



Family Handbook 23-24

Holy Trinity Catholic School provides a faith-filled learning environment centered on community, leadership, and educational excellence rooted in traditional Catholic values.

This handbook is subject to revision and updating according to the policies and procedures of the Archdiocese of St. Paul/Minneapolis.

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Our Mission & Philosophy

Holy Trinity Catholic School provides a faith-filled learning environment centered on community, leadership, and educational excellence rooted in traditional Catholic values.

Philosophy

Spirituality and character will be enhanced through:

- Appreciation and application of living out the Catholic faith
- Respect for self and others and one's role as a steward of God's creation
- Appreciation and application of Catholic values and good citizenship
- Support of parents and guardians in the learning and practice of the faith

Skills will be developed through:

- Curriculum that emphasizes mastery of basic skills and high standards
- Introduction, development and reinforcement of motor skills development
- Opportunity for the arts, language classes and technology training

Knowledge will be fostered through:

- Exploration and appreciation of the humanities
- Expectations and challenges of higher level thinking skills
- Reinforcement and evaluation of skills taught

Acknowledgment

Holy Trinity Catholic School intends to manage its school and policies in a manner that is consistent with applicable federal, state and local laws. In those cases in which our policies conflict with applicable law, the conflict is unintentional and the law will take precedence.

Holy Trinity Catholic School retains the right to change, modify, suspend, or interpret any policies, whether written or not, without notice, at its discretion. Nothing in this handbook should be construed as a contract between you and Holy Trinity.

Non-Discriminatory Policy

Holy Trinity Catholic School complies with applicable federal, state and local laws prohibiting discrimination on the basis of race, color, creed, religion, national origin, sex, age, marital status, status with regard to public assistance, sexual orientation or disability in the administration of its educational programs.

This policy does not preclude the existence of single-sex schools or prohibit giving Catholic students priority for admission.

Holy Trinity has the right and duty to conduct its programs and activities in a manner that is consistent with its Catholic identity. Accordingly, nothing in this handbook precludes the ability of the school to act in conformance with its Catholic beliefs and identity, including undertaking appropriate actions with respect to students who advocate on school property or at school functions any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith.

Admissions

Policy and Procedure

The primary purpose of Holy Trinity Catholic School is to assist parents and guardians in the Catholic formation and academic education of their children. Holy Trinity is a primary ministry of Holy Trinity Catholic Church. As such, its mission is not only to support but also to actively promote Catholic values and teaching. Holy Trinity is a coeducational Catholic school, which welcomes and admits students of any race, color, national or ethnic origin, or religion so long as they are compatible with our Catholic school mission. We require that parents and guardians support our Catholic mission by, at the very least, refraining from actions or words or public manner of life that undermine Catholic teaching. Admission or continuation of enrollment in our school may be denied to students and families, which do not manifest with this policy.

Requirements for Admission

Kindergartners must be five by the first of September of the calendar year in which they intend to enroll. Kindergarten parents must provide a copy of their child's birth certificate at the time of registration. Immunizations and preschool screening must be completed before the child is allowed to attend school. First graders must be six by the first of September of the calendar year in which they intend to enroll or have attended kindergarten.

Enrollment

Enrollment for the coming school year takes place in February via TADS. There is a nonrefundable fee, which must be paid at the time of Enrollment.

Transfer Students

Students transferring into the school will be accepted with the understanding there is a thirty-day probation period. At the end of the thirty calendar days, it will be determined if the probation is lifted, continued for thirty more days, or decided that Holy Trinity may not be the right setting for the student. (Probation may be extended for a total of ninety calendar days.) Parent conferences, teacher input, student's records and student's performance will help determine if the student will continue at Holy Trinity.

Shadow Students

Prospective students who are applying for admission and their families are welcome to visit Holy Trinity Catholic School. Parents must arrange all student visits with the principal at least three days prior to the visit. Visitors must follow all rules and regulations that are binding for current students.

Academics

Communication

Normal business hours during the school year are 7:30 a.m. to 3:00 p.m. Holy Trinity Catholic School's main phone number is 651-455-8557, or you can email the office at secretary@holytrinityssp.org. To contact a staff member, please email him/her directly or call the office and leave a message.

The school has established ways of communicating with the parents/guardians of its students to increase the understanding of the school's mission, programs and goals in general.

To help with the lines of communication between teachers and parents/guardians, the following actions should be taken:

1. If the parent/guardian has a concern about what is happening in the classroom, please make an appointment with the teacher.
2. If you have met with the teacher and are not satisfied, then make an appointment with the principal. At that time, a meeting with the teacher, student, principal and parents/guardians may be called.

A newsletter filled with vital information will be emailed every Friday through Mailchimp from htcommunications@holytrinityssp.org.

Conferences

Since parents/guardians are frequently the first to be aware of a child's needs, communication between home and school is essential. Parent-teacher conferences are held in the fall and again in late winter. If parents/guardians have concerns about their child, we encourage you not to wait until conference time. Please contact the teacher whenever you have a concern.

Homework

Homework is meant to be completed on a student's time outside of school hours. Homework is designed to enhance classroom learning. It may consist of practice work, completion of daily work not finished in class, writing assignments, research, online work or studying for assessments or class the next day. On average your child should be working 10 minutes per grade level (ie: 4th grade = 40 minutes). If it is consistently longer, please contact the teacher(s) to discuss further. All homework will be assessed by teachers.

Progress and Promotion of Students

Promotion of students shall be based on the student's satisfactory completion of the prescribed work, taking into account the pupil's ability to do the work. Parent/guardian of students not making sufficient progress or failing coursework will be notified.

Report Cards

Report cards/progress reports are issued at the end of each trimester. Reports are sent at mid-trimester to parents/guardians whose child(ren) is/are in grades third through eighth.

Student Records

Parents or legal guardians may ask to review the contents of any or all of the following: identifying data, academic work completed, level of achievement test scores and grades, attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, verified reports or serious recurrent behavior patterns.

The administrator is provided a reasonable amount of time to reply to a request but not to exceed 45 days.

The administrator (or delegate) will not release a student's records without written consent of the parents/guardians. The only exception is in the case of a student transferring to another elementary or secondary school and upon request of the receiving school system for the student's records for which they have a legitimate educational interest. Records may not be released if a balance is owed to the school at the time a student leaves Holy Trinity.

Testing

Students are tested for achievement through assessments several times per year. Parents/guardians will be given a report of the test results.

Curriculum

The foundation of the Holy Trinity curriculum is the mission and philosophy of the school. All instructional practices develop the students' spirituality, character, skills and knowledge. The philosophy of each subject area reflects the school mission by recognizing the individuality of each student and desired outcomes. The teachers use a variety of methods and materials to instruct, assess and meet the individual needs of the students.

Religion

Religion is at the heart of Holy Trinity School and the reason for the school's existence. The curriculum strives to help students gain knowledge of Catholic doctrine and practice, develop their character to live as an image of God and create a caring Catholic environment. Students will participate in sacramental preparation, classroom activities, daily prayer, weekly Mass, the semi-annual sacrament of reconciliation as well as age-appropriate charity and justice activities. An important aspect of the religion curriculum is participation in the Sacred Liturgy. Students in fourth through eighth grade will have the opportunity to participate in certain roles at Mass, which is offered on Fridays at 8:30 a.m. for all students in grades K-8. Parents/guardians and parishioners are invited to attend.

The sacraments of first reconciliation and First Holy Communion are received in the second grade by Catholic students who are deemed properly disposed and prepared by our sacramental program at Holy Trinity, in accord with the requirements of the Church. Holy Trinity students receive the sacrament of Confirmation in the spring of their eighth-grade year.

In addition to the formal study and practice of the Catholic religion, students will be guided and formed in the Christian values that are core to the faith.

Language Arts (Literature-Reading, Writing, Spelling)

We provide a language-rich environment where students are given many opportunities to develop their listening, reading, writing and speaking skills. We immerse students in language arts and develop higher level thinking skills. We believe students need to be fluent readers and writers and develop a capability to understand, analyze and communicate through a variety of written materials. Beginning in kindergarten, daily instruction builds phonics skills, vocabulary, comprehension, oral language and writing skills. In first grade, we begin spelling instruction. All grades will augment the curriculum with novels and/or other appropriate enrichment material.

Mathematics

In math we emphasize basic skills and facts, building real-life connections, problem-solving and creative thinking. We believe that it is necessary to implement kinesthetic, visual and auditory teaching methods to address the needs of each student. We strive to help children develop positive attitudes for them to demonstrate confidence, persistence and enthusiasm toward mathematics. We encourage an active home-school partnership.

Science

Our science curriculum provides students with the opportunity to discover principles and concepts using a hands-on approach. By creating a positive, hands-on, interactive environment at Holy Trinity, we expect the students to have improved scientific process skills and problem-solving ability, show more enthusiasm and enjoyment of science and have a solid base of scientific knowledge.

Social Studies

Our social studies program strives to help students gain knowledge, skills and attitudes necessary to understand, respect and practice the responsibilities of being a positive contributing member of society. Students will apply the skills they have learned to appreciate and respect diversity and improve the world around them. Catholic values form the basis of our social studies program. These values guide our students toward lives of social justice and stewardship.

Technology

At Holy Trinity, students will use technology to expand their knowledge base. Our 1:1 technology program allows students hands-on experience in technology through instruction and discovery. Technology is integrated with many areas of the curriculum. Students will continue to grow in their skills and knowledge of technology and develop respect and character. Emphasis is placed on using technology as a tool for learning.

Physical Education

In physical education, we promote health and fitness, cooperative ventures and an appreciation for lifetime activities. The students will develop both gross and fine motor skills, enhance their social skills, and gain knowledge on becoming physically fit through our physical education program. This will take place through the utilization of large and small groups, partner activities and individual activities. The emphasis is that everyone is a winner as long as you do your best, learn, improve and have fun!

Art

Our art curriculum provides the opportunity for all students to discover their creative potential through the manipulation of various mediums, appreciation of the unique differences in each other (shown through their art work) and by learning critical thinking skills in evaluating their own and other's artwork.

Music

Our music program provides students with the opportunity to understand basic components of music such as rhythm, pitch, harmony, terms, structures and styles. The students will strive to develop awareness, examine attitudes, experience emotions and express themselves creatively in their immediate and expanded society through music.

State and Federal Programs

There are several state and federal programs that nonpublic students may participate in on an equal basis with public school children. These programs are administered through the local public school district. Holy Trinity School receives state and federal entitlements allocated on a per-pupil basis.

Education Aids for Nonpublic School Children

Provides textbook and related individualized instructional materials, health services and secondary guidance and counseling.

Transportation

Minnesota public school districts must provide "equal transportation" within the district boundaries. The public school shall have sole discretion, control and management of scheduling, routes, bus stop locations and discipline.

School Lunch Program

State funds are matched with federal funds to assist families who qualify for free or reduced lunch, as well as providing kindergarten students with at least one serving of milk each school day.

Income Tax Deductions

Taxpayers who itemize deductions may deduct the cost of books, tuition and transportation costs. This amount may vary from year to year. Please refer to your state income tax manual's directions.

Special Education

Districts shall identify students and make available special education to all who are disabled, regardless of whether they attend a nonpublic school. The district must provide assessment, periodic observation and review of progress and establish an Individual Educational Plan (IEP).

The special needs of students in the nonpublic school are addressed through the public school district in three ways:

1. Classroom teachers see the needs of their students and consult with the special education teacher assigned to their building. Interventions may be suggested to meet the needs of the students. The needs may be in the areas of academic, behavior, health or motor skills.

2. If the interventions are not successful, the student may be referred for assessment by either the school or the parent/guardian. If the school initiates the assessment, written parental/guardian permission will be required. Once the assessment is complete, a meeting is set up to report on the results and possibly develop an IEP.
3. The IEP may be written with the goals to help improve the areas of need. The services may be direct or indirect. Indirect service is done at the nonpublic site. Direct service is done off-site and transportation is provided by the public school.

Title I

The purpose of Title I is to provide assistance to state and local education agencies to meet the needs of children in the areas of math and reading. Working with the classroom teacher, the building Title I teacher identifies students and schedules them for appropriate, consistent Title I service. These services are provided by the public school at Holy Trinity. Criteria for qualification includes teacher referral, test scores, location of "home" district school and its criteria.

Title II-A

Nonpublic schools receive money on a per-pupil basis, to be used for professional development to strengthen classroom teaching.

Extracurriculars

Sports Programs

Students in fifth through eighth grade are eligible to participate in volleyball, basketball, baseball, soccer, softball and swimming K-8. Holy Trinity also offers an intramural program. Intramurals occur throughout the year and are an introduction to sports. Additionally, seventh and eighth graders are eligible to participate in home district programs.

The sports program's mission reflects the mission and philosophy of the school. Sports need to act upon and be a positive influence on the lives of its participants. It should be a bridge to getting along in the real world. Some values targeted are accountability, dedication, desire, responsibility, time management, fair play, teamwork, respect, improvement, commitment and having fun.

If the number of participants requesting to join a specific team overwhelms the maintenance of an equitable operation of the team, teams may be split, or players with differing ability levels may be moved to better suit all involved.

Student Eligibility

The two areas that qualify a student as a member of a team are academics and behavior.

Academic (Grades 6-8):

1. Students must maintain a C- or higher in all classes reporting grades, with some modification for students with educational disabilities.
2. If needed during a two to three week period, the student's academic performance will be evaluated, particularly regarding homework expectations. If these expectations are not

- satisfactory, the principal may recommend to the athletic director that the student be suspended from the next game, with the possibility of not playing until academic expectations are met.
3. Mid-term or end of term grade of "D" or lower will generally result in the student's suspension from the team for a two-week period. At the end of the period, the probation will end or be extended, depending on the student's effort to improve. The principal or athletic director will notify the parents of a suspension.
 4. The students will behave responsibly and maturely, consistent with Holy Trinity School expectations.
 5. Behavioral detentions may result in denial of activity privileges for a specified period as determined by the principal, teachers and the athletic director.
 6. If a student is suspended from school, he or she is not able to participate in athletic games or events during the time of the suspension.

Behavior:

Students shall represent themselves, their teammates and their school in a manner consistent with Catholic concepts and fair play. Coaches shall conduct themselves and direct their teams in a manner consistent with Catholic concepts and fair play, and as representatives of the school, they shall adhere to established policies and philosophies.

The planning and implementation of the athletic program, including volunteers and other coaches, shall come under this policy and will be the responsibility of the administrator and athletic director. In addition to the provisions of this policy, students, instructors, coaches, volunteers and administrative personnel shall comply with existing state laws applicable to this area.

All coaches will be required to complete a background check, attend Virtus training and sign the Pastoral Code of Conduct as required of all volunteers.

Each student on the team will be given an opportunity to participate in the sport. Holy Trinity supports the inclusion of all students who wish to participate in an extracurricular activity. Any student wishing to be a member of a team who meets all standards identified for team membership (i.e., age, grade, academic standing, participation at practice sessions, demonstrated sportsmanship) will be considered a member of the team. The athlete will be invited to all games and will wear the appropriate team uniform. Any student absent from school during the school day will be excluded from activities after school including athletic practices and games.

Attendance

Arrival - School Begins at 7:55am

- 7:00am - 7:50am B.A.S.E. is available for a fee. Students must be walked inside and signed in by a parent.
- 7:40am - 7:50am Carpool begins. Students are dropped off along 6th Ave. S. per the map. Students will wait on the North playground until the building opens.
- 7:50am Students enter the building by class from the North doors.
- 7:55am School begins and the tardy bell rings. Students arriving after this time will need to enter the Office doors and get a tardy slip from the front office.

Dismissal - School ends at 2:30pm

- Notify the office and teacher if someone else will be picking up your child.
- Bus - Students who ride the bus will be picked up by the SSP bus system.

- Walking - The school office should be notified of walkers so we can make sure they are approved and know which direction to go after school.
- Carpool Pick Up - Parents are to pick up in the back for PreSchool and along 6th Ave S. for K-8. Students still at carpool at 2:45pm will be walked to B.A.S.E. and parents will be charged a drop in rate.
- B.A.S.E. - Parents will enter the back of the school by the playground to pick up (ring bell). They must sign students out personally.

Absence and Tardiness

Holy Trinity Catholic School expects strong parental support for the school's attendance policies.

Students who attend classes every day increase their chances of academic success. If a student must be absent or tardy for any reason, the parent must call the school at 651-455-8557 before 8:00 a.m. that day.

Attendance issues can be addressed most effectively if open communication is maintained between the school and parents. In fact, students who do not meet expectations regarding attendance and punctuality are subject to discipline, up to and including dismissal.

Whenever a student comes in after school has begun, or leaves school before the end of the last period, he/she must be signed in or out in the office by a parent or responsible party.

Anticipated Absences

Students who anticipate being absent from school on a particular day must inform the office and his/her teacher. Students must make appropriate arrangements to ensure that all missed academic work will be completed.

Unexcused Absences

An unexcused absence occurs when a student is absent from one or more classes or for an entire day of school without parent permission and without communication providing the reason for the absence. When these conditions have not been met and the student remains unexcused, the school may request a meeting with the parent(s) and student.

Excessive Absenteeism

Excessive absenteeism, including unexcused and parentally excused absenteeism, may adversely affect a student's academic standing. Students with poor attendance may be subject to discipline, up to and including dismissal.

When excessive absenteeism is due to a medical concern, the school may ask for physician verification. If verification is not provided the student may be dismissed from school. Even with physician verification, the student may be dismissed if academic requirements cannot be maintained.

Truancy

Truancy is a serious offense. Minnesota has laws on school attendance and truancy. Truancy means being absent from school without permission or a valid reason. A child can become truant if he/she has multiple unexcused absences.

If a student has repeated unexcused absences, school administration will contact the parent/guardian. Failure to address repeated unexcused absences might result in further action, including reporting truancy to the authorities.

Make-Up Work after Absence

It is the student's obligation to procure and complete work missed during the absence. Teachers will communicate assignments via Educate, email or notice upon return to school..

We recognize that family time is important. However, we encourage families to take vacations during scheduled school vacation days. Make-up work will be assigned when the student returns. The student will be given two days for every day gone to make up the work. Enhancement work may be assigned for trip discussion. Please keep in mind that there are some classroom activities, i.e., experiments, discussions, hands-on math, etc. that cannot be completely made up and the grade for that subject might be affected.

Safety & Welfare

Mandated Reporting of Neglect/Child Abuse

Staff members of the school are legally required to follow the requirements of Minnesota law about reporting child neglect and/or abuse, which may be summarized as follows:

Staff members are required to report a suspected case of neglect/child abuse to the local law enforcement agency or social service agency. This must be done if they know of or have reason to believe there is neglect or abuse presently or has been within the past three years. A written report must be filed within 72 hours of the verbal report.

Physical Abuse – includes any physical, threatened, or mental injury inflicted on a child by a person responsible for the care of a child.

Sexual Abuse – includes any act or threatening of criminal sexual conduct by a person responsible for the child's care or by a person in a position of authority over a child.

Neglect – is the failure to provide a child with necessary food, shelter, clothing or medical care; the failure to protect a child from conditions or actions that seriously endanger the child's physical or mental health when reasonably able to do so.

Court Orders

As families deal with difficulties in the home, court orders are sometimes established for safety reasons. For the school to provide a safe setting, we require that copies of current court orders be provided to the school office.

Entry and Security Information

All visitors are required to buzz in at door 1 and immediately report to the office where they will sign in and receive a visitor's badge, which is to be displayed at all times. Students and parents should not

open doors to visitors. The office staff that has access to video surveillance will let them in. These guidelines are very important for the safety of all students.

Emergency Plan

Holy Trinity Catholic School has developed an emergency plan for crises and emergencies.

Emergency Response Team

An emergency is defined as an intolerable situation or event that disrupts the life cycle, and/or routine of individuals in such a manner that the usual methods of coping are no longer effective. In a time of emergency, it is important for everyone to know what to do and to do it to the best of their abilities. Holy Trinity Catholic School has assembled an Emergency Response Team that, in the event of a crisis, is responsible for providing the leadership and communication needed. Emergency Management Team members are members of administration, and in the event of an emergency, families are encouraged to contact the office at 651-455-8557.

Fire and Tornado Drills

Holy Trinity Catholic School participates in fire and tornado drills. When an alarm sounds, students are expected to act quickly, quietly and in an orderly fashion and to follow the directives of Holy Trinity Catholic School personnel.

Fire Drills

In keeping with state regulations, fire drills are held throughout the year. Fire drill plans will be discussed with each teacher, and they will relay information to their students during the first week of school.

Tornado Drills

Tornado drills are held in the spring. All faculty members will proceed with their class to their designated shelter areas. Teachers will take roll calls to ensure all students have arrived safely. Teachers will review with their classes the proper procedure to follow and the route to be used beforehand.

Lockdown Procedures

Holy Trinity Catholic School participates in lockdown drills. If a situation requires the school to go into lockdown, students and personnel are required to act in accordance with the school's lockdown procedures. The lockdown will continue until the Emergency Response Team gives the "all-clear" signal.

Asbestos Notification

Federal legislation requires each primary and secondary school in the nation to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Holy Trinity Catholic School, South St. Paul has a goal to be in full compliance with this law and is following the spirit, as well as the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings owned or leased by Holy Trinity Catholic School, South St. Paul have been inspected by EPA accredited inspectors and samples were analyzed by an independent

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laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings in a safe and responsible manner.

Federal law requires a periodic walk-through (called “surveillance”) every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected every three years after a management plan went into effect. MacNeil Environmental, Inc. is accomplishing this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the school’s Designated Person before commencing work to be given this information.

Holy Trinity Catholic School, South St. Paul has a list of the location(s) and type(s) of asbestos containing materials found in that school building, a description and time-table for their proper management.

You may see the Management Plan by stopping by the school office during business hours.

Pesticides

Minnesota state law requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, schools that apply these pesticides must maintain an estimated schedule of pesticide applications and make the schedule available to parents and guardians for review or copying at each school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact the school office-secretary@holytrinityssp.org. You may also contact the principal at 651-455-8557.

Health

School Nurse/Health Aide

Health services are provided to Holy Trinity students via the South St. Paul School District. Our school nurse is licensed and provides supervision to the health aide (secretary). Their primary responsibilities are to provide hearing and vision testing, to maintain health records, and to provide “on the spot” care for illness or injury.

Illness

Students who feel ill or need health assistance during the school day should report to the school office. The nurse or health aide will evaluate the student and determine appropriate care. If necessary, parent/guardian will be called to pick the student up.

Students who are too ill to participate in all school activities must be kept home. Students may also not attend school if they have rashes, lesions, or suspected communicable diseases, without the permission of a physician.

If your child is absent due to an illness, please notify the office and teacher before 8:00am.

Students must be fever-free (100) for 24 hours before returning to school. If vomiting or diarrhea is present, the child must be excluded for 24 hours.

Medication Administration

Medications should be taken at home if at all possible. Except as otherwise covered by the law, when a student under age 18 is required to take medication during the school day, the administration and storage of the medication must be in accordance with the following stipulations:

- Designated school personnel will administer or supervise the administration of prescribed medications.
- A consent form signed by a physician and a parent must be on file with the student's health records.
- Medications must be in a prescription bottle labeled by a pharmacy with the student's name, name of medication, dosage, time to be given and the pharmacist's date of dispensing.
- Medications are stored in a locked cabinet.
- Students who wish to carry and administer their own medicine (e.g., an inhaler) must have on file in their health record written consent from the parent and physician to carry the medication.

Allergy and Epinephrine Administration

Medications should be given at home if at all possible. Except as otherwise covered by law, when a student under age 18 is required to take medication during the school day, the administration and storage of the medication must be in accordance with school policies. Designated school personnel will administer or supervise the administration of prescribed medications.

Consent forms must be signed by a physician and parent to administer medications, including over the counter medications, and all medications must be in a prescription bottle labeled by a pharmacy with the student's name, medication name, dosage, time to be given, and the pharmacist's date of dispensing.

All medications, including over the counter medication, must be stored in the school office.

For allergies, please notify the school office of all known allergies, medications and reactions.

Immunizations

MN statute requires all students to have required immunizations prior to the start of the school year. Students that cannot be vaccinated for medical reasons or whose parents are conscientiously opposed

to immunizations may receive a legal exemption. A notarized conscientious objection form must be on file at the beginning of the school year.

Screenings

Annual vision and hearing screenings are provided to identify potential vision or hearing concerns. Parent(s)/guardian(s) are notified if a potential problem needing further medical evaluation is identified.

Wellness

Holy Trinity Catholic School recognizes the important connection between healthy living and a student's ability to learn effectively. Holy Trinity also acknowledges that schools play a vital role in student nutrition and fitness and have a responsibility to promote family health and provide a strong foundation for our children's health and wellbeing.

Section One: Nutrition Education

- Holy Trinity is committed to nutrition education.
- Nutrition topics are integrated into the science and health curriculum throughout grades one through eight. Teachers are encouraged to integrate health topics into a broader curriculum.
- The entire school environment strives to be aligned with the healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity.

Section Two: Standards for USDA Child Nutrition Programs and School Meals

- Holy Trinity will provide school lunches that meet the nutritional standards required by the National School Lunch Programs.
- Holy Trinity encourages the consumption and choice of nutrient-dense foods, such as whole grains, fruits and vegetables.
- Cooking methods to reduce fat in the school's meals will be used whenever possible.
- Lunch menus are chosen with consideration to students' taste preferences.
- Students will be provided adequate time (minimum of 20 minutes) for lunch.
- School personnel will encourage all students in developing the healthy practice of washing hands before eating.
- All food service personnel will have adequate training in food service operations.
- Appropriate supervision will be provided in the cafeteria and rules for safe behavior shall be consistently enforced.

Section Three: Nutrition Standards for competitive and other foods and beverages.

- Classroom teachers will encourage students to bring healthy individual snacks.
- Water is always available.

Section Four: Physical Education

- Students attend physical education regularly.
- Physical education programs promote an active lifestyle.
- A quality physical education program will be provided to all students.
- The physical education program will meet the needs of all students, including those who are not athletically gifted, and teach cooperation, fair play, and responsible participation.
- The physical education program will be provided with adequate space and equipment to maintain safety during physical education classes.
- A licensed instructor will teach physical education.

Section Five: Physical Activity

- Holy Trinity will provide regular physical activity, which includes daily recess (grades kindergarten through eight), physical education class and opportunities for extra-curricular activities.
- Teachers are encouraged to incorporate, where possible and appropriate, short breaks that include physical movement.
- Extra-curricular activities should be maintained at present levels to accommodate elementary and middle school students.
- Holy Trinity uses the school facilities outside of school hours for physical activity programs.
- All students will have daily-supervised recess, during which school shall provide space, equipment, and an environment conducive to safe and enjoyable activity.

Section Six: Communication and Promotion

- The Wellness Policy was developed with parents, school administrators and teachers.
- Holy Trinity will promote periodic programs to increase nutritional knowledge and activity for faculty and staff.
- Holy Trinity strives to align the school environment including classrooms with nutrition and wellness goals.
- Holy Trinity encourages staff to model healthy eating and physical activity as a valuable part of daily life.
- Holy Trinity considers student needs in planning for a healthy school nutrition environment. Feedback from students will be taken into consideration.
- Holy Trinity will look for ways to provide parents with nutrition information through newsletters, publications and other channels.

Christian Behavior Expectations

The purpose of all behavior expectations is self-discipline. Holy Trinity's discipline policy is designed to assist the individual student in learning to make appropriate decisions, to be responsible, and to respect

and treat others with fair and equal actions. Students should understand that observing rules fosters thoughtfulness, respect and consideration of others.

The primary responsibility of all training comes from the home. The school's efforts, therefore, must be to augment or supplement this training.

The principal, teachers, and other school personnel share the responsibility for the maintenance of discipline in the school. The principal is aware that each teacher is the most effective agent for establishing and maintaining discipline with the pupils.

Holy Trinity's personnel promote a positive Christian learning environment. School and classroom rules will be explained to students the first week of school. Positive reinforcements are used to encourage success and Christian behavior. Students also learn that they are responsible for their own behavior.

Classrooms are first and foremost to be places of learning. Holy Trinity teaches young people the skills needed to make appropriate choices in their daily activities. The school-wide behavior expectations are Scripture-based and communicate our Christian Behavior Expectations for students in our school.

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

Cell Phones

Cell phone usage by students is not allowed. If a cell phone is seen, makes a noise or caught in use, staff will follow the following protocol:

- First infraction – the phone is confiscated and returned at the end of the day.
- Second infraction – the phone is taken and locked up in the office until a parent picks it up.
- Third infraction – the phone is not allowed in school until a conference is held.

Weapons Policy

Holy Trinity Catholic School strictly prohibits the carrying or possession of weapons on its premises, including firearms for which a permit has been issued.

For the purpose of this policy, the term “weapon” shall include but not be limited to, firearms, rifles, pistols, guns, knives, devices, instruments, materials, substances or their respective components or ammunition, that are used for, or readily capable of, causing death or serious bodily injury or any other object that can reasonably be considered a weapon (including firearm or other weapon replicas).

The following disciplinary action will take place:

- Confiscation of the weapon if it can be done safely or call 911 for assistance
- Notify principal
- After the incident is investigated, the following may happen:
 - o Notification of parent/guardian
 - o Suspension from school
 - o Possible involvement of police with recommendation to charge
 - o Current laws make it a gross misdemeanor to possess, keep or store a weapon or replica weapon on school property. It is a felony to use any weapon or replica. Laser pointers are considered weapons.
 - o Discussion with regard to expulsion

Smoking/Tobacco and Substance Use

Holy Trinity wants to maintain a safe and healthful environment for all students. Therefore, no student shall use, consume, possess, buy, sell or give away alcoholic beverages, tobacco, toxic substances or controlled substances (without a physician's prescription).

These substances are prohibited at all times on school property, school-sponsored events or on a school bus. If a student is found violating this policy, the substance will be confiscated, the parents will be notified and the student will receive a three-day suspension. If necessary, the police will be contacted. Students may also be referred for counseling.

Theft, Vandalism or Destruction of Property

Theft, vandalism or destruction of school property or the property of others will result in discipline. Students are expected to exercise reasonable care in the use of school property and school-provided resources and equipment. Students may be required to pay for damage to desks, lockers, other equipment or property. Unauthorized use of school equipment is forbidden.

Bullying / Harassment

Holy Trinity Catholic School is committed to providing a safe educational environment for its students and teachers on school property or at school-related functions. Bullying, like other violent, harassing, or disruptive behavior, can interfere with a students' ability to learn and the teachers' ability to educate students in a safe environment. The purpose of this policy is to assist Holy Trinity in its goal of preventing and responding to acts of bullying, intimidation, harassment, violence and similar disruptive behavior.

Holy Trinity cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved are not on school property or at school-related functions or under the direct supervision of school personnel. However, to the extent that such conduct affects the educational environment, Holy Trinity Catholic School reserves the right to take action to investigate and respond to such conduct.

Definitions

1. "Bullying:" Deliberate or intentional behavior using words or actions that are intended to cause or that does cause fear, distress, intimidation, or harm. Bullying may be repeated behavior or a pattern of behavior and it may involve an imbalance of power. Bullying can take different forms, including but not limited to:
 - a. Verbal conduct (e.g., using threatening or intimidating language, teasing or name-calling)
 - b. Social (e.g., spreading rumors, ostracizing or socially excluding others, breaking up friendships)
 - c. Physical (e.g., physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior)
 - d. Cyberbullying
2. "Cyberbullying:" The use of any electronic means to harass, intimidate, or bully, whether on or off school grounds. "Cyberbullying" is a form of bullying and provisions of this policy that refer to "bullying" are intended to refer to cyberbullying as well.
3. "On school property or at school-related functions:" Holy Trinity Catholic School buildings, school grounds and school property or property adjacent to school grounds; school buses, school vehicles and school-contracted vehicles; the area of entrance or departure from school grounds and premises; and school-related trips, functions, activities, or events. While prohibiting bullying

at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

Provisions

1. Prohibition: Holy Trinity expressly prohibits bullying, by either an individual student or a group of students, on school property or at school-related functions. Holy Trinity also expressly prohibits cyberbullying, regardless of whether such acts are committed on or off school property or with or without the use of school resources. These prohibitions apply to students who directly engage in an act of bullying and to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, volunteers or employees.
2. Alleged consent irrelevant: Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
3. Reporting: A person who observes an act of bullying or becomes aware of such an act must report it to a teacher. Anyone with any bullying-related concerns should also contact the principal.
4. No retaliation: Retaliation against a victim, good-faith reporter or a witness of bullying is prohibited.
5. False accusations: False accusations or reports of bullying others are prohibited.
6. Violations: A student who violates this policy shall be subject to discipline for that act in accordance with Holy Trinity Catholic School's policies and procedures. Holy Trinity may take into account all factors it determines to be relevant. Depending on the circumstances, such factors might include: the age, development and maturity levels of the parties involved; the levels of harm, surrounding circumstances and nature and severity of behavior; past incidences or past or continuing patterns of behavior; the relationship between the parties involved; and the context in which the alleged conduct occurred.
7. Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to more serious consequences as outlined in Holy Trinity's discipline policies, including but not limited to, suspension or dismissal. Consequences for other individuals engaging in particular acts of bullying may include, but not be limited to, exclusion from school property and events or termination of services or contracts.
8. Holy Trinity retains the sole discretion to determine the appropriate response, including the appropriate discipline or consequence, for violations of this bullying policy.
9. Other applicable policies: Nothing in this policy prevents Holy Trinity Catholic School from responding to violations of its other policies or code of conduct policy.

Christian Behavior Expectations

The seven principles of behavior with their scriptural basis remains the foundation of behavior norms and character development in the school. The seven principles of the Christian Behavior Expectations follow:

Our students are prompt and prepared.

→ Be on time.

→ Come with appropriate materials.

→ Bring assigned work to class.

Be on guard, therefore. The Son of Man will come when you least expect it. Luke 12:40.

Our students respect authority.

→ Listen to authority.

- Follow directions promptly.
- Accept responsibility for behavior.

Pay attention and you will have understanding. What I am teaching you is good, so remember it. Proverbs 4:2.

Our students respect the rights of others.

- Use appropriate voice.
- Listen to speaker.
- Respect the opinion and point of view of others.

Whatever you do for the least one of these, you do for me. Matthew 25:40.

Our students respect property.

Every good gift and every perfect present come from God. James 1:17.

Our students display a concern for learning.

- Remain on task.
- Allow others to remain on task.
- Complete and return assignments on time.

If you want to be wise, keep the Lord's commandments, and He will give you wisdom in abundance. Sirach 1:26.

Our students display appropriate social skills.

- Cope with disagreement and criticism.
- Display courtesy.
- Display tact.

Love your neighbor as yourself. Matthew 22:39.

Our students display positive and productive character.

- Live by high standards.
- Go beyond what you expect from others.

Each one as a good manager of God's different gifts must use for the good of others the special gifts he or she has received from God. 1 Peter 4:10.

Christian Behavior Expectations - Playground

Our students are prompt and prepared.

- Respond immediately to all instructions and bells.
- No loitering in the building before and after school.

Our students respect authority.

- Listen to and follow the supervisor's instructions.

Our students respect the rights of others.

- Play fair.
- Include others in your games and take turns.
- Keep hands off others at all times.
- No teasing.

Our students respect property.

- Handle playground equipment as instructed to by the supervisor.
- Hands off others' clothing.
- Share playground equipment.

Our students display a concern for learning.

→ Demonstrate cooperation between and among classes in games.

Our students display appropriate social skills.

→ Be inclusive in play.

→ Display courtesy and acceptance in play situations.

Holy Trinity students display positive and productive character.

→ Be a positive role model.

Suspension

Suspension refers to a period of time during which a student is excluded from activities, classes, or a combination of in-school or out-of-school time. Students may be suspended for serious or continuous misconduct, bullying, or serious off-campus misconduct. Generally, suspension is used when other means of correction have failed to bring about proper conduct, or for serious misconduct, or for investigations of serious misconduct. Examples of serious misconduct include but are not limited to the following: theft, property destruction or vandalism, leaving the school grounds without permission or a pass, fighting, alcohol/chemical misuse or abuse, inappropriate or profane language, or cyber bullying.

Suspension may assume various forms and may vary in length from one class period up to several days. Only the principal or pastor can suspend. Suspension may serve as the basis for expulsion. Students are told that they are suspended and why. Parents and legal guardians will be notified by telephone and in writing.

Process: In cases where the absence of immediate disciplinary action (suspension) would pose a real threat to the health and welfare of another student, the students in general or school staff, the principal may remove the student from class, the grounds, or other school situation and notify the parent/legal guardian as soon as possible. In these requirements, the standard due process requirements, as stated below, will be adhered to after the fact. In all other cases where suspension is necessary, but no real or immediate danger to the health and welfare of another student or the students in general or school staff exists, the following procedures are followed:

Notice: The student is told that he/she is going to be suspended, informed of which school rule or regulation has been broken, and further informed that such violation is a suspendable offense.

Evidence: The student is made aware of information the principal has which would lead the principal to reasonably believe that a rule has been broken and that this student is the one who is responsible.

Hearing: This refers to an informal give and take between student and principal. The student has an opportunity to speak and respond. Then, the principal may make a decision based on the evidence and the student's responses to the presentation of such evidence.

Parent/Legal Guardian Notification: Parents or legal guardians are informed of the procedures followed, including a review of the steps above. Where possible, parents/legal guardians might be included in these steps so that they are aware of the total situation prior to a decision to suspend. When not possible, they have a right to be informed of the specifics of the procedure within a reasonable time period.

Right to Appeal: As stated in Grievance Policy.

Suspension Types:

1. **Activity Suspension:** Student attends class but loses the right to participate in a school or class activity on or off campus.
2. **In-school Suspension:** Student is suspended from a class or classes and is required to report to a specific, supervised place on campus for that time.
3. **Out-of-school Suspension:** Student remains at home. Academic work may be assigned. If deemed

necessary or advisable, a parent or guardian is called to come to school and take the student home for the remainder of a day. Parents are directed as to re-admittance of suspended students. Possibilities include a family conference with the principal, mandatory counseling, and provisions for an alternate program.

No student will be suspended from school for more than five (5) school days at a time unless exceptional circumstances exist, such as to complete an investigation when the student's return poses a threat to the safety of others. The student will be given the opportunity to make up work that was given during the time of the suspension.

Expulsion

"Expulsion" means the permanent exclusion of a student from school. Failure to abide by school policy may result in a recommendation for expulsion. If a student's violation of school rules threatens to continually or, in any given instance, disrupt the daily academic process or if the student's presence poses a danger to himself/herself, other persons, or property, the Principal will take the following action:

1. Notify the student of the punishable violation
2. Notify the parents/guardians of the student's punishable violation
3. Arrange for a hearing with a person or persons.
4. The staff member shall make recommendations to the Principal and Pastor who shall then render a decision regarding expulsion.

No Expectation of Privacy

Holy Trinity Catholic School is a private school. Students have no expectation of privacy while on school-owned property or in their use of school-owned or school-provided resources.

Holy Trinity reserves the right to inspect any of its property at any time, with or without advance notice and with or without the consent of students or their families.

Finances

Tuition

The Holy Trinity School Board and Parish Finance Committee set a yearly tuition rate during the budget process. The tuition charged represents only a portion of the actual cost of educating each student. Parish subsidy, fundraising and state funds provide the remainder of the costs. When a child is enrolled in the school, a tuition agreement is signed via TADS, agreeing to pay tuition according to the chosen payment plan. Prompt payment is expected.

For those who demonstrate financial need, a limited amount of funds are available for financial assistance. Families must complete an online application through TADS Financial Aid. This online application must be completed and in GOOD status to receive assistance and should be done at the time of enrollment each spring. The completed application will be reviewed and evaluated. A grant of assistance may be made if a family qualifies based on the amount of assistance available. If a monthly payment is not received, financial aid may be revoked.

Payment must be received according to the tuition agreement. The expectation is the balance will be paid in full by the end of the school year. If the parent/guardian(s) does not respond and payment is not received, the child(ren) will be withdrawn from Holy Trinity at the end of the month or trimester.

At registration time, enrollment will not be accepted for the next year unless the account is current.

Fundraising

Fundraising is an important role of the Home and School Association and Holy Trinity families. Money raised through the annual Marathon for Nonpublic Education, our Spring Fling or other efforts help provide us with necessary school operational funds. All families are expected to participate in fundraising efforts.

Sending Money to School

TADS is utilized for B.A.S.E, tuition, lunch and other fee collections. Should you need to send in cash or check to the office, please put in a labeled envelope with name, grade, and purpose for the submission.

General Information

Textbooks/Supplemental Materials

At the beginning of each school year or school term, each student is provided with textbooks. Students are required to return these and other loaned materials in good condition at the end of the course. Families must compensate Holy Trinity for damaged or lost books and materials.

Student Property

Holy Trinity Catholic School is not responsible for student property, including money or other valuables that are lost, stolen or misplaced.

Photos

During the school year, we take photographs of school activities involving students to share the atmosphere and personalities of our school as well as updates of events and activities. By which, some photographs may capture your child's participation, directly or indirectly. These photographs may be published through our website, social media pages, newsletters, and ads.

Holy Trinity requests that parents indicate that approval by completing the authorization for consent and release on the school photo release form.

Visitors/Volunteers

Holy Trinity Catholic School welcomes visitors/volunteers to our campus for school day visits, extracurricular activities and special events. For our students' safety, everyone is asked to report to the office, so that their presence in the building is known. They will need to sign-in and sign-out before they leave.

The Archdiocese of St. Paul and Minneapolis requires all volunteers who have contact with minors to complete the "essential 3" consisting of a background check, signing the Pastoral Code of Conduct and attending a Virtus training session. Information on how to fulfill these three requirements is sent home at

the start of the school year. If additional information is needed at any time, please contact the safe environment coordinators, Pam LeVesseur at 651-455-6004 or plevesseur@holytrinitysssp.org.

Field Trips

Following are the guidelines we follow when scheduling field trips:

- A note will be sent home to parents/guardians prior to the field trip briefly explaining the location and purpose of the field trip, the approximate times of departure and arrival back at school and the mode of transportation.
- For a student to accompany his/her class on a field trip, the teacher must have received the signed permission slip with all information included from the child's parents/guardians. Insurance regulations of the Archdiocese require the use of the parent/guardian authorization form EACH TIME the students participate in a field trip. Failure to return the form means that the student may not go on the field trip and must stay at school. PHONE CALLS TO OR FROM PARENT/GUARDIAN DO NOT FULFILL AUTHORIZATION REQUIREMENTS FOR PARTICIPATION. We must have written permission.

Field trips are part of the educational program. Students are expected to participate. If for a valid reason, they are unable to attend they will be required to complete a make up assignment. Field trips are considered a privilege, not a right. It is possible, due to circumstances, that a student may be asked not to attend.

Chaperones

We are always in need of chaperones and welcome your help. Chaperoning is a wonderful opportunity to support your child as well as observe the class in action. To help you understand the essential role of a chaperone and how to best model for our students, please read what is expected of those who chaperone.

- When you volunteer, we are counting on you. If at all possible, please give us enough notice to find another chaperone if you are unable to attend as planned.
- Chaperones are there to help all children. Please try not to focus only on your child. If you are asked to help in another area or with an assigned group, please be flexible.
- There should be no drinking of alcohol or smoking during our school field trips and/or activities.
- Dress appropriately for the particular field trip or activity.
- All volunteers must be in conformity with Archdiocesan requirements regarding the Child Protection Program, including background checks, Virtus training and the Pastoral Code of Conduct.

Inclement Weather/School Closings

School closings will be announced on the web, local radio and television stations, namely: WCCO. Please check <https://minnesota.cbslocal.com/school-closings/> 830 WCCO radio or WCCO TV. Families are also alerted via email.

If South St. Paul Schools, Special School District #6 is closed because of bad weather conditions, Holy Trinity will also close. If the governor closes all public schools in the state due to weather conditions, Holy Trinity School will close. No announcement of closure means that school is in session.

Poor weather or other emergencies may constitute early dismissal. Please instruct your child as to where to go when such an emergency develops and early dismissal is imperative. Please have a place your child could go if he/she were to come home early and find that you are not at home. These conditions are rare, but they could happen.

Parking and Car Safety

Holy Trinity Catholic School expects all individuals on its premises to act in accordance with safety regulations, particularly when picking up and dropping off students from school. Please refrain from the use of your cell phone while driving on Holy Trinity's property or picking up and dropping off students.

Safety Patrols

Students fifth grade and up may sign up to serve as a safety patrol. Patrols are on duty before and after school to ensure that children are safely escorted across the street.

When the temperature is 10 degrees below zero or colder, including the wind-chill, patrols will not be outside to assist the students in crossing the streets. In cases of unusual weather conditions, a decision of whether patrols will be on the corners or not will be made by the advisor and/or principal.

Home and School Association

The mission of the Home and School Association (HSA) is to assist in meeting the mission, goals and objectives of Holy Trinity School as stated in the handbook. We encourage parents/guardians to attend our parent meetings, conferences, open houses, special programs and Catholic School Week activities. These meetings and activities give parents/guardians an opportunity to see what their child is doing, and their participation in our school programs is welcomed and valued. Objectives:

1. To direct and coordinate parental support for the school through educational, social and fundraising activities.
2. To provide volunteers and financial support for school and extracurricular activities.
3. To provide recognition and moral support to school Administrative staff and faculty for their work and innovation.
4. To help develop and maintain good public relations between the school and the communities it serves, in concert with and with the advance approval of the school and Parish administration.
5. To develop and nurture a spirit of cooperation and good communication between parents and staff, in order to promote a healthy Catholic environment, the respect of individual differences and an understanding of our mutual responsibility in the education of children.

Volunteer Obligation

All parents/guardians who are eligible and able are expected to volunteer a minimum of 10 hours a year. Families should sign up for volunteer hours through "Track it Forward."

Birthdays

You may send treats to school to celebrate your child's birthday, but please no chewing gum. Students should send store bought treats to adhere to the State Department guidelines, which state that treats must be purchased from a bakery or store.

Please do not send party invitations to school to be handed out unless all children in the class are invited. This request is intended to help avoid hurt feelings on the part of anyone in the class who is not invited.

Contact Change Information

To help us maintain accurate family information, parents/guardians are asked to contact the office when their address, phone number (home, cell or work) or email has changed.

Class Size

Holy Trinity is committed to providing the best education possible. As a Catholic school, we want to provide this opportunity to as many students as possible. For kindergarten through eighth grade, our max classroom size is 25 students.

Grievance Policy

If a grievance between parent/guardian or student and a teacher/school administrator should arise, the following measures will apply.

If at all possible, complaints, disputes or disagreements should be resolved on a person-to-person level. If this cannot be accomplished, the person seeking resolution should follow the steps, if no resolution has been made then move onto the next level.

1. Contact the respondent's immediate supervisor.
2. Discuss the problem with the next level of administration.
3. Submit the matter to the pastor.
4. If the complaint, dispute or disagreement is not reconciled to the satisfaction of either party, a referral to the Office of Conciliation may be made.

Office of Conciliation

The Office of Conciliation assists persons in achieving reconciliation on issues that were not able to be resolved at the local level. Its services are available for individuals, groups of persons, or organizations within the Archdiocese who contend that an act, failure to act, or a decision of some other individual, group, or organization within the Archdiocese has violated a right recognized as such in the law of the Church or the documents of the Magisterium.

In fulfilling its mission, the Office of Conciliation recognizes four key principles of Catholic social teaching:

- The value and dignity of the human person
- The common good

- Participation
- Justice

By applying these principles, we seek a unified relationship among individuals and between individuals and organizations.

Hot Lunch Program

* For 2023-2024 Year Only

As of July 1st, 2023 Governor Waltz's Free School Meals for Kids program went into effect. This means that going forward ALL students will be able to eat breakfast and lunch free of charge.

Holy Trinity School provides a hot lunch program for our students, which includes milk. Hot lunch and breakfast are to be ordered ahead of time via Meal Manage online and any extras will be billed through TADS. Email lunch@holytrinityssp.org with any questions about the hot lunch program.

If school is canceled for any reason you will not be charged for your pre-ordered meal. If your child is absent due to illness or bereavement, they will not be charged for the pre-ordered meal.

Menus can be subject to change due to supply chain issues. The school will try their best to notify families of this change as soon as possible.

Free and Reduced Breakfast and Lunch

All families are encouraged to apply. Information and application forms are sent home in the Back to School Night folder of the new school year. Additional copies are also in the school office. Complete the form and send it to the school office. You may apply for free/reduced meals any time during the school year. If you are not eligible now but have a change, such as a decrease in household income, an increase in household size, become unemployed, or receive SNAP for your child(ren), then complete a new application. Contact the school office at 651-455-8557 with any questions and/or concerns.

Mass

All students attend Mass on Fridays at 8:30 a.m. On short weeks or holy days, the schedule may change. We invite families to join us whenever possible.

Uniforms

Donald's Uniform is our official uniform store. All styles and colors worn must be identical to Donald's. Donald's Uniform, 972 Payne Avenue, Saint Paul, MN 55130 651-776-2723 www.donaldsuniform.com

Grades K-5

Boys

Shirt: Royal blue or white knit shirt (long/short sleeve) or white turtleneck. All shirts must be tucked in.

Pants: Navy blue twill uniform pants.

Shorts: Donald's navy "walking" length uniform shorts. May be worn until 10/20 and after 4/1.

Other: Socks are to be plain solid white **above the ankle** with no logos or decorations. Black or navy belts are mandatory starting in first grade.

Girls

Shirt: White blouse with Peter Pan collar, to be worn under the jumper. White turtleneck, white or royal blue knit shirt (long or short sleeve). All shirts must be tucked in.

Jumpers: Plaid as sold at Donald's. Should be approximately knee length.

Pants: Navy blue twill uniform pants.

Shorts: Donald's navy "walking" length uniform shorts. May be worn until 10/20 and after 4/1.

Other: Navy blue button up uniform sweater is acceptable. Navy blue leggings that are snug at the ankle may be worn under the jumper. Navy or black shorts must be worn under the jumper at a length not seen below the hemline. Solid white knee-highs, tights or above the ankle socks with no logos or decorations. Donald's plaid-trimmed anklets are ok. All socks must be above the ankle. Black or navy belt is mandatory starting in first grade with uniform pants and shorts. Hairpieces may be navy, white or red.

Boys/Girls

Sweatshirts: Holy Trinity logo crew neck sweatshirts are considered part of the uniform. HOWEVER, no other type of sweatshirt is allowed. The Holy Trinity sweatshirt must be worn over the uniform shirt. Sweatshirts are not to be tied around the waist.

Shoes: Tennis shoes or black dress shoes for boys and tennis shoes or black flat dressy shoes for girls. No crocs allowed!

Out of Uniform and School-Sponsored Events

Attire must reflect both modesty and Christian values. Clothing must be neat, clean and in good condition. Non-uniform shorts and skirts must be at least mid-thigh. Shirts must have sleeves and midribs fully covered. Clothing must be in good taste and not be a distraction. Leggings are not allowed. Crocs are also not allowed.

Grades 6-8

Boys

Shirt: Red knit shirt (long or short sleeve). All shirts must be tucked in.

Pants: Navy blue twill uniform pants.

Shorts: Donald's navy "walking" length uniform shorts. May be worn until 10/20 and after 4/1.

Other: Socks are to be plain solid white with no logos or decorations. All socks must be above the ankle. Black or navy belt is mandatory.

Girls

Shirt: Red knit shirt (long or short sleeve). All shirts must be tucked in.

Skirt: Solid navy uniform skirt. Should be approximately knee length. Navy or black shorts can be worn under skirts so as not to be seen below the hem of the skirt.

Pants: Navy blue twill uniform pants.

Shorts: Donald's navy "walking" length uniform shorts - May be worn until 10/20 and after 4/1.

Other: Navy blue button up uniform sweater is acceptable. Solid white knee-highs or above the ankle socks with no logos or decorations. All socks must be above the ankle. Black or navy belt is mandatory with uniform pants and shorts. Hairpieces may be navy, white or red.

Boys/Girls

Sweatshirts: Holy Trinity logo crew neck sweatshirts are considered part of the uniform. HOWEVER, no other type of sweatshirt is allowed. The Holy Trinity sweatshirt must be worn over the uniform shirt. Sweatshirts are not to be tied around the waist.

Shoes: Tennis shoes or black dress shoes for boys and tennis shoes or black flat dressy shoes for girls. No crocs!

Out of Uniform and School-Sponsored Events

Attire must reflect both modesty and Christian values. Clothing must be neat, clean and in good condition. Non-uniform shorts and skirts must be at least mid-thigh. Shirts must have sleeves and midriffs fully covered. Clothing must be in good taste and not be a distraction. Leggings are not allowed. Crocs are also not allowed.

ACCEPTABLE USE AND RESPONSIBILITY POLICY FOR TECHNOLOGY, INTERNET, AND ELECTRONIC COMMUNICATIONS

HOLY TRINITY CATHOLIC SCHOOL

Electronic information and communications require particular safeguards and impose unique responsibilities on all users. Holy Trinity School maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all Holy Trinity School employees and clergy working directly for Holy Trinity who are users of technology (“users”) for or on behalf of Holy Trinity.

These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords and immediately reporting any suspected or actual security violations. Holy Trinity School prohibits the use or alteration of data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

1. Definitions

- Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voicemail and video, facsimile transmissions, stand-alone or networked computers, intranet(s), extranet(s), the Internet and any other communications systems that may be created in the future.
- Electronic communications devices include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, media players and any other communications devices that may be created in the future.
- Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

2. Electronic Communications Systems, Devices and Materials and Users Covered

- All electronic communications systems, devices and materials located on Holy Trinity School property (the premises) or belonging to Holy Trinity.
- All electronic communications devices and materials taken from the premises for use at home or elsewhere.
- All personal devices and materials brought from home and used on the premises during regular business hours.
- All personal devices and materials, regardless of where they are situated, are used in such a manner that Holy Trinity may be implicated in their use.
- All users of electronic communications systems, devices and materials.

3. Ownership and Control of Communications

- All systems, devices and materials located on the premises and all work performed on them, are the property of Holy Trinity School. These systems, devices and materials are to be used primarily to conduct official Holy Trinity business, not personal business.
- Holy Trinity School reserves the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Holy Trinity systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

4. Guidelines for Electronic Communications

- All users of Holy Trinity School communications systems and devices should use care in creating email, text, video, still images, instant, or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- Email and other electronic communications are not necessarily secure and therefore should be treated accordingly.
- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, in accord with Holy Trinity School policy.
- The principal must approve mass emails or intranet/extranet/internet postings to "all employees," "all parents" and the like before they are sent/posted.
- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- Holy Trinity School systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. In addition, all users do not have an expectation of privacy.
- User IDs and passwords should not be disclosed to unauthorized parties. User accounts are intended to be used only by the assigned party.
- All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems, as approved or provided by Holy Trinity School in place to prevent unauthorized use, access and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- Information systems hardware should be secured against unauthorized physical access.
- Minors are prohibited from using Holy Trinity School systems, devices or materials unless appropriate permission is given.
- If any user knowingly communicates privately with a minor as a part of his or her duties for or on behalf of Holy Trinity School, reasonable steps must be taken to send the minor's parent/guardian the same communication content, not necessarily via the same technology.

- All files downloaded from the internet, all data received from outside sources and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the principal.
- It is the responsibility of users to ensure that they save important content to a Holy Trinity School approved location in accord with Holy Trinity's policy.
- Only certain individuals may post information to social media sites or Holy Trinity's website(s) as an official representative of Holy Trinity.
- If a user identifies himself or herself or has reason to be identified as a Holy Trinity School employee or clergy working directly for Holy Trinity in any personal posting or distribution of communication, that user must post the following disclaimer: "The views expressed on this site are mine alone and do not necessarily reflect the views of Holy Trinity or the Archdiocese of Saint Paul and Minneapolis."

5. Prohibited Practices

Users of Holy Trinity School electronic communication systems, devices or materials and users of personal devices and materials on the premises under circumstances when Holy Trinity may become implicated in the use may not:

- Violate any federal, state or local laws or regulations.
- Violate any archdiocesan codes of conduct, archdiocesan codes of ethics, archdiocesan safe environment or other archdiocesan policies or policies of Holy Trinity School, including but not limited to those that apply to communications or the use of information.
- Post or cause to be distributed any personally identifying information about a person without permission or review by the person or the person's parent or guardian, if the person is under 18, unless required by the User's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, images, names or screen names; telephone numbers; home or workplace addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- Post or distribute any communications, video, music, or pictures, which a reasonable person may consider to be defamatory, discriminatory, offensive, harassing, disruptive, derogatory or bullying.
- Post or distribute any communications, video, music or pictures, which are inconsistent with the faith or moral teachings of the Catholic Church.
- Engage in improper fraternizing or socializing.
- Engage in pirating or unauthorized copying, acquisition, or distribution of copyrighted, trademarked, patented materials, music, video, or film or upload, download, view or otherwise receive or transmit trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. It is the responsibility of the user to determine copyright status.
- Use electronic communications devices for designing, developing, distributing, or storing any works of programming or software unless required by the duties of the job or assignment.
- Post or send chain letters or engage in "spamming" (sending annoying, unnecessary, or unsolicited commercial messages).

- Record any telephone, video or other conversation or communication without the express permission of the other participants in the conversation or communication, except where allowed by law.
- Arrange for the purchase or sale of any drugs, alcohol, regulated substances and goods or participate in internet gambling.
- Upload, download, view or otherwise receive or transmit indecent, sexually explicit, or pornographic material.
- Make fraudulent offers of products, items or services originating from any Holy Trinity account.
- Damage, alter, disrupt, or gain unauthorized access to computers or others' systems; e.g., use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- Give unauthorized persons access to Holy Trinity School systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g., by unauthorized use or disclosure of passwords).
- Transmit confidential, proprietary or sensitive information, unless the transmission falls within the scope of the user's job duties or assigned responsibilities.
- Introduce or install any unauthorized software, virus and malware, tracking devices or recording devices onto any system.
- Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- Allow any minor to use the Holy Trinity School systems, devices or materials without appropriate permission.
- Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would violate FCC rules or policies.
- Access or manipulate services, networks, or hardware without express authority.
- Provide information about, or lists of, Holy Trinity School employees, clergy or other proprietary information from Holy Trinity's database(s) to outside parties. Certain exceptions to this prohibition may be made with written approval from the principal. Mailing addresses should only be provided in hardcopy (in label or other format as appropriate).

6. Consequences of Violations of Electronic Communications Policy

- Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials and disciplinary action, pursuant to Justice in Employment, up to and including termination of employment, canonical review, referral to law enforcement and other appropriate disciplinary action.

7. Responsibility for Damage

- Equipment damages or equipment loss resulting from student negligence will be the responsibility of the student/parent. Examples of such negligence include, but are not limited to, mishandling or physically damaging equipment, moving or re-configuring equipment, spilling liquids or other substances, using equipment for any purpose other than that for which it was designed, etc.

- Students assume full responsibility for the security, handling and use of Holy Trinity owned equipment for which they have been assigned. Repair costs resulting from negligence, or costs associated with equipment theft, loss, and/or misuse will be charged to the student/parents.