ARRIVAL/DISMISSAL

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

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

TARDINESS

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

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

BICYCLES / SKATEBOARDS / ROLLER BLADES

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

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

BIRTHDAY CELEBRATIONS

Students enjoy celebrating their special day with classmates and are welcome to bring in treats for their birthday. A note to the child's teacher arranging the treat day is appreciated. Store bought items with the ingredient list are requested in order to ensure the safety of all students with food allergies. Invitations to birthday parties should not be passed out at school unless all students are invited.

CAFETERIA

Students have a choice of bringing their lunch from home or eating in the cafeteria. The cost of a school lunch is \$3.25 /day. Milk is included with a hot lunch. A milk may be purchased for \$0.75 for those students who bring their lunch from home. Students MAY NOT bring carbonated beverages or glass bottles from home. Due to lack of refrigerated facilities, bag lunches may NOT be put in the cafeteria refrigerator. Lunch menus are provided monthly. Payments for lunch can be made directly through FACTS. Parents or guardians who are experiencing financial difficulties may be eligible for their children to receive free or reduced lunch from the state or federal government. See office for details. Grades 6-8 may purchase double entree for an extra fee.

CANCELLATION OF SCHOOL

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

CELL PHONES

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

CHILD PROTECTION POLICY

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

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

Volunteer Requirements:

Volunteer Application

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

Initial Training or Annual Refresher Course

Fingerprinting for coaches
Criminal Investigation

Reporting Procedures (Diocesan Regulation 5141.4)

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

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

Abuse and Neglected Child Reporting Procedures (Diocesan Regulation 5141.4)

When to Call DCFS?

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

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

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

Who is a Mandated Reporter?

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

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

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

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

CODE OF CATHOLIC/CHRISTIAN CONDUCT COVERING STUDENTS

(Diocesan Policy 5131)

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

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

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

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

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

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

CODE OF CONDUCT/OFF-CAMPUS MISCONDUCT

(Diocesan Policy 5131.1)

The disciplinary code of the school and all penalties shall apply to conduct off-school grounds that is contrary to Christian principles and may endanger the health and safety of students enrolled in schools within the Diocese. This also includes engaging in behavior that may adversely affect the educative

process. Students may be subject to the full range of disciplinary procedures for off-campus misconduct subject to this policy, but are not limited to the following:

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

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

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

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

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

COMMUNICATION/LINE OF AUTHORITY/CONFLICT RESOLUTION

If a parent has a concern about their child they should contact the child's teacher first. If the problem is not resolved, the parent may reach out to administration by email or calling to set up an appointment.

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

DISCIPLINE-RATIONALE OF DIOCESEAN POLICY 5144 CAN BE FOUND ON PAGE 52

The moral obligation of training children rests first of all with the parents. The task of education is indeed a challenging and rewarding one, but it is also a trying and difficult one. The teachers in your school are

dedicated people who are devoting their lives to find the best means of guiding and teaching your children, and in this way, helping you, the parents.

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

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

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

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

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

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

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

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

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

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

STUDENT CONDUCT AND SAFETY

Diocesan Policy 5142 (adopted 5/17/2016)

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

Reporting

Any student, faculty member, or staff shall immediately report a violation of this policy to the principal, if available, if not then to the individual in charge of the school at that time.

Possession of Weapon

Students who are in possession of a weapon are subject to a variety of disciplinary actions. The principal of the school will take immediate action upon learning that a student has or had possession of a weapon in violation of this policy. This action includes, but is not limited to, immediate suspension of the student into the custody of parent/guardian. Other disciplinary actions may be imposed including but not limited to a multiple-day suspension of up to and including, ten days as well as expulsion. The principal shall determine the disciplinary measure to be applied in the circumstances. When a student is suspended and the principal mandates such action, then a satisfactory psychological evaluation by a licensed mental health professional must be completed prior to the student being allowed to return to school. The principal shall determine whether the results of the psychological evaluation would allow for an acceptable reentry of the student to the school to allow a safe environment for the students and faculty at the school.

The ban on possession of any type of weapon should be stated in the student/parent policy manual. Weapons include firearms, ammunition, sling shots, stun guns, swords, any type of knife (including pocketknives), mace, pepper mace (except as noted below), explosive devices or any other object or device that serves no educational purpose and which the principal determines is or was possessed by the individual with the purpose of causing physical harm or dangerously disrupting school activity.

A weapon excludes any device or equipment, unless the equipment is brought with the intention of doing harm, that is commonly used in a sport activity sanctioned by or sponsored by the school (i.e., baseball bats, javelins, hockey sticks, etc.). Possession includes having the weapon on your person, or in a place which the student controls, including but not limited to, locker, book bag, purse, satchel, or vehicle on school property. The principal shall determine whether the weapon left in a vehicle will warrant disciplinary action based on the circumstances and type of weapon as determined by the principal. Students should clearly understand that such things as a pocketknife may not be carried to school, even if there is no intent to use it in a harmful manner. The principal shall determine the disciplinary action, including whether expulsion or suspension of a length determined by the principal will be levied on any student who is found to be in possession of a weapon to, from, or within the school (including any property used by the school); or to, from, or at any school sanctioned activity, a school function, or at any school activity that was organized by a school representative. Any student determined to be in possession of a weapon in violation of this policy may be reported to the police as determined by the principal.

Each school may elect to formulate its own policy and procedures permitting their students to possess small canisters of pepper spray of the type legally permissible for the general public to purchase and carry for personal security. In general, such canisters shall have a capacity of less than two ounces and contain no more than 5 percent pepper substances.

Serious Violent Behavior Including Assault, Battery, and Arson

Students who engage in serious violent behavior are subject to a variety of disciplinary actions. The principal of the school will take immediate action upon learning that a student has engaged in serious violent behavior in violation of this policy. The disciplinary actions that may apply to the situations, include but are not limited to, warnings, probation, a single day suspension, a multi-day suspension (in or out of school) of up to and including ten (10) days or expulsion. When a student is suspended and the principal mandates such action, then a satisfactory psychological evaluation by a licensed mental health professional must be completed prior to the student being allowed to return to school. The principal shall determine whether the results of the psychological evaluation, if mandated, would allow for an acceptable reentry of a student to the school to allow for a continued safe environment for the students and faculty at the school. The serious violent behavior includes any such behavior, as determined by the principal, that occurs within the school or any school property (including any property used by the school) to, from, or at any school activity, a school function or at any school activity that was organized by a school representative.

The determination of serious violent behavior will be determined by the principal considering various factors including the type of behavior, the potential for harm, the seriousness of the activity, and any other factor the principal may determine relevant.

Any student determined to have engaged in serious violent behavior may be reported to the police, as determined by the principal.

Harassment, Threats, and Theft

Students who engage in acts of harassment, threats, and theft are also subject to a variety of disciplinary actions. Any violation of these policies include activity taken on school property (including any property used by the school), to, from or at a school sanctioned activity, a school function, or at any school activity that was organized by a school representative. These measures may include, but are not limited to, warnings, probation, single and multiple day in or out of school suspensions, expulsion and restitution as determined by the principal.

The principal shall determine when an act of harassment, threats, or theft reaches a level of seriousness that would warrant the disciplinary action mentioned above. Each local school board shall establish, in consultation with the principal, a local policy consistent with this policy stating the criteria regarding levels of severity and types of violations necessitating disciplinary actions and whether such information shall be reported to the police. These policies would include cost, damage, level of injury, and types of theft.

Further, it shall be the policy of the Diocesan Board of Education that when appropriate the school shall recover damages from the parents or guardians of any minor, or from any person who has initiated or taken part in such acts.

Upon receipt of a written complaint from any school personnel or any occurrences of firearms and/or drugs, the school shall report all incidents to the local law enforcement authorities immediately after the occurrence and/or of the attack. Schools shall report all of these incidents to the State Board of Education.

STUDENT CONDUCT AND SAFETY – THREATS OF VIOLENCE

Policy 5142.1 (Adopted 5/20/01; Revised 11/18/2016)

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

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

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

HARASSMENT, INTIMIDATION AND BULLYING

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

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

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

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

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

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

Bullying: Holy Trinity Catholic School Anti-Bullying Policy

At Holy Trinity Catholic School, we believe that every child is created in God's image and deserves to learn and grow in a safe, respectful, and loving environment. Bullying, in any form, is contrary to our Catholic values and will not be tolerated. This policy outlines our commitment to preventing, addressing, and resolving bullying incidents, emphasizing restorative justice to heal harm and restore relationships within our school community. This policy aligns with and supports the comprehensive Diocesan bullying policy. See page 16 of the Handbook for more on the Diocesan Policy.

Definition of Bullying

Bullying is defined as repeated aggressive behavior, physical, verbal, social, or cyber, that is intended to cause harm or distress and often involves a power imbalance. It can include, but is not limited to:

Physical Bullying: Hitting, kicking, pushing, shoving, or damaging another's property.

Verbal Bullying: Teasing, name-calling, taunting, threats, or spreading rumors.

Social/Relational Bullying: Excluding others, spreading gossip, or manipulating friendships.

Cyberbullying: Using electronic communication (e.g., texts, social media, emails) to spread rumors, send hurtful messages, or share embarrassing content.

This definition is consistent with the Diocesan Policy 5142.2 on Harassment, Intimidation, and Bullying, which describes bullying as any gesture or written, verbal, or physical act that takes place at school, on school property, at any school-sponsored function, or on a school bus, and that is motivated by an actual or perceived characteristic, or has the effect of harming, demeaning, or disrupting the educational environment. The Diocesan policy also acknowledges that some acts of bullying are simply one child exercising power and control over another.

Core Principles

Safety First: Ensuring the immediate safety and well-being of the target.

Catholic Values: Upholding principles of respect, compassion, and forgiveness, in line with the school's mission to form disciples of Christ through faith formation, academic excellence, discipline, and service.

Restorative Justice: Focusing on repairing harm, fostering empathy, and rebuilding relationships.

Age-Appropriate Responses: Tailoring interventions to the developmental stage of the students involved.

Community Responsibility: Encouraging all stakeholders (students, staff, parents) to actively participate in prevention and intervention.

Procedural Steps for Addressing Bullying Incidents

This streamlined process ensures clear and consistent action for all bullying reports.

Step 1: Report and Initial Response (All Grades)

Reporting: Any student, staff member, or parent who witnesses or becomes aware of bullying must promptly report it to a teacher, school administrator (e.g., Principal, Assistant Principal), or school counselor. Reports can be made verbally or in writing. Anonymous reports will be investigated to the extent possible.

Immediate Safety: The staff member receiving the report will ensure the immediate safety of the student being bullied and separate involved parties if necessary.

Initial Notification: Within **24 hours** of receiving a report, the school administrator (or designee) will notify the parents/guardians of all students reportedly involved (the target and the student(s) accused of bullying). This notification will confirm receipt of the report and outline the next steps without disclosing specific disciplinary actions or details of other students.

Step 2: Investigation and Information Gathering (All Grades)

Prompt Investigation: The school administrator (or designee) will promptly investigate the reported incident, aiming to complete it within **5 school days**. This may involve:

- Interviewing the students involved (separately).
- Interviewing witnesses.
- Consulting with teachers, school staff, or other relevant personnel.
- Reviewing any available evidence (e.g., written notes, electronic communications).

Confidentiality: All information gathered during the investigation will be treated with appropriate confidentiality, sharing only what is necessary to resolve the situation and ensure safety.

Step 3: Determining Outcomes and Restorative Justice Implementation

This step integrates restorative justice principles and adapts to the developmental needs of each grade level.

PreK and Kindergarten (Focus: Guidance and Repair)

Determination: The administrator will determine if bullying occurred. Given the developmental stage, the focus is on teaching appropriate social behavior rather than punitive measures.

Restorative Practice: Facilitated conversations with the students (with parental involvement as appropriate) to help them understand the impact of their actions on others. This might involve:

- Apologies (verbal or drawn pictures).

- Simple acts of kindness to make amends (e.g., sharing a toy, helping a classmate).
- Role-playing appropriate interactions.

Parent Communication: Parents will be informed of the findings and the restorative steps taken. Continued collaboration with parents is key.

1st - 3rd Grade (Focus: Understanding Impact and Simple Repair)

Determination: The administrator will determine if bullying occurred.

Restorative Practice: Facilitated conversations, often with the support of a school counselor, to help the student who bullied understand the emotional and social impact of their actions. This might include:

- Direct apologies to the target.
- Agreement to specific actions to repair the harm (e.g., helping the target with a task, writing a letter of apology).
- Developing strategies for positive interactions.

Parent Communication: Parents of both students will be informed of the findings and the agreed-upon restorative actions.

4th - 5th Grade (Focus: Accountability and Direct Restorative Circles)

Determination: The administrator will determine if bullying occurred, assessing intent and repeated nature.

Restorative Practice: Where appropriate, a **restorative circle** may be facilitated by a trained staff member (e.g., counselor, administrator). This brings together the target, the student who bullied, and relevant support people (e.g., teachers, parents, if agreed upon) to:

- Share their experience and feelings about the incident.
- Discuss the impact of the bullying on the target and the wider school community.
- Brainstorm and agree upon a plan to repair the harm and prevent future incidents.

This could include:

- Meaningful apologies.
- Specific behavioral changes.
- Community service within the school.

Consequences (if necessary): If restorative practices are not effective or the bullying is severe/repeated, age-appropriate disciplinary consequences (e.g., temporary loss of privileges, in-school suspension, out of school suspension) may be implemented in

conjunction with restorative efforts. The Administrator's discretion applies to dealing with conduct based on nature, severity, circumstances, and prior record.

Parent Communication: Detailed communication with parents of both students regarding the findings, restorative plan, and any disciplinary actions.

6th - 8th Grade (Focus: Complex Restorative Processes and Accountability)

Determination: The administrator will determine if bullying occurred, considering the nuances of adolescent social dynamics and intent.

Restorative Practice: More complex **restorative justice conferences** or **circles** may be utilized, potentially involving additional school support personnel. The goal is to:

- Provide a safe space for open dialogue about the harm caused.
- Develop a comprehensive plan for repair, which might include:
 - Addressing the root causes of the bullying behavior.
 - Restitution for damaged property.
 - Mentorship or peer mediation.
 - Commitment to specific behavioral changes and follow-up.

Consequences: Disciplinary consequences will be more formally integrated if restorative measures alone are insufficient or for severe/repeated offenses. These may include detentions, in-school suspension, out-of-school suspension, or in extreme cases, expulsion, always with the aim of promoting reflection and behavior change. The Diocesan policy notes that continued enrollment may be terminated if it's not in the best interest of the student or school, and allows for corrective action including suspension or withdrawal.

Parent Communication: Comprehensive discussions with parents of all involved students about the incident, investigation findings, restorative plan, and disciplinary actions. Resources for external support (counseling, etc.) may be provided.

Step 4: Follow-Up and Monitoring (All Grades)

Monitoring: The school administrator or designee will monitor the situation to ensure the restorative plan is being followed and the bullying has ceased.

Ongoing Support: The target student will receive ongoing support (e.g., check-ins with a counselor, designated safe adult) to ensure their well-being.

Behavioral Support: The student who bullied will receive guidance and support to develop more positive social behaviors and strategies for conflict resolution.

Documentation: All incidents, investigations, restorative plans, and outcomes will be documented in student files, adhering to confidentiality guidelines.

Responsibilities of Stakeholders

- **Students:** Treat others with kindness and respect, report bullying, and participate actively in restorative processes when involved. Students are expected to conduct themselves consistent with school policies and principles, showing proper regard for the rights and welfare of others.
 - **Parents/Guardians:** Model respectful behavior, communicate openly with the school, support the school's anti-bullying efforts, and reinforce restorative principles at home.
 - **Teachers & Staff:** Model positive behavior, actively supervise students, intervene in bullying situations, promptly report incidents, participate in restorative practices, and incorporate social-emotional learning into the curriculum.
 - **School Administration:** Oversee policy implementation, ensure thorough investigations, facilitate restorative processes, communicate with stakeholders, and provide ongoing training for staff. The principal is responsible for the proper administration of the school and directing the teaching-learning situation.
-

Prevention Strategies

Holy Trinity Catholic School will implement proactive measures to prevent bullying, including:

- **Curriculum Integration:** Age-appropriate lessons on empathy, respect, conflict resolution, and digital citizenship.
 - **Positive School Climate:** Fostering a culture of inclusivity, kindness, and mutual support through school-wide initiatives and celebrations. This aligns with the Diocesan policy's emphasis on a "safe and civil environment".
 - **Clear Expectations:** Regularly reviewing behavioral expectations with students and reinforcing the anti-bullying policy.
 - **Staff Training:** Providing ongoing professional development for staff on identifying, preventing, and responding to bullying, with a focus on restorative practices.
-

This policy aims to create a culture at Holy Trinity Catholic School where all students feel safe, valued, and empowered to live out our Catholic faith by treating each other with dignity and love.

SUSPENSION/EXPULSIONSUSPENSION/EXPULSION (Diocesan Policy 5114)

The expulsion of a child from a Catholic school in the Diocese of Belleville is a serious action. It shall be invoked only after due consideration of all possible solutions. The principal shall use every means available to discover the cause of the problem and shall exhaust all appropriate remedies, such as,

consultation with the parent(s) or guardian(s) and possible referral to appropriate counseling or medical assistance, prior to an expulsion. All expulsion situations and reasons shall be documented. An expulsion shall be the result of a student seriously violating moral principles, civil laws, or seriously endangering the safety and welfare of other student(s), school personnel, and be known to the student and student's parent(s) or guardian(s). A written record shall show that there were previous incidents which took place prior to the expulsion, and that a number of documented conferences were held with the parent(s) and guardians(s) to discuss the problems and infractions of the student. Accurate records of the time, place and substance of the material discussed shall be kept by the principal. The record shall show whether the student has been placed on probation or has been suspended, so that the student is fully aware of the consequences of subsequent misconduct. It is generally not expected that expulsion will be the first action invoked against a student. There may be cases in which the one incident is serious enough to warrant immediate suspension followed by expulsion. The Superintendent of Schools for the diocese and the pastor, in cases of elementary schools, shall be notified and involved in all deliberations and shall approve the principal's recommendation for action.

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

Expulsion From School

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

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

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

- *proper behavior in church
- *respect for school property and the property of others
- *use of proper language

- *respect for all teachers
- *respect for fellow students
- *respect for staff and volunteer helpers
- *complying with uniform dress code
- *chewing gum is not allowed
- *use of cell phones during school hours is not allowed.

DISCIPLINE APPEALS

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

SEARCH AND SEIZURE (Diocesan Policy 5115)

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

The school also reserves the right to search a student's vehicle when it is on school grounds and/or when attending a school sponsored function off school grounds. School administration may ask for, but not force a student to provide a password for a student's cell phone.

However, when a situation arises that requires a search of a student; a student will be asked to empty his/her pockets or purse. If a student voluntarily empties his/her pockets and or purse, this will not be considered an invasion of the person. Body searches will not take place. If a student does not voluntarily comply with the administrator's request, the student's parent will be called and expected to come to the school and conduct the search in the presence of a school administrator. A parent's refusal to comply with the request is grounds for immediate expulsion.

UPPER GRADE 5-8 CONDUCT POLICIES:

Disciplinary Infractions: The Holy Trinity write-up system differs among various types of infractions. We divide infractions into behavioral and non-behavioral offenses. Any work missed due to misconduct is expected to be made up.

- **MINOR** infractions (checkmark): For these rules, the third checkmark will result in a write-up. Students will be required to serve a **one hour after-school detention for every three write-ups** earned each quarter. Once the detention is served, the write-ups will begin accumulating again.

- **MAJOR** infractions usually result in write-ups---a warning is normally given unless the offense warrants an immediate write-up. Expectations are based on Catholic teachings.

Disciplinary Procedures:

1. Students who receive three write-ups in a quarter will serve a 1-hour detention after school as arranged between the principal and parents. It will not be a study hall unless students have missing or late work.
2. Students must be in their homeroom by the 8AM bell. Students receiving **six** unexcused tardies per quarter will serve a 1-hour after school detention.
3. Parents will be notified by email:
 - a. When the student has acquired three minor offenses. This is the first write-up for this type of offense.
 - b. When the student receives a write-up for a behavior offense.
 - c. When the student has been removed from the classroom. Note that a teacher may choose to remove a student if write-ups have not been successful or, the child is increasingly argumentative.
 - d. When the student has received three write-ups on a quarter, resulting in a detention.

Minor Violations & Offenses:

Uniform violations and/or teacher discretion for other lesser offenses

Checkmarks by quarter: 3 checkmarks = 1 write-up

Minor Examples are:

- *belt, shirt, skirt length, socks, etc.
- *make-up, jewelry, acrylic nails, unnatural hair color
- *gum or candy without permission
- *distracting accessories
- *missing materials for class/no homework
- *tardy to class
- *violation of out of uniform policy
- *talking during class- constant shouting out

Major(Intermediate) Offenses:

These infractions usually result in write-ups---a warning is normally given unless the offense warrants an immediate write-up. Expectations are based on Catholic teachings.

Behavioral Examples:

- disobedience
- throwing/kicking items
- talking out repeatedly
- ridiculing others in class/hallway
- physical misbehavior in class/hallway/playground
- disruptive or disrespectful
- swearing/obscene language &/or gestures
- leaving classroom/workspace without permission

- disregard for school protocol & property
- tech violations (on device, playing games, or listening to music without permission, use of cell phone or smartwatch during the school day)

Greater Behavioral Offenses:

Meet with Principal: Consequences can result in 1 or more days of in-school/expulsion on case-by-case basis

- fighting including before/after school hours on school property or while representing the school at extra curricular activities.
- vandalism/theft
- intent to harm
- bullying (see bullying section of handbook)
- aggressive physical, emotional, verbal, or sexual behavior toward others
- tech violation (inappropriate searches, inappropriate use of school email, etc.)

Students who violate the Diocesan Technology Policy (found in the handbook) can lose the use of school devices at the discretion of the principal.

Discretion: The Principal, Assistant Principal and the appropriate teachers, have discretion to amend these policies as needed or suspend immediately for any serious matter.

DRIVER’S POLICY

Diocesan Regulation 6153 (Approved 5/27/98)

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

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

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

DRESS CODE

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

Uniform Purchasing Information

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

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

Boys' Uniform (K – 8)

Hair:

Hair should be neat and clean. The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Pants:

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

Shorts:

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

Shirts:

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

Sweaters:

Navy blue uniform sweater.

Sweatshirt:

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

Socks:

Plain(no logo), solid, navy, black, gray, or white **ABOVE ANKLE** crew or knee-length socks. Knee highs must be worn at the knees. Spirit Wear socks are permissible.

Shoes:

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

Girls' Uniform Grades (K – 4)

Hair:

Hair should be neat and clean. The school does not prohibit hairstyles that are historically associated

with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Jumper:

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

Shirts:

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

Sweaters:

Navy blue uniform sweater.

Sweatshirt:

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

Shorts:

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

Slacks:

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

Socks:

Plain(no logo), solid navy, black, gray or white ABOVE-ANKLE crew or knee-length socks or tights. Knee highs must be worn at the knee.

Shoes:

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

Girls' Uniform Grades (5 – 8)

Hair:

Hair should be neat and clean. The school does not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

Skirt:

Skirt or skort in Wilson plaid only.

Shorts:

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

Shirts:

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

Sweaters:

Navy blue uniform sweater only.

Sweatshirt:

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

Slacks:

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

Socks:

Plain(no logo), solid navy, black, gray or white ABOVE-ANKLE crew or knee-length socks or tights. Knee highs must be worn at the knees. Spirit Wear socks are permissible.

Shoes:

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

Pre-Kindergarten students:

Please see the Pre-K Handbook for Uniform Guidelines

PE SHOES/ SHORTS

- Students who typically wear a gym shoe or court shoe to school will be able to wear these shoes during PE. Note: Some of the students wear dress shoes with their uniforms. If this is something the parents want to continue, then the students that usually wear non-PE type shoes should have a set of PE shoes on hand (stored in the PE equipment room).
- ***Shorts must be worn under jumper or skirt, even with tights as you can see through tights.***

Additional Guidelines on Proper Dress

- Shirts and blouses are to be tucked into the pants, shorts or skirt worn properly at the waistline.
- Skirts and jumpers are to extend to the knee when the student is standing.
- NO rolling of skirts or skorts.
- NO outerwear (jackets or coats that zip)
- If an undershirt is worn, it will be a plain white crew or V-neck. Undershirt sleeves should not be longer than the uniform shirt sleeve.
- Shorts are not to extend below the knee.
- Jewelry is restricted to watches(**no smart watches**), small button or post-style earrings, and/or small, non-distracting necklaces of a religious nature such as crosses or medals. Chokers may not be worn. Bracelets should not be worn.
- Make-up may not be worn to school. Nail polish is permitted to be worn pending that it is not distracting by nature. This may be determined under the discretion of the classroom teacher and/or principal. No acrylic nails are permitted.
- Any attire or hair fashion/style shall be changed that is determined to be a distraction from learning (hair ribbons, unusual/unnatural hair color, etc.)
- Natural hair color-“highlights” =OK if not a distraction; Principal is the sole arbiter. (example:blonde = OK; purple = NO.)
- Uniform length shorts are permitted at any time of the school year for male or female students.
- A student may be required to “tie back” or make such alteration of his/her hair if it becomes a safety hazard (during science experiments, PE, etc.)
- Slacks which are part of the uniform must not be tight-fitting; **Dockers style** is the suggested example of how the attire should fit/look.
- Students who receive a detention for missing a belt will be required to have an extra belt in their school locker (grades 5-8)
- Uniform length shorts or athletic shorts may be worn at Field Day. **PRINCIPAL IS FINAL ARBITER/ APPROVAL.**
- Illuminating or blinking shoes are not allowed on regular dress days.
- Wrist bands-approved only for special reasons; teacher will send a note home if use is authorized.
- Belts: brown is also an acceptable color.
- Socks may not be a distraction to the learning environment.

- Acceptable as part of the uniform: Navy blue or white leggings (full length); No capri pants.
- Visible tattoos of any kind are NEVER allowed.
- Pajama bottoms are NOT allowed...unless special restrictions are followed.
- Headbands: must be flat against the head.

Free & Spirit Dress Days

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

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

Our expectation is that each student will be in the proper uniform each day. Teachers will check the uniform during homeroom period and send any students who are out of code to the office. Any student who comes out of code will be asked to call a parent for appropriate clothing and will remain in ISS until the proper uniform is supplied.

Nail Polish and related items

- Natural nails for girls ONLY; no “acrylic” add on.

Consequences for Dress Code Violations:

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

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

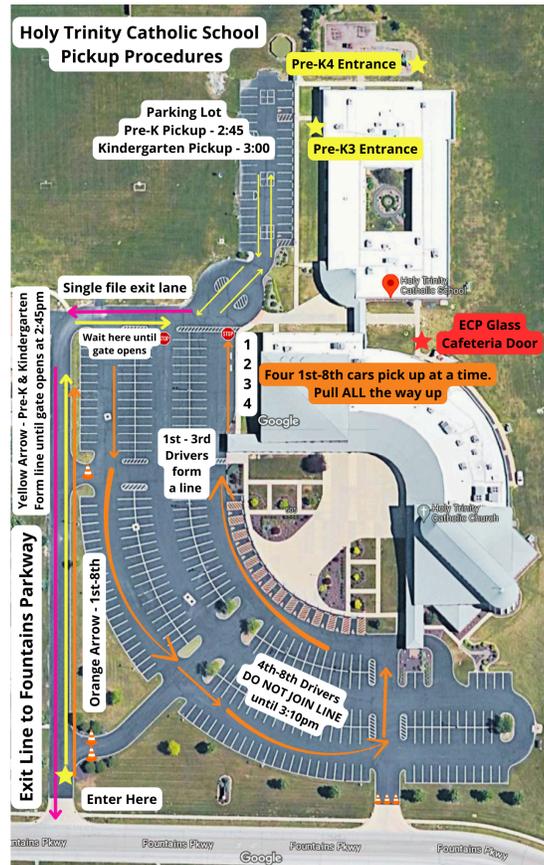
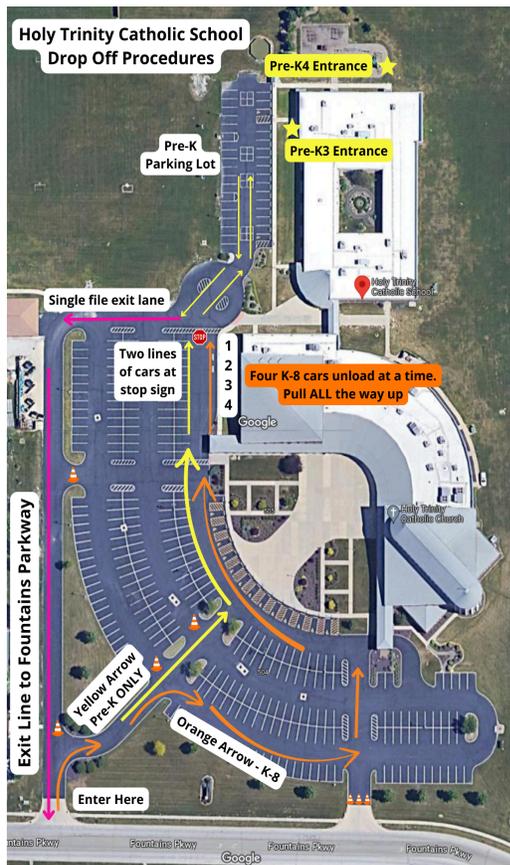
3rd offense – detention & compliance to the dress code.

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

DROPOFF AND PICK UP PROCEDURES

Please follow the procedure below:

- During drop off, your child, K through 8th, may exit anywhere along the sidewalk. Please do not wait until you are at the circle.
- Enter the pick up line from the West entrance off of Fountains Parkway. Follow the drop off flow of traffic. Children will come directly to your car once you are along the sidewalk. Please keep the line moving forward.
- PreK and K families should park in the gated school parking lot for pick up and students will come out the back school doors near the playground.
- PreK and K families that have older siblings: your older students will walk down the sidewalk along the school to your car in the PreK/K pick up area. There is no need to do two pickups.
- Please notice the red arrows. This will be one way for both drop off and pick up.



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

EXTENDED CARE PROGRAM (ECP)

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

MORNING ECP – 6:45-7:45am

AFTERNOON ECP – 3:10-5:30pm

Regular School Day Cost with Agreement:

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

\$8.00/day per child

Early Dismissal Day Cost with Agreement:

\$8.00/day per child

Drop-In Cost:

\$12/day per child

EMERGENCY DRILLS & EMERGENCY CONTINGENCY PLAN

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

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

EXTRA-CURRICULAR POLICY

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

FIELD TRIPS -SAMPLE PERMISSION SLIP IN APPENDIX

(Diocesan Policy 6153)

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

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

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

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

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

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

7. Inclusion of a proper first aid kit and fire extinguisher.
8. Proper insurance for students, personnel and equipment.
9. A plan for financing the field trip that does not exclude any student member of a group because of lack of funds.

FIELD TRIP RULES FOR VOLUNTEERS/CHAPERONES

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

VOLUNTEER RIGHTS AND RESPONSIBILITIES

As a volunteer you have the right to:

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

As a volunteer, you are responsible for:

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

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

FOOD ALLERGY MANAGEMENT

(Diocesan Policy 5141.5)

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

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

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

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

GRADING SCALE

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

87-86 (B-)
Less than 69=F

71-70 (D-)

S= Satisfactory U= Unsatisfactory

GRADUATION

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

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

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

Feeder School

Holy Trinity Catholic School is a feeder school for [Althoff Catholic High School](#), located at 5401 W Main St, Belleville, 618-235-1100.

Honor Society

Eligibility Requirements:

- Students entering 6th, 7th, and 8th will need a final GPA of at least 3.5 to receive an application.
- GPA is based on the core subjects: Math, Science, English, Reading/Lit, Social Studies and Religion.
- “Special” subject grades need to be satisfactory.
- Applications are sent via email and traditional mail in mid-July and students will be notified in mid-August if they will be accepted and inducted into HTHS.
- Teachers will fill out a recommendation form for each applicant. Students must have a minimum score of 32 out of 40 to be accepted into HTHS.
- Induction ceremony will take place late-August/early- September.
- Students who are inducted to HTHS will be required to complete 4 service hours each quarter and participate in 2 mandatory evening events.
- A handbook of all policies and requirements will be provided upon invitation to apply for HTHS.
- Students must have attended Holy Trinity for one academic year before they become eligible to be invited to HTHS.

HARASSMENT

Racial

Diocesan Regulation 4116.3 (Approved 4/28/14)

Any student who believes he or she has been subjected to racial harassment, or has witnessed such misconduct must report the incident to the appropriate supervisory individual and appropriate action will be taken.

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

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

Sexual

Diocesan Regulation 4116.4 (Approved 11/25/09)

Any student who believes he or she has been subjected to sexual harassment, or has witnessed such misconduct must report the incident to the appropriate supervisory individual and appropriate action will be taken.

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

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

Information about Faith's Law can be found at the link below

[Faith's Law](#)

HEALTH REQUIREMENTS

(Diocesan Policy 5141.3)

1. All students entering either kindergarten or first grade and those entering sixth grade must have on file by October 15 of the current year a completed written health exam by a physician. School may require pre-K students to have an exam.
2. Any student not in compliance with the health exam will be asked to remain at home until this exam is taken care of.
3. All children enrolling in Kindergarten, and any student enrolling for the first time in an Illinois school, are required to have an eye exam by October 15.
4. Dental exams should also be on file. All students in Kindergarten, Grade 2 and Grade 6 are required to have an oral health examination. Proof of an examination must be presented to the school by May 15 of the school year.
5. It is the parent's responsibility to inform the school of any physical abnormalities, such as birth defects, allergies, epilepsy, diabetes, etc.

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

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

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

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

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

HIV-AIDS

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

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

- Personnel who will be required to care for the student and to detect situations where potential for transmission may increase will be informed of the student's condition.

Students with Asthma

If you have students with asthma parents need to have the following on file:

1. Signed parent permission notification
2. The prescription label which must contain: the name of the asthma medication, the prescribed dosage, and the time or circumstances in which the medicine is to be administered

The school requests annually an asthma action plan from the parents or guardians - it is the parent/guardians responsibility to provide what is needed.

Students with Epinephrine Injectors

If you have students with epinephrine injectors parent/guardians must have the following on file:

1. A written authorization from the student's physician or practice nurse
2. A written statement from the student's physician or practice nurse containing the following:
 - the name and purpose of the injector; the prescribed dosage; and
 - the time or circumstances in which the injector is to be administered.

Students with Diabetes/Seizure

If you have students with diabetes/seizure medication parent/guardians must have the following on file:

1. A care plan signed by the student's parent/guardian is on file
2. A copy of the care plan must be provided to any school employee who transports a student with diabetes/epilepsy to a school-sponsored activity
3. A copy of any prescriptions and the method of administration is on file.

Medical Cannabis

Diocesan schools shall allow a parent, legal guardian, or any other individual registered with the Department of Public Health as a designated caregiver of a student (who is a registered qualifying patient) to administer a medical cannabis infused product to the student while on school premises or before or after normal school activities, including while the student is being transported on a school bus or is attending before- or after- school care on school property.

All medical cannabis infused products administered at Diocesan schools pursuant to this policy must have been purchased by a qualifying patient/caregiver from a licensed dispensing organization, must be in a verifiable container from a licensed dispensary, must be properly labeled with qualifying patient information, and must be packaged according to the Compassionate Use of Medical Cannabis Program Act.

Under this policy, acceptable medical cannabis infused products include oils, ointments, foods, patches, and other products that contain usable cannabis and are supported by applicable law(s). Medical cannabis infused products may be ingested orally, applied topically, dissolved under the tongue, or administered in another manner supported by applicable law(s). However, medical cannabis products may not be smoked or vaped at any time, in any circumstance pursuant to this policy.

The Cannabis Regulation and Tax Act (the “CRTA”) prohibits the possession or use of marijuana, in any form, on a school bus, on the school grounds of any preschool, primary or secondary school, in a public place or knowingly in close physical proximity to anyone under the age of 21 by anyone who is not otherwise authorized under the Compassionate Use of Medical Cannabis Program Act. All Catholic schools in the Diocese of Belleville will abide by the CRTA.

General information concerning use of any medication on school property can be found under Policy 5141.1. For more information, please see [Regulation 5141.2 Medical Cannabis](#).

HOMEWORK

Diocesan Policy 6154 (Revised 5/21/19)

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

Homework is:

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

Homework is not:

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

Late Policy:

Late classwork will be accepted late, but students will receive 20% off their earned grade on the work. Late classwork assigned prior to midterms (progress reports) will only be accepted up until 1 week before midterms. Late classwork assigned after midterms will only be accepted up until 1 week before the end of the quarter. Students must be responsible for turning in all assigned work in a timely manner.

INTERNET ACCESS AUTHORIZATION

(Diocesan Policy 1341 Revised November 18, 2014)

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

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

Terms and Conditions

1. **Acceptable Use.** Access to the school/parish/diocese's Network must be for the purpose of education or research, and be consistent with the Internet Code of Conduct and the educational objectives of the Diocese of Belleville (the "Diocese").
2. **Unacceptable Use.** You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are, but not limited to, the following:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or clean of viruses;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;
 - e. Wastefully using resources, such as file space, printing supplies, etc.;
 - f. Gaining unauthorized access to resources or entities;
 - g. Invading the privacy of individuals;
 - h. Using another user's account or password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Using the network for commercial or private advertising;
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - m. Using the network while access privileges are suspended or revoked.
3. **Privilege.** The use of the school/parish/diocese's Network is a privilege, not a right, and inappropriate use will result in a cancellation of the privilege. User will participate in a discussion with an assigned staff person(s) concerning the proper use of the Network. A faculty member, staff person or parent/guardian may request the System Administrator to deny, revoke, or suspend a student User's access to the network due to unacceptable use. The System Administrator will make all decisions regarding whether or not a User has violated this Authorization and may deny, revoke or suspend access at any time.
4. **Network Etiquette.** Users of the network and of any e-mail services are expected to abide by the generally accepted rules of Network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.

- c. Do not reveal the personal address or telephone numbers of students, staff persons, faculty members and colleagues.
- d. Do not use the Network in any way that would disrupt its use by other Users.
- e. Consider all communications and information accessible via the Network to be private property.

5. E-Mail. All electronic and telephonic communication systems and all communications and information transmitted by, received from, or stored in the Network are the property of the Diocese and as such are to be used solely for educational purposes. The use of any software and/or the Network for private or commercial purposes is strictly prohibited. Users using the network do so at their own risk. Further, users are not permitted to use a code, access a file, or retrieve any stored communication unless authorized to do so or unless they have received prior clearance from the System Administrator. All pass codes are the property of the Diocese. No User may use a pass code that has not been issued to that User or that is unknown to the Diocese. To ensure that the use of the Network is consistent with the use of the Network from time to time. Such monitoring may include printing up and reading all E-mail entering, leaving, or stored in these systems. Messages relating to, or in support of, illegal activities may be reported to the authorities. Therefore, anything you say, receive, or use on the Internet is not private, and you should not have any expectation that any messages to or by you or activities by you are private or confidential.

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

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

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

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

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

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

Acknowledgment and Agreement

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

Internet Code of Conduct

(Diocesan Regulation 1341 Revised June 3, 2013)

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

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

INTERNET/COMPUTER/ELECTRONIC DEVICE USE

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

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. “Intelligence” encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models. AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism. In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP). Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

Social Media

The school may not request or require a student to provide a password or other related account information in order to gain access to the student’s account or profile on a social networking website; The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student’s social network account violates the school’s disciplinary policy; and the school may require the student to share content in the course of such an investigation.

ILLNESS OF A CONTAGIOUS NATURE

In case of illness or injury a student will be cared for temporarily by a member of the school staff. School personnel will render first aid treatment only. School personnel are not permitted to give aspirin, Tylenol,

or any type of internal medication. Any child requiring prescription medicine must have a note stating type of medication and time medicine is to be taken. If medical treatment is necessary, the parents will be contacted.

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

Disposition of minor illness or minor injury:

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

Disposition of major illness, accident, or injury cases:

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

Disposition of illnesses of a contagious nature:

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

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

Chicken Pox

COVID

Impetigo

Typhoid Fever

Strep Throat

Diphtheria

Influenza

Scarlet Fever

German Measles

Measles

Polio

Scabies
Pinkeye
Fifths Disease

Mumps
Smallpox
Tuberculosis

Ringworm
Pediculosis (Lice)
Whooping Cough

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

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

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

LEAVING THE SCHOOL GROUNDS

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

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

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

LENGTH OF SCHOOL DAY

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

NON-CUSTODIAL PARENT RIGHTS

(DIOCESAN POLICY 4116.6)

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

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

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

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

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

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

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

This policy is intended to address custody issues between divorced, separated or unmarried parents/guardian that may arise at school. The policy is designed to protect both the safety of the student

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

NONDISCRIMINATORY POLICY

(Diocesan Policy Policy 5111.1)

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

PEST CONTROL AND LAWN CARE MANAGEMENT PROGRAM

(Diocesan Policy 2502)

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

PHYSICAL EDUCATION

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

PLAYGROUND

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

NEVER PERMITTED ON THE PLAYGROUND:

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

4. throwing rocks or sticks
-

PREGNANT STUDENTS

(Diocesan Policy 5138)

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

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

Pregnancy shall not be a reason for expulsion.

PRE-K ADMISSION AND HANDBOOK

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

PRIORITY ENROLLMENT POLICIES for Pre-K3 through Grade 8:

The following priority list has been established for students applying to our school each year:

1. Currently enrolled students in good standing, all tuition and fees currently paid as planned
2. Active, participating Holy Trinity and St. Stephen parishioners with students already enrolled
3. Active, participating Holy Trinity and St. Stephen parishioners enrolling their first child
4. Active, participating Catholics from other parishes
5. Holy Trinity and St. Stephen affiliated Catholic families who are not active or enrolled parishioners (ex: wedding only, baptism only, "parents are parishioners")
6. Non-Catholic families

Class Size Policy:

Grade Level: Maximum Size:

Kindergarten 25

Grades 1-3 27

†Grades 4-8 30 returning students

Please see notes below regarding admitting more students and splitting Grades K-3 homerooms if applications indicate the possibility of going beyond maximum class size.

†New students will not be admitted to Grades 4-8 unless class size is less than 25 students. With Pastor and Principal approval, an exception may be made ONLY for active, participating Holy Trinity parishioners, or Catholic families who are relocating to our area from a Catholic parish where they were

established, active, and participating members.

Classroom Aides:

An aide will be added to the Kindergarten classroom once a total of 20 students is reached but does not exceed 26. Building aides will be assigned to classrooms on an as needed basis depending on classes and schedules.

Split Sections of Core Subjects for Larger Classes:

The class will be split into two sections for English Language Arts and Math if a total of 25 students is reached for grades 1-6 for returning students by the returning family re-enrollment deadline. For the consideration of the split sections after the deadline, the proposed new class size must include the enrollment of five new students. If a grade level is split into two separate homerooms with separate homeroom teachers at the beginning of the school year, this policy would not apply.

Capping or Splitting Grade Level Homerooms

Once class sizes reach the set maximum size limit, final determinations will be made on splitting or freezing each grade by May 15 of each year. The Pastor and Principal will make the final determination and reserve the right to make the final decision(s) based on the following factors:

- Budgetary analysis of the school budget and the feasible distribution of funds available
- The dynamics and abilities of children in the class and what may effectively meet the needs of our students
- The ability of the teacher to effectively meet the needs of the students in the classroom in any particular situation
- Limitations of space in the school building.

Every effort will be made to meet the needs of all students and faculty when making final decisions. Ideal situations and timelines are always the goal but late staffing changes and student additions/exits after the proposed deadline may affect outcomes. The Pastor and Principal will make every attempt to make decisions in a timely manner but reserve the right to adjust those decisions in a way that will adequately and effectively meet the needs of our students.

Wait List

A wait list may be utilized for students wishing to enroll at HTCS who are unable to enter due to space limitations and/or enrollment quotas. The wait list will be prioritized according to the guidelines listed above with respect to the date the potential student was listed on the waitlist. Every effort will be made to accommodate all current and potential students.

Note:

Administration reserves the right to develop methods that will efficiently serve our students that have not previously been established.

Other Policies/Procedures:

Kindergarten Age/Cut off Date (Diocesan Policy 5111)

Children enrolling in kindergarten are to be age 5 on or before September 1.

Admission Testing (Diocesan Policy 6162.5)

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

Student Transfer to Holy Trinity

When a student transfers into Holy Trinity from another school, the school office will request records from that student's previous school(s). At the time of registration, the parent will sign a release form in order for the records to be transferred.

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

Non-discrimination Policy (Diocesan Policy 5111.1)

The Catholic elementary and secondary schools of the Diocese of Belleville, listed in the official Catholic School Directory published annually, admits students of any race, color, gender, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. They do not discriminate on the basis of race, color, gender, national and ethnic origin in administration of their educational policies, admissions policies, scholarship and local programs, and athletic and other school-administered programs.

Schools in the Diocese of Belleville do not prohibit hairstyles that are historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

RECESS

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

REFUNDS OF TUITION & REGISTRATION FEES POLICY

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

RELEASE OF RECORDS

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

STUDENT RECORDS

(Diocesan Policy 5125)

Catholic elementary schools in the Diocese of Belleville are required to keep a written record of each student who is currently attending or has attended the school. During the time a student is officially in attendance, the record is considered to be active and is to be kept in the local school file. There are two parts to each record: a permanent record and a temporary record.

All student records are to be kept according to federal, state, and Diocesan guidelines and procedures. Release of information from a student's record to someone other than the student is to be done only according to federal and state guidelines.

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

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

RECORDS OF STUDENTS REPORTED MISSING

In the event a current or former student is reported missing by Illinois State Police, the principal shall contact the Illinois State Police and local police to inform them of such student and release records as necessary.

STUDENT TRANSFER TO HOLY TRINITY

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

Any new transfer students, except kindergarten, is considered to be probationary. This status will remain effective until such time as the student's records are received from the transferring school, and a sufficient

period of time has passed to guarantee the existing school curriculum and resources meet the needs of the child. The school reserves the right to require any student with needs that cannot be met by the existing curriculum or staff not be enrolled in Holy Trinity. The School Board will be kept informed by the principal of any problem or situations and the actions taken. All students at the 5th through 8th grade level are accepted conditionally and shall remain on probation for the entire year.

STUDENT TRANSFER FROM HOLY TRINITY

Diocesan Regulation (5119)

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

Information Release Form

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

Record of Transferred Student

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

Transferring Student Records When There is an Outstanding Balance

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

REPORT CARDS

(Diocesan Policy 5124)

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

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

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

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

Mid-quarter reports will be sent out for each of the four grading periods. Grades 1-8 may check student progress online via the internet. Parent/Teacher conferences are scheduled at the end of the first quarter. If an additional conference is needed, it can be requested by the parent or teacher.

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

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

REPORTING TO PARENTS

(Diocesan Policy 5124)

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

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

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

RETENTION/ACCELERATION

(Diocesan Policy 5123)

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

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

- The teacher shall inform the principal when he/she is considering retention or accelerating of a student. The teacher should give reasons for this consideration.

- If the request for retention or acceleration of a student comes from the parent, the teacher shall inform the principal of the parent's request and the reasons for this request.
- The teacher and parent shall meet during the school year to discuss the student's attitude, behavior, and academic progress. Discussion of the student's progress should take place every four weeks, with a written account of meetings kept on file. The teacher shall inform the principal of the times and dates of these meetings prior to the meeting. The principal may find it advisable to attend these meetings.
- The principal shall see that the student is evaluated through adequate testing to discover a student's academic and emotional needs and abilities, strengths and weaknesses.
- The level of the student's physical, social, and psychological growth must also be taken into consideration and evaluated.
- The decision to retain or accelerate a student should be a cooperative one of parent, student, teacher and principal, with the final responsibility for a student's retention resting with the principal.
- Before a final decision is made to retain or accelerate a student, the case must be reviewed by the Office of Education.
- Parents must be informed at least 9 weeks before a final decision is made to retain a student.

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

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

SCHOOL BOARD OF EDUCATION – MEMBERSHIP

Diocesan Policy 2231 (Adopted 4/5/04)

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

Meetings are held on the 1st Tuesday of each month at 6:30 P.M.

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

SCHOOL BOARD RESPONSIBILITIES

The Holy Trinity Catholic School board is a consultative board. A consultative board is

established by the pastor to assist him and the parish's education administrator/s (principal, director of religious education, or both) in the governance of the parish education programs.

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

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

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

SCHOOL CALENDAR

See school website for current school calendar.

The diocesan elementary school calendar, approved by the Bishop of the Diocese and the Diocesan Board of Education, is issued before the close of the current school year. It marks the beginning and closing dates, and all other dates pertinent to the school year.

The diocesan elementary school calendar is to be followed by the schools of the diocese unless a different calendar is approved. Such approval will be given if sufficient reason is offered, e.g., dependence on local public school bus transportation.

The school calendar is so arranged that it fulfills the requirements of the School Code of Illinois. It provides for 176 actual pupil attendance days, 3 institute days, and 6 emergency days.

Dates for local institutes are at the discretion of the local school. If the designated institute days are not used for institute days, they should be added to the actual pupil attendance days.

SECURITY

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

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

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

SPECIAL NEEDS

(DIOCESAN POLICY 6310)

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

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

STUDENT ACCIDENT/DENTAL COVERAGE INSURANCE

(Diocesan Policy 5143)

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

STUDENT DANCES

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

TELEPHONE

Teachers should not be disturbed during class time. If an urgent message must be delivered, the Administrative Assistant will see that the message is delivered. Children are ENCOURAGED NOT TO

USE THE OFFICE PHONE except in case of an emergency. Permission to use the phone is to be granted by the classroom teacher at his/her discretion. Cell phone usage is not allowed during school hours.

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

TESTING

(Diocesan Policy 6162.5)

Admission Testing

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

Annual Academic Testing Program

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

Yearly Assessment of Catholic Religious Educational Testing

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

TEXTBOOKS

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

Information for [Regulation 6161.11 Approved Religion Textbooks](#) can be found on hyperlink.

TUITION POLICY

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

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

Overdue Tuition

30 Days Overdue:

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

45 Days Overdue:

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

Tuition Balance if Unpaid:

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

TUITION ASSISTANCE AND PAYMENT PLANS

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

TUITION REIMBURSEMENT POLICY

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

VIDEO/PHOTOGRAPH/TAPING OF STUDENTS

(Diocesan Policy 5125.1)

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

UNAUTHORIZED PHOTOGRAPH/VIDEO/LIVE TRANSMISSION

(Diocesan Policy 5126)

It is unlawful and against Diocesan Policy for any student or person to knowingly make a photograph, video record or transmit live video of another student or person without that student’s or person’s consent, such as but not limited to, in a restroom, locker room, or changing room. It is against Diocesan Policy for a student or person to knowingly make a photograph, video record or transmit live video of another

student or person with or without that student's or person's consent in a room that is being utilized by a student or person to change clothes resulting in the exposure of such as but not limited to a student's or person's underwear, bra or private naked body parts such as breasts, buttocks or genitals. It is also unlawful and against Diocesan Policy for anyone to knowingly disseminate, or permit someone to disseminate a photograph, video record or live video that violates the intent of this policy or is in any way unlawful. It is also against Diocesan Policy for the transmission of any inappropriate photograph, video record, live video or text (sexting) that may be viewed as offensive, bullying, or harassing by the Administration. When it is suspected or known that unlawful video related occurrences have taken place, police are to be notified and in all occurrences the person involved and parents of any students involved shall also be notified. "Video record" means and includes any videotape, photograph, film, or other electronic or digital recording of a still or moving visual image; and "live video" means and includes any real-time or contemporaneous electronic or digital transmission of a still or moving visual image. Diocesan Policy 5131 also indicates expectations regarding appropriate student behavior on or off campus.

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

VISITORS / VOLUNTEERS

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

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

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

Concussion Protocol

Note: Holy Trinity Catholic School reserves the right to amend this document based on Diocesan guidelines, School Board intervention, or by the intervention of the HTCS Concussion Protocol review.

What can happen if my child continues in the classroom, keeps on playing with a concussion, or returns too soon?

Students/athletes with the signs and symptoms of concussion should be removed from the classroom and/or play immediately. Continuing to work/play with the signs and symptoms of a concussion leaves the young person especially vulnerable to greater injury. There is an increased risk of significant damage

from a concussion for a period of time after that concussion occurs, particularly if the student suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery, or even to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student-athlete's safety.

If you think your child has suffered a concussion...

Any student/athlete even suspected of suffering a concussion should be removed from class and/or the game/practice immediately. ***No student/athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance.*** Close observation of the student/athlete should continue for several hours. The Return-to- Play Policy of the IESA and IHSA (and Return-to-Work protocol) requires students to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches prior to returning to work/play or practice following a concussion or after being removed from an interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child's teacher/administrator/coach if you think that your child may have a concussion. Remember it's better to miss one day of class or one game than miss many days or the whole season. And when in doubt, the student sits out.

Please see the next page for signs and symptoms of a concussion.

For current and up-to-date information on concussions you can go to:
<http://www.cdc.gov/ConcussionInYouthSports/>

Concussion Information Sheet

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow, or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, **all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly.** In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussion may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- Headaches
- "Pressure in head"
- Nausea or vomiting
- Neck pain

- Balance problems or dizziness
- Blurred, double, or fuzzy vision
- Sensitivity to light or noise
- Feeling sluggish or slowed down
- Feeling foggy or groggy
- Drowsiness
- Change in sleep patterns
- Amnesia
- “Don’t feel right”
- Fatigue or low energy
- Sadness
- Nervousness or anxiety
- Irritability
- More emotional
- Confusion
- Concentration or memory problems (forgetting game plays)
- Repeating the same question/comment

Signs observed by teammates, teachers, parents, and coaches include:

- Appears dazed
- Vacant facial expression
- Confused about assignment
- Forgets plays
- Is unsure of game, score, or opponent
- Moves clumsily or displays in coordination
- Answers questions slowly
- Slurred speech
- Shows behavior or personality changes
- Can’t recall events prior to hit
- Can’t recall events after hit
- Seizures or convulsions
- Any change in typical behavior or personality
- Loses Consciousness

Student Wellness

Counseling Services

Counseling services are provided on a weekly basis as needed. Students, parents and teachers can all request services for a child by filling out the counselor referral form. Students can see the counselor one time before needing parent permission.

DISCIPLINE CODE – RATIONALE – Diocesan Regulation 5144

Students go through different stages of growth and development and each age has unique tendencies and characteristics. Times of rapid change and growth in a student may bring about some turmoil and stress.

All students go through these stages and express characteristics appropriate for their ages. Some do this more dramatically than others. Some may struggle more intensely, and some may experience a much smoother transition. Teachers, administrators, and parents need to recognize that negative behavior may accompany certain stages. Positive responses to students during these occasions will reinforce the positive qualities each student possesses and enable the student to learn and grow.

In order for a student to contribute, learn, and grow, the student will need to view the school as a basically kind, friendly, and supportive place. Therefore, the methods teachers use to limit negative behavior and promote positive behavior should be reflective of this view.

Discipline is a process that helps teach students ways to develop their own self-control so they can ultimately be independent, responsible, and have a strong reliable conscience. Teaching students selfcontrol can be done in many ways that are helpful, supportive, and respectful of a child's individuality and humanity. Discipline should be considered a part of the learning process for a student, not a technique to be used when a problem arises. Often the term discipline is confused with the use of punishment, and the two are not the same but really opposed to each other.

True discipline is never humiliating or harmful to a student's body or self-esteem. A school with proper discipline is a school where a student is guided with wisdom, love, and firmness: a firmness that will steadily bring the student toward self-discipline. True discipline involves both preventive and corrective procedures for helping students take charge of their own lives, make decisions, and learn from the consequences of those decisions.

Negative forms of child control that are punitive in nature are basically harmful to students either physically, emotionally, or psychologically. Punitive controls do not promote self-discipline but create barriers between teacher and student by promoting fear, guilt, resentment, resistance, frustration, and irresponsibility. Teachers should be helpful to their students guiding them forward in a supportive spirit.

While positive approaches to discipline may not eliminate problems with students, using positive approaches will enable teachers and students to manage stressful situations with more respect and dignity for each other.

Positive Action

1. When a teacher's words are not succeeding, they need to accompany their words with helpful action. (This is not the same as having students pay for their misbehavior.)
 - Actions should be taken with an eye to helping students understand better the importance of limits and rules.
2. Teacher action is helpful when:
 - It is taken in a supportive spirit.
 - It is as closely connected as possible with the misbehavior so the student can learn from it.
 - It lasts only until the student demonstrates that he/she is once again able to handle the situation appropriately.
- a. Discussion:
 - Verbally emphasize and clarify the teacher's expectations of the appropriate behavior desired and clarify consequences if student refuses to cooperate.
- b. Temporarily withdraw or alter privilege:
 - A teacher may need to take this course of action until the student is better able to handle the situation in a responsible fashion.
- c. A teacher may need to remove a student from a situation in which he/she is misbehaving:

- A teacher may have the student take “time out” away from the other students within or outside the classroom area where the class is located. A student should never be placed outside a teacher’s or supervisor’s range of vision.
- d. A student may need to be detained after school:
- This action should be taken rarely and with prior approval of parents.
 - The time spent after school should be used to academically benefit the student.

Extreme Action:

1. Suspension
 - a. Refer to Policy 5114.
2. Expulsion
 - a. Refer to Policy 5114.

Positive Approaches to Discipline:

1. Clearly state expectations:
 - Students need limits and boundaries clearly outlining the teacher’s expectations for appropriate behavior.
 - Student input needs to be considered in establishing limits and boundaries for appropriate behavior.
2. Encouragement:
 - The teacher should use phrases that show that he/she is confident that the student can accomplish what is set forth.
3. Appreciate efforts and improvement:
 - The teacher should let students know that their positive efforts are noticed no matter how small.
4. Acknowledge a student’s appropriate behavior:
 - This will encourage and enforce it.
5. Be simple, clear, and emphatic in communication with students.
6. Give the reasons for rules and limits.
7. Make environmental changes to alter unacceptable behavior:
 - Set up alternate activities to break boredom.
 - Offer a mix of quiet as well as stimulating activity.
 - Allow ample time for breaks.
8. Allow students time to express their feelings and thoughts about problem situations.
9. Write a note to the students:
 - Sometimes writing brief notes to older students stating a teacher’s concern can be helpful.
10. Offer choices.
11. Approach issues as problems to solve:
 - Discuss alternatives.
12. Be firm and kind at the same time.

Negative Methods of Discipline:

The following negative methods of discipline are NOT to be used.

1. Verbal Abuse:

- Sarcasm, ridicule, and humiliation.

2. **ALL Corporal Punishment:**

- Any form of physical abuse, such as (but not limited to) hitting, slapping, shoving, pushing, shaking, pulling hair, twisting ears, kneeling, is inappropriate and harmful.
- The use of corporal punishment should be considered grounds for dismissal as set forth in Policy 4119.3.
- **All** forms of **verbal abuse** and **corporal punishment** are to be avoided because they:
 - Are not Christlike.
 - Are forms of violence.
 - Offer a poor model for handling conflicts.
 - Create resentment.
 - Do not teach correct rules or standards.
 - Make a student feel powerless and unworthy.
 - Can promote a poor self-image for a student.
 - Do not treat the student with respect.
 - Do not help to develop a student's self-control.
 - Perpetuate an unfair double standard.
 - Create an atmosphere of fear.

Extra work of an academic nature unrelated to the offense:

For instance, written assignments must have some relationship to the offense.

Indiscriminate punishment of all students for the misconduct of a few students.

[All disciplinary procedures should be published in the local faculty, parent, and student handbook.]