



HOLY TRINITY PARISH SCHOOL

CLIFTON SCHOOL

Parent/Student Handbook

2022-2023

Clifton:

2117 Payne Street
Louisville, KY 40206
Office-502-896-8480
Fax - 502-896-0990

<https://www.ht-school.org/holy-trinity-clifton/clifton-school>

St. Matthew's:

423 Cherrywood Road
Louisville, KY 40207
Office - 502-897-2785
Fax - 502- 896-0990

www.ht-school.org

July 2022

Dear Parents/Guardians and Students:

Welcome to a new school year at Holy Trinity Parish School. I arrived as your new Pastor in June, and I want to thank you for your warm welcome, support, and encouragement. I am excited to serve you and I am looking forward to getting to know you. Being collaborators in ministry, we are looking forward to a great year and we ask that you please join the faculty, administration, school advisory council, and the other members of our parish community in making our school the best both spiritually and academically in the Archdiocese of Louisville.

Our mission at Holy Trinity is simple: we are called to be disciples who Pray – Study – Serve together. This will be our focus this year and for many years to come. Our theme this year is “Anchored in Faith.” We will do everything we can to make sure our faith and our practice of the faith is our focus. Christ and His Church must be at the very center of who we are and what we are called to do. As Pastor, I look forward to leading all of us in this endeavor.

In our Holy Trinity Parish community, parents are recognized as the first and the most important educators of their children, both spiritually and academically. We believe that Holy Trinity Parish School shares with the home, the church, and the community, the responsibility for the total development of the student.

As the most important educator of your children, we ask that you take the time to read this handbook with them so that you both understand the expectations here at Holy Trinity Parish School. It is designed to clarify rules, policies, and procedures here at our school. What is stated in this handbook will be enforced. If you have any questions for clarification, please call and make an appointment and we will discuss your items of interest.

It is our privilege to serve as your Pastor, Principal, and School Advisory Council President, and we are looking forward to a fantastic school year.

God Bless You and Your Family,

Rev. Fr. Shayne R. Duvall
Pastor

Paula Watkins
Clifton Head of School

Jack Richards
Principal

Eric Gunderson
School Advisory Council
President

CONTACT INFORMATION
Holy Trinity Parish Directory
Parish Office - (502) 897-5207

Parish Leadership

Rev. Fr. Shayne R. Duvall, Pastor	Ext - 1100	sduvall@htparish.org
Fr. M. Casey Sanders, Associate Pastor	Ext - 1102	csanders@htparish.org
Fr. J. Wayne Jenkins, Senior Associate Pastor		wjenkins@htparish.org
Mr. Jack Richards, Principal	Ext - 1202	jrichards@ht-school.org
Mrs. Paula Watkins, Head of School, Clifton School	Ext - 1301	pwatkins@ht-school.org
Ms. Dee Bacigalupi, Assistant Principal	Ext - 1203	dbacigalupi@ht-school.org

Parish Office and Business Staff

Mrs. Vicky Chism, Director of Religious Education	Ext - 1105	vchism@htparish.org
Mrs. Betty Jean Cobb, Director of Communications	Ext - 1100	bcobb@htparish.org
Mr. Jody Demling, Director of Sports Ministry	Ext - 1118	jdemling@htparish.org
Mr. Hank Evans, Director of Worship	Ext - 1107	hevans@htparish.org
Ms. Terri Hayes, Finance Manager	Ext - 1106	thayes@htparish.org
Mr. Bruce Hines, Business Manager	Ext - 1103	bhines@htparish.org
Mrs. Shannon Klimek, Director of Mission Advancement	Ext - 1104	sklimek@htparish.org
Mrs. Jacqui Rapp, Pastoral Associate	Ext - 1119	jrapp@htparish.org
Ms. Chris Smith, Director of Family Ministry	Ext - 1111	csmith@htparish.org

Holy Trinity Parish Directory
School Office - St. Matthew's- (502) 897-2785
School Office - Clifton - (502) 896-8480

School Learning and Counseling Support

Mrs. Amy Cundiff, Counselor, Clifton School	Ext - 1304	acundiff@ht-school.org
Mrs. Courtney Billig, Director of Student Achievement (Prek-4)	Ext - 1207	cbillig@ht-school.org
Mrs. Ashley Davenport, Director of Student Activities	Ext - 1204	adavenport@ht-school.org
Mrs. Lisa Moretti, Director of Student Achievement (5-8)	Ext - 1217	lmoretti@ht-school.org
Ms. Laura Probus, Counselor	Ext - 1206	lprobus@ht-school.org

School Office and Advancement Staff

Ms. Jeanne Abell, School Bookkeeper	Ext - 1201	jabell@ht-school.org
Mrs. Ann Drury, Office Manager, Clifton School	Ext - 1300	adrury@ht-school.org
Mrs. Amy Hubbs, School Nurse, St. Matthews Campus	Ext - 1209	ahubbs@ht-school.org
Mrs. Jennifer Huber, IT Support	Ext - 1114	jhuber@ht-school.org
Mr. Darren Pearl, IT Support	Ext - 1113	dpearl@ht-school.org
Mrs. Kristen Wilkins, Office Manager, St. Matthews Campus	Ext - 1200	kwilkins@ht-school.org
Mrs. Molly Willer, Director of Advancement	Ext - 1115	mwiller@ht-school.org

Frequently Asked Questions

- You may contact Holy Trinity Clifton School through our school office - (502) 896-8480 from 7:30-3:15.
- **Arrival:** The school doors open each morning at 7:30 a.m.
Dismissal Process:
2:20 p.m. - Bus riders dismiss to St. Matthew's Campus and move onto their selected end location (Parent retrieval, YMCA or transfer to another bus home)
2:40 p.m. - Car Riders are accompanied by homeroom teachers to the carpool area

If your child's mode of transportation changes during the school day, please call the school office no later than 2:00 p.m. to report the change in the way your child/children are going home that day.

- Absence Reporting - Parents are expected to call or email adrury@ht-school.org in the school office to report a student's absence. After 8:30 a.m. if the school has not been notified of a child's absence, parents will be called to verify the absence.
 - **Students must be fever-free for 24 hours to attend school.**
 - Students will have the same number of days to make up missed work as the days they were absent. Please see the handbook for the method of work collection per your child's grade level.
- If your child has permission to leave early for a doctor's appointment, etc., you must come into the school office to pick up your child and sign them out for the day.
- **Absences Pre/Post Holidays** - No excused absences will be granted immediately before or immediately following Fall Break, Thanksgiving Break, Christmas Break, Spring Break, Winter Break or Summer Break, or during MAP testing.
- To obtain an excused absence, **a written request must be submitted to Mrs. Watkins a minimum of two weeks in advance of the missed day(s).** Missing school for reasons beyond illness or unusual family circumstances is strongly discouraged. Parents and students assume responsibility for gaining the knowledge for all schoolwork missed by communicating with teacher(s).
- As we return to pre-covid expectations, and developing student responsibility, we will return to not accepting forgotten items after 7:55, with the exception of medications, eyeglasses and lunches.

- **Birthdays and Holiday Celebrations/Snacks** - With the permission of the homeroom teacher, treats for the celebrations may be given out at school. **For the safety of our students with allergies, all treats coming to school must be store-bought with ingredients listed.** (Please check with the homeroom teacher concerning food allergies, etc.)

- The method of choice for communication between parent and teacher is e-mail. The e-mail address for each faculty member is published in the school directory and on the website: www.ht-school.org. Email addresses for Holy Trinity School are the teacher/staff first initial, last name@ht-school.org - Ex. - bjones@ht-school.org (ONLY EXCEPTION: jenniferrichards@ht-school.org)

- Tuesday Folders - Every Tuesday a folder will be sent home containing academic information, special events notices, PTA news, homeroom information in need of signatures, Booster information, and other pertinent news bulletins. **Parents are requested to sign on the space indicating they have received and read the contents. The folder is to be signed and returned each Wednesday.**

- **Shadowing - (7th-8th Grade)**
 Students are encouraged to "shadow" at a high school only on the days when Holy Trinity Parish School is NOT in session.
 - Eighth graders are allowed two excused shadow dates in the fall (August–December)
 - Seventh graders are allowed two excused days in the spring (January-May)

- **Volunteering** - Because this is a special time for students enrolled in our school, siblings may NOT accompany their parent(s) when they volunteer their time and talent. This includes parents who are Room Parents or who come to school to help out during parties, crafts, centers, field trips, etc. All volunteers must have completed Safe Environment Training and completed a background check. A copy of both must be on file with the Parish office.

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Archdiocesan Mission Statement of Catholic Schools

With Jesus Christ as our foundation and parents as the primary educators of our children, we, as Catholic educators, are committed to excellence in both faith formation and academics, while meeting the needs of the whole student and respecting the diversity in our student and parish populations.

We accomplish this by striving to:

- ❖ Instill knowledge, beliefs, and values, which prepare students to be good stewards of God's gifts.
- ❖ Help in the development of students to become active Catholics who serve others, make a difference in the world, and participate in the global, technological society of the 21st century.
- ❖ Comprise an integral part of the parish faith community.

Holy Trinity Mission Statement

Holy Trinity Parish School, in partnership with the parish community and parents, seeks to build a strong spiritual and excellent academic foundation for all students. With the guidance of the Holy Trinity, we are dedicated to helping students fulfill their potential as lifelong learners and participants in our Catholic tradition who recognize their responsibilities within our global society.

Vision Statement

To be a school of excellence that encompasses the whole child by modeling Jesus through our Catholic teachings, commitment to academics, service to the community, and devotion as lifelong servers to God.

Holy Trinity Clifton School Mission

Holy Trinity Clifton Campus School, in partnership with parents and Catholic parish communities, seek to build a strong spiritual and academic foundation for all students. We are dedicated to empowering students who learn differently to become confident and competent lifelong learners.

Holy Trinity Clifton Campus Purpose

Holy Trinity Clifton Campus, in keeping with its mission to serve Archdiocesan students with specific learning challenges, offers a structured, individualized, high school preparatory curriculum, empowering students to become competent and confident lifelong learners.

Holy Trinity Clifton Campus serves students in grades K-8 with average to above-average aptitude who learn differently. Learning challenges may include, but are not limited to, dyslexia, dysgraphia, specific learning disability, ADHD, or anxiety.

Notice of Non-Discrimination Policy

Holy Trinity Parish School does not discriminate on the basis of sex, race, color, national, and ethnic origin in the administration of its educational policies, programs, and other school-administered programs.

Philosophy of Holy Trinity Parish School

Holy Trinity Parish School works in partnership with parents to promote a shared responsibility for the education of each child. The principles and expectations below help us all to achieve this critical partnership.

The partnership recognizes:

- Parents as the primary and continuing educators of their children.
- The contribution that parents make by valuing the Catholic identity of our school.
- The shared responsibility for the moral, spiritual, emotional, and social development of students in our school.

Parents can expect that Holy Trinity Parish School will:

- Provide an excellent education based on the traditions of Catholic teachings.
- Strive to maintain a safe, secure, and welcoming environment for your child/children.
- Involve parents as the first educators in any decisions that affect their child's learning or well-being.
- Provide timely and accurate information about their child's progress.
- Respect a parent's working hours in terms of response times to emails and phone calls.
- Demonstrate respect for the privacy of families in all interactions, including through the use of technology and social media.

The school can expect that parents will:

- Actively support school policies and expectations.
- Work collaboratively with school leaders, teachers, and staff.
- Respect the skills, knowledge, and experience of school leaders and teachers.
- Demonstrate respect for the school and staff in all communications including digital technologies and social media.
- Contribute to the life of the school in ways that reflect their interests, skills, and experience.
- Fulfill their commitment to pay all fees in a timely manner, and in hardship circumstances, to actively work with the school to seek out mutually suitable arrangements for their payment.
- Respect a teacher's working hours in terms of response times to emails and phone calls.
- Request a formal meeting time with their child's teacher when there is a concern to be discussed.

As integral partners in the life of Holy Trinity Parish School, the school and parents have a co-responsibility to:

- Value and respect the Catholic identity of the school, its relationship to the parish community, and the teaching of Catholic beliefs.

- Model Christian values and support the mission of Catholic schools with all members of the school community.
- Value and respect the diversity and cultures within the school community.
- Contribute to a welcoming and inclusive school community.
- Support your child's learning at school and home.
- Contribute to consultation through the school advisory council and participate in appropriate decision-making processes.
- Work toward resolving disagreements through respectful discussion and negotiation.
- Contribute to a culture where privacy and confidentiality are assured.
- Ensure respectful and caring relationships are reflected in the ways in which staff, students, and parents interact when engaging in sporting and extra-curricular activities.
- Acknowledge and support the work of the school advisory council and associated committees within the school and parish.

Parents are further expected to

- Have their child/children arrive to school on time
- Support the school dress code
- Work with their child/children to see that class assignments are complete and on time
- Have money in their lunch account or bring a sack lunch
- Provide written notification to the school when the student has been absent or tardy
- Read school notes and newsletters, and show an interest in the school and the child's overall education
- Stay current with your child's/children's progress on myHTPS
- To the extent possible, support school fundraising activities and capital campaigns to meet the essential building or other extraordinary needs of the school
- If in the opinion of the administration, the partnership is no longer viable, the school reserves the right to require parents to withdraw the student from the school.

Students' Responsibilities

It is imperative that we give our students a sense of self-control, self-reliance, and responsibility for one's self and one's action.

The school can expect students to:

- Treat teachers, staff, administrators, and other students with respect and courtesy.
- Wear the school uniform according to the dress code.
- Complete and turn in-class assignments on time.
- When asked a question by a school representative, students must be honest and forthcoming with their answers.
- Out of concern for health guidelines, students are asked not to share food with one another.

GENERAL ADMINISTRATION

Admission, Tuition, Fees and Registration

Accreditation

Holy Trinity Parish School is accredited through the Advance-Ed and Southern Association of Colleges and Schools.

Admission Policy

The Archdiocese of Louisville permits parochial schools to set their own admission policies within the framework of the guidelines established by the state and the Office of Lifelong Formation and Education. Holy Trinity Parish School - Clifton School is in agreement with the basic purpose of Catholic schools.

Admission Process:

1. Parents, schedule a visit! We would love to sit down with you and share our vision for Holy Trinity – Clifton School and what we can offer your student.
 2. After your visit, complete online application located at www.ht-school.org *If the child is a current Holy Trinity student, you will not need to complete an online application.
 3. Submit School Records:
 - Report cards and progress reports for the past two years
 - Current School Accommodation Plan, IEP or 504 Plan
 - Birth Certificate, Sacramental information, immunization records, social security number, entry level physical
 - Current Standardized Test Scores
 - **Full Psycho-educational Evaluation Report completed within the past two years (specifically W.I.S.C. III) *We can help you obtain this. Please contact the school for a list of referrals. The cost will be incurred by applicant.**
 - Speech and Language Evaluation (if applicable)
 - Behavioral Therapy, Occupational Therapy, and/or Physical Therapy evaluation(s) if applicable to your child
 - Release of Records signed by parent/guardian [Click here for form](#)
 - Legal and/or court documents if applicable
 - Parents/guardians may be asked to update or provide additional testing to begin the admission process if more information is necessary to determine placement.
- Sign Probationary Status letter

After a thorough review of the potential student's complete application, Administration will notify the family: (1) Acceptance (2) Wait List (3) Non-Acceptance

Tuition assistance is available to qualified applicants through the Catholic Education Foundation. An application can be completed at <http://www.ceflou.org/>

Priorities for Admission:

1. Holy Trinity Parishioners with children already enrolled at Holy Trinity
2. Holy Trinity Parishioners with children not yet in school
3. Parishioners in good standing at other Archdiocesan Parishes/Schools (letter of good standing required)
4. Non-parishioners, including non-Catholics

Age of Admission

Children who will be five years of age by August 1st of the current school year may be admitted to Kindergarten. Children must be six years of age by August 1st of the current school year and must have attended a certified kindergarten or comparable preparatory program to enter first grade.

Book Rentals and Fees

Parents pay a per child rate for book rental and some fees as part of the school tuition at Clifton Campus. These costs include the use of textbooks, workbooks, test materials, weekly magazines in some classes, library and curricular fees, PTA and Booster dues, sacramental fee and technology fee. **Each individual student must pay for books that are lost or destroyed.**

Eye Exam for Elementary School Entry

Proof of a vision examination by an optometrist or ophthalmologist must be submitted to Holy Trinity Parish School no later than January 1st of the first year the student enrolls in Pre-K, Kindergarten, and first grade.

Sixth Grade Medical Examination

A medical examination shall be required of each student prior to entering the sixth grade. The medical examination shall include: a medical history, record of immunization, assessment of growth and development and general appearance, physical assessment, including hearing and

vision screening, and recommendations to Holy Trinity Parish School regarding health problems that may require special attention in the classroom or physical education activities.

Immunization Requirements

Original updated immunization certificates and medical examinations are required of all children entering Holy Trinity Parish School for the first time (must be on Kentucky forms). These certificates must be presented at the time of admission. The school must keep the original documents on file at the school.

All parents, guardians and other persons having care, custody, or control of any child shall have the child immunized against diphtheria, tetanus, poliomyelitis, pertussis, rubella, mumps, hepatitis B, and haemophilus influenza disease in accordance with testing and immunization schedules established by regulations of the Cabinet for Human Resources. Additional immunizations may be required by the Cabinet for Human Resources through the promulgation of an administrative regulation pursuant to KRS Chapter 13A, if recommended by the United States Public Health Service or the American Academy of Pediatrics. All parents, guardians and other persons having care, custody or control of any child shall also have any child found to be infected with tuberculosis tested, examined and treated according to administrative regulations of the Cabinet for Human Resources promulgated under KRS Chapter 13A. The persons shall also have booster immunizations administered to the child in accordance with the regulations of the Cabinet for Human Resources.

Students must maintain a current immunization record. Should their immunizations expire a notice will be sent to the parents.

Registration

The online pre-registration and the pre-registration deposit are due, generally in January, for the following school year. Parents who do not complete the online registration and provide payment of the deposit are not guaranteed placement for their child(ren) in the school for the next school year. Final Registration takes place in August each year.

At the time of registration, preferably at the pre-registration in January, the parent must provide a baptismal certificate, birth certificate, current immunization certificate, physical form, original vision exam (K and first grade), and a social security number for the child. If a certified birth certificate (or other reliable affidavit) is not provided within 30 days of the Final Registration, the school is required to refer the family to the Kentucky State Police Missing Child Center and local law enforcement officials for a missing person investigation.

Parents must also submit copies of all report cards, standardized testing, and psychological testing at the time of registration. (see above “Admission Process”)

All families are also required to give the school office updated emergency numbers, home, and work numbers so that parents or guardians can be notified quickly when a need arises.

Tuition Policy - Holy Trinity Clifton School

Tuition

The tuition rate for Holy Trinity Clifton School is \$16,300/ year. Membership at Holy Trinity Parish is not required.

Payment Methods

All Holy Trinity tuition must be paid through an account with FACTS Tuition Management Systems. It is the parent's responsibility to establish the FACTS account for the current school year.

Full Tuition Payment: Due July 1, 2022. This option entitles the responsible party to a .5% discount on tuition. Discount will only apply if total tuition and fees are paid in full by the July 1, 2022 date.

Semi-Annual Payments: Due July 1, 2022 and January 1, 2023.

Monthly Payments: Total tuition and fees are divided into 12 equal payments from July, 2022 through June, 2023 and paid monthly via FACTS. For families of students enrolling in school after July 1, 2022, the amount of the monthly automatic payment will be the total tuition divided by the number of months remaining through June, 2023.

Semi-Monthly Payments: Total tuition and fees are divided into 24 equal payments from July, 2022 through June, 2023 and paid monthly via FACTS. For families of students enrolling in school after July 1, 2022, the amount of the monthly automatic payment will be the total tuition divided by the number of payments remaining through June, 2023.

Delinquency

Non-payment of tuition will result in dismissal of the student. Tuition must be current by the end of the school year in order to assure the student's place for the following year. All tuition and fees must be current in order for Holy Trinity Parish School to transfer information from our school to another school.

Holy Trinity has the right to legal action for nonpayment of tuition and fees. The financially liable party will be responsible for all costs of collection, including court expenses and reasonable attorney's fees. It shall be the responsibility of each family to keep the Parish Finance Manager informed of their need to make any changes in their preferred tuition payment plan. Families who are paying monthly or semi-monthly and are two months in arrears, without prior arrangements with the Parish Business Manager, are subject to dismissal of their student(s).

Scholarship Assistance

Families for whom tuition may present a hardship are encouraged to request Scholarship Assistance funded by the Catholic Education Foundation, Inc. (CEF) and Holy Trinity Parish. Confidential applications are processed by FACTS and are made available to all families through the CEF website: www.CEFLou.org.

POLICY AND ADMINISTRATION

Communication

Parents and students are kept informed of school events through a Tuesday Folder, teacher web pages, notes, school website - myHTTPS, school newsletter, and other communications. It is your child's responsibility to bring the Tuesday Folder home to you, and it is your responsibility to check the websites and/or school/teacher emails. Communication is essential for good school relations. Respectful behavior and respectful verbal and written communications are essential and expected. Disrespect, verbal, physical, or written abuse, and/or harassment are unacceptable and will not be tolerated.

Every Tuesday a folder will be sent home containing academic information, special events notices, PTA news, homeroom information in need of signatures, Booster information, and other pertinent news bulletins. Parents are requested to sign on the space indicated that they have received and read the contents. The folder is to be signed and returned on Wednesday.

Holy Trinity Clifton School Faculty and Administration welcome any questions you may have regarding your child's school life. The method of choice for communication between parent and teacher is e-mail. The e-mail address for each faculty member is published in the school directory and on the website: www.ht-school.org. You may also call the school office and leave a message for an administrator. You may also send a note with your child. We will strive to get back with you within 24 hours. If you do not hear back from the teacher within 48 hours, please alert the head of school, as there may be a problem with the teacher's email. If there is an emergency, please relay the message to the administrative assistant or head of school. Once the day has begun, a teacher is not required to check emails, as the priority is the instruction and

supervision of our students. You are asked not to go to your child's classroom before the start of school or after the school day ends, unless you have an appointment. Interruptions during the school day are not permitted.

Attendance

Absence from School

If your child is out of school for 3 days or more (for any reason - Covid or other), they must have a doctor's note to return.

Absence Reporting

Parents are expected to call the school office to report a student's absence before 8:30 AM. After 8:30 a.m. if the school has not been notified of a child's absence, parents will be called to verify the absence. Students must be fever free for a 24 hour period in order to attend school.

In knowing the care and need required to take care of a sick child, Holy Trinity Parish School will not collect work on the first day of absence due to illness for students in 5th through 8th grades. After the first day of being absent due to illness, parents may request that the student's homework be prepared for pickup later that day. For students in Kindergarten through 4th grades, work can be collected the first day a student is absent. For all students, the parent must call the school office by 8:30 a.m. to make such a request. Every effort will be made to gather the ill child's assignments. (Teachers receive the daily attendance report by 9:00 a.m. and may not have the opportunity to look at it after that.) Students will have the same number of days to make up missed work as the days they were absent unless arranged otherwise with the teacher. Students are required to personally collect classwork and homework from all classes they missed due to absence; this includes Special Area classes. Remember, any homework assignments will be posted on the teacher's web pages on myHTTPS.

Absence During the School Day

The Archdiocesan Handbook states, "A pupil present for less than half of the morning or afternoon session shall be regarded as absent. Absences shall be recorded as either full day or one half day." Depending on the reason for the absence, it will be excused or unexcused.

If a parent would like their child to attend an activity on either campus (ex: Kindergarten program or 8th grade award ceremony for sibling, funeral), they must send in a note to the homeroom teacher and then sign the child out in the school office.

Absences Other Than Illness

To receive the best possible education it is important for students to attend class regularly. Illness and unusual family circumstances are legitimate reasons for absence. Except in the instance of the death of a family member or illness, in order to obtain an excused absence, a written request must be submitted to the school office a minimum of two weeks in advance of the missed day(s). Missing school for reasons beyond illness or unusual family circumstances are strongly discouraged. Parents and students assume responsibility for gaining the knowledge for all schoolwork missed.

Excused Absence (Clifton ONLY):

If the absence is excused by the principal, the following will apply:

§ Students/Parents must be responsible for meeting with the teacher to obtain the work, prior to the absence or upon their return. (The teacher will make this decision) This will vary depending on the grade level of the student. As a rule, because Orton-Gillingham and Math are designed specifically for the student, it is difficult to provide work prior to the absence. Students and parents are responsible for checking with the teacher for their assignments and instructions on make-up work.

Unexcused Absence (Clifton ONLY):

§ An unexcused absence will be recorded on the permanent report card. The student must complete all classwork and tests from the unexcused day(s), during the timeframe set out by the teacher. If this is not done, a failing grade of 69% will be recorded in the gradebook.

Absences Pre/Post Holidays and MAP testing

There will be no excused absences granted immediately prior to or immediately following Fall Break, Thanksgiving Break, Christmas Break, Winter Break, Spring Break, Summer Break or during MAP testing.

When a student is absent from school on one or more consecutive days immediately prior to, or immediately following a school holiday period, the following will apply:

- The student must provide acceptable medical documentation for the absence. Such documentation must originate from a medical professional that has seen the student and diagnosed a legitimate medical reason for the student not to be in class.
- Documentation must be brought with the student on the first day the student returns to school. If the described documentation is not provided, the absence will be considered unexcused.

ARRIVAL/DISMISSAL POLICIES

Transportation Policy

Students arrive at Holy Trinity Clifton School via walking or carpools. The Administration shall establish procedures for each of these methods of arrival and departure. The procedures shall be designed to ensure the safety of all students, parents, faculty and staff and to facilitate the efficient arrival and departure of all students. Parents are asked to comply with all such procedures for the safety of all parties.

Arrival: The doors of the school are open at 7:30 a.m. Children should not arrive prior to this time. Students should enter the building ONLY through the assigned entrance(s). All other doors will be locked for security reasons. A supervisor will monitor the students from 7:30 a.m. to 7:55 a.m. (If a student arrives after 7:55 am, they should enter through the front main doors) Classroom teachers will be in their rooms at 7:30 a.m. Homeroom begins at 7:55 a.m. All students are to be in their homerooms at 7:55 a.m. prepared for class.

Dismissal: At approximately 2:20 p.m. bus riders are dismissed directly to the designated site for buses (to be transported to HT-St. Matthew's for YMCA aftercare). Car riders are accompanied to the carpool area by their homeroom teachers about 2:40 pm; and walkers remain with supervision until the cars leave the area. Students will exit through the parking lot doors. After 3:00 p.m. all students are expected to be on their way home. Students must leave the school property by 3:00 p.m. unless under adult supervision.

Carpool

Safety precautions are necessary at all times. Everyone should observe the rules set up at the opening of the school year. Please remember these rules are for the safety of your children.

Arrival

In the morning cars are to enter the parking lot via the Payne Street parking lot entrance. The first car should pull all the way up to the door. Please have your child ready to exit the car at this point. (Lunches and book bags should be ready!) You will exit through the alley - by taking a left, you will exit another left to Payne Street and by exiting right, you will be on Clifton St. next to St. Frances of Rome Church.

Please do not let your child out of the car in the street or anywhere else on the property.

If you need to accompany your child into school for any reason, you must park in the lot off the Payne Street side of the building and enter through the main entrance on Payne Street.

Departure

In the afternoon **ALL** cars should enter via Payne Street and line up by pulling all the way to the cones at the alley. There will be four/five cones designating the number of rows. PLEASE fill all rows and don't leave too much space between cars.

When the children begin to exit the school at about 2:40, a staff member will walk them out to safely find your car. Please turn off your car. When all cars are loaded, we will dismiss the carpool line.

Teachers and Safety Patrol will monitor the children at dismissal. All drivers are asked to be cautious during the entire procedure. No parents are allowed to pick up their children in another spot on campus or on adjacent streets in order to bypass carpool.

If your child has permission to leave early for a doctor's appointment, etc., you must come into the school office to pick up your child.

Tardiness

Students are recorded "tardy" if they are not in their homerooms by 7:55 a.m. All children must report to the office when they are tardy and obtain a "Tardy Slip". Repeated tardiness makes for a difficult beginning to a child's day as they play "catch up" from the start and also causes disturbances of classroom routine.

Holy Trinity Parish School has the following Tardy Policy which is strictly enforced: In order to promote the best atmosphere conducive to teaching and learning, and in view of the fact that tardiness disturbs that atmosphere for both students and teachers, it is imperative that all students be here on time and ready to begin the learning process.

Individual cases of tardies will result in a conference/communication with the administration. A possible result of this meeting would be a family/student attendance/tardy plan.

Truancy

Kentucky Law KRS 159.50 defines a truant as any child who has been absent or tardy for more than three days without a valid excuse. All truants shall be reported by the principal to the Director of Pupil Personnel of the Jefferson County Public School District. The principal will notify the Superintendent at the Office of Lifelong Formation and Education.

Messages in the Afternoon

Messages called in after 2:00 p.m. will **not** be given to the students, except in emergency situations. Parents are requested to clearly state plans, activities, and appointments to their children prior to school so that the secretaries and the principal are not interrupting the teaching day with messages from home. This will help the students develop a true sense of responsibility and will teach them the necessity of organizing time.

YMCA Extended School Care Program

Holy Trinity Parish School has an Extended School Care Program. This program is run by the YMCA and is available to all students in grades Pre-K through 8 at Holy Trinity Parish School-St. Matthew's Campus. (Students that attend HT - Clifton will ride the bus to St. Matthew's in the afternoon).

OTHER SPECIFIC POLICIES

Extracurricular Activities

Extracurricular activities should enhance rather than interfere with the student's academic, social and spiritual growth. If extracurricular participation interferes seriously with a student's progress, and/or the student has disciplinary issues, a student is subject to probation or suspension from the activity until he or she improves.

This policy includes extracurricular activities, such as After School Enrichment Classes, Sports, Scouts, Quick Recall, Field Trips, etc. that may interfere with academic success.

We believe in educating the whole child's body, mind, and spirit. We encourage all students to be participants in extracurricular activities here at Holy Trinity as well as through outside programs.

We, like you, believe that academics will always be our focus. We will monitor the grades of our students weekly. We will contact you if we see an area of concern academically, behaviorally, or emotionally for your child. We will partner with you and your child to meet the individual needs of your child in the hopes that they may continue to participate in all chosen activities.

Cafeteria/Lunch Information

All students should bring a lunch from home. We encourage a balanced healthy meal. **NO FAST FOOD OR SOFT DRINKS MAY BE BROUGHT INTO THE SCHOOL LUNCHROOM If a student is bringing leftovers from a restaurant, it must be brought**

in an unmarked container (i.e. no Subway wrappers/McDonald bag). Soft drinks may NOT be bought from vending machines before, during, or after school hours, unless authorized to do so.

Lunch Guests

Parents and extended family are welcome to eat with the students at any time. It is helpful for the teacher to know this ahead of time.

Recess Policy

Every child who is well enough to be in school is well enough to play outdoors at recess time. Recess is part of the whole school program. It is essential to the physical, social, and mental well being of each child to be out in the fresh air with classmates. During inclement weather, or on very cold days, all students remain indoors. To ensure the safety of the children on the premises, teachers, and instructional assistants will be present to supervise.

Celebrations/Snacks

With permission of the homeroom teacher, treats for the celebration of birthdays may be given out at school. All treats coming to school must be store bought with ingredients listed (Please check with the homeroom teacher concerning food allergies, etc. before bringing in snacks)

Party invitations may only be distributed in school if there is an invitation for every member of the class. Thank you notes and any other personal correspondence, gifts, etc., are not to be distributed in school.

Snacks for Students

Parents are asked to send in a nutritious snack each day for their children. These students will enjoy a snack during a 'snack' break each day, usually in the morning.

Water Bottles

Students may bring a water bottle to school that is insulated in a way that alleviates leaks and condensation of the bottle.

Electronic Devices

Students are not allowed to use cell phones or similar devices at school. If one of these items is brought to school for any other purpose, it must be turned off and kept in the

student's locker/backpack throughout the school day. Students may not use their cell phones from 7:30-3:05.

Cell Phone: If a student is texting, taking pictures, or their phone rings during the school day, the phone will be taken and given to an Administrator. A parent will be required to come to school to pick up the phone from an Administrator. A referral will be given each time a phone/electronic device is taken from a student.

Emergency Drills

Kentucky State Law requires ten fire drills, four tornado drills, and two earthquake drills to be conducted each year. The Civil Defense Department regulations and safe areas updates are strictly followed.

Firearms

In accordance with Kentucky State Law, Holy Trinity Parish School Clifton Campus will report any adult/student who is determined to have brought a weapon or firearm to school or to school grounds. A firearm is anything that will expel a projectile by the action of an explosive. A weapon is anything capable of producing injury/death. Examples include (but are not limited to): pocket knives, brass knuckles, karate sticks, etc. Students found with these items will be reported to juvenile authorities and subject to indefinite suspension.

Graduation

In accordance with Archdiocesan School Policies "Closing exercises for students in grade eight should be simple, appropriate, and inexpensive." The graduation ceremony is planned and arranged by the school. Graduation attire is a commencement gown (no cap) for both boys and girls. All accounts must be reconciled before student records are forwarded to the high school. Any student, who does not meet all the academic requirements for graduation, will receive a "Certificate of Participation" during the Graduation Ceremony. The graduate will receive his/her diploma when those requirements are fulfilled.

A volunteer eighth grade parent committee, in consultation with the principal, determines any other end of the year class activity. Seventh grade parents provide a reception for the graduates and their families immediately following the ceremony.

Inclement Weather

The Office of Catholic Schools does not always follow Jefferson County's announcements about weather related school closings. The Superintendent of Catholic Schools will make an announcement on the major radio and TV stations. One of the following announcements will be made:

1. All Catholic elementary schools in Jefferson County are OPEN
2. Catholic elementary schools in Jefferson County will be OPEN BUT ON A DELAYED SCHEDULE. (In this case, Holy Trinity Clifton School will begin at 10:00 a.m., with doors open at 9:20 for drop-off.)
3. All Catholic elementary schools in Jefferson County are CLOSED

The decision for early dismissal due to inclement weather will be made only in an EXTREME emergency. Under no circumstances will children be dismissed early without parental notification. A text alert will be sent out through myHTTPS. Every effort will be made to keep school open until 1:00 p.m. Parents are asked to refrain from calling the school during early dismissal so that the phone is clear for emergencies. If conditions are worsening, parents may come early, report to the office, and take their children home.

Lockers

All students are assigned a locker in which to store clothing and textbooks. Food may not be stored overnight in the lockers. Care must be taken to keep lockers in good condition. Graffiti, stickers, decorations may not be used any place outside of the lockers and nothing is to be stored on the top of the lockers. In order to maintain a quiet atmosphere for class, the students are allowed to go to their lockers only at specified times. The school is co-tenant of lockers and desks and reserves the right to search them at any time without notice.

Lost and Found

Lost clothing and other belongings will be kept for one trimester in our Lost and Found. All unclaimed items will be donated to a charity after Christmas break and at the end of the school year. We encourage you to make sure your child's name is on each piece of clothing and/or belonging.

Non-Smoking Policy

Holy Trinity Parish School Clifton Campus is in compliance with the Non-smoking Policy for Children's Services set forth in the Pro-Children Act of 1994, which states that "No person shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary or secondary education or library services for children".

School Jurisdiction

When there is reasonable suspicion that a student is in possession of drugs, alcohol, e-cigarette or other harmful substances or some object that is harmful to self or others, or has violated a school rule or the law, the School Administration reserves the right to search the student's clothing

and/or book bag, backpack, gym bag, purse, desk, or locker in the presence of a third party which may be the police.

Should Holy Trinity become aware of behaviors that endanger a student's own physical or emotional health, safety or reputation, or those of another person when the student is not directly under the jurisdiction of the school, Holy Trinity reserves the right to inform the student and his/her parent(s) or legal guardian(s) of what it has heard. Should knowledge of such behavior, even though it occurs outside the jurisdiction of the school, negatively affect the operation and/or reputation of the school, Holy Trinity reserves the right to take appropriate action.

Shadowing (Students in grades 7 and 8 only)

Students are encouraged to "shadow" at a high school only on the days when Holy Trinity Parish School is NOT in session. There are several days that could be used for shadowing prior to the High School Placement Test in December. For students who choose to shadow at a high school on a regular school day, the absence will be considered unexcused and the student will not be allowed to make up any test or work missed during the unexcused day(s), unless a parent submits a written or verbal request to 'Shadow' to the school office and a completed 'Shadow Documentation Form' is returned to the school office the day the student returns to school. The Shadow Day Forms are located in the main office. Students should inform and collect work from all of his/her teachers prior to the shadow day. All missed work is due the day the student returns from shadowing.

Eighth graders are allowed two excused shadow dates in the fall (August –December) and seventh graders are allowed two excused days in the spring (January-May).

Tutoring

Teachers can be a great resource to our students and parents through providing educational services outside of the regular school day.

- The school's administration encourages the faculty to donate their time and energy to support their current students with one-on-one or small group tutoring immediately before or after school in the areas in which they teach. This is to be done without payment.
- Teachers may receive payment for tutoring students outside of their grade level, or on their grade level, but outside of their subject area.
- Teachers may not receive payments for tutoring their current students in subjects in which they teach. This window of time includes the summer before the student is enrolled in the particular grade up until the last day of school.
- Teachers must alert the administration to when this tutoring is occurring, which students this involves, and what part of the building this is taking place.
- Teachers must make sure they follow all Safe Environment rules when dealing with students

they tutor.

Visitors

We welcome all parents and any other visitors who have a sincere interest in our school. All parents and visitors are required to sign in at the office when entering the building and to pick up a visitor ID tag/sticker. EVERY visitor (non-staff member) will be issued an ID tag/sticker to wear while in the school building. Parents and Visitors are asked not to interrupt class and must make an appointment to observe the class or meet with the teacher.

Volunteers

All volunteers are welcome! All volunteers must attend the Safe Environment Training. Volunteers (this includes parents) must enter the school from the main doors, sign in at the school office upon arrival, and receive a visitor ID badge/sticker. This is a safety precaution for our students. Anyone who would like to donate his/her time and/or talent for the benefit of Holy Trinity Clifton School is encouraged to do so. (A Criminal Records Check must be done prior to volunteering.) It is up to the teacher's discretion as to the appropriateness of volunteers in the classroom during class time. Because this is a special time for students enrolled in our school, siblings may NOT accompany their parent(s) when they volunteer their time and talent. This includes parents who are Room Parents or who come to school to help out during parties, crafts, centers, etc.

Medication Policy

Archdiocesan Policies give general guidelines, which Holy Trinity follows. Holy Trinity also has set up a specific procedure for medication.

Students may NOT carry any type of medication in their book bags, purses, or on their person, with the exception of inhalers with doctor's permission.

Prescription medication may be accepted on an individual basis and administered only as described on the physician's or dentist's authorization. The original prescription or refill must be provided by the parents and include the student's name, date, medication, dosage, strength and directions for use, which include frequency, duration and method of administration, prescribing physician and pharmacy name and address.

A signed "Authorization to Give Medication" Form from the parent is required for school personnel to give prescription medication to a student.

The information on the form must include:

1. **Name of student**
2. **Name, address, and phone number of physician**
3. **Type of medicine**
4. **Dosage**
5. **Time of day for dosage**
6. **Reason medication is to be given**
7. **Possible reactions or side effects of medicine**
8. **Release from liability**
9. **Parent's telephone at home, work, emergency number**

Non-prescription (over-the-counter) medication, such as Tylenol, cough drops, etc., may be accepted on an individual basis as provided by the parent, provided a completed "Authorization to Give Medication Form", which includes the signature of the physician, is on file. Prolonged use of non-prescription medication is discouraged. Physician or health care provider approval is required for use of non-prescription medication. Medication should be in the original container.

AIDS, HIV and Other Communicable Diseases

Holy Trinity Parish School Clifton Campus will follow the guidelines for AIDS, HIV and other communicable diseases as set forth in the Archdiocesan Handbook for Catholic Schools.

Child Abuse

As stated in KRS 620.030, "any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause an oral or written report to be made to a local law enforcement agency, or the Kentucky state police, the cabinet, or its designated representative, or the Commonwealth's attorney by telephone or otherwise."

This reporting requirement includes all clergy, employees, and volunteers. When the accusation involves church personnel, such a report also must be forwarded to the Chancellor of the Archdiocese.

Persons making a report should provide the following information:

1. The names and addresses of the child and his or her parents or other persons who have custodial responsibility for the child;
2. The child's age;
3. The nature and extent of the child's suspected dependency, neglect, or abuse, including any previous charges of dependency, neglect, or abuse, if known;

4. The name and address of the person who is allegedly responsible for the abuse or neglect;
and
5. Any other information that will be helpful to the child abuse investigator.

No internal investigation shall be initiated before this report is made to the authorities and to the Chancellor. Failure to report suspected child abuse to the civil authorities is a Class B misdemeanor punishable by law and is grounds for the termination of employment and/or the termination of a volunteer relationship with a diocesan entity. The only exceptions to this requirement involve information learned within the Sacrament of Reconciliation or within an attorney-client relationship. [KRS 620.050(3)]

Please refer to “Restoring Trust: The Sexual Abuse Policies of the Archdiocese of Louisville” for additional information.

RECORDS

Annual Notification of the Right to Inspect Records

Holy Trinity Parish School shall notify you annually that you have a right to inspect and review your child’s education records; the right to request an amendment of those records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights; and the right to consent to, or decline from, allowing disclosure of personally identifiable information contained in your child’s education records, except to the extent that the Buckley Amendment and the regulations authorize disclosure without consent.

Clinical Records

An individual folder, separate from the permanent record folder, shall be kept for a student’s reports from psychological or clinical evaluations. These reports are confidential and will remain at Holy Trinity Parish School and will be returned to the parent/guardian when the student leaves the school, unless a request is made in writing that they be transferred to another school.

It is understood that parents are to make full disclosure to Holy Trinity Parish School Clifton School concerning all pertinent education and medical records and all previous assessment information.

Transfer of Students

Student records will be transferred upon written request of parents. This information will be mailed directly to the school requesting it provided all balances are up to date and all requirements have been met. Records may not be sent through the parent or student. The

parent should make notice of the withdrawal of a student to the teacher and to the principal, in writing, in advance of the withdrawal date. This will enable the teachers to obtain necessary grades and complete records.

Custody Cases/Release of Information or Records

According to the Buckley Amendment either parent has the “right” to school information concerning their child(ren), whether or not he/she is the custodial parent or the parent paying the tuition. Holy Trinity Parish School Clifton School operates in compliance with this amendment and all appropriate laws related to the right of parents/guardians to access their child’s school records. Access to student records will be extended to both parents/guardians unless a court decree states otherwise. It is urgent that parents inform the school about any issues relating to parental access rights.

Health Records

A health record for each student, with accurate and current information, shall be kept in the student’s file.

Uniform Policy

The Administration shall establish a Dress Code that is designed to give our students a look that is neat, clean, age-appropriate and befitting the image of a Catholic elementary school. The dress code is to be strictly enforced. *Please communicate with school administration regarding special uniform needs/requests due to sensory concerns or other.***

Girls:

K-4: Green and blue plaid pinafore or skirt of modest length – (no shorter than 3 inches above the knee)

5-8: Green and blue plaid skirt of modest length - (no shorter than 3 inches above the knee)

All Girls Grades K-8:

Blouse/Shirt: Button down white, long or short sleeves (no lace, ruffles, and/or eyelets, on blouses) or white plain round collar blouse. A plain white knit shirt (no emblem), commonly known as a golf shirt, may be worn all year. In addition, a green knit shirt may be worn all year and must be purchased at Shaheen’s Department Store. Turtlenecks may be worn with sweaters, fleece, dri-fit pullover or sweatshirts. All blouses/shirts **MUST** be tucked in at all times. All undergarments must be solid white or nude only.

Sweater: Navy blue or white cardigan, crew neck or v-neck sweaters with no emblems or decorations.

Sweatshirt/Fleece/Dry-Fit: Girls may wear only the official Holy Trinity Sweatshirt, Fleece or Dry-Fit Shirt (no hoodies) over a turtleneck, blouse or shirt. No oversized sweatshirts are allowed.

Socks: Solid white, navy, or black socks must be worn at all times. Solid navy or solid white opaque tights may be substituted in cold weather. No logos or designs, etc. are permitted.

Leggings: Girls in grades K-8 may wear navy blue or white leggings in cold weather. Leggings must be ankle length. Girls are also allowed to wear their resource day sweatpants underneath their skirts on cold days. The determination will be made by the individual teacher.

Shoes: Dress shoes or sport shoes may be worn. No cleats, boots, Uggs, crocs, clogs, mules, roller skate shoes, moccasins, slippers, sandals, or flip flops are permitted.

Purses: Girls in grades 5-8 may carry a purse. The purse must be no larger than a standard sized spiral notebook.

Girls Grades K-6:

Slacks: Navy dress slacks: navy corduroy dress slacks and navy uniform material slacks are acceptable (must be worn at waist level). No jeans, brads, cargo pants, skinny pants or bell-bottoms are allowed.

Belts: Belts must be worn with slacks or shorts and must be solid black, brown, or navy in color and conventional in style with a simple belt buckle. (Kindergarten students are exempt.)

Shorts: Navy walking shorts are permitted all year long. They must be worn at waist level and be of modest length (no shorter than 6 inches from the floor when kneeling). No jeans, brads or cargo shorts are allowed.

Girls Grades 7-8:

Slacks: Khaki dress slacks: Khaki corduroy dress slacks and khaki uniform material slacks are acceptable (must be worn at waist level). No jeans, brads, cargo pants, skinny pants or bell-bottoms are allowed.

Belts: Belts must be worn with all slacks or shorts and must be solid black, brown, or navy in color and conventional style with a simple belt buckle.

Shorts: Khaki walking shorts are permitted all year long. They must be worn at waist level and be of modest length (no shorter than 6 inches from the floor when kneeling). No jeans, brads or cargo shorts are allowed.

All Boys Grades K-8:

Shirt: White, plain short or long sleeve button down shirt. White turtleneck shirts may be worn under a sweater. White golf shirt (no emblem) may be worn all year. A green golf shirt may also be worn all year and must be purchased at Shaheen's. If an undershirt is worn, it must be solid white only. All shirts MUST be tucked in at all times.

Sweatshirt/Fleece/Dry-Fit: Boys may wear only the official Holy Trinity Sweatshirt, Fleece, or Dry-Fit Shirt (no hoodies) over a turtleneck, blouse, or shirt. No oversized sweatshirts are allowed.

Sweater: Navy blue cardigan vest, crew neck or v-neck sweaters with no emblems or decorations.

Socks: Solid white, navy, or black socks must be worn at all times. No logos or designs, etc. are permitted.

Shoes: Dress shoes or sport shoes may be worn. No cleats, boots, Uggs, crocs, clogs, mules, roller skate shoes, moccasins, slippers, sandals or flip flops are permitted.

Boys Grades K-6

Pants: Navy uniform style, navy dress corduroy pants are acceptable (must be worn at waist level). No jeans, brads, cargo pants, skinny pants or bell-bottoms are allowed.

Belts: Belts must be worn with slacks or shorts and must be solid black, brown, or navy in color and conventional in style with a simple belt buckle. (Kindergarten students are exempt.)

Shorts: Navy walking shorts are permitted all year long. They must be worn at waist level and be of modest length (no shorter than 6 inches from the floor when kneeling). No jeans, brads or cargo shorts are allowed.

Boys Grades 7-8

Pants: Khaki uniform style, khaki dress corduroy pants are acceptable (must be worn at waist level). No jeans, brads, cargo pants, skinny pants or bell-bottoms are allowed.

Belts: Belts must be worn with slacks or shorts and must be solid black, brown, or navy in color and conventional in style with a simple belt buckle.

Shorts: Khaki walking shorts are permitted all year long. They must be worn at waist level and be of modest length (no shorter than 6 inches from the floor when kneeling). No jeans, brads or cargo shorts are allowed.

P.E. (Physical Education) Clothing - “Resource Day” at Clifton (Wednesday)

Students in grades K-8 will have P.E. Uniforms for gym days. Please note that the students will wear their P.E. Uniforms to school on the days they have P.E. class instead of their regular school uniforms. The P.E. Uniforms must be purchased **ONLY** from the school supplier, Shaheen’s. The uniform is as follows: Jerzees gray T-shirt; Soffee 6-inch inseam green short with drawstring or green mesh shorts; and Sport-Tek navy sweatpants or green fleece ankle banded with school logi (**See below re: Long resource day pants).

Long Resource Day Pants

*Students size XXS and XS **ONLY** may purchase elastic waist and ankle fleece resource day pants.*

*Students S-XL may **ONLY** purchase the Sport Tek Track pants in hunter green or blue or the fleece pants.*

If your child can still fit into their green fleece pants (elastic at the ankle and the Charles River pant with the zipper at the ankle), they may still wear them as we phase them out.

Students must wear appropriate tennis shoes to gym class, as well as appropriate socks, on scheduled days.

It is the responsibility of the student to remember to wear the PE uniform to school on the day of PE class. Students will not be permitted to call home and ask parents to bring PE clothing to school.

For All Students

Hair should be neat and clean. A boy’s hair should be above the shirt collar with bangs not below the eyebrows. No beads should be worn in the hair. Unnatural hair color is unacceptable. The general policy discourages unusual or attention-getting accessories or bizarre hairstyles. Hair fads, deemed by the Principal to be extreme, are unacceptable (this includes color, cut, and/or style).

Boys are not permitted to wear earrings. For safety reasons, girls are not permitted to wear dangling earrings or hoop earrings. The earrings should not be bigger than a nickel.

Girls may not wear makeup at school.

Students may wear a religious cross or medal to school, along with a watch. No other jewelry should be worn to school.

Uniform dress should be clean, neat and worn appropriately at all times. Students in Scout Troops may wear their scout uniforms on the day of their meeting.

Parents are expected to monitor the dress of their child(ren) prior to leaving for school. Please keep the weather in mind.

School Spirit Days

Students will be given a “School Spirit Day” monthly. On School Spirit Days, the students must wear Spirit Day T-shirts, Holy Trinity team uniform shirt or Holy Trinity logo wear T-shirt or sweatshirt with long jeans, uniform pants, uniform skirts, uniform shorts, P.E. shorts or P.E. sweatpants. (If a Holy Trinity team uniform tank is worn, the student must wear a white t-shirt underneath.)

We will also have surprise Spirit Days throughout the school year. These Spirit Days allow our students to have a uniform break on occasion and they give all of us an opportunity to relax, dress down, ‘have some fun’, and show our School Spirit!

Uniform Violations

When students (grades 4-8) do not follow the Uniform Code for Holy Trinity Parish School, they will be issued a Uniform Violation Form. When a student accumulates 3 Uniform Violations, it will result in a detention. The school reserves the right to address the violation as it sees fit.

Free Dress Days

On special occasions, students will be given a “Free Dress Day”. On those days, students may wear PE shorts/pants or jeans. If shorts are worn, they must be their PE shorts or uniform shorts. Shirts must have sleeves. No tank-tops/spaghetti straps should be worn. Shoes must have closed backs and closed toes. No cleats, boots, crocs, clogs, mules, roller skate shoes, moccasins, slippers, sandals or flip flops are permitted. All items must be neat and clean. Clothing must not be torn/ripped, be too revealing, or have inappropriate messages.

On school picture day, girls may wear dresses for their pictures. They may not wear spaghetti straps dresses

The Administration will make the final decision as to the appropriateness of dress items.

INSTRUCTION

Curriculum

Holy Trinity Parish School adheres to the directives and norms set up by the Office of Lifelong Formation and Education for the Archdiocese of Louisville. The textbooks are chosen from the texts approved by the Office of Catholic Schools and the Kentucky Department of Education.

The curriculum at Holy Trinity Parish School Clifton Campus shall include: Religion, Language Arts, Literature/Reading, Math, Science, Social Studies, Physical Education, Theatre, Art, and STEM. Family Life, Freindzy and Speak Up/Be Safe programs are integrated in the Religion curriculum at each grade level.

Art

The art curriculum for all grades is a qualitative, sequential, and meaningful program in which each grade explores the full range of art media. These areas encompass drawing, painting, printmaking, sculpture, photography and crafts. At the end of the year, the Festival of Arts displays a comprehensive exhibit of artwork from all grades. Art is offered at HT Clifton School by Louisville Visual Arts (LVA).

Reading/Language Arts

All certified classroom teachers at Holy Trinity Clifton School are trained at the associate level (minimally) for instruction in the Orton-Gillingham structured literacy approach. The goals are:

Goal 1 - The Associate understands the rationale for selecting the Orton-Gillingham Approach for individuals with dyslexia and reading differences.

Goal 2 - The Associate has knowledge and skill to provide instruction working under the supervision of a Fellow of the Academy for the first year following training.

Goal 3 - The Associate adheres to the Academy's Code of Ethics and understands the privileges and responsibilities of the Associate member.

Associate level Orton-Gillingham teachers will demonstrate understanding of and ability to teach the following instructional topics:

- 1. Reading Acquisition in All Learners including the brain basis of reading and the essential components of good reading instruction.**
- 2. Dyslexia**
- 3. The Orton-Gillingham Approach**
- 4. Assessment**
- 5. The Lesson Plan**
- 6. Adaptation of Orton-Gillingham for Classroom Instruction**

These skills are integrated in the teaching of language, spelling, reading, literature, public speaking, and handwriting and are taught as a total language arts program.

Mathematics

The math program is designed to provide a proper balance among the three phases of development: concept development, skill development, and application of concepts and skills to everyday experiences of the student. We use a multi-sensory approach to math instruction, following many of the best practice approaches for OG within the mathematics discipline.

Theater

Theater is provided by Commonwealth Theater at Holy Trinity Clifton Campus.

Physical Education, Health and Safety

Physical Education and Safety are integral parts of the school's total education program. The goal of Physical education is the development of physically, mentally, and socially fit individuals. The development of the qualities of sportsmanship, cooperation, and loyalty will be stressed. Safety awareness pertaining to home, school, and traffic situations will also be stressed. Both organized play and free play are recognized as valuable in the physical and social development of students.

During physical education classes, the students participate in organized games and activities planned to develop physical strength and stamina. The activities are also planned to provide opportunities for interaction in group situations. Both physical and mental health instruction are a part of the science, religion, and physical education program in all grades.

Science

The science program is designed to teach the art of inquiry along with basic scientific concepts. It is designed to give students an appreciation of science and its practical application.

Social Studies

The basic purpose of social studies is to help students understand themselves, their values, the world around them, and to become responsible citizens with an emphasis placed on the dignity and sacredness of the human person.

Religion/Spiritual Growth

Spiritual development is a primary concern of the Administration and Faculty of Holy Trinity Parish School Clifton Campus. Frequent communication with parents, dialogue and directives from the Pastor, collaborative efforts with the Faith Formation Minister, and daily prayer are considered basic to the success of the religious education program.

Liturgy is scheduled weekly for the entire student body. Sacraments are received according to Archdiocesan and Parish directives. Meetings are scheduled to involve parents in the preparation process for the students receiving sacraments. Participation at these gatherings is considered an integral and essential part of a family's overall experience of preparation.

Technology Integration

The goal of Holy Trinity Parish School Clifton School is to integrate technology into the curriculum. The students and teachers use the classroom computers as often as possible in conjunction with their regular classes.

Acceptable Use Policy

INTERNET AND ELECTRONIC MAIL STUDENT USER AGREEMENT

Access to Electronic Mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages.

To that end, the Archdiocese of Louisville has set the following standards for using on-line information sources.

1. Students are responsible for good behavior on all digital devices and school networks, just as they are in the classroom. Communications on the network are public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege - not a right
2. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network and Internet storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers or in school accounts will be private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would

when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.

4. Students participating while hybrid or remote learning is taking place may be part of classroom video, streamed and/or recorded by the teacher for the express purpose of teaching and learning. Students may not use the teacher's or other students' images from these recordings.

5. The following are not permitted:

- Doing anything illegal or unethical
- Revealing personal information online (name, phone number, address)
 - Sending, receiving, or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting or threatening others
 - Damaging computer systems or computer networks
 - Changing network or system settings
 - Violating copyright laws
 - Submitting documents from the Internet as personal work
- Using another person's password or trespassing in someone else's folder, work or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Propagating chain messages
- Making unauthorized downloads
 - Viewing, uploading, downloading or transmitting material that is pornographic, hateful, or obscene
- Participating in chat or instant messaging for non-educational purposes
- Accessing social networking sites on school computers or the school network without teacher permission
 - Sexting or distributing personal information or pictures of others

6.. Violations may result in loss of access as well as other disciplinary action.

Library Media Center at Holy Trinity St. Matthew's

The purpose of the Holy Trinity Parish School Library Media Center is to support and enhance the education provided at our school. Material selections are made to support the curriculum, the teachers, and the students of the school community. All students in grades K-8 can check out books throughout the school year.

Checkouts: Students have a weekly library checkout time.

Book Limits: Students in the following grades may check out books as follows:

Kindergarten: 1 book for 1 week

Grades 1, 2: 2 books for 1 week

Grades 3-8: 2 books for 2 weeks

Overdue/Fines: A fine begins to calculate 6 days after the due day. (Those first 6 days are a grace period.)

Once the 6th day is over, the fine is \$.05 per school day for each book overdue. Weekends and holidays do not count against you. PreK and Kindergarten students are exempt from fines.

Fines and overdues must be cleared before any additional items are checked out! All fines must be paid before a student's report card will be mailed home at the end of the year.

CO-CURRICULAR ACTIVITIES

Eighth Grade Class Trip

The Holy Trinity Parish School Board will periodically conduct a vendor search for the 8th grade class trip to Washington, D.C. Qualified vendors will be sent a "Request for Proposal" (RFP), which they will be required to submit to the Board for review by January 15th, in the years the search is conducted. The School Board will decide and communicate to the parents no later than April 1st of the 7th grade year, which travel agency will be used by the School.

All proceeds from official fundraising activities organized to benefit the 8th grade trip shall be paid directly to the school administration. These funds will be remitted to the tour company to be evenly applied to reduce the trip cost for all students participating in the trip. Assistance will be available to families for whom the cost of the trip presents a hardship. Information on this assistance may be obtained from the Parish Business Manager. As always, the entire process is completely confidential.

Should a parent choose not to have their child participate in the 8th grade class trip, he/she will not attend school on the day(s) of the trip.

Participation in the 8th grade class trip is a privilege. Misbehavior in school or unsatisfactory completion of work may cause a student to lose the privilege to participate in the 8th grade class trip. If a student is not allowed to participate in the 8th grade class trip, he/she will not attend school on the day(s) of the field trip. All tuition and financial obligations to the school/parish must be current in order for the student to attend this class trip.

Field Trips

Field trips should have an educational purpose. The principal will insist: 1) the school name should only be used for educational trips on which school employees serve as chaperones; 2) the school rules be followed at all times; 3) that anyone who violates these rules will be sent home at the parents' expense; 4) the school maintains a supervisory role with regard to the trip. Because

of the responsibility and liability of chaperones on field trips, chaperones are not permitted to bring siblings.

The normal means of transportation will be by bus. All field trips must have educational value and must have the permission of the principal. Only the official Holy Trinity Field Trip Permission Form will be accepted. Verbal permission or written permission on a piece of paper, other than the official form, will not be acceptable.

Participation in field trips is a privilege. Misbehavior in school or unsatisfactory completion of work may cause a student to lose the privilege to participate in a field trip. Should a student not be allowed to participate in a field trip, he/she will not attend school on the day(s) of the field trip.

CURRICULUM IMPLEMENTATION

Class Placement

Holy Trinity Clifton Campus will have 9 classrooms - K-8 when at full capacity in future years. Students will have one teacher of record but will have multiple teachers for instruction of the different disciplines. Each classroom will also have a full time instructional assistant who serves as a co-educator under the direction of the certified classroom teacher.

Class Size

Class size at Holy Trinity Clifton Campus will not exceed 10 students. Due to class make-up, grade level, or other appropriate circumstance, the Head of School has the authority to increase by 1.

Homework

Homework is assigned to help students to broaden experience, stimulate new interest, and develop initiative, independent thinking and perseverance. Parents are to be notified of continuing homework deficiencies.

Written or study assignments will focus on skills and concepts already taught and understood. The student should be able to complete these assignments independently. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. Normal time allotments for grade levels usually are:

Grade: K: 15 minutes

Grades 1, 2: 15-30 minutes

Grades 3, 4: 30-40 minutes

Grades 5, 6: 40-50 minutes

Grades 7, 8: 50-60 minutes

Extra time should be allotted for tests and/or long-range assignments.

Homework may focus on studying for tests and quizzes, research, preparation for projects, background for upcoming lessons, skill reinforcement, as well as written assignments. It is important that the student work on long-range assignments a little each day so that they will be completed on time.

Homework assignments will also be posted online. Please check www.ht-school.org - myHTPS for daily assignments.

Late/Missing Work (5th-8th Grade):

Late work is any work that is not turned in to the teacher at the time the teacher requests it in class.

Homework:

Students who do not turn in their homework will fill out a late homework slip and turn it into the teacher. Failure to do this will result in a 0. Upon arrival the next day, students may hand in their work, but a failing grade will be recorded for this work. Teachers will use 69 as a perfect score and from there reduce points for any errors.

Projects:

Students who do not turn in a project will inform their teacher upon their arrival to class. Teachers will use their own discretion as to how they will handle late projects. The policy should not be harsher than the homework policy.

CURRICULUM ASSESSMENT

Counseling Program

Our school counselor is available to work with individual students, small groups, whole classes, and teachers. We reserve the right for our counselor to see any student once, without parental permission, to alleviate student or teacher concerns.

PTS Conferences and Progress Reports

The school year is divided into three trimesters. Three times throughout the school year, Parent-Teacher-Student (PTS) Conferences are held for each student. Attendance by parents and students is mandatory for all PTS Conferences. At the end of each trimester, a formal progress report is available to parents. The grades are cumulative for the trimester.

Parents may go to myHTTPS on the 15th and 30th of each month for updated grade reports.

Every effort is made to keep parents informed of students' progress by means of test scores, PTS Conferences, progress reports, graded assignments, and interim reports. Parents can request a meeting at any time.

Grading Scale

In those grades that use a traditional grading scale, the following will be used to determine grades:

- 93% and above – A
- 84% and above – B
- 75% and above – C
- 70% and above – D
- Below a 70% - U

Principal's List/Honor Roll

The criteria for Principal's List: "A" in each core subject and no lower than a "B" in all special area classes

The criteria for Honor Roll: "A" and "B" in each core subject and all special area classes.

Promotion Policy

Students who have completed their grade level satisfactorily will be promoted.

Advancement to the next level in Holy Trinity Parish School is based on a student's daily performance, test results, recommendations of teachers, and his/her ability to complete work successfully on a more advanced level.

Promotion to the next grade level depends on successful completion of all subject areas. The teacher/administration may recommend the repetition of a level or summer school sharpener classes.

Testing Program

The Administration shall establish a formal testing program that follows Archdiocesan directives. MAP growth tests are given three times a year. **MAP® Growth™ measures what students know and informs what they're ready to learn next.** By dynamically adjusting to

each student's responses, MAP Growth creates a personalized assessment experience that accurately measures performance.

The educational philosophy at Holy Trinity Clifton Campus School adheres to the belief that testing is to be used as an aid for quality teaching. Test results are not the only criteria for measuring a child's progress. The thrust must be to find each child's strengths and weaknesses and to adjust our program accordingly insofar as we are capable.

MAP tests are administered to students in grades 3-7. Reading and Math is assessed.

CONDUCT/DISCIPLINE

Conduct Expectations - General:

All Holy Trinity Parish School Clifton Campus students have the responsibility to respect themselves, their peers, their parents, their teachers, and all staff members. Holy Trinity students have a right to expect to be treated with care and to expect that the Code of Student Conduct will be enforced uniformly, consistently, and fairly.

Holy Trinity expects its students to grow in their responsibility for their own attitudes and actions, to be honest in their academic and extracurricular assignments and activities regardless of the consequences.

Conduct Expectations - Specific:

- Students avoid any use of alcohol
 - Students avoid the use of e-cigarettes
 - Students avoid any use of drugs unless prescribed by a physician
- Students abide by the school dress code
- Students abide by the school procedures and regulations for attendance
- Students abide by the school procedures and regulations for daily operation
- Students abide by the rules established by the individual classroom teachers and moderators
- Students show moral courage by:
 1. Resisting peer pressure to do things that are harmful to their own welfare
 2. Respecting the rights of others when there is pressure to join the crowd in doing something wrong
 3. Taking bold, positive action to help others
 4. Requesting counseling services to help with behavior and/or academic situations

Conduct - Bus

All school rules, as well as the rules listed below, must be observed on the bus:

- Students are to conduct themselves at all times according to the rules of behavior established

by the bus driver as well as obey all bus regulations.

- No one is to change seats after boarding the bus
- Any behavior deemed unacceptable by the driver will be reported to the Principal. Discipline will be administered by Holy Trinity Parish School.

Disciplinary actions for inappropriate behavior on the bus:

1. First incident: A formal written warning will be issued
2. Second incident: Student will be suspended from the bus for one week
3. Third incident: Mandatory suspension from the bus for the remainder of the school year

Conduct - Lunch

In order to keep the lunch area clean and attractive, and maintain a pleasant environment, certain behavior is expected of all students. All school rules, as well as the rules listed below, must be observed in the lunch area:

- The kitchen area is off limits, microwaves and refrigerators are not available to students.
- Students must comply with the government regulations for the National School Lunch Program
- All food is to be eaten in the lunchroom and all trash should be discarded in the proper receptacles
- There should be no loud talking, cutting in line, pushing, etc. when entering and leaving the lunch area.
- The lunchroom monitor has the responsibility of monitoring lunchroom behavior and consequently has the authority to expect and enforce proper behavior in the lunchroom.

Conduct – Recess

Students shall be supervised at all times by the teachers and/or instructional assistants when at recess. They have the authority to limit the students' activities and to deny them the right to participate in play activities for as long as necessary as a result of inappropriate behavior and the discipline policy will be followed. Proper behavior is expected of all students. All school rules, as well as the rules listed below, must be observed on the playground:

- Students are never to play or conduct themselves in a manner that endangers themselves or the safety of others
- Students must play in assigned area
- When the teacher indicates, students should line up promptly, meet the teacher at the assigned area and enter the building in silence
- Children may re-enter the school building only with permission

- Play equipment must be returned to the designated place
- Students will have outside recess on most days, except in extreme cold, rain, or snow. Appropriate attire should be worn.
- On days when weather prevents outside recess, recess will take place on the backside of the stage.

DISCIPLINE

We believe that true discipline flows from an inward self-esteem and self-control. The goal of Christian discipline is self-discipline. The student chooses one form of behavior over another. Students must learn to accept the consequences of their chosen behavior.

The purpose of the Code of Student Conduct is to assist the students of Holy Trinity in developing self-discipline so the student knows what is expected in terms of attitudes, behavior and performance. Holy Trinity Clifton Campus School is committed to assisting its students in becoming self-disciplined in an atmosphere of prayer, patience, and understanding.

Conduct Referral Form

Students may receive a Conduct Referral Form (written notice) to be taken home for parents or legal guardian(s) signature(s) for inappropriate behavior. The parents or legal guardians are expected to discuss with their son or daughter the reason for the Conduct Referral, to sign the form and return it to school the following day. Failure to return the Conduct Referral Form promptly may result in an additional disciplinary action.

Inappropriate behaviors that will result in a Conduct Referral may include, but are not limited to, the following:

- Chronic tardiness to class
- Inappropriate behavior in the classroom, hallways, bathrooms, church, cafeteria, on the playground, at assemblies or school sponsored events on or off school grounds, on the school bus, etc. Such behaviors may include running in the hallways, deliberate misuse or handling of food or trays in the cafeteria, excessive talking in church, assemblies, classrooms when not pertinent, failure to follow bus rules, etc.
- Lack of respect for authority figures (administration, faculty, staff, volunteers, bus drivers, etc.)

Degrees of Censure

Primary Level (K-2):

Teachers will handle inappropriate behavior on an individual basis in their classrooms. The Policy will be sent home at the beginning of the school year so that all parents of students in the Primary Level will know the disciplinary procedures. Please note that these disciplinary procedures will complement the Code of Student Conduct.

Intermediate Level (3-5)

The teacher will correct general misbehavior immediately. After repeated warnings and/or corrections, the student may receive a Conduct Referral. There are situations, in the discretion of the teachers and the administration, which may lead to an Automatic Detention, Suspension, or Dismissal.

Junior High Level (6-8)

The teacher will correct general misbehavior immediately. After repeated warnings and/or corrections, the student may receive a Conduct Referral. There are situations, in the discretion of the teachers and the administration, which may lead to an Automatic Detention, Suspension, or Dismissal.

Students will receive a referrals for misbehavior.

- The 1st referral will be a written warning.
- The 2nd through the 4th referrals will result in a detention.
- If the administration feels the misbehavior is of a more serious nature, students will receive a suspension. The length of the suspension will be determined by the severity of the act.
- The 5th referral will result in a one day suspension from school and school activities. Parents will be called to pick their child up from school at the time of the referral being given to the student.
- The 6th referral will result in a 1-day suspension from school and school activities, and automatic removal from end of the year class trip.
- Students, who receive 2 suspensions, regardless of the amount of referrals will not be allowed to go on the end of the year class trip.
- Students, who receive more than 6 referrals or 2 suspensions, will start probation. A possible outcome of probation is expulsion.

Detention

Detention is a disciplinary censure for students who choose not to abide by or who violate the Code of Student Conduct. There are two ways to receive a Detention:

1. There are certain unacceptable behaviors that may result in a Conduct Referral with the consequence of an Automatic Detention even if the student has not received previous warnings or Conduct Referrals, and/or
2. A progression of Conduct Referrals may result in a Detention

Such actions or behaviors that will result in a Conduct Referral with an Automatic Detention may include, but are not limited to, the following:

- Verbal or non-verbal harassment of another person, including, but not limited to name calling
- Physical harassment of another person, including, but not limited to, shoving, bullying, pushing, or throwing an object at another person
- Cheating - includes copying and claiming as one's own another student's homework, class assignments, papers, lab reports, as well as, copying, receiving, or giving answers on homework, quizzes, tests, and exams. This includes plagiarism. Plagiarism and cheating will result in a detention. In cases of plagiarism and cheating, students are allowed to redo an alternative form of the test/work with the highest grade attainable being a 50%.
- Forging another's signature
- Stealing the property of another person or that of the school
- Crude or vulgar language
- Lying or misrepresenting the truth
- Chewing gum
- Eating or drinking in class without teacher permission
- Ongoing violations of the Uniform Code

Suspension

Suspension from school and school activities is a more serious degree of disciplinary censure by which a student is removed from the school for a specified period of time. Suspension will be served out of school. This decision is at the discretion of the Head of School.

If, in the principal's judgment, suspension is necessary, he/she shall:

1. Hold a conference with student and teacher;
2. Inform the pastor;
3. Call the parents and any others, as circumstances demand;
4. Provide educational tasks for the student to complete.

During the period of out of school suspension, the student will not be allowed on the campus of Holy Trinity Clifton Campus School, with the exception of taking tests/quizzes. All tests and quizzes for that day will be given at 8:05 am in the conference room. The parent(s) or legal guardian(s) will be responsible for providing adequate supervision for the student during the period of suspension. Students must complete all classwork and tests from the day(s) of suspension, but failing grades will be recorded from their work. Teachers will use 69 as a perfect score and from there reduce points for any errors.

Probation

Probation is a contract between the student, the parents, and the school about expectations for continued enrollment at Holy Trinity Clifton Campus School. Probation is used for students who either have repeated rule violations or a serious offense.

Dismissal

Holy Trinity reserves the right to dismiss, at any time, a student:

1. Whose attitude or behavior is harmful to him/herself and/or other students; or
2. Who seriously or repeatedly violates the Code of Student Conduct; or
3. Who brings a weapon to school; or
4. Who distributes or sells illegal drugs or alcohol or
5. Whose attitude or behavior negatively affects the reputation of Holy Trinity School

If, in the Head of School/principal's judgment, dismissal is necessary, he/she shall:

1. Communicate the decision to parents
2. Inform the pastor;
3. Call a conference with the parents and any others, as circumstances demand;
4. Allow parent to withdraw their child
5. Provide assistance for transfer to another school
6. Send a written statement of measures taken and the reasons for the action to the Superintendent of the Office of Lifelong Formation and Education and to the parents.

Final Recourse

The Head of School and principal are the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his/her discretion. Each family is expected to read and follow the Holy Trinity Clifton Campus School Parent/Student Handbook. Signature of the Handbook Agreement Form at the beginning of the school year indicates compliance with the rules and policies.

NO BULLYING PROGRAM

Holy Trinity Parish School considers any form of bullying to be a serious matter. The school has a “No Bullying Program,” which involves grades 3-8, however the primary grades will be introduced to the program as well. These bullying behaviors may be verbal, physical, or social. Examples of each behavior are listed below:

1. **VERBAL:** name calling, taunting, insulting remarks, gossiping, teasing, spreading rumors, insulting gestures or looks
2. **PHYSICAL:** hitting, punching, kicking, pinching, shoving, or any physical threat to another person, tripping, defacing property, falsifying school work, scratching, biting, stealing, damaging property or threats to do so
3. **SOCIAL:** undermining other relationships, ostracizing, excluding from the group, making jokes about or making someone look foolish, playing mean tricks, harassing

Consequences for bullying behavior may include:

1. Verbal warning with discussion and parent notification
2. Denial of activity (eating lunch in cafeteria, recess, field trip, etc.), along with parent notification
3. Detention and development of Behavior Plan (counseling required at this point)
4. Suspension: 1-3 days (Parent must accompany student throughout the school day when student returns from suspension)
5. Dismissal

SPECIFIC ISSUES

Harassment

Holy Trinity Clifton School does not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

- Cyber-bullying is a form of harassment. The school has the discretion to deal with cases/incidents of inappropriate behavior/speech which occur outside of the school, such as cyber-bullying or cyber threats. (See pg. 15 for School Jurisdiction.)
- Sexual harassment includes unwelcome sexual advances. Requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

(1) submission to such conduct is made either explicitly or implicitly; (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile or offensive learning environment.

- Verbal harassment includes derogatory comments, jokes or slurs: it can include belligerent or threatening words spoken to another individual.
- Physical harassment includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- Visual harassment includes derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties or gestures.

Illegal Drugs

The possession, use, sale, or distribution of illegal drugs or alcohol is subject to disciplinary action. If students bring to or from school, or have in their possession at school or on school grounds, or before, during or after a school-sponsored event, during or after school hours, any illegal drugs or alcohol, look-alikes, or paraphernalia, they are subject to disciplinary action, which may include dismissal from school.

Possession/Use of Illegal Drugs or Alcohol

When a student is found in possession or under the influence of alcohol or other illegal drugs, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

1. The substance will be taken away from the student.
2. Parent/guardian will be called to take the student home unless emergency help is necessary.
3. The superintendent and/or the Safe & Drug Free Schools Coordinator is notified and consulted.
4. Communication with the student, parent/guardian, and school officials will take place.
5. Law enforcement authorities will be informed.
6. A professional assessment for chemical dependency is required, and the student may be suspended from school pending the results of the assessment.
7. Assessment results, disciplinary history, and other pertinent information is reviewed by school officials to determine subsequent disciplinary measures which may include

consequences in accordance with the school's code of conduct, suspension/reinstatement with stipulations, and/or dismissal from school.

Distributing/Selling Illegal Drugs or Alcohol

If a student is found distributing or selling illegal drugs or alcohol, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

1. Parent/guardian will be called to take the student home.
2. Law enforcement authorities will be notified.
3. The superintendent and/or Safe & Drug Free Schools Coordinator is notified and consulted.
4. The student will be dismissed from school.

Suspected Possession/Use/Distributing/Selling of Illegal Drugs or Alcohol

When an administrator suspects that a student may be using, distributing, in possession of, or selling illegal drugs or alcohol, the administrator will meet with the student, discuss the situation and contact the parent/guardian. If a suspicion is confirmed, the school will follow its policies. If no evidence is found to support the expressed concern, the matter will be dropped.

Professional Assessment and Treatment

When a professional assessment is required, the Safe and Drug Free Schools Office can provide the family a list of certified chemical dependency counselors/agencies that can be chosen for the assessment. Should a parent/guardian refuse the professional assessment or the recommended treatment, the student may be dismissed from school.

Search and Seizure

Although students have the right to freedom from unreasonable search and seizure, school officials have the right, under the law, to search students or their property whenever there is a reasonable suspicion that they have something that violates school rules or endangers others. Students may be searched to maintain the ongoing educational process, maintain order, and/or protect people and property. Searches may include the student and his/her locker, desk, or personal belongings. A school official who has reasonable suspicion that the student is in possession of a weapon may use a hand-held metal detector.

Threatening Behavior

Threatening behavior is defined as intentional statements, gestures, or actions meant to cause harm to another and/or damage to property. School officials may consider the following factors in deeming whether behavior is threatening: history of inappropriate behavior, circumstances

surrounding the behavior, nature of statements/gestures/actions, developmental state of student, other relevant information.

Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:

1. Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified.
3. Student is suspended from school and may not attend any school activity or be present on school grounds.
4. School officials apprise the pastor and Superintendent of Schools.
5. Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, or concern the use of a weapon of mass destruction on school property, the local authorities will be contacted. The individual(s), who have been threatened, as well as applicable parents/guardians, are to be notified as soon as possible.
6. Parent/guardian of the student is required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parent/guardian and/or school officials may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.
7. Mental health assessment results and recommendations are shared with the Head of School/principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers, not only the results of the mental health assessment, but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow up.
8. Any student falsely reporting threatening behavior is subject to disciplinary action, which may include suspension and/or dismissal from school as well as the reporting of the false threat to the local authorities.

GRIEVANCE PROCEDURES

It is preferred that all persons involved in a complaint situation will attempt to find the simplest, most effective way to resolve differences. Communication is essential for good

school relations. If a conflict or concern arises between parents and teachers because of an honest disagreement, parents should attempt to work directly with the teacher to resolve the issue. The concerned parties should attempt to resolve the problem by having a conference as soon as possible.

If you, the parents, are unable to resolve the issue at that level, you should then follow the grievance procedure outlined below:

1. Head of School
2. Principal
3. Pastor
4. Office of Catholic Schools/Superintendent
5. Due Process Board of Archdiocese of Louisville
6. Archbishop
 - a. It is assumed that all personnel involved in a complaint situation will be attempting to find the simplest, most effective way to resolve differences.
 - b. Normally, disagreements or complaints should be discussed and resolved at the level closest to the disputed question. When either party involved chooses to appeal a decision to the next higher level, such appeal should be made in writing within a reasonable time frame (10 days to 2 weeks). If, at any level, a formal hearing process is sought, all persons involved must agree to full disclosure of all pertinent information to the board or committee that is conducting the hearing. The hearing body is bound to maintain confidentiality concerning all information received.
 - c. At the parish level, the pastor retains the right to intervene with authority at any stage of a complaint or grievance, provided such intervention seems more likely to bring a just and speedy resolution to the problem.
 - d. At any point, the Office of Catholic Schools is willing to offer counsel and advice, and may act as facilitator, but will not authoritatively intervene unless a breach of policy or official procedure has occurred.
 - e. When a matter is referred to the Office of Catholic Schools, representative of the office will meet with both sides of the dispute to search for and propose a satisfactory resolution.
 - f. The Archdiocesan Personnel Office may also be of assistance in employee-related matters.

g. The Office of Catholic Schools may appoint an ad-hoc committee to conduct a hearing should that approach be considered helpful

h. Unresolved disputes may be referred to the Archdiocesan Due Process Board.

Parents are free to utilize the grievance procedure whenever they believe it is appropriate to do so, and are assured that no adverse action will be taken against anyone who chooses to use this procedure.

CONCLUSION

By reason of the fact that you have enrolled your child/children in Holy Trinity Parish School Clifton Campus, you have agreed to adhere to all policies and rules stated in this Parent/Student Handbook. Holy Trinity Parish School Clifton Campus Parent/Student Handbook Agreement must be executed and returned by all Parents/Guardians.

Since situations can arise that were not foreseen at the time of the writing of this handbook, the School Board and Administration reserve the right to amend this handbook. Parents and students will be promptly notified of any amendments.

Your cooperation and support are essential. With parents as partners in education, Holy Trinity Parish School Clifton Campus will maintain its standards of excellence. Together we can accomplish great things!

