



HOLY TRINITY

CATHOLIC SCHOOL

Student Handbook 2024-2025

St. Matthew's School:
423 Cherrywood Road
Louisville, KY 40207
Office - 502-897-2785
Fax - 502- 896-0990
www.ht-school.org

Clifton School:
2117 Payne Street
Louisville, KY 40206
Office-502-896-8480
Fax - 502-896-0990
<https://www.ht-school.org/holy-trinity-clifton/clifton-school>

2024-2025 School Year

Dear Parents/Guardians and Students:

Welcome to a new school year at Holy Trinity Catholic School. I am looking forward to my third school year with you as Pastor of this great Parish of ours. As we have stated before, being collaborators in ministry is so important. I encourage you and invite you once again to please join the faculty, administration, and the other members of our parish community in making our school the best both spiritually and academically in the Archdiocese of Louisville. We are stronger when we are together!

Our mission at Holy Trinity is simple: We are called to be disciples who Pray – Study – Serve together. In addition to our mission, our focus this year will be *Sharing the Joy of the Gospel*. We will focus our time and our energy on how the saints, through a virtuous life, were effective communicators of the Gospel. All of us, no matter our faith, no matter our history, no matter our background, should strive for holiness. If we take this call and challenge seriously, we will be happier, less anxious, more merciful, and more compassionate to all we meet. I am excited to lead this community in this important endeavor.

In our Holy Trinity Catholic community, parents are recognized as the first and the most important educators of their children, both spiritually and academically. We believe that Holy Trinity Catholic 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 Catholic 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 and Principals and we are looking forward to a fantastic school year.

God Bless You and Your Family,

Rev. Fr. Shayne R. Duvall, Pastor

Mr. Jack Richards, Head of Schools

Mrs. Paula Watkins, Principal, Clifton Campus

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. Steven Henriksen, Associate Pastor	Ext - 1102	shenriksen@htparish.org

Parish Office and Business Staff

Chris Allison, Director of Faith Formation	Ext - 1111	callison@parish.org
Betty Jean Cobb, Director of Stewardship and Engagement	Ext - 1100	bcobb@htparish.org
Jody Demling, Director of Sports Ministry	Ext - 1118	jdemling@htparish.org
Rachel Egger, Youth Ministry	Ext - 1121	regger@htparish.org
Jill Greer, Finance Assistant	Ext - 1109	jgreer@htparish.org
Mary Scott Herrington, Pastoral Care and Outreach	Ext - 1110	mherrington@htparish.org
Terri Hayes, Finance Manager	Ext - 1106	thayes@htparish.org
Bruce Hines, Business Manager	Ext - 1103	bhines@htparish.org
Elizabeth Jackson, Director of Sacred Music and Liturgy	Ext - 1107	ejackson@htparish.org
Jacqui Rapp, Director of Adult Formation	Ext - 1119	jrapp@htparish.org
Pat Terry, Formation Assistant	Ext - 1108	pterry@htparish.org

Holy Trinity Catholic School Directory

School Office - (502) 897-2785

School Leadership

Jack Richards, Head of Schools	Ext - 1202	jrichards@ht-school.org
Paula Watkins, Principal, Clifton Campus	Ext - 1301	pwatkins@ht-school.org
Dee Bacigalupi, Assistant Principal, St. Matthews	Ext - 1203	dbacigalupi@ht-school.org

School Learning and Counseling Support

Courtney Billig, Director of Student Achievement (Prek-4)	Ext - 1207	cbillig@ht-school.org
Lisa Moretti, Director of Student Achievement (5-8)	Ext - 1217	lmoretti@ht-school.org
Ashley Davenport, Director of Student Activities	Ext - 1204	adavenport@ht-school.org
Amy Cundiff, Counselor, Clifton Campus	Ext - 1304	acundiff@ht-school.org
Kary Scinta, Counselor, St. Matthews Campus	Ext - 1206	kscinta@ht-school.org
Rebecca Khoury, Counselor, St. Matthews Campus	Ext - 1207	rkhoury@ht-school.org

School Office and Advancement Staff

Kristen Wilkins, Office Manager, St. Matthews	Ext - 1200	kwilkins@ht-school.org
Jeanne Abell, School Bookkeeper	Ext - 1201	jabell@ht-school.org
Katie Ruxer, Office Manager, Clifton	Ext - 1300	kruxer@ht-school.org
Molly Willer, Director of Alumni	Ext - 1115	mwiller@ht-school.org
Amy Hubbs, School Nurse, St. Matthews	Ext - 1209	ahubbs@ht-school.org
Jennifer Huber, IT Support	Ext - 1114	jhuber@ht-school.org
Bob Dooley, IT Director	Ext - 1113	dpearl@ht-school.org

Frequently Asked Questions

- St. Matthew's School office - (502) 897-2785 from 7:30-3:15.
Clifton School Office - (502) 896-8480 from 7:30 - 3:15.

- **Arrival:** The school doors open each morning at 7:20 a.m.

St. Matthews Dismissal Process:

2:40 p.m. - Bus riders are dismissed directly to the designated site for buses.

2:42 p.m. - Car riders are accompanied by homeroom teachers to the carpool area.

Walkers remain in the gym with adult supervision until all cars leave the carpool area.

Clifton Dismissal Process:

2:20 p.m. - Bus riders to St. Matthew's are dismissed.

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 respective 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 -

St. Matthew's - Parents are expected to call or email kwilkins@ht-school.org in the St. Matthew's school office to report a student's absence by 8:30 a.m..

Clifton - Parents are expected to call or email kruxer@ht-school.org in the Clifton school office to report a student's absence.

- **Students must be fever, vomiting, and diarrhea 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.
- 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 is strongly discouraged. Parents and students assume responsibility for gaining the knowledge for all schoolwork missed.
- **Absences Pre/Post Holidays** - No excused absences will be granted immediately before or immediately following Thanksgiving Break, Christmas Break, Spring Break, or Summer Break.
- We will not accept forgotten items after 7:55am, with the exception of Ipads, 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 Catholic School are the teacher/staff first initial, last name@ht-school.org - Ex. - bjones@ht-school.org (The only exceptions are for Mrs. Jennifer Richards - jenniferrichards@ht-school.org and Mrs. Catie Smith - catiesmith@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 Catholic School is NOT in session.
 - Eighth graders are allowed two excused shadow days in the fall (August–December).
 - Seventh graders are allowed two excused days in the spring (January-May).

Parents are required to email kwilkins@ht-school.org two weeks prior to the shadow date to request a shadow form from the office signed by Mr. Richards. A parent will sign this form and the student will sign and take the form with them when they shadow to be signed by a representative from the high school. The student will then need to turn in the form after they shadow.

- **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, and field trips, etc.

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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 Catholic 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 Campus Mission and 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 Catholic 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 Catholic School

Holy Trinity Catholic 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 Catholic 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 Catholic 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 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 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 packed 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 myHTCS
- 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, substitute teachers, volunteers, 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 Catholic School is accredited through the Cognia/Advanc-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 Catholic School is in agreement with the basic purpose of Catholic schools.

Both Catholic (including non-parishioners) and non-Catholic students may be admitted if the local authority judges the intent and motivation to be in accord with the purposes of Catholic education.

Priorities for admission to Holy Trinity Catholic School shall read as follows:

1. Parishioners with children already enrolled in Holy Trinity
2. Parishioners with children not yet in school
3. Non-parishioners, including non-Catholics

The above priority for admission will be followed until January 31st of each year. On that date, and thereafter, admission will be based on the date of pre-registration. Openings will be filled on a first-come, first-served basis, regardless of religion or status of a parishioner.

A student entering Holy Trinity Catholic School in grades K-8 may be evaluated through a K Readiness assessment, academic evaluations grades 1-8, conference with the parent and/or reports from the previous year's teachers. All new students to the school will be placed on a one-year probationary period. Regular

evaluations will determine if the student is making the necessary academic, behavioral, and social adjustment to continue at Holy Trinity Catholic School.

Parents/guardians are required to inform Holy Trinity Catholic School officials (St. Matthew's and Clifton) of their child's special academic, emotional, or physical needs. Holy Trinity officials must also be informed of any testing for learning disabilities by Jefferson County Public Schools or any private agency or person. Copies of testing reports are needed to be considered for acceptance. Holy Trinity officials at St. Matthew's and Clifton have the right to decide if the program will best meet an individual child's special learning needs.

Age of Admission

Children who will be four years of age by August 1st of the current school year may be admitted to PreK. 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.

Eye Exam for Elementary School Entry

Proof of a vision examination by an optometrist or ophthalmologist must be submitted to Holy Trinity Catholic 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 Catholic School regarding health problems that may require special attention in the classroom or physical education activities.

Immunization Requirements

Updated immunization certificates and medical examinations are required of all children entering Holy Trinity Catholic 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

Clifton ONLY policy

All new families interested in HT Clifton School MUST set up an appointment for a tour with Mrs. Watkins (pwatkins@ht-school.org) prior to registering.

St. Matthews and Clifton Policy

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.

At the time of registration, the parent must provide a baptismal certificate, birth certificate, current immunization certificate, physical form, eye exam form (PreK, K and first grade), and a social security number for the child. If a certified birth certificate (or other reliable affidavits) 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.

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.

ST. MATTHEWS CAMPUS

Tuition Categories (K-8 Only)

Tuition for Holy Trinity Catholic School for Kindergarten through 8th grade is determined by the following:

- Holy Trinity Parishioners who are active and registered prior to July 1, 2023, and have a current Stewardship Time, Talent and Treasure form on file, will pay the parishioner rate based on the number of children enrolled.
- Holy Trinity Parishioners who do not have current Stewardship Time, Talent and Treasure forms on file will pay the non-parishioner rate. If you have recently moved from another parish and wish to have your tuition status reviewed, you may provide a letter from your previous parish indicating that you were involved in the giving of Time, Talent and Treasure.
- Tuition for all other families is the non-parishioner rate per child.

Tuition Categories (PreK)

All students pay the same rate regardless of parishioner status.

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 August 1, 2024. 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 August 1, 2024 date.
- Semi-Annual Payments: Due August 1, 2024 and January 1, 2025.
- Monthly Payments: Total tuition and fees are divided into 10 equal payments from August, 2024 through May, 2025 and paid monthly via FACTS. For families of students enrolling in school after August 1, 2024, the amount of the monthly automatic payment will be the total tuition and fees divided by the number of months remaining through May, 2025.
- Semi-Monthly Payments: Total tuition and fees are divided into 20 equal payments from August, 2024 through May, 2025 and paid monthly via FACTS. For families of students enrolling in school after August 1, 2024, the amount of the monthly automatic payment will be the total tuition and fees divided by the number of payments remaining through May, 2025.

Partial Year Enrollment:

Families are responsible for full payment of tuition for the entire school year. An exception to this would be if a student enrolls after the start of the school year, tuition may be prorated.

Book Rentals and Fees

Parents pay a per-child rate for all fees. These fees include a security fee, technology fee, textbook fees for use of textbooks, workbooks, test materials, weekly magazines in some classes; library and curricular fees; PTA dues; Athletic dues; and sacramental fees. Each individual student must pay for any books that are lost or destroyed. Book fees are set yearly according to needs. The above fees are included in the tuition cost.

Non-refundable Pre-Registration Fee:

A non-refundable pre-registration fee (\$150.00 per student) is paid at pre-registration and is applied to the total bill.

Scholarship Assistance:

Scholarship assistance is only available for students in grades K-8. 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.

Delinquency

Non-payment of tuition will result in dismissal of the student. Tuition must be current by the end of the current school year in order to assure the student's place for the following school year. All tuition must be

current in order for Holy Trinity Catholic School to transfer information from our school to another school.

Holy Trinity has the right to legal action for nonpayment of tuition. 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 have missed two payments without prior arrangements, are subject to dismissal of their student(s).

CLIFTON CAMPUS

Tuition Categories (K-8 Only):

All students pay the same rate regardless of parishioner status. Tuition for the 2024-2025 school year is \$17,510.

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 August 1, 2024. 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 August 1, 2024 date.
- Semi-Annual Payments: Due August 1, 2024 and January 1, 2025.
- Monthly Payments: Total tuition and fees are divided into 10 equal payments from August, 2024 through May, 2025 and paid monthly via FACTS. For families of students enrolling in school after August 1, 2024, the amount of the monthly automatic payment will be the total tuition and fees divided by the number of months remaining through May, 2025.
- Semi-Monthly Payments: Total tuition and fees are divided into 20 equal payments from August, 2024 through May, 2025 and paid monthly via FACTS. For families of students enrolling in school after August 1, 2024, the amount of the monthly automatic payment will be the total tuition and fees divided by the number of payments remaining through May, 2025.

Partial Year Enrollment:

Families are responsible for full payment of tuition for the entire school year. An exception to this would be if a student enrolls after the start of the school year, tuition may be prorated.

Book Rentals and Fees

Parents pay a per-child rate for all fees. These fees include a security fee, technology fee, textbook fees for use of textbooks, workbooks, test materials, weekly magazines in some classes; library and curricular

fees; PTA dues; Athletic dues; and sacramental fees. Each individual student must pay for any books that are lost or destroyed. Book fees are set yearly according to needs. The above fees are included in the tuition cost.

Non-refundable Pre-registration Fee

A non-refundable pre-registration fee (\$150.00 per student) is paid at pre-registration and is applied to the total bill.

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.

Delinquency:

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

Holy Trinity has the right to legal action for nonpayment of tuition. 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 have missed two payments without prior arrangements, are subject to dismissal of their student(s).

POLICY AND ADMINISTRATION

Communication

Parents and students are kept informed of school events through a Tuesday Folder, myHTCS school website, 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 for grades 3-8 containing academic information, special events notices, PTA news, homeroom information in need of signatures, Athletic information, and other pertinent news bulletins. Parents are required to sign on the space indicating that they have received and read the contents. The folder is to be signed and returned on Wednesday.

Holy Trinity 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 to you within 24-48 hours. If you do not

hear back from the teacher within 48 hours, please alert the school office, as there may be a problem with the teacher's email. If there is an emergency, please relay the message to the school office staff or the principal. 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 Reporting

St. Matthew's - Parents are expected to call or email kwilkins@ht-school.org by 8:30 a.m. to report a student's absence.

Clifton - Parents are expected to call or email kruxer@ht-school.org by 8:30 a.m. to report a student's absence.

- **Students must be fever free, vomiting free, and diarrhea free for 24 hours to attend school.**
- Students absent from school due to illness may not participate in after school activities (Drama and sports practices, scheduled games, Student Council, PEP classes, tutoring, etc.)

In knowing the care and need required to take care of a sick child, Holy Trinity Catholic 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 grade, 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. Students will have the same number of days to make up missed work as the days they were absent. Students are required to personally collect classwork and homework from all classes they missed due to absence; this includes Special Area classes. Remember, homework assignments will be posted on the teacher's web pages on myHTCS.

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 campus (ex: Kindergarten program or 8th-grade award ceremony for a 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 is strongly discouraged. Parents and students assume responsibility for gaining the knowledge for all school work missed.

Excused Absence:

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

- To the degree possible, students will be given the homework and assignments PRIOR to their absence. (Students must be responsible for meeting with the teacher to obtain the work.) Students are responsible for checking myHTCS for any changes in their assignments.
- Due to the unpredictable pace and direction of a class, the work given to your child may or may not be completed during the absence. The work your child completes during an excused absence will be turned in the day following the absence. Please know that your child may repeat the same activity if this is where the class is upon his/her return. If the class should unexpectedly move at a quicker pace, then your child would be responsible for any additional make-up work.

Excused Absence for School-Sponsored Teams/Activities

Students absent from class due to participating in a school-sponsored activity will have the same number of days absent to make-up and submit work.

Unexcused Absence:

- If the absence is unexcused, the student must complete all classwork and tests from the unexcused day(s), but failing grades will be recorded for this work. Teachers will use 69 as a perfect score and from there reduce points for any errors. All work is to be turned in on the day after the absence unless otherwise cleared with the teacher. Students are responsible for checking myHTCS for their assignments.

Absences Pre/Post Holidays

There will be no excused absences granted immediately prior to or immediately following Thanksgiving Break, Christmas Break, Spring Break, or Summer Break.

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 via a variety of means including walking, buses, and 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.

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.

St. Matthew's Arrival:

- 7:20 a.m. - Portico doors open - Children should not arrive prior to this time.
- Students should enter the building **ONLY** through the assigned entrance(s).
- All doors will lock at 7:55.
- **Students arriving after 7:55am must go to the school office to be signed in by a parent or guardian to receive a tardy slip.**

Teachers will supervise students from 7:20 a.m. to 7:40 a.m.

- PreK-5 grades go directly to the cafeteria
- 6-8 grades go directly to the gym
- 7:55 a.m. homeroom officially begins. All students are to be in their homerooms at 7:55 a.m. prepared for class.

St. Matthew's Carpool Arrival:

- Cars are to enter the parking lot via the south entrance off Cherrywood and exit the north entrance onto Brookfield.
- Pre-K students may enter the small parking lot in front of the church off Leland and exit onto Cherrywood and down Brookfield.
- Our Safety Patrol will be available (weather permitting) to open car doors.
- The first car should pull all the way up to the end of the gym or the end of the sidewalk on the Leland side. Your child should be ready to exit the car at this point. (Lunches and book bags should be ready!) You will exit out onto Brookfield Avenue.

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

St. Matthew's Dismissal:

- 2:40 p.m. - Bus riders are dismissed from their classrooms directly to the designated site for buses
- 2:42 p.m. - Car riders are accompanied to the carpool area by their homeroom teachers.
- Walkers remain in the gym with supervision until the cars leave the area.
 - Walkers exit through the AFR and portico doors of the building.
- After 3:05 p.m. all students are expected to be on their way home.
- Students must leave the school property by 3:05 p.m. unless under adult supervision.
- At 3:20 p.m. all classroom doors will be locked and students will not be allowed to go back into their classrooms for forgotten items without the permission of an administrator.

If you need to accompany your child into school for any reason, you must park on the office side of the building and enter through the main entrance. Do not park in the areas where the normal drop-off is taking place. For safety reasons, we do not want students walking in an area where there are moving cars.

St. Matthew's Carpool Afternoon Dismissal:

The portico lane should remain open from the front to the back of the lane in the case of emergency, and the need for emergency vehicles entering the parking lot.

- **ALL** cars should enter via Leland Road, circle around the building, and line up in the parking lot facing Cherrywood.
- The first row of cars should start closest to the Commons.
- When the children begin to exit the school at 2:40, a Safety Patrol will stop the cars. There should be no moving cars in the parking lot when the children are going to their cars.
- **For safety reasons, the children are not allowed to go to the cars parked in the back of the school.**
- When all children are in their cars or on the sidewalk, the carpool line will be able to exit.
- A Teacher/Safety Patrol member will direct the late cars in the back of the school to move toward the first row of cars and fill in when they leave.

Please remember the children will not be allowed in the parking lot when the cars are moving, and the cars will not be able to exit while the children are in the parking lot.

Parents (other than Pre-K and Kindergarten parents) should remain in the car to expedite dismissal.

- Each Pre-K and Kindergarten classroom will have an assigned station at dismissal.
- Once you arrive in the carpool line, turn off your car's ignition, walk to the designated area for your PreK or Kindergarten child, immediately return with your child to your car, and wait for the signal to exit the parking lot.
- **The teachers will NOT bring your child to you.**

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 and sign him/her out for the day.

Clifton Arrival:

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.

Clifton Arrival:

The doors of the school are open at 7:30 a.m.

- Students 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
- Homeroom begins at 7:55 a.m. All students are to be in their homerooms at 7:55 a.m. prepared for class.

Clifton 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
- 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.

Tardiness

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. All students should be in their homerooms by 7:55am ready to begin morning prayer and the WHTS morning broadcast.

Students will be recorded tardy if:

- They arrive after 7:55am
- They are at their locker after 7:55am without teacher permission
- They are in the restroom after 7:55am without teacher permission.

Repeated tardiness will be addressed individually with the student and parent.

- Students will receive a written warning on the 9th unexcused tardy/half day late arrival.
- Students will serve a detention on the 10th unexcused tardy/half day late arrival and on each additional unexcused tardy/half day late arrival.

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

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

YMCA Extended School Care Program

Holy Trinity Catholic 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 Catholic School.

OTHER SPECIFIC POLICIES

Extracurricular Activities

We believe in educating the whole child's body, mind, and spirit. We encourage all students to participate in extracurricular activities offered at Holy Trinity with the goal being to enhance rather than interfere with the student's academic, social and spiritual growth.

- Extracurricular activities include Book Bee, Choir, KUNA, KYA, Musicals, Quick Recall, After School Enrichment Classes, Scouts, Sports, Student Council, Field Trips, etc.

If a student participates in extracurricular activities and the participation interferes seriously with their progress, and/or the student has disciplinary issues, a student is subject to probation or suspension from the activity until he or she improves. We will contact you if we see an area of concern academically, behaviorally, or emotionally for your child. We will work as partners to meet the individual needs of your child in the hopes that they may continue to participate in all chosen activities.

Cafeteria/Lunch Information

Hot lunches are provided daily for the students by Flik Independent School Dining. Cost for lunches must be paid using a lunch account set up and funded by you for your child/children.

****Students at HT Clifton School may order lunch by 8:30 a.m of the day requested and food will be delivered to the child.**

****NO FAST FOOD OR SOFT DRINKS MAY BE BROUGHT INTO THE SCHOOL LUNCHROOM without permission from the Principal****

- **If a student is bringing leftovers from a restaurant, it must be brought in an unmarked container (i.e. no Subway wrappers/McDonald's bag etc.).**
- **Soft drinks may NOT be bought from vending machines before, during, or after school hours, unless authorized to do so.**

Students are assigned a 3-digit lunchroom ID number that must be memorized. The student inputs the ID number into the computer. If you wish, your child's "account" can be credited with whatever amount you want to deposit. When the child goes through the lunch line, the lunch amount will be automatically deducted from the credited amount. Parents will receive notice when their child's account is low or in arrears. Please pay the balance promptly.

Lunch Guests

Parents and extended family are welcome to eat with the students at any time. We ask that you email your child's teacher and Kristen Wilkins (kwilkins@ht-school.org) (St. Matthew's) or Katie Ruxer (kruxer@ht-school.org) (Clifton) in the school office

Celebrations/Snacks

With the permission of the homeroom teacher, treats for the celebration of birthdays 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.)

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 in Grades K-3

Parents are asked to send in a nutritious snack each day for their children in grades K-3. These students will enjoy a snack during a 'snack/recess' break each day, usually in the morning.

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.

Cell Phones, Smartwatches and other Electronic Devices

- **Students may not use their cell phones, smartwatches or other electronic devices from 7:30-3:05.**
- If one of these items is brought to school, it must be **turned off and kept in the student's locker throughout the school day (with the exception of junior high students, whose cell phones/smartwatches are kept in a separate location during the day.**

Cell Phone:

- If a student is texting, taking pictures, or their phone rings before 3:05pm, the phone will be given to the teacher and the teacher will give it to the Assistant Principal or Principal.
- A parent will be required to come to the school office after school to pick up their child's phone.
- 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, two severe weather, two earthquake drills and two lockdown/active shooter drills to be conducted each year. The Civil Defense Department regulations and safe area updates are strictly followed.

Firearms

In accordance with Kentucky State Law, Holy Trinity Catholic School 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 an 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 Lifelong Formation and Education does not always follow Jefferson County’s announcements about weather-related school closings. The Superintendent of Lifelong Formation and Education 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 will begin at 9:55 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 myHTCS. Every effort will be made to keep the 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, sign their child/children out, and take them home.

Lockers

Students in grades 2-8 (St. Matthew’s) / K-8 (Clifton) 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 inside or outside 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, located outside the St. Matthew's Cafeteria (Commons) or outside the Clifton theater. 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 last name is on each piece of clothing and/or belonging.

Non-Smoking Policy

Holy Trinity Parish 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 the 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, an 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 - 7th-8th Grade

Students are encouraged to "shadow" at a high school only on the days when Holy Trinity is NOT in session.

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

Parents are required to email kwilkins@ht-school.org two weeks prior to the shadow date to request a shadow form from the office signed by Mr. Richards.

- This form will be sent home with your child prior to their shadow date.
- A parent will sign the form.
- The student will sign and take the form with them when they shadow to be signed by a representative from the high school.
- The student will turn in the signed form the day after they shadow.

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 two weeks prior to the shadow date and a completed ‘Shadow Documentation Form’ is returned to the school office the day the student returns to school. 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.

Tutoring

Teachers can be a great resource to our students and parents by 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 the 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 make sure they follow all Safe Environment rules when working with students they tutor.
- Some accommodations may be made for Clifton students due to OG credentials of teachers.

Visitors

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

Volunteers - Updated background checks and Safe Environment Training are required every 5 years.

All volunteers are welcome! All volunteers must go through 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 lanyard. 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 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.

HEALTH

Health Room at St. Matthew's

The Health Room is located on the lower level of our school. The Health Room is available each day from 8:30 a.m. to 2:30 p.m. Parents will be notified when a student is sent to the Health Room and has one of the following conditions: A fall or hit which involves the head or a serious injury to any other part of the body; Temperature; Vomiting condition; Suspected contagious condition. Please note that not all of the Health Room workers are certified nurses.

The Health Room Monitor will administer the distribution of medications and emergency first aid. Every accident and/or visit to the Health Room, no matter how minor, shall be documented.

The school office personnel at Clifton will administer the distribution of medications and emergency first aid. Every accident and/or visit to the Health Room, no matter how minor, shall be documented.

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 the 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:

- **Name of student**
- **Name, address, and phone number of physician**
- **Type of medicine**
- **Dosage**
- **Time of day for dosage**
- **Reason medication is to be given**
- **Possible reactions or side effects of the medicine**
- **Release from liability**
- **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 Catholic School 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 must be forwarded to the Chancellor of the Archdiocese.

Persons making a report should provide the following information:

1. The name and address 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
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 Catholic 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 Catholic School and will be returned to the parent/guardian when the student leaves the school unless a request is made in writing that they are transferred to another school.

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

Transfer of Students

Student records will be transferred upon the written request of parents.

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.

- **Student records 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.**

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 Catholic 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 Code

The Administration has established a Uniform Code that is designed to give our students a look that is neat, clean, age-appropriate, and shows pride in one’s appearance, one befitting the image of a Catholic elementary school.

School uniforms should be purchased at

Shaheen’s
994 Breckenridge Lane,
(502) 899-1550

All Girls Grades K-8

Knit Golf Shirt/Blouses

All shirts and blouses **must** be tucked in at all times.
If an undershirt is worn, it **must** be solid white or nude only.

Shirt Options

Plain white knit golf shirt

- The shirt can be purchased from stores other than Shaheen’s
- The shirt should not have brand logos
- The Holy Trinity logo is **optional**.

Green knit golf shirt may be worn

- It **must** be purchased at Shaheen's
- The Holy Trinity logo is optional

White button-down or round-collar blouses may be worn

- Long or short sleeves
- No lace
- No ruffles
- No eyelets

White turtlenecks may be worn with fleece, dri-fit pullovers, sweatshirts, and sweaters.

Skirts - Parent/Student Preference

K-4 - #81 Plaid Pinafore

K-8 - #81 Plaid Skirt

- The pinafore or skirt should not be shorter than 4 inches above the top of the knee

Tights

Opaque tights may be worn under skirts in cold weather

- Solid navy, white, or black tights only
- No logos or designs are permitted.

Leggings

Leggings may be worn under skirts in cold weather

- Leggings must be ankle-length.
- Solid navy, white, or black leggings only

Girls may wear their resource day sweatpants underneath their skirts on cold days.

Girls Grades K-6

Straight leg pants

- **MUST** be worn at waist level
- Navy dress slacks - uniform material
- Navy corduroy
- No jeans-style pants
- No brads
- No cargo pants
- No skinny pants
- No bell-bottoms

Shorts

Navy walking shorts are permitted all year long.

- **MUST** be worn at waist level
- No shorter than 4 inches above the knee
- Shorts should not have logos on the front or back of the shorts
- No jean-style
- No brads
- No cargo style

Girls Grades 7-8

Straight leg pants

- **MUST** be worn at waist level
- Khaki dress pants - uniform material
- Khaki corduroy
- No jean-style pants
- No brads
- No cargo pants
- No skinny pants
- No bell-bottoms

Shorts

Khaki walking shorts are permitted all year long.

- **MUST** be worn at waist level
- No shorter than 4 inches above the knee
- Shorts should not have logos on the front or back of the short
- No jeans-style pants
- No brads
- No cargo style

Purses

Grades in grades 5-8 may carry a purse

- The purse cannot be larger than a standard-sized spiral notebook
- The size requirement is for safety reasons
 - Emergency evacuations - Larger purses are a trip/fall hazard
 - Space between aisles for students and teachers walking through

Girls Grades 7-8 ONLY

Light/limited make-up may be worn

- Foundation - lightest tone
- Mascara - lightest color

Unacceptable Make-Up

- NO EYESHADOW
- NO EYELINER
- NO BLUSH
- NO LIPSTICK

A communication form will be given if the following make-up is worn to school

All Boys Grades K-8

Shirt Options

All shirt **must** be tucked in at all times

If an undershirt is worn, it **must** be solid white or nude only

Shirt Options

Plain white knit golf shirt

- The shirt can be purchased from stores other than Shaheen's
- The shirt should **not** have brand logos
- The Holy Trinity logo is **optional**.

Green knit golf shirt may be worn

- It **must** be purchased at Shaheen's
- The shirt should **not** have brand logos
- The Holy Trinity logo is optional

White button-down

- Long or short sleeves

White turtleneck shirts may be worn with fleece, dri-fit pullovers, sweatshirts, and sweaters. All shirts **must** be tucked in at all times. If an undershirt is worn, it must be solid white.

Boys Grades K-6

Straight leg pants

Navy uniform style

- **MUST** be worn at waist level
- Navy dress slacks - uniform material
- Navy corduroy
- No jeans-style pants
- No brads
- No cargo pants
- No skinny pants
- No bell-bottoms

Shorts

Navy walking shorts are permitted all year long.

- **Must** be worn at waist level
- No shorter than 4 inches above the knee
- No brand logos on the front or back of the shorts
- No jean-style
- No brads
- No cargo-style

Boys Grades 7-8

Straight leg pants

Khaki uniform style

- **MUST** be worn at waist level
- Khaki dress slacks - uniform material
- Khaki corduroy
- No jeans-style pants
- No brads

- No cargo pants
- No skinny pants
- No bell-bottoms

Shorts

Khaki walking shorts are permitted all year long.

- **Must** be worn at waist level
- No shorter than 4 inches above the knee
- No brand logos on the front or back of the shorts
- No jean-style
- No brads
- No cargo-style

8th Grade Class Sweatshirts

- Sweatshirts are an 8th-grade privilege.
- Only an 8th-grade may wear their sweatshirt daily (A sibling may not wear an 8th-grade sweatshirt).
- School golf shirts, button downs, or turtlenecks **must** be worn under the sweatshirt.

Resource Day Uniform

All students in grades Prek-8

- Students wear their resource day uniform to school on their resource day.
- The resource day uniform **must** be purchased at Shaheen's

All students Prek-8

MUST be purchased at Shaheen's

- Grey or navy t-shirts with the school logo
- Fleece sweatpants - Dark green with school logo
- Track pants - Navy with the school logo
- Jogger pants - Navy with the school logo
- Shorts - Dark green - with the school logo - 6 inch inseam with drawstring

Girls - Prek-8

- Skort - Navy with the school logo - **Must** be purchased at Shaheen's

All students Prek-8

Students must wear appropriate tennis shoes and socks on resource day.

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 - K-8

- Uniform dress should be clean, neat, and worn appropriately at all times.
- Unnatural hair color is unacceptable
- No unusual or attention-getting accessories.

- For safety reasons, dangling earrings or hoop earrings may not be worn to school
 - Earrings should not be bigger than a dime
 - One earring per ear
- Boys are not permitted to wear earrings.
- Clear nail polish may be worn
 - No acrylic, dipped, gel, french manicures, or fake nails may be worn to school.
- Boys' bangs are not to exceed the eyebrows
- 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. (Prek and kindergarten students are exempt.)
- White, navy, or black socks must be worn at all times. A small black logo is permitted. Socks should not have stripes or be multi-colored.
- Dress shoes or sport shoes may be worn. No Crocs, clogs, mules, moccasins, slippers, sandals, flip flops, boots, Uggs, cleats, or roller skate shoes are permitted
- Students may wear a religious cross or medal to school, along with a watch (no smart watches should be worn). No other accessories may be worn to school.
- Navy blue cardigan, crew or v-neck sweater, or sweater vest with no emblems or decorations may be worn.
- 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.

If a student participates in the "School Spirit Day" they may **ONLY** wear the following clothing

- Holy Trinity logo wear
 - T-shirt or sweatshirt
- Holy Trinity team uniform shirt
 - If a Holy Trinity team uniform tank is worn, the student must wear a white t-shirt underneath.
- Long jeans, HT uniform pants, uniform shorts, P.E. shorts, P.E. sweatpants (joggers & track pants), uniform skirt, or the uniform skirt
- On Spirit Days when a child is on Resource Day, he/she will not be required to wear their P.E. shirt and can follow the above guidelines for shirts, but must wear their resource day shorts or P.E. sweatpants.

Dress for Non-uniform Days

On special occasions, students will be given a Non-uniform Day.

On those days, students may **ONLY** wear

- Long jeans, resource day sweatpants - (joggers and track pants)
- If shorts are worn, they **must** be their resource day 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 strap dresses. The Administration will make the final decision as to the appropriateness of dress items.

Uniform Violations

When students (grades 4-6) do not follow the Uniform Code for Holy Trinity Catholic 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.

When students (grades 7-8) do not follow the Uniform Code for Holy Trinity Catholic School, they will be issued a warning after 3 warnings a Jr. High Communication Form will be given.

INSTRUCTION

Curriculum

Holy Trinity Catholic School adheres to the directives and norms set by the Archdiocese of Louisville. The textbooks are chosen from the texts approved by the Archdiocese and the Kentucky Department of Education.

The curriculum at Holy Trinity Catholic School shall include Religion (Catechesis of the Good Shepherd - Grades Prek-2 and Theology of the Body Grades 6-8) as well as Family Life and Speak Up Be Safe programs at each grade level, Language Arts, Literature/Reading, Math, Science, Social Studies, Physical Education, Music, Art, Technology, Library Media Skills, and Spanish classes..

Religion/Spiritual Growth

Spiritual development is a primary concern of the Administration and Faculty of Holy Trinity Catholic School. 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.

Language Arts

The language arts program develops the basic competencies of communication. These skills are integrated into the teaching of language, spelling, reading, literature, public speaking, and handwriting and are taught as a total language arts program.

Literacy Instruction (Clifton School)

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 the everyday experiences of the student.

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.

Resource Day

Each student will have all of his/her Special Area Classes (Art, Library, Music, P.E., Technology, and Spanish (Grades PreK-6) on a single day. We call this day Resource Day.

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.

Foreign Language Program - St. Matthew's only

The students in grades Pre-K-8 will have classes on the Spanish language. These classes will expose our students to a different culture and will enhance the diversity in our school.

Library Media Center

The purpose of the Holy Trinity Catholic 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 PreK-8 will attend classes in the Library Media Center during the school year.

Library Checkouts

Book Limits:

PreK/K: 1 book for 1 week

Grades 1, 2: 2 books for 1 week

Grades 3-8: 2 books for 2 weeks

Music/Drama

The Music program is varied and consists of choral music, theory, and instruments. Special emphasis is placed on Liturgical music in preparation for weekly liturgies. Opportunities for performances are given both through seasonal programs throughout the year, and the weekly Liturgies.

Physical Education, Health and Safety

Physical Education and Safety are integral parts of the school's total education program. The goal of the P.E. program 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.

Technology Integration

The goal of Holy Trinity Catholic School is to integrate technology into the curriculum. Word Processing, Database, Spreadsheet, Keyboarding, Internet Safety, etc. are some of the skills used in Computer Literacy classes. The students and teachers use the computer lab and wireless carts as often as possible in conjunction with their regular classes. They also use the computer lab, media center, and wireless carts for research via the Internet.

WHTS-TV

Junior High students are responsible for our daily news broadcasts throughout the week via the WHTS Studio and digital broadcasting software using our live streaming network.

Acceptable Use Policy

Access to the Internet and Electronic Mail enables 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 having access to the Internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

To that end, the Archdiocese of Louisville and Holy Trinity Catholic School have set the following standards for using online information sources:

- There's no privacy in schools! Any school account is the property of the school regardless of whose name is on it. No exceptions.
- 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.
- Students are responsible for appropriate behavior on school computer networks, just as they are in the classroom. Students will be held individually accountable for misuse of social media
- Communications on the Internet are often public in nature. The Internet is provided for students to conduct research and communicate with others for educational purposes and should be limited to teacher-directed use.
- Schools can monitor student use of the internet, apps, communication, etc. Network administrators may review files and communications to maintain system integrity and ensure users are employing the system responsibly.
- The following are not permitted:
 - Sending or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting, or threatening others
 - Damaging computer systems or computer networks
 - Violating copyright laws
 - Submitting documents from the Internet as your own work
 - Using someone else's password
 - Trespassing in someone else's folder, work, or files
 - Intentionally wasting limited resources
 - Using the network for commercial purposes
- Network storage areas may be treated like school lockers; they may be searched under certain circumstances. Users should not expect that files stored on school servers are always private.
- 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.
- Any communication originating from home and sent to school personnel must be appropriate in content and language.
- Violations may result in loss of access to technology or other consequences as outlined in the school handbook as to disciplinary action.

CO-CURRICULAR ACTIVITIES

Eighth Grade Class Trip

Holy Trinity 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 principal for review by January 15th, in the years the search is conducted. The principal 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 - St. Matthew’s

The Principal, upon consultation with the teachers, will make decisions regarding class placement. The Principal respects and fully trusts the teachers’ professional experience in making final decisions on

placement regarding a child's next teacher. It is for these reasons it is Holy Trinity's practice not to take requests for placement with a specific teacher. These decisions are final and not subject to review.

Placement will be based on the following criteria:

- Academic Achievement
- Social Growth and Behavior
- Peer Relations
- Gender Equity

Class Size - St. Matthew's

Every effort is made to limit the class size to twenty-four in Kindergarten and twenty-nine in grades one through eight. Best efforts shall be utilized to meet the aforementioned class size recommendations. However, under unusual or extraordinary circumstances, the school Principal may, at the Principal's sole discretion, modify class size by increasing particular class size, for a particular year, by no more than two (2) students in excess of the aforementioned class size recommendations, to meet the needs of the Parish. Under no circumstances shall the class size exceed the aforementioned class size recommendations by greater than two (2) students without prior Committee approval. Instructional assistants are hired to assist teachers and students.

Class Size - Clifton

Due to size, make-up and structure of programming, Holy Trinity Clifton School will limit class size to 11 students per grade. The Principal reserves the right to modify by 1 student, allowing for 12 per grade.

Academic Grouping Policy - Grades 5-8 - St. Matthew's

Holy Trinity is proud to offer all K-8th grade students a challenging and enriching mathematics experience. In grades K-4th, our teaching staff focuses on getting all students the basics in the areas of numbers and operations, measurement and data, geometry, and operations and algebraic thinking. As students advance in mathematical ability, the pace of learning across students begins to diversify, challenging our ability to provide the most individualized experience possible for every student.

To address these needs and provide an exceptional math experience for all learners, Holy Trinity teaches students in academically-tiered math groupings in grades 5, 6, 7, and 8. The purpose of this program is to ensure that all Holy Trinity students receive a math experience that embraces students' current skills and knowledge, and propels them forward through the use of appropriate pacing, instruction, practice, and assessment. The goal of every student, regardless of placement, is to achieve proficiency on all Archdiocesan math standards.

Students placed in our accelerated-tier math program are expected to demonstrate advanced aptitude in mathematics, academic responsibility, study skills, and behavioral dispositions that contribute to a positive and productive classroom environment. Our accelerated-tier class moves at a quicker pace to allow for increased exposure to higher-order thinking tasks and more complex activities in mathematics. To support us in making data based decisions on the best instructional fit for every student, we assess all 4th-7th grade students' academic and instructional needs in mathematics during Trimester 3 using the following criteria:

1. 2024 Spring MAP Growth Score
2. Math Final Assessment Score
3. Overall Math Grade as of May, 2024

Placement in the accelerated tier is only a one-year placement and is contingent on students meeting academic expectations related to grades, study habits and their ability to contribute to a positive learning environment in the classroom.

Your family will be notified of your child's math placement for next year in May 2025. A contract will be included with this letter outlining the expectation for participation in this program. Placement in the accelerated program is not guaranteed from year to year and students will be reassessed during Trimester 3 each academic year moving forward.

**Administration reserves the right to adjust the above criteria based on class size.

Homework

Homework is assigned to help students to broaden their experiences, 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: 30-40 minutes

Grades 3, 4: 40-50 minutes

Grades 5, 6: 60-75 minutes

Grades 7, 8: 75-90 minutes

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

Homework should be done neatly and handed in on time. Teacher directions for the assignment should be followed carefully. Homework may focus on studying for tests, quizzes, research, preparation for projects, background for upcoming lessons, skill reinforcement, as well as written assignments. It is important that the student works on long-range assignments daily so that they will be completed on time.

Homework assignments will be posted online by 5:00 p.m. each day. Please check www.ht-school.org - myHTCS for daily assignments.

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.

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.

CURRICULUM ASSESSMENT

Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation.

COUNSELING PROGRAM

The counselor's primary task is to be a helper, advocate, and connector. The counselor serves as a source of support for students (as well as faculty, staff, and even parents at times), focusing on social, emotional, and academic success. The counselor does not work in isolation; rather is integral to the total educational experience. The counselor helps students feel a sense of belonging and security and helps them be their best selves.

The counselor can provide temporary, short-term guidance to help students overcome acute issues which impact their ability to prosper at school. The counselor plans and assists in the implementation of a school counseling/guidance program. The counselor will also strive to have a "passionate presence" and rapport with the community (as well as serve as handler to Marley, the school therapy dog/canine counselor).

Archdiocese recommended Counseling and Guidance Programs utilized at Holy Trinity:

Friendzy (All Grades)

Friendzy is a comprehensive, evidence-based social emotional character development learning program designed to promote positive school culture.

The lessons teach life skills to proactively address aggressive behavior, reduce stress, build healthy relationship skills, and improve focus and academic performance in all students by teaching pro-social skills. The Friendzy Program teaches the five-core competencies of emotional intelligence through the lens of Scripture. The program addresses five broad, interrelated areas of competence (SEL): self-awareness, self-management, social awareness, relationship skills, and responsible decision-making.

The Friendzy Program has an emphasis on building a healthy school culture that creates a safe environment for learning. The Friendzy Program is generally led by classroom teachers and supported by the entire community (with additional support and supplemental guidance lessons from the school counselor. Each month the school newsletter will contain the Friendzy Focus of the month.)

Speak Up Be Safe Child Abuse Prevention Program (All Grades)

Childhelp Speak Up Be Safe is an evidence-based curriculum program with developmentally appropriate lessons for pre-kindergarten through 8th grade to help students prevent, interrupt, and speak up about various types of child abuse—physical, emotional, sexual, neglect, bullying, and cyberabuse. Prevention education is critical to ending child abuse. The S.U.B.S. is generally teacher led and supported by the school counselor. A letter is sent to parents prior to the program offering.

SOS - Suicide Prevention Program (6th - 8th Grades)

SOS (Signs of Suicide) is an evidence-based youth mental health program offered in middle school (6-8). This is a suicide prevention and depression awareness program for adolescents, and is based on the nationally recognized SOS Signs of Suicide® high school program. The middle school program will help youth recognize the signs of suicide, depression, and self-injury, and to respond effectively using the ACT (Acknowledge, Care and Tell) model. The program is led by the school counselor. A letter is sent to parents with information as well as educational resources prior to the program being offered to middle school students.

Curriculum Adaptations - St. Matthew's

Students who are having difficulty in mastering the curriculum, or who need additional assistance for a period of time, will be assisted through a team approach. The team consists of the Director of Student Achievement, the Reading Resource Teacher (grades K-3), the Math Resource Teacher, the Counselor, the Assistant Principal, the Principal, the student, and the student's parents.

Likewise, students who are mastering the curriculum at a faster pace may be offered enrichment opportunities through a team approach. The team consists of the Director of Students Achievement, the Teacher, the Counselor, the Assistant Principal, the Principal, the student, and the student's parents.

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 the first two PTS Conferences; the third PTS conference, held at the end of the school year, is optional. At the end of each trimester, a formal progress report is available to parents. The grades are cumulative for the trimester.

Every effort is made to keep parents informed of a student's progress by means of test scores, PTS Conferences, progress reports, graded assignments, and interim reports. If for any reason, a student is unable to maintain the achievement level compatible with his/her grade, the Director of Student Achievement will call a Strategy Meeting, following Archdiocesan guidelines, to develop a program or plan of action for the student.

Grading Scale

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

- 92.5% and above – A
- 83.5% and above – B
- 74.5% and above – C
- 69.5% and above – D
- 69.4% and below - U

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

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 Catholic 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 administration may recommend the repetition of a level, summer school classes, or a minimum of 20 hours of summer tutoring for each failed subject area as a requirement for a promotion. Verification of participation needs to be brought to the school office prior to July 15th. Failure to comply will be noted on the permanent record form and may result in retention at the previous grade level.

Students required to complete specific hours for failure of a core subject must receive services from a **certified teacher or agency**. A family member cannot be considered as the tutor.

Testing Program

The educational philosophy at Holy Trinity 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.

Holy Trinity follows Archdiocesan directives in using the MAP Assessment Program for all students K-7th grade. Clifton School administers MAP in grades 2-8. The MAP assessment is given each trimester. The data collected from the assessment assists administration and teachers in developing the curriculum. Teachers use the data to create plans for instruction, meet the needs of individual students, and monitor the growth of learning for all students.

No Bullying

Holy Trinity Catholic School considers any form of bullying to be a serious matter. These bullying behaviors may be verbal, physical, or social. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated over time. The behavior is intentional and directed to another student to hurt them or their feelings. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Examples of each behavior are listed below:

- **VERBAL:** name-calling, taunting, insulting remarks, gossiping, teasing, spreading rumors, insulting gestures or looks

- **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
- **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 the cafeteria, recess, field trips, etc.), along with parent notification
3. Detention and development of a Behavior Plan
Outside mental health support/counseling recommended
4. Suspension: 1-3 days determined by the principal
5. Dismissal

SPECIFIC ISSUES

Harassment

Holy Trinity Catholic 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.

- Cyberbullying 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.
- 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:

- The substance will be taken away from the student.
- The parent/guardian will be called to take the student home unless emergency help is necessary.
- The superintendent and/or the Safe & Drug-Free Schools Coordinator is notified and consulted.
- Communication with the student, parent/guardian, and school officials will take place.
- Law enforcement authorities will be informed.
- A professional assessment for chemical dependency is required, and the student may be suspended from school pending the results of the assessment.
- 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:

- The parent/guardian will be called to take the student home.
- Law enforcement authorities will be notified.
- The superintendent and/or Safe & Drug-Free Schools Coordinator is notified and consulted.
- 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 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 the behavior is threatening: history of inappropriate behavior, circumstances surrounding the behavior, nature of statements/gestures/actions, developmental state of the 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:

- Student exhibiting threatening behavior is removed from the situation and placed under the direct supervision of appropriate school personnel.
- Student's parent/guardian is notified.
- Student is suspended from school and may not attend any school activity or be present on school grounds.
- School officials apprise pastors and Superintendent of Schools.
- Should the threat concern death or serious physical injury to any student, teacher, employee, volunteer or any other person reasonably expected to be on school property, or concerns 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.
- 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.
- Mental health assessment results and recommendations are shared with the 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.
- 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.

CONDUCT/DISCIPLINE

Conduct Expectations - General:

All Holy Trinity Catholic School 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 abide by the school procedures and regulations for daily operation.
- Students abide by the school procedures and regulations for attendance.
- Students abide by the school dress code.
- Students abide by the rules established by the individual classroom teachers and Instructional Assistants.
- Students avoid any use of alcohol.
- Students avoid the use of cigarettes and e-cigarettes.
- Students avoid any use of drugs unless prescribed by a physician.
- Students show moral courage by:
 - Resisting peer pressure to do things that are harmful to their own welfare.
 - Respecting the rights of others when there is pressure to join the crowd in doing something wrong.
 - Taking bold, positive action to help others.
 - 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 Assistant Principal and/or Principal.

Discipline will be administered by Holy Trinity Catholic School. Disciplinary actions for inappropriate behavior on the bus:

First incident: A formal verbal warning will be issued.

Second incident: The student will be suspended from the bus for one week.

Third incident: Mandatory suspension from the bus for the remainder of the school year.

Conduct - Cafeteria

In order to keep the cafeteria 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 cafeteria:

- The kitchen area is off-limits.
- 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 cafeteria or while in the food line.
- Students will be assigned lunch duty (cleaning tables) in grades 2-8. The assignments will be made weekly by their homeroom teacher.

- The cafeteria monitor has the responsibility of monitoring cafeteria behavior and consequently has the authority to expect and enforce proper behavior in the cafeteria.
- Students are to speak to their immediate neighbors only.

Conduct – Playground/Recess

Students shall be supervised at all times by the teachers and/or instructional assistants and parent volunteers 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. 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 the assigned area.
- When the whistle is blown or students are called by the supervising adult(s), 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 the weather prevents outside recess, recess will take place indoors.

DISCIPLINE

We believe that true discipline flows from 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 attitude, behavior, and performance. Holy Trinity Catholic School is committed to assisting its students in becoming self-disciplined in an atmosphere of prayer, patience, and understanding.

Degrees of Censure

Primary Level (PreK-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 at the Primary Level will know the disciplinary procedures. Please note that these disciplinary procedures will complement the Code of Student Conduct.

Intermediate Level (3-6)

The teacher will correct general misbehavior immediately. After repeated warnings and/or corrections, the student may receive a Conduct Referral Form (written notice) to be taken home for the parents/legal guardian(s) signatures 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 additional disciplinary

action. There are situations, in the discretion of the teachers and the administration, which may lead to an Automatic Detention, Suspension, or Dismissal.

Conduct Referral

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

- Lack of respect for authority figures (administration, faculty, staff, volunteers, bus drivers, etc.)
- Chronic tardiness to class
- Repeated missing assignments/homework
- Inappropriate behavior on the playground excessive pushing, hitting, kicking, inappropriate language, failure to follow adult directions.
- Excessive talking in the classroom, church, hallways, bathrooms, assemblies, when not pertinent
- Running in the hallways
- Deliberate misuse or handling of food or trays in the cafeteria
- Disrespectful/Rude comments or actions at school assemblies or school-sponsored events on or off school grounds, on the school bus, etc.
- Failure to follow bus rules

Jr High Level - Grades 7 & 8

The Junior High level uses an infraction system with accumulated points. The system of recording the infraction is intended to help the students establish and understand the relationship between misbehavior/non-compliance and subsequent adverse consequences.

Infractions are divided into 4 levels and points are assessed based on the infraction's severity. The Code of Conduct Infractions are categorized by their severity and the associated consequence that they warrant. Although most inappropriate behavior can be classified under one of these numbered infractions, this should not be considered a definitive list. Points do not reset until the end of the academic school year.

Detention - Level (3-8)

Detention is a disciplinary censure for students who choose not to abide by or who violate the Code of Student Conduct

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

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, and 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
- Use of a cell phone during the school day - 7:40 - 3:05
- Crude or vulgar language
- Lying or misrepresenting the truth
- Repeated warnings for 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. The suspension will be served out of school. This decision is at the discretion of the principal.

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

1. Talk with the student and teacher
2. Inform the pastor
3. Call the parents and any others, as circumstances demand

During the period of out-of-school suspension, the student will not be allowed on the campus of Holy Trinity Catholic School. 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 missed from the day(s) of suspension. Students must check myHTCS and all educational apps used during the school day to identify assignments that will be due upon their return to school.

Teachers are not responsible for scheduling missed quizzes or tests. The student/parent must make arrangements with the teacher to reschedule missed quizzes and tests from the day(s) of suspension. Failing grades will be recorded for all 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 Catholic School. Probation is used for students who either have failing grades due to lack of effort on classwork and homework, repeated rule violations, or a serious offense.

Dismissal

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

- Whose attitude or behavior is harmful to him/herself and/or other students
- Who seriously or repeatedly violates the Code of Student Conduct
- Who brings a weapon to school
- Who distributes or sells illegal drugs or alcohol

- Whose attitude or behavior negatively affects the reputation of Holy Trinity School

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

- Communicate the decision to parents
- Inform the pastor
- Call a conference with the parents and any others, as circumstances demand
- Allow the parent to withdraw their child
- Provide assistance for transfer to another school
- 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 principal is 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 Catholic School Parent/Student Handbook. The signature of the Handbook Agreement Form at the beginning of the school year indicates compliance with the rules and policies.

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. Principal
2. Pastor
3. Superintendent

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).

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.

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 Catholic School, you have agreed to adhere to all policies and rules stated in this Parent/Student Handbook. The Holy

Trinity Catholic School 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 Administration reserves 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 Catholic School will maintain its standards of excellence. Together we can accomplish great things.

Handbook Agreement Form

Please log on to myHTCS to complete the handbook agreement form and return by August 1, 2024.