

HOLY TRINITY SCHOOL
STUDENT - PARENT HANDBOOK
2017 - 2018



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Dear Parents and Students:

We, the faculty and administration at Holy Trinity, are committed to a program of academic excellence and the development and respect of individual dignity. Our academic program encompasses kindergarten through grade eight. Children need the support of their parents as well as the Christian atmosphere that we have created to ensure a positive school experience.

Christian values and moral principles are not merely taught; they are lived throughout our school days. We attempt to not only live the Gospel, but also to solve our conflicts through them. Our graded curriculum assures the students of the necessary tools which they will need in high school and in their everyday lives.

Children are God's gifts to all of us. At Holy Trinity, we make every attempt to understand and respect our students. We know that these children are the future, and hope that we have prepared them to meet the challenges of their world. They are taught that God walks with them through their entire lives and their faith will sustain them.

It is my hope that this booklet will be helpful and informative to you as a student and/or parent.

We welcome you to the Holy Trinity School community and look forward to providing a very positive and beneficial educational experience.

In Mercy,

Sister Kathleen Kelly, R.S.M.
Principal

ARCHDIOCESE OF HARTFORD MISSION STATEMENT

Education for a Lifetime

Vision Statement

Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups and socio-economic backgrounds. The fundamental purpose of Catholic schools is to:

Provide a safe, nurturing and secure environment in which students encounter the living God, who in Jesus Christ, reveals His transforming love and truth. Partner with parents to support students in their learning and in their search for knowledge, meaning, and truth; create a Catholic climate that contributes to the formation of students as active participants in the parish community. Foster a culture of educational excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service. Promote lifelong learning that advances the development of the whole person – mind, body, and soul and graduate students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.

MISSION STATEMENT

Holy Trinity School exists to communicate Gospel values, to provide a quality academic program and to develop a faith community which encourages respect for self, others, and the global community.

PHILOSOPHY

Holy Trinity School envisions each student as a person blessed with talents by a loving God. The teachers are committed to cultivating these talents in a Christian environment and providing each student with academic knowledge, spiritual formation and social awareness so that each student will be prepared to assume a leadership role in society.

HISTORY

THE MERCY TRADITION

Recognizing the problems of the nineteenth century, Catherine McAuley, a young, upper class Catholic woman, dedicated her life to teaching poor children and visiting the sick in Dublin's slums. When she inherited a large sum of money, Catherine decided to build a house in Dublin for servant girls and other homeless and abused women - a group of people who especially needed encouragement and support to make a better life for themselves. Borne out of Catherine's lifelong love of God and desire to live as a follower of Jesus, she opened The House of Mercy on September 24, 1827. In addition to living space, there was also a school,

job training programs for the women, and rooms for a number of ladies who joined Catherine in her mission.

The local Catholic bishop, impressed by Catherine's work, encouraged her to establish a religious order in the Church to ensure that the Mercy mission would continue.

After studying for a year with the Presentation Sisters at George's Hill, Catherine McAuley took vows as the first Sister of Mercy on December 12, 1831, and the new congregation was founded.

Many women joined Catherine in her works of mercy. When she died in 1841, there were fourteen Mercy foundations in Ireland and England. By 1856 the congregation had spread to Newfoundland, the Americas, Australia, New Zealand and Scotland.

The original House of Mercy, rededicated in 1994 as Mercy International Centre, is the spiritual home for the 12,000 Sisters of Mercy who today are members of one of the nine Mercy institutes or federations around the world.

In 1914, Holy Trinity School was established as a parish school. The Sisters of Mercy have actively served as teachers and administrators since the founding of the school. As the role of the laity expanded through the years, dedicated lay teachers have continued to carry Catherine McAuley's charism to new generations of students.

OBJECTIVES

In accordance with our philosophy our specific objectives are as follows:

- to encourage students to mature in faith and in personal relationship with a loving God
- to build a strong foundation in Catholic doctrine
- to cultivate a genuinely warm and caring environment for students, faculty and parents
- to provide an educational background in all areas of learning
- to instill within the students the love of planet Earth and the desire to protect it
- to prepare the students for the future with technological advances
- to develop an appreciation and respect for self and others

ACCREDITATION

Holy Trinity School is accredited through New England Schools and Colleges.

PROGRAM AND CURRICULUM

The entire environment of the school is focused on the ideals, convictions and actions which help the student to be directed to God. The school's philosophy is to develop and educate the whole child.

ADMISSIONS

As part of the Catholic Church's open witness to and concern for justice and integrated education, Holy Trinity School will be guided by the following principles: 1. The inherent and basic purpose of Catholic schools is to assure that Catholic truths and values are fully incorporated in the student's life and academic program. Parents applying should understand and appreciate this religious dimension of Holy Trinity School. 2. Holy Trinity School will not accept applicants seeking to avoid the orderly implementation of any desegregation plan.

All children must meet normal entrance requirements. All registration forms will be dated, and children meeting entrance requirements will be accepted in order of application, within the following guidelines: Since Holy Trinity School exists primarily to provide an opportunity for Catholic education to children of Catholic families, the admission of students to Holy Trinity School shall follow this order: 1. Children from families with students in the school. 2. Children of alumni. 3. Children registered at Holy Trinity parish. 4. Children of Roman Catholic parishes. 5. Transfer students from other Catholic Schools.

Every Catholic child has a right to a Catholic education. Holy Trinity School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic, and other school-administered programs. Non-Catholic children are eligible provided space is available.

No child will be accepted in Holy Trinity School if, in the judgment of the school administration, it is felt that the educational/developmental needs of the child cannot be met. All new students are accepted on a trial period in order to ascertain their social and academic viability for Holy Trinity School.

STUDENT ASSISTANCE

When parents are notified of tuition rates, they also are notified about the process by which they may apply for student assistance. Parents who request to be considered for financial assistance must apply online and submit the required paperwork. This is listed in the school website, www.hts-wallingford.org. From the HTS home page hover over the Admissions tab, then select Tuition Assistance from the drop-down list, and finally click on the link to the FACTS application. Applications must be submitted no later than April 15.

PARENTS AS PARTNERS

As partners in the educational process at Holy Trinity School, we expect parents:

To set rules, times, and limits so that your child:

- gets to bed early on school nights
- arrives at school on time and is picked up on time at the end of the day
- is dressed according to the school dress code
- completes assignments on time
- has lunch money or a nutritional lunch every day

To actively participate in school activities such as Parent – Teacher Conferences and Home School Association meetings which are equivalent to a PTA/PTO;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show an interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy when discussing student problems.

PARENT COOPERATION AS A CONDITION OF ENROLLMENT

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

RELIGIOUS EDUCATION

PRAYER

The school day shall begin and end with prayer. Traditional prayers of the Church shall be taught. Informal prayers shall also be encouraged.

It is recommended that each class begin with a prayer. This allows the students to recognize that Jesus is the reason for our existence as a Catholic school.

Catholic students shall be encouraged to practice their faith and particularly to receive the Sacrament of Penance/Reconciliation and Holy Eucharist in such a manner that they shall come to realize that spiritual growth is a matter of cooperation with divine grace.

Regular attendance at Mass is expected of all students who are Catholic.

ADMISSION TO SACRAMENTS

POLICY

Approved: September 1, 2009

The Pastor shall follow the norms of Church law and the policy of the Archdiocese in determining when the children of his parish shall be admitted to the sacraments.

Statement of Purpose

- to help all students love the living Christ within themselves
- to help students relate this living Christ to their own personal lives and their relationships with others
- to expose the students to the Gospel message in an atmosphere of mutual respect, love and understanding

Objectives

- to create a Christian community within the classroom that is carried out into all aspects of the student's life
- to provide opportunities for individual and group prayer (prayer services, Mass)

- to impart Catholic doctrine to the students through the use of a planned program of instruction
- to enable the children to grow in Christ through the sacraments, specifically to prepare them to receive the sacraments of Reconciliation, Eucharist and Confirmation
- to provide opportunities for parental involvement and instruction through preparatory meetings, introductory sessions, and informal communication throughout the year via phone calls, letters, etc.

KINDERGARTEN

The primary goal of the kindergarten is to provide a strong foundation for the child's academic education. The child's sense of self is broadened and enhanced as he/she grows in awareness of belonging to God's family. At the same time, the young child must learn to value the ideas and contributions of others. He/she must learn, through self-control, to share, to play with others, and to live within group rules.

Throughout the year, opportunities are provided to increase the child's vocabulary, and attention span, as well as learn to follow directions, recall information, use language effectively and seek answers to questions. In the academic areas, the students will develop those concepts and skills necessary for success in beginning reading and mathematics.

The reading program introduces letter-sound association, develops writing and listening skills, expands conceptual understanding and improves fine motor control. Each student progresses in accordance to his/her level of readiness.

The mathematics curriculum allows a "hands-on" approach to math in the kindergarten class. The children use manipulatives, graphs and charts to classify, sort, create patterns, count and work with numbers from the conceptual level to the symbolic level. These tasks prepare the students for a more formal math program beginning in first grade.

The social studies program defines and expands the world of family and community and introduces children to their country and the world around them. In the science program, children learn through their own experiences by discovery and problem solving. Social studies and science are often integrated with other subject areas to help children develop an appreciation of God's universe and the way in which people and all living things fit into God's scheme of creation. Kindergarteners also have art, library, music, Spanish, and physical education each week.

PRIMARY DIVISION (1-3)

The primary division refers to what has traditionally been known as Grades 1, 2 and 3. Since the learning rate varies not only between individuals, but within the individual, the child's best interests are served where he/she can adjust to a learning level suited to his/her particular needs.

Reading

Decoding, comprehension and vocabulary are systematically and sequentially developed. These skills are reviewed or extended to all levels of the primary grades. Study skills, creativity, language and literature are also introduced in the primary level.

Diagnostic unit assessment tests are employed to determine whether the skills and material of a reading level have been mastered so that a pupil may move on to the next unit.

Language Arts

Instructions on ways in which language is used are designed to support the child's overall language and reading growth. The language arts program provides activities that will focus on experiences in speaking and listening, writing and composing, as well as language study. Development of spelling, writing and English abilities runs in parallel with the reading series.

Mathematics

Our math series is a balanced program which provides a wide range of learning experiences children require for maximum mathematical growth in concepts, facts, skills and problem solving. It is expected that basic facts be committed to memory. Parental assistance is most helpful in this area.

Social Studies

During the primary grades, students explore such areas as: laws, government, economics, geography, history, map skills, community life and the interaction of people living in the community.

Science

The science program teaches the children that in the environment, animals, plants and persons are all dependent to some degree upon one another. The child learns about the needs of plants and animals and how they develop. The elements of weather -- sun, air and water -- are also studied.

Spanish

The colors, numbers, days of the week, etc.

Art

The child learns to convey ideas through graphic expression. An awareness and appreciation of art is taught. Through activities, the child is stimulated to set down his/her own ideas and views with crayon and brush.

Music

Music in the primary grades is intended to help children experience singing as a joyful and meaningful way to express their Catholic faith. Principles of good singing, such as tone quality, pitch and rhythm are stressed while the children are introduced to the concepts of melody, harmony, form and the basics of music reading.

INTERMEDIATE GRADES (4-5)

In the intermediate grades, the children are grouped homogeneously (by similar ability levels) for reading and mathematics. In other areas of the program, they are grouped heterogeneously (by different ability levels). Homeroom classes are heterogeneously grouped.

The children are evaluated for grouping by student performance, end of unit testing, teacher observation and by standardized testing. Basic skills are emphasized in all subject areas. Along with these basics, each child participates in special enrichment activities such as art, music, physical education and computer lab.

Reading

Emphasis is placed upon comprehension and vocabulary development along with continuing development in work analysis skills and phonetics.

Language Arts

The skills of handwriting, listening, speaking, spelling and English usage, in conjunction with creative writing and critical thinking, are combined. Emphasis is placed upon accuracy and correct grammatical usage in all phases of the language arts program. In the intermediate grades, both oral and written modes of communication are strengthened through experience.

Mathematics

Intermediate scope and sequence includes the four fundamental operations, fractional and decimal numbers, estimation, measurement, geometry, graphing, standard and nonstandard problem solving.

Holy Trinity School offers an enrichment course which is designed to challenge and enrich the mathematically capable student. Students in grades 5-8 are eligible for this advanced course based upon grade average, standardized testing scores attaining 85 percentile or above, and teacher recommendation.

Social Studies

Our social studies series is a contemporary program which provides an impartial and in-depth coverage of history, geography, civics and economics. A wide range of lessons, including map and globe study, vocabulary development and exercises in inquiry, critical thinking and problem solving are presented within the context of the narrative approach.

Fourth grade introduces the students to the geography of our country. The five regions and their landforms are taught as well as the people who explored, settled and built our country.

Fifth grade covers a presentation of the story of our country stressing the heritage handed down to us by previous generations and tracing the growth of democracy.

Science

The science program integrates the skills and concepts of the life sciences, the physical, earth, and health sciences into a meaningful, comprehensive course.

World Language

The fundamentals of conversational Spanish is taught in the primary and intermediate grades. Research supports that the earlier a child is exposed to another language the more proficient they become. Spanish is taught one period per week in these grades.

Art

The child learns to convey ideas through graphic expressions. An awareness and appreciation of art is taught and through activities, the child is stimulated to express his/her visual representations with various types of art media.

Music

The music program in the intermediate grades continues to emphasize singing as the primary means of musical expression. Students also learn more advanced music reading and listening skills and expand their knowledge of musical instruments. The Spirit Choir is open to students in grades 3 – 8 and Handbell Choir is open to students in grades 3 - 8.

MIDDLE SCHOOL (6-8)

During the middle school years at Holy Trinity School, a student is introduced to a greater breadth and depth of subject matter commensurate with his/her own ability as well as a full activity program and expanded athletic and physical education format. Our goal is to prepare a well-rounded student with a strong foundation in academic areas and with the ability to exercise leadership and values based on sound Christian principles. Grades 6, 7 and 8 are departmentalized to better prepare students for the diversity of teachers that they will meet in high school.

Literature

The program in the middle school follows the organizational pattern of earlier levels but with a change of format to provide for stimulating and increasing student independence and initiative. A more in-depth study of literature becomes an important aspect of the junior high program. Enrichment in literature is provided through the reading of novels and explorations in literature.

Language Arts

The middle school English course consists of reviewing, reinforcing and, in particular, stressing grammar at a higher level. The basic language skills including those of spelling and writing are expanded. Previously learned concepts are put to use in creative writing as well as in the discovery of poetic verse forms. The study of various authors and their works is also a part of this course.

Mathematics

In grade 6 Concepts of Algebra and Geometry will be explored and conquered for further expansion.

In grade 7 Pre-Algebra will introduce students to thinking in a more abstract fashion.

Grade 8 will introduce students to algebraic concepts and skills to insure better mastery of the same objectives in an Algebra course.

Middle school grades are dedicated to the review and mastery of operations involving whole numbers, fractions, integers, decimals and percentages. Additional concept areas of geometry, ratio of proportions, statistics and probability are also studied. An increased emphasis of mathematical concepts underlying all operations and relationships is applied.

Holy Trinity School offers an enrichment course which is designed to challenge and enrich the mathematically capable student. Students in grades 5-8 are eligible for this advanced course based upon grade average, standardized testing scores at or above 85 percentile and teacher recommendation.

Social Studies

Sixth grade enables the pupils to expand their knowledge of the world in which they live and, through the study of ancient civilizations, to better understand and appreciate their various cultural backgrounds and heritage.

History

Grade 7 students acquire a general knowledge and background in United States history from the time of Columbus to the Reconstruction Period. The time frame studied extends to 1877.

Grade 8 students acquire a foundation in early modern United States history from 1865 to the present. They use basic skills previously acquired to compile, analyze and interpret historical information.

Geography

A dual approach is presented in the study of geography.

- 1) Topically, an understanding that the environment is made up of physical and cultural features, where they are located and how they are related.
- 2) Regionally, how the natural environment and people's activities are associated in different continental regions.

Always the focus is on Earth, as the home of all people.

Science

The life science text teaches basic life science principles in a traditional format. A progression from the simplest organisms to the complexity of human behavior and physiology is taught. In class, activities range from proper use of and exploration with microscopes to dissections of plants, squids, sharks and frogs. In class, laboratory instruction and participation reinforces each subject area studied.

The physical and earth science text explores the current technology in such areas as computers, lasers and space. Traditional studies of matter, energy and forces are extensively studied as well.

World Language

Spanish instruction at Holy Trinity School implements the World Language Curriculum Standards as promulgated by the Archdiocese of Hartford's Office of Education, Evangelization and Catechesis. We strive to introduce our students to the richness of Spanish language, culture, literature, art, and history using a heavily-supplemented, conversation-based curriculum. Upon graduation, our students have: mastered basic Spanish grammar and syntax; recognized and utilized both the present and preterite tenses; become aware of the unique contributions of Spanish-speaking communities to the global community; and communicated with their fellow students and members of the community at large using written and oral Spanish.

Art and Music

The child learns to convey ideas through graphic expressions. An awareness and appreciation of art is taught and through activities, the child is stimulated to express his/her visual representations with various types of art media.

The music program in the middle school grades continues to emphasize singing as the primary means of musical expression. Students also learn more advanced music reading and listening skills and expand their knowledge of musical instruments. The Spirit Choir and Handbell Choir are open to the students in the junior high grades.

TECHNOLOGY

Catholic Schools provide modern technology, including computer-assisted instruction across the curriculum and cutting-edge academics balanced with the traditional wisdom and morality.

At Holy Trinity School, we view Technology as an effective and necessary tool, capable of expanding the communications, presentation, and learning skills of our students, staff, and parents.

ELECTRONIC INFORMATION RESOURCES

The school's connection to the Internet/Intranet shall provide access to local, national, and international sources of information and collaboration opportunities that are vital to intellectual inquiries in our classrooms and media centers.

On a global information network such as the Internet/Intranet, however, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with certainty what information the user might locate. The availability of such electronic information does not imply endorsement of the content by the school or the Office of Catholic Schools nor of the use of such information by students and staff.

Internet Usage Policy

The use of technology is an important and useful tool of our curriculum. It is a resource and therefore is subject to the rules and policies as other school resources. Students are expected to respect the school's policy, the instructor's directions, as well as, fellow classmates' rights. Students must be responsible for accessing only appropriate web sites and reporting any accidental "hits" of inappropriate sites. Each school year the students receive a responsible use agreement which the student and parent must sign before the student is allowed to use our technology, including the use of iPads. A copy of this agreement is located in this policy book. The unauthorized use of any electronic device during a test or quiz shall be considered and treated as cheating. Students may only access electronic devices for assignments only with the permission of the teacher.

RIGHTS OF ACCESS AND REVIEW

POLICY

Approved: September 1, 2009

All material, including electronic mail, which is electronically stored on a school's computer, is the property of the respective school. The Principal and the Superintendent and his/her designee retain the right to access, review, edit and delete all user files and any material stored on any system. Staff shall always be notified of deletions.

PROCEDURE

Approved: September 1, 2009

Each school reserves the right to monitor the use of any school electronic or technological equipment. Users of any school electronic or technological equipment have no expectation of privacy in the use of any school electronic or technology equipment. School computers, e-mail, voicemail, the Internet, etc., may be monitored for appropriate use, and anyone found using such equipment inappropriately may be subject to discipline, including, but not limited to expulsion or termination.

Any employee who installs any password protection must register that password with the appropriate school administrator. Each school shall ensure that any software installed by it is being used legally, according to that software's license. Any individual who wishes to install a particular piece of software on a school computer may do so only with permission of the school Principal, and must represent that the installation is in conformance with any software license and appropriate use, and shall not harm the school's computer system. The appropriate school official may remove unauthorized software.

USE OF ELECTRONIC COMMUNICATION

POLICY - *Approved: September 1, 2009 (Archdiocese of Hartford)*

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school, or is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including, but not limited to, expulsion. The policy applies to communications or depictions through e-mails, blogs, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature, (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

INTERNET ENGAGEMENT

POLICY - *Approved: September 1, 2009; Revised: May 24, 2012*

Engagement in social networking, online blogs or postings, such as but not limited to, Facebook®, Instagram, Twitter, Snapchat, Kik, YouTube®, shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching.

USE OF TECHNOLOGICAL DEVICES

POLICY - *Approved: September 1, 2009; Revised: May 19, 2011*

The use of personal electronic communication devices during normal school hours is prohibited. No phones, electronic devices, or any texting capable device are allowed while on school grounds, at school activities, or while the student is entrusted to our care. Teachers reserve the right to allow communication devices (e.g. laptops, iPads, personal digital assistants (PDAs), tablets), during instructional time for specific instructional purposes. If a particular electronic communication device is to be used for educational purposes, the school administration and/or

teacher will provide parameters for its use. The school retains the right to confiscate these devices.

Users must adhere to local school policy regarding the use of additional electronic devices including, but not limited to (PDAs), tablets, calculators, gaming devices, cell phones, and all texting capable devices of any kind. Access will be determined by the administrator of the school. The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited. The unauthorized use of any electronic communication device during a test shall be considered and treated as cheating.

PROCEDURE - *Approved: September 1, 2009; Revised: May 19, 2011*

If a parent needs to contact a student during school time, such communication shall be through the school's office. Schools assume no liability for technological devices that may be confiscated, lost, or stolen from the classroom, school grounds, or school events.

USE OF STUDENT INFORMATION/PICTURES:

The school reserves the right to use student pictures in print or electronic media publications, the school's website and Facebook account. Any parent who does not wish his/her child's picture used must notify the principal in writing by the end of the first week of school.

PHYSICAL EDUCATION PROGRAM

Physical education is that phase of general education which contributes to the total growth and development of the child primarily through selected movement experiences and physical activities.

The physical education program at Holy Trinity School encourages each child to take part on a regularly scheduled basis in a variety of activities appropriate to each child's age, physical condition, abilities and social interests.

Each child is encouraged through a program of leadership, social and emotional experiences to develop and preserve the feeling of membership in the group to which he/she belongs. Specific objectives include physical fitness, skill development, social emotional development and interpretive ability. Holy Trinity School contracts its physical education program through the Family Y. Students in 1-8 are bused to the Y for classes during the winter months.

ADDITIONAL LEARNING OPPORTUNITIES

School Psychological Services

The school psychologist evaluates and consults with those students referred by school personnel, parents and physicians.

The services of a school psychologist are provided by the Town of Wallingford on a case-by-case basis. Students must meet certain criteria to be eligible for testing.

The school psychologist is available for educational testing on a case-by-case basis. Students must meet certain criteria to be eligible for testing. All inventories or testing scales provided by private doctors, clinicians or therapists will be mailed directly to the referring professional.

Learning Resource Room

The special services staff includes a qualified learning disabilities teacher who meets with students who have been determined as having a specific learning disability.

Math Enrichment

A math enrichment program which meets on a daily basis is provided for students in grades 5-8 who meet the specified criteria.

Nurse

A nurse is available on a full-time basis.

World Language

The students in grades K-8 have weekly instruction in Spanish.

Library

A special library period is scheduled for each class once a week. K - 3 students are able to borrow a book for one week. Grade 4 - 8 students are able to borrow two books for two weeks. A fine of \$1.00 will be charged for all books that are overdue for 1 month. Students are liable for the full replacement cost of all library books signed out in their name. Books may be renewed as necessary.

Compensatory Education

Students falling below the 35% in reading and math have the opportunity for remediation by the Reading Interventionist.

REPORT CARDS

Report cards are distributed three times a year: December, March and June. These are distributed directly to the students.

Parent conferences are scheduled in November to assess the student's progress and adjustment to the classroom environment. Additional conferences are scheduled at the teacher's or parent's request.

Interim progress reports are indicative of the possibility of a D or lower on the upcoming report card in a particular subject. An interim may also be given if a student is working below their ability.

Report cards focus on three important areas reflecting our philosophy of education; academic achievement, attitudes and conduct, effort and study habits. Frequent tardiness and absences affect student's overall grades and learning potential.

The marking system of the Hartford Archdiocese is used in all subjects. These marks are determined by class work, independent projects, tests, quizzes, homework and classroom participation.

| Kindergarten | |
|---------------------|---|
| M | Meets grade level expectations |
| P | Progressing towards grade level expectations |
| T | Time and experience required for skill to develop |
| ED | Experiences difficulty with skill |
| NI | Not yet introduced |

| Grades 1-3 | | | |
|-------------------|---|---|----------------|
| 5 | Consistently exceeded grade level expectations | O | Outstanding |
| 4 | Consistently achieved grade level expectations | S | Satisfactory |
| 3 | Approaching mastery of grade level expectations | U | Unsatisfactory |
| 2 | Approaching proficiency toward grade level expectations | | |
| 1 | Difficulty meeting grade level expectations | | |

| Grades 4-8 | | | |
|-------------------|--------|---------------|-------|
| Letter Grade | Range | Letter Grade | Range |
| A+ | 100-98 | C+ | 79-77 |
| A | 97-94 | C | 76-73 |
| A- | 93-90 | C- | 72-70 |
| B+ | 89-87 | D | 69-65 |
| B | 86-83 | F Below 65 | |
| B- | 82-80 | | |

The Religion mark is for work in that area of academic study and for knowledge of content presented in religion class.

In Reading and Mathematics, since individuals mature at different rates and have different abilities, these sections of the report card communicate to the parents the grade level upon which the child is working and his/her achievement at that level. Thus, it is possible for a child working below grade level to receive a high mark indicating good achievement at that particular level.

Online Grading is provided for families of grade 6 – 8 students. Through the school website link to EduConnect, parents must enter their user-name & password that they are provided with and view progress reports throughout the marking periods. The Administrator has the capability of viewing how often grades are viewed at home.

Christian Attitude, Conduct, Effort and Study Habits

The school has the opportunity to observe and study how the child displays Christian qualities of character and behavior as in living and working with others of his/her age level. For this reason, the report card evaluates general attitudes toward self and others. An asterisk will indicate that improvement is needed in the area of social development and work skills. No asterisk indicates satisfactory performance.

CRITERIA FOR A DIPLOMA

Holy Trinity students are expected to work toward their highest potential. However, the criteria for a diploma is the attainment of a passing mark (65/D) in all the major subjects.

CRITERIA FOR A CERTIFICATE

Any eighth grade student failing in the major subjects will be given a certificate instead of a diploma. After successful completion of summer school, the diploma will be presented to the student. The parents of the student are notified well in advance. Confidentiality is maintained.

CRITERIA FOR RETENTION FROM NEXT GRADE LEVEL

Students having the ability to obtain a passing mark, but not achieving it, will be considered for retention in a grade. The parents will be aware of this, the student will be notified and if no advancement is made, a meeting of all involved - teacher, parents, student and principal - will be held to review the case. Any child who fails a subject for the year must attend summer school. In accordance with Archdiocesan guidelines, the principal makes the final decision concerning retention.

GUIDELINES ON PUPIL RECORDS

In accordance with guidelines of the State Department of Education, Holy Trinity School maintains three categories of pupil records.

Category A

Official administration records consisting of minimal personal data for the operation of the education system: name, address, date of birth, parent or guardian, phone number, academic work, level of achievement, attendance data.

Category B

Verified information for formulation of educational programs: health records, standardized group testing scores, speech and hearing evaluations.

Category C

Verified information necessary for formulation of prescriptive educational plans designed to meet unique needs of selected student: referrals to other professional staff in school, planning and placement team findings, correspondence and reports with other agencies.

The records of this school concerning individual students shall be used for the promotion of the welfare of the student. In accordance with this principle and with state and federal laws, the policy of the Holy Trinity School shall be:

- That the parent(s) or legal guardian(s) shall have the right to inspect and review the student's record maintained by the school upon written request. Such requests shall be complied with as expeditiously as possible, but in no case shall compliance take more than twenty-five (25) days after receipt of the request.
- This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
- The written request is to be submitted to the principal of the school.
- Copies of a student's records are released only to duly-authorized persons and only after a release form has been signed by the parent or legal guardian. (P.L. 93-380)

- Students requesting records/transcripts must allow for five school-days. All forms should be submitted to the Holy Trinity School office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.
- Recommendations by teacher/principal require a two-week window.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

STANDARDIZED TESTING

In keeping with directives of the Office of Catholic Schools, the following standardized tests are administered in Holy Trinity School each year:

Gates-MacGinite Metropolitan Readiness administered to kindergarten & grade 1

Cognitive Ability Testing administered in grade 2

Iowa Test of Basic Skills administered to grades 3 - 7

Cognitive Ability Test administered to grades 5 and 7

All of these test results become part of the academic record of every student.

HOMEWORK

Homework is an extension of classroom study and is an important phase of the school curriculum. It aims at, but is not limited to, reviewing, enriching and developing greater understanding of the class material. It helps students to extend what is taught and aids in establishing study habits.

It is the responsibility of parents to provide an appropriate environment for study within the home. Parents are requested to help their children establish timelines for long range projects. Drill and reinforcement in basic skill areas is essential to successful learning. As partners in the educational process, parents are requested to be catalysts in helping their child secure a firm foundation in the major content areas.

Formal homework assignments are given at the discretion of the teacher.

Primary 30 minutes daily
 Grades 4-5 60 minutes daily
 Grades 6-8 90 minutes daily

These times reflect the average student. Some assignments may require more or less time. Incompleted classroom work, work due to absenteeism, long term projects, etc. do not count as daily assigned homework. Every student in grades 3 through 8 must use the school assigned homework planner.

EXTRA-CURRICULAR ACTIVITIES

Extra-curricular activities such as clubs, sports, music programs, and class activities have been established to maintain school spirit, create unity, encourage good relations between school staff and students, instill good citizenship, and promote the welfare of the school.

Any student who obtains a grade below a 70 in any subject at interim and/or report card time will not be eligible to take part in any extracurricular activity during that marking period. After school help is available.

Students are subject to removal from these programs for a period of time determined by the principal for any of the following reasons including, but not limited to:

1. Truancy/Excessive Tardiness
2. Disruptive Behavior
3. Use of Profane/Abusive Language
4. Cheating
5. Use of Cigarettes or e-cigarettes
6. Frequency of Detention

Any other act that is considered by the school staff or administration to seriously disrupt the educational process or is deemed to be against the best interest of the school is also cause for removal from the extra-curricular program.

Students who are absent from school on a given day will not take part in sports, dances and/or extra-curricular activities on that day.

ATHLETIC CODE OF ETHICS

Playing sports is a privilege not a right. School officials have a duty to hold athletes to personal, academic and disciplinary standards. Since the athlete represents the school, every effort should be taken to ensure that student athletes are worthy representatives.

Students must maintain a grade of at least a C- in every subject in order to be eligible for participation in the athletic program. Grades of athletes will be reviewed at the end of the first trimester, and then at each interim report time and each trimester thereafter during the school year. Failure to meet the requirement will result in elimination from the team.

Teachers will monitor academic effort of athletes throughout the athletic season. If any teacher observes that any student is not demonstrating sufficient effort in a subject, the principal will be notified. The principal will schedule a conference with that student and will notify parents and coaching staff. Lack of academic effort by any student may result in that student's suspension from team activities.

Parents are responsible for providing prompt transportation at the end of practices or games. If this becomes a serious problem, the student will be removed from the team. Volunteer coaches are doing a great service for HTS, and students should not take advantage of them.

The students and parents are responsible for the safe-keeping and maintenance of uniforms and equipment issued to students as members of the team. Students agree to return uniforms and equipment at the completion of the season or at the time that membership on a team terminates. A student failing to return uniforms will be billed for the replacement cost of items not returned or returned in poor condition.

GENERAL INFORMATION

SCHEDULE

School begins at 8:09 a.m. Bus students enter the school through the front north door adjacent to the parish center. Any student entering after 8:10 is considered tardy and must report to the office through the main front door, with a parent, for a late slip.

Students should not be in the school yard prior to 8:00. Supervision of students begins at 8:00 a.m. when they enter the building.

The school cannot provide supervision in the yard for those walkers or car riders who arrive earlier than 8:00. Therefore, the school cannot assume responsibility for these students.

Students are dismissed at 2:25 p.m. by a teacher or administrator. Students are to be picked on the playground by parents. No child should enter the bank parking lot without a parent. Supervision of students is not provided by teachers after dismissal.

Bus students of all grades are dismissed at 2:25 p.m. through the front doors (parish center side.)

Attendance: Absences and Tardies

ABSENCES: The State of Connecticut deems it essential that students attend school on a regular basis in order to maintain continuity of the educational process and to foster the habits of regular attendance, dependability, and responsibility. Connecticut state law requires parents/guardians to cause their children to attend school regularly, and the Board believes a student should not be absent from school without the parent/guardian's knowledge and consent.

The statutory responsibility for regular attendance rests with the students' parents/guardians or with the students themselves when they become of legal age. However, the school shall institute all necessary measures to encourage and ensure the regular attendance of all students.

TARDINESS: Holy Trinity School believes that patterns of punctuality and adherence to schedules must also be developed in students. Therefore, tardiness to school and/or class will result in disciplinary action. Three (3) tardies or three (3) early dismissals is considered a one-half day absence. Excessive tardiness has a direct impact on a student's academic success and promotion to the next grade. If your child is tardy he/she must enter the building through the main entrance on North Whittlesey Ave. The back door will not be open for late arrivals.

Legal Reference: Connecticut General Statutes

10-184. Duties of Parents

10-185. Penalty

10-186. Policies and procedures concerning truants

III. TARDINESS Students who arrive later than 8:09 a.m. will be considered tardy. Students who are tardy are responsible for work done in classes missed as well. Detentions will be given to students who are chronically tardy. Please note that chronic absenteeism as well as tardiness constitutes grounds for educational neglect and is reportable to the Department of Families and Children Services.

LEAVING SCHOOL EARLY

If possible, doctor's appointments should be made after school hours or during school vacations. Parents must come to the school office to pick up their child and sign them out of school. Authorized school vacations are scheduled throughout the year. Please try to schedule family vacations during those times. Homework will not be given prior to unscheduled vacations. Missed work must be made up according to the classroom teacher's grading policy.

WEATHER

In the case of severe weather, Holy Trinity School will follow the decision of the Wallingford Board of Education as to whether or not there will be a school session. This decision will be announced over the radio stations. School Messenger calls, website and Facebook are updated.

EARLY DISMISSAL DUE TO BAD WEATHER

Parents should not call the school office to inquire about school cancellations for weather. Parents should not call school when bad weather conditions develop during the school day because doing so ties up the line if there is an emergency or if the Public School Office is trying to make contact. If parents are unable to listen to the radio at work, perhaps a plan can be worked out with a neighbor, friend or relative. Parents must work out plans for students to be picked up and supervised in cases of early dismissal because of bad weather. Parents will be alerted through School Reach which is an automated system. Please be certain that you inform the school of any changes with your cell phone, work or home phone numbers.

EMERGENCY CARDS

Emergency cards list the names and telephone numbers of those people other than parents who will respond if a child becomes ill or if there is an emergency and a parent cannot be reached. If changes are to be made, it is the parent's responsibility to update this report throughout the year. It is absolutely critical that we know how to contact someone who can make a decision on your behalf when we cannot get in touch with either parent or guardian.

RULES OF BEHAVIOR

General:

1. Accept leadership and authority of teachers, principal and all staff members.
2. Cooperate with teachers and other students.
3. Be honest and courteous.
4. Be aware of personal safety and safety of others.
5. Use only acceptable language.
6. Assist in keeping the grounds and facilities free of papers and other debris.
7. Refrain from damaging, defacing or destroying school and personal property. Pay replacement cost of property and books damaged or lost. Report cards will be held.
8. Remain on the school grounds until dismissed or given permission to leave by a teacher or administrator.

9. Travel on a school bus only if assigned to that particular bus.
10. Chewing gum is not allowed in the building, bus or on the school grounds at any time.
11. Be in the school building before or after school only with the supervision of a teacher and with expressed permission of his/her teacher.
12. Change clothes in the lavatories only with the expressed permission of his/her teacher.
13. Valuable possessions may not be brought to school. The school bears no responsibility for lost or stolen items, including electronic devices.
14. **All** personal belongings are to be marked with the student's name.
15. The office phone and classroom phones may only be used in case of an emergency. Forgotten items and homework are not considered emergencies.
16. Students are required to walk on school grounds and in the building at all times.
17. Cell phones and all electronic devices must be turned off and not used during the school day. If this policy is violated, the phone is taken away for the day. A notice will be sent home to the parent. Three notices will result in a detention.
18. Any type of gun or weapon in school or on school grounds constitutes grounds for expulsion.

Violation of any of the preceding rules will result in disciplinary action or loss of privilege.

Verbal, Written or Physical Threats/Actions

Children in grades K-2: Discipline at the discretion of the building principal.

Children in grades 3-5: Up to a five-day out-of-school suspension and referral to the Youth Officer of the Wallingford Police Department.

Children in grades 6-8: Up to a ten day out of school suspension, Assessment from a licensed psychologist or social worker, and referral to the Youth Officer of the Wallingford Police Department if the Youth Officer is not available.

BULLYING POLICY

Introduction

Bullying is prohibited in all Catholic schools of the Archdiocese. It must not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenet of "Love your neighbor as yourself," and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student a safe and caring learning environment.

Scope of Policy

This bullying policy is to be applied to Kindergarten through Grade Eight at Holy Trinity School. It addresses bullying and does not replace any policies that deal with individual student misconduct or behavior. Student behavior is already addressed in the "Expectations of the Student" section of this policy.

Definition of Bullying

"Bullying" is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school sponsored activity, or on a school bus, in which acts are repeated against the same student over time. Bullying includes, but is not limited to, physical intimidation or assault, extortion, oral or written threats, teasing and putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of school policy. The determination that conduct does not constitute bullying under state law and school policy, however, does not restrict the right of the administration to impose appropriate disciplinary consequences for student misconduct.

Repeated Misconduct

Bullying in violation of school policy must be "repeated against the same student over time." An isolated incident, however egregious, is not "bullying" under state law and school policy. Similarly, numerous acts of misconduct against different students do not constitute "bullying" under state law and school policy. While serious, both isolated incidences of bullying behavior and numerous acts of misconduct against different students will be appropriately addressed under the school's discipline policy and will be entered in a log to ensure a pattern of bullying behavior does not develop.

Ridicule, Harassment, Humiliation, and/or Intimidation

Bullying is more than misconduct. Bullying is marked by the intent to ridicule, harass, humiliate, or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken in private or online, whether such conduct occurred in front of others or was communicated to others, how the student accused of bullying interacted with the victim, and the motivation, either admitted or appropriately inferred, of the alleged violator.

Complaint Process

Formal Complaints: Students and/or their parents or guardians may file written reports of conduct they consider to be bullying. These written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. These reports can be filed with any teacher, who will forward them to the principal, or directly to the principal, for review and action.

Informal Complaints: Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of the suspected bullying, and the names of any potential student or staff witnesses. The individual who receives the informal complaint shall promptly forward a written complaint, including the information provided to the principal for review and action.

Anonymous Complaints: Students who make an informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s) or administrator(s) who receive the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

Staff Responsibilities and Intervention

Teachers, administrators and other professional staff such as teacher's aides, the school nurse, and librarian who witness bullying, as defined above, shall promptly notify the principal of the events observed, and shall promptly file a written incident report concerning the events witnessed.

Teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. They may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Teachers and other professional employees should intervene promptly (unless intervention would be a threat to the staff member's safety) whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "bullying."

Investigation of Complaint

Once a complaint has been reported, the principal shall promptly investigate to determine if bullying has occurred. The principal will review the log referred to in #17 of the "Expectations of the Student" section to also see if there is a pattern of bullying behavior and will use that as a tool of investigation. Investigation of alleged bullying may also include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, staff, and review of school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation.

An investigation of an anonymous complaint shall be limited as appropriate. Such limitation of the investigation may include restricting action to a simple review of the complaint, discussing the complaint (with or without discussing it with the alleged violator) subject to further receipt of information and/or the withdrawal by the complaining student of the condition his/her report be anonymous.

A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying were verified, and a recommendation for intervention, including disciplinary action.

Consequences of Actions

Once the investigation is complete, the school principal shall determine the consequences for the individual(s) on a case-by-case, age appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of “bullying,” as defined above, will generally warrant disciplinary action against the student responsible for bullying, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the principal. It is the goal of the administration, faculty, and staff to have the child achieve redemption, learn, and stop the bullying. The following are possible interventions to enforce the prohibition against bullying.

Non-disciplinary interventions When verified acts of bullying are identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

Disciplinary Interventions When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts may be asked to perform some type of community service within our School/Parish, make amends with the child(ren) that are victims of the bullying acts, and will be issued an age appropriate consequence. Community service may include, but is not limited to, tasks in the classroom, cleaning up grounds or the building. Making amends shall include, but are not limited to, making a card or writing a letter to the child, apologizing to the child and performing an act of kindness. Punitive action may include the loss of recess, detention (grades 5 – 8), in-school suspension, suspension at home, and expulsion. An in school/out school suspension given as a result of bullying shall be reported to the Assistant Superintendent for Elementary Schools, Office of Catholic Schools. Parents of all disciplined children will be notified of the consequences.

Depending upon the severity of the situation, the administrator may also take steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff support for students as necessary, requesting a parent conference, requiring that a student/family obtain professional counseling, developing a supervision plan with parents, and notifying law enforcement in the most severe cases.

Educational Measures

The faculty of Holy Trinity School will include education about the harm, culture and injustice caused by bullying into their curriculum where it is possible and appropriate. The Religion Program in grade K -8 will integrate issues about bullying behavior into the classes.

Reporting Obligations: Report to the parent or guardian of the student involved in acts of bullying. If after investigation, acts of bullying by a specific student are verified, the principal shall notify the parent or guardian of the student in writing of that finding. If disciplinary consequences are imposed against the student, a description of the discipline shall be included in the notification.

Reports to the Victim and His/Her Parent or Guardian: If after investigation, acts of bullying against a specific student are verified, the principal shall notify the parent or guardian of the victim of such finding. In providing notification, the statutory privacy rights of the person responsible for bullying must be respected. The specific disciplinary consequences imposed on the violator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

EXPECTATIONS OF THE STUDENTS

The faculty and administration of Holy Trinity School expect the students of our school community to behave in a responsible and caring way. The students shall:

1. Accept the leadership and authority of teachers, principal and other staff members.
2. Cooperate with teachers and other students.
3. Cooperate with parent volunteers.
4. Be courteous.
5. Be honest in all class work and homework.
6. Use acceptable language.
7. Remain on school property until dismissed by a teacher or the principal.
8. Not chew gum in the building, on the school bus, or on school property.
9. Not eat or drink in bus lines, the library, or hallways.
10. Be in the school building before or after school only with the permission of a teacher or the principal.
11. Be in proper school attire while on school property.
12. Show consideration and care for school property.
13. Complete all assignments on time.
14. Return any test or assignments requiring a parent's signature.
15. Not carry matches, knives, guns, tobacco, alcohol, or illegal substances of any kind. (Failure to comply may result in expulsion.)
16. Obey all rules and regulations pertaining to transportation rules.
17. Not verbally or physically abuse another student at any time. If an act is severe, with the intent to humiliate, harass, ridicule or intimidate a child, it may be reported in a log that may be used over time to prevent and/or identify a pattern of bullying behavior. Information in the log is confidential and will not be part of a student's school record.
18. Assume responsibility for learning:
 - a. Be attentive in class.
 - b. Come to school prepared and ready to learn.
 - c. Be organized.
 - d. Use time wisely
 - e. Cooperate with peers and teachers.

Inappropriate behavior may be handled in variety of age appropriate ways. Based on the misdeed, the student may:

1. Be denied recess time.
2. Be assigned a writing punishment, which may require a parent's signature.
3. Be removed from the class for a specified period of time.
4. Be required to remain after school to complete work (parents will be notified).
5. Receive a detention.
6. Receive an in-school suspension.
7. Be suspended from the school.
8. Face expulsion.

PENALTIES FOR INFRACTIONS

Detention

1. Detention shall be given by a teacher for infractions of rules and school policies.
2. Detention will be held at the discretion of the teacher. In cases where the child remains after school, parents will be notified in advance.
3. Accumulation of detentions will result in further disciplinary actions.

Suspension

Suspension means that a student is excluded from classes for a given period of time. During this period, the student is under the supervision of the principal in an assigned area. He or she is given school assignments that are to be completed and handed in to the home room teacher. If a student is suspended, this is recorded on their permanent record card. Three suspensions may result in dismissal from Holy Trinity School. During a period of an out-of-school suspension, the student is not allowed on school property and cannot attend school functions.

Expulsion (Permanent Dismissal)

HARASSMENT POLICY - Approved: September 1, 2009

The schools of the Archdiocese do 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. Harassment incidents that demand suspension or expulsion shall be reported to the Assistant Superintendent before any final decision is reached.

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 also can include belligerent or threatening words spoken to another individual.

Physical Harassment includes unwanted physical touching, contact, assault, and 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.

A student who harasses another student shall be disciplined and may be expelled from the school.

PROCEDURE - *Approved: September 1, 2009*

Upon learning about the harassment incident, the administrator shall thoroughly investigate the circumstances. His/her investigation may include interviews with students, parents/guardians, and school staff; a review of school records; and identification of family issues.

If it is concluded that an act of harassment has occurred, the parents/guardians of the student who committed such acts and the parents/guardians of the student against whom such acts were directed shall be notified. Consequences for a student who harasses another shall depend on the results of the investigation and include a parent conference, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. This may involve reporting incidents to law enforcement if appropriate.

Suicide Statements by Students Holy Trinity School values the quality of life for our students. We take seriously any threats/concerns of threats. Holy Trinity School follows the Office of Catholic Schools Policy in this matter.

Cheating/Integrity In accordance with the mission of Holy Trinity School, integrity and honesty are expected in all aspects of the students' work. Cheating is considered a serious infraction and will result in a 0. The following are examples of cheating: copying, plagiarism, knowingly using another student's work as one's own, allowing another student to use your work. Cheating is not limited to these examples. All students involved will be punished. Work will not be allowed to be made up.

Suspension

Any suspension (i.e., in-school or out-of-school) automatically excludes a student from participation in extracurricular activities for a period of six weeks.

In-School Suspension

A student serving an in-school suspension will be separated from his/her class. During the suspension period, the student will be under the supervision of the principal and faculty and will complete all required school assignments.

Out-of-School Suspension

Out-of-school suspension means that a student is excluded from classes for a specific period of time. During this time, the student is expected to be at home and under the supervision of his/her parents. The student is given school assignments that must be completed by his/her return to school.

Expulsion (Permanent Dismissal)

When the spiritual, intellectual, social and physical development of any one of our students is threatened by another child with harmful conduct such as fighting, cheating, stealing, smoking, drinking and the use of drugs, verbal threats, harassment and disruptive classroom behavior, such child is subject to expulsion. Any student who has accumulated three suspensions for any reason, including failure to do assigned work, may face permanent dismissal.

The principal of Holy Trinity School reserves the right to expel a student who is unable to adapt to the Christian environment, who presents a danger to the moral or physical well-being of other students, or is guilty of prolonged and open disregard for school authority.

Expulsion will be considered only after conferencing with parents/guardians who have been made aware of the seriousness of the student's conduct. The Superintendent of Catholic Schools, or in his/her absence, the assistant superintendent will be consulted by the principal before the final decision is made.

SUBSTANCE ABUSE POLICY - *Approved: September 1, 2009*

No student shall possess, use, or attempt to possess, use, or be under the influence of a prohibited substance on school premises during any school term or off school premises at a school-related activity, function, or event.

A “prohibited substance” is defined as:

1. Any controlled substance or illegal or dangerous drug as defined by law, including but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate
2. Alcohol or any alcoholic beverage
3. Any abuse of glue, aerosol paint, or any other volatile chemical substance for inhalation
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug
5. Any prescription drugs used in amounts or purposes not contemplated by the prescription

The transmittal, sale, or attempted sale of a prohibited substance is also prohibited under this policy. Students who violate this policy shall be subject to disciplinary action, including expulsion.

PROCEDURE - *Approved: September 1, 2009*

“Use” means a student has smoked, ingested, injected, imbibed, inhales, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

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“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

An interview with the parent/guardian of the student is required before a decision is made regarding the student’s readmission to school.

The school reserves the right to require professional counseling as a condition of maintaining a student’s enrollment.

Under no circumstances should the student be sent home from school or a school-related function without the knowledge and permission of his/her parent/guardian. Under no circumstances are students to be sent home alone.

ALCOHOL, DRUGS & TOBACCO

The state of Connecticut prohibits alcohol possession, distribution or consumption by those under the age of 21. Federal, state and local laws prohibit the possession, manufacture, distribution, and sale of illegal or harmful drugs and drug paraphernalia.

Use or possession of tobacco products, alcohol, illegal drugs, alcohol or drug paraphernalia, or misuse of prescription drugs and/or inhalants on school grounds is prohibited. In addition, students found to be under the influence of alcohol, drugs or inhalants or a substance which is represented as such on or off school grounds will be addressed per Holy Trinity School and Archdiocesan policy and protocol. This policy applies to all school-sponsored activities, regardless of location.

Any student disregarding this policy will be subject to disciplinary action which may include suspension and/or expulsion. The proximity of graduation will not exempt a student from this policy. Parents of students found responsible for violating this policy will be notified immediately. If necessary, other officials also will be notified in compliance with the law.

Cubbies and desks are the property of Holy Trinity School; therefore, they are subject to search if deemed necessary by the principal. The school reserves the right to search students' backpacks and personal belongings when on school grounds and/or during school-sponsored activities.

Bus Dismissal

Students exit front side door nearest to parish center. For safety reasons, parents must inform the administration and classroom teacher of a change in transportation for a child who normally takes the bus home. Only written notes containing the date, child's name, bus # and parent signature will be accepted. Please duplicate the form in the back of the book.

Appropriate behavior on the bus and at the bus stop is expected of all Holy Trinity students. The students are to treat the bus driver and each other with respect. The student shall:

1. Respect and obey the bus driver.
2. Remain seated while the bus is moving.
3. Keep entire body inside the bus.
4. Refrain from throwing any objects out of the bus.
5. Ride only the assigned bus.
6. Ride the assigned bus daily unless a note of excuse written by the parent has been received in the office. Kindly duplicate the form in the back of this handbook for this purpose. No student may invite more than two (2) students from a different bus route to ride the bus to their home.

Bus students not conforming to the above rules are subject to disciplinary action. According to Wallingford Board of Education policy, any child receiving three (3) warnings will be suspended from riding the bus/van for at least three (3) days. Violations of these rules will jeopardize your child's privilege of riding the bus.

Car rider / Walker Dismissal

Students exit the rear door on the playscape side of the building. Parents greet students on the sidewalk. Parents do not enter the building at dismissal. Students wait for parents inside fenced area. If a parent does not arrive to pick up their child within 5 minutes of dismissal time, the child should re-enter the building to tell the office to contact their parent(s). No child should enter or exit a car parked in the bank parking lot without a parent. Safety in the parking area is everyone's responsibility. Parents should park their cars in a safe and legal manner on the street and TD Bank parking lot and walk down to the fence and sidewalk to meet their children. It is unsafe for the students to walk into busy parking lots to meet their parents. Parents are asked to be at school for dismissal on time. For safety reasons, the school requires a written note informing the teacher of a child's change in car dismissal.

Bicycles

In the interest of child safety, only children in grades 6 through 8 are permitted to ride their bicycle to school and this is only upon the judgement of the parents and the administration. Since the school cannot assume responsibility for stolen or damaged bikes, we recommend that a lock be provided. To insure safety, the children are not allowed to ride bikes in the school yard.

DRESS CODE

Students are encouraged to develop the important qualities of cleanliness and good grooming. Haircuts and hairdos are to be neat and of a sensible style. The school reserves the right to decide whether or not a student's grooming is in accord with the school's norm. Students are to be attired in winter and summer uniforms as published by the school. Sneakers are permitted only for physical education class. Sweatshirts, even Holy Trinity School ones, are not classroom attire at Holy Trinity School. Eye shadow, nail polish, etc. are not appropriate during the school day. Summer uniforms are worn from May 1st through the close of school and for the opening of school through October 15th unless otherwise stated. If a student is unable to wear any part of the regulation uniform, an explanation from the parent is required. Please expect and obtain a clean and neat appearance from all your students. Uniforms are to be worn at all times except when students are otherwise informed for some particular reason.

| Winter | | |
|------------------------------|---|---|
| Article | Girls | Boys |
| Jumper/Pants/Skorts | Gr. K-5: Plaid jumper | Khaki pants with belt |
| | Gr. 6-8: Skort no shorter than 2 inches above the knee | |
| Shirts | White polo with HTS logo, short- or long-sleeved | Navy polo with HTS logo, short- or long-sleeved |
| Outerwear | Gr. K-8: Navy fleece jacket with HTS logo | Navy fleece jacket with HTS logo |
| | Gr. 6-8: Navy fleece vest with HTS logo | |
| Socks (over ankle length) | Daily socks/tights: Navy | Daily socks: Navy |
| | Gym socks: White | Gym socks: White |

| Fall/Summer | | |
|-------------|---|--|
| Article | Girls | Boys |
| Shorts | Khaki shorts | Khaki shorts |
| Shirts | White polo with HTS logo, short-sleeved | Navy polo with HTS logo, short-sleeved |

Shoes

Parents are to select an appropriate brown, black, tan or blue shoe. Soles and/or heels are to be less than 1 inch high and shoes MUST have non-marking soles. Shoes with lug soles, sandals, clogs, sneakers, canvas shoes, athletic shoes, flip flops, boots of any kind, moccasins, or slippers are not allowed. The principal reserves the right to determine whether or not a shoe meets the dress code.

Girls' jumpers and skorts should be worn at a length that is no more than two inches above the knee. Slacks of any type are not to be worn under jumpers during classes. The non-negotiable length of jumpers, skorts, and shorts is no more than six inches from the floor when kneeling.

All parts of the school uniform must be purchased from Dennis Uniform Company. The stores are located at 500 Boston Post Road, Orange and at 650 Wolcott Street, Waterbury. They have our full uniform policy on file. Any uniform needs or questions should be addressed to the company at (203) 795-5457 in Orange and (203) 597-9246 in Waterbury. Orders may be placed over the Internet: www.dennisuniform.com, school code: OR00HT.

Make-up is not appropriate. Girls may wear clear nail polish as well as small stud earrings. Dangling earrings are not permitted. Boys may not wear earrings. Jewelry, other than a watch, that does not have internet abilities, ring or religious medal, is not allowed.

Gym Uniforms

Gym uniforms are purchased through Dennis Uniform and sneakers are worn on gym days. Holy Trinity School gym T-shirts and sweatshirts are the only acceptable gym uniform. These uniforms are worn to school on gym days. All parents must be vigilant that students are adhering to this policy. No exceptions, please. Gym T-shirts and sweatshirts are available only through Dennis Uniform. Regulation gym shorts may be worn during the months of September, May and June. White gym socks MUST be above the ankle.

Physical Education Schedule:

Grades K - 3 on Tuesday

Grades 4 - 8 on Thursday

Casual Day Attire

Jeans may be worn on casual day. They are to be neat, not torn and may not be low-rise. Bermuda-length Shorts (not cut-offs and not more than two inches above the knee) may be worn. Pajama pants are not allowed at any time. On casual day, sneakers are permitted.

Halter tops, tank tops, mesh shirts, athletic tops, shirts with cut-outs, or any shirt that does not fully cover the torso are not allowed on casual day, field day, or field trips. The students may not wear any type of shirt that does not have sleeves. T-shirts must not be vulgar, violent, obscene or be imprinted with drug, alcohol, or cigarette logo.

If a child forgets to wear casual clothes, he/she will not be allowed to call home for a change of clothing. Sometimes students "sneak" in a phone call home. If this should happen, we ask that you respect our policy and do not bring a change of clothing to your child.

Students will not be allowed to wear casual clothes on casual day without the \$1.00 contribution. If your family is experiencing financial difficulty and cannot afford the contribution, please contact the administration. Too many of our students conveniently forget the money yet wear the casual clothes. Students who do not adhere to this policy will have the privilege of casual day revoked for the year. We ask that you support our efforts in further developing responsible children.

School Dance Dress Code

Students may not wear jeans (of any color), denim slacks or t-shirts. Boys must wear collared shirts. Girls must wear shirts that are modest and are able to be tucked into skirts/slacks. Girls may wear slacks. Halter tops, tank tops (any shirt that does not fully cover the torso) and strap tops less than 3 inches wide, spaghetti-strap tops, mesh tops, shirts with cutoffs and off-the-shoulder tops are not allowed. Midriffs are to be covered at all times. Skirts and dresses must be of a modest length, no shorter than two inches above the knee. These rules also apply for Class Night.

Haircuts: Both girls and boys should have neat and clean hair on a daily basis. Mohawks, shaved heads, designs in hair, tails or any other type of faddish haircuts are not allowed. Hair color, dye and high-lighting is not allowed for either girls or boys. Eye brows should not be covered. Boys' hair must be above the collar. Boys need to be clean-shaven and well-groomed.

Violation of the student dress code will result in disciplinary action at the discretion of the teachers and the principal.

Lost and Found

Most articles that are found are placed on the lost and found shelf located in the basement of the school. The only items that should be turned into the school office are money, jewelry or wallets. Parents of younger children are requested to check periodically for lost clothing. It is essential to mark all clothing and lunch boxes with your child's name.

ATTENDANCE AND HEALTH

Students must be in homerooms before classes begin at 8:10 a.m. There are only two reasons accepted for an excused absence; sickness of the student or death in the immediate family. Frequent absences are extremely detrimental to the student's academic progress. In the event of absence, parents are requested to do the following:

1. Call the school office (269-4476) on the day of the absence and report the reason for the absence. Calls must be made by 9:00 a.m. The nurse's voice mail may be accessed at any time by calling extension # 12.
2. When the student returns to school send a note written by the parent, stating the dates of absence and the reason.
3. In the event of an accident or an operation, a written note must be submitted to the teacher/nurse in order to have the student excused from physical education classes.
4. Children absent from school because of contagious diseases must have written permission from their family doctor before being readmitted.

ALL APPOINTMENTS WITH DOCTORS AND DENTISTS SHOULD BE MADE AFTER SCHOOL HOURS WHENEVER THIS IS POSSIBLE.

Physicals

It is the policy of the Wallingford Board of Education and Holy Trinity School, in compliance with the State of Connecticut regulation that each child must have a complete physical exam including hematocrit, urinalysis, vision and hearing screening, height and weight, pulse and blood pressure measurements prior to entering kindergarten and in the period of July 1 - June 1 of their sixth grade year. Their immunization must also be completed.

FIELD TRIPS

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consolidation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
6. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. Note: a fax or e-mail does not take the place of an original signature. These will not be accepted.
7. A telephone call will not be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
9. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for that day.
10. All monies collected for the field trip are **non-refundable**.
11. **Cell phones are not allowed on field trips** unless otherwise directed by the teacher and/or administration.

Off Campus Conduct

The administration reserves the right to discipline the student for off campus behavior that is not in line with the behavior expectations of students during the course of the school day or that is detrimental to the reputation of the school.

Medication

The following is the Wallingford Board of Education's policy regarding the administration of medication during school hours. Since the town provides nursing services to our school, we abide by this policy.

Medication, whether prescribed or over-the-counter, should be given, if possible, before school. A state law requires a PHYSICIAN'S WRITTEN ORDER and a PARENT'S AUTHORIZATION for the school nurse to administer ANY medicinal preparations. In her absence, the principal or designated teacher may administer medication. Medication must be in a pharmacy container, clearly marked with the following information:

1. Student's name
2. Direction for administration
3. Name of medication - dosage format on the label must match the details in the authorization form.
4. Doctor ordering medication - Long term continuing medication is renewed each September.
5. Students may not bring medication to school. Medication must be brought to the school nurse IN IT'S ORIGINAL BOTTLE by a parent.

For field trips, the following apply:

- A. If the school has proper authorization (written doctor's order) to administer the medication, the teacher in charge shall carry and administer such medication.
- B. Children who have the appropriate authorization for self-administration of EPI pens may attend field trips without a guardian.
- C. Parents of children with severe asthma, diabetes, or other potentially life-threatening illnesses are asked to discuss field trip needs with the school nurse at the start of the school year.

Field Trip/Chaperone Expectations: Siblings and/or relatives are not allowed to accompany chaperones on field trips or field day. Cell phone use should be limited to emergencies only. Everyone remains as a group unless otherwise directed by the teacher in charge of the trip.

Students are never to be left alone anywhere, including restrooms. Chaperones will escort their group to restrooms and wait until the group is together again. **UNDER NO CIRCUMSTANCES ARE STUDENTS TO BE SENT TO THE RESTROOM ON THEIR OWN WITHOUT AN ESCORT.** Report any injuries, illnesses, lost students, etc. immediately to the teacher in charge. Parents of students with medical needs must accompany their child. They are given

first consideration when planning for chaperones, followed by room parents. Adults may not consume alcohol on a field trip. All chaperones must be background checked and Virtus trained.

Guidelines for Crutches and Wheelchair Use in School

Any student who arrives to school with crutches or requests use of a wheelchair must have a doctor's note indicating the particular medical problem and have included in the note parameters for activity limitations. If a student arrives to school with crutches or a request for a wheelchair and states they have not seen a doctor the school nurse must contact the parent. The parent will be informed that if the student sustained an injury where they need crutches or the use of a wheelchair they need to be evaluated by a physician. If the physician feels the student does need crutches or a wheelchair the school nurse needs a note from the doctor for the reason the crutches/wheelchair are being prescribed and any activity restrictions or limitations the student may have. The school nurse will inform the parent that the child should be taught proper use of crutches prior to coming to school and the instruction should include how to use crutches on stairs. Parents are encouraged (not required) to provide transportation to and from school. If a student needs to be on crutches or utilize a wheelchair for an extended period of time van to van transportation is provided if there is a doctor's note requesting the need. Students needing to use a wheelchair must provide their own wheelchair for use during the school day. The school wheelchair should be kept available for school use and emergency needs. The bus company will not transport a student with crutches.

LUNCH PERIOD

All children remain at school during the lunch period. Each student has the option of bringing his/her own lunch and purchasing milk or participating in the hot lunch program. Students in kindergarten through grade six are not allowed to use the microwaves. Lunch personnel are not authorized to heat students' lunches.

The cafeteria period is supervised by salaried personnel. Students are expected to show respect and courtesy at all times. In the event that this is not done, the child will be removed from the cafeteria and the parents will be contacted to make other arrangements for the student's lunch period.

FOOD POLICY

Peanut/Nut Allergy

There are some children at Holy Trinity School who are allergic to peanuts, peanut oil and/or tree nuts. These allergies can be serious and life-threatening. Please do not use any peanut or nut products when baking for bake sales and other events. The policy set forth by the Wallingford Board of Education recommends that students with food allergies strictly avoid foods not brought from home to prevent possible anaphylactic reaction. Students with nut allergies eat in the hot lunch room which is a peanut-free zone. Please be aware certain classrooms may be considered "peanut-free" and no one is allowed to bring in a peanut snack.

COMMUNICATIONS

When it is necessary to communicate with a classroom teacher, the parents are requested to call or e-mail for an appointment. Teachers are not available to dialogue with parents during class time. Parents may not confer with a teacher while a class is in progress.

Classroom problems should first be discussed with the teacher. Only after this has been done should a parent request an appointment with the principal.

Parents' comments and questions are welcome on any subject, no matter how seemingly unimportant. Most school communications are posted on our website. The oldest child in the family is responsible for taking the family envelope home and returning it to school the following day. Family Envelopes are an important way of keeping communications open between HTS and the home. Please make a special effort to read the contents carefully each week. If papers need to be returned to the office, please print the appropriate forms and return them in the Family Envelope on Thursday. Collection of money for any purpose must be cleared through the principal prior to the collection. ALL money sent in to school must be in an envelope with the purpose of the money clearly indicated on the envelope.

NOTICES

Important notices are posted on our website www.hts-wallingford.org each Wednesday. If you do not have Internet access you may request in writing to have this information sent home with your child each Wednesday. Please encourage him/her to deliver these to you. It is a parental responsibility to read the material provided.

Birthday Parties/Invitations

In fairness to all the students in a class, birthday party invitations are permitted to be passed out only to ALL girls in the class, to ALL boys in the class or to the entire class. If invitations are passed out to only a selected few students, they will be collected and given back to the parents. If you wish to choose the students you would like to invite, you must mail the invitations to the students' homes. **No food for birthday celebrations in school or in a student's classroom. No exceptions.**

TELEPHONE CALLS

Calls to the school to leave messages for students should be only in the case of emergency. Students will not be permitted to call home for forgotten items, lunches, books, etc. Forgotten items that are brought during school hours should be left in the secretary's office and marked with the student's name. Classes will not be interrupted. Changes in transportation need to be made and communicated to the child BEFORE the child comes to school.

VISITORS

Any person visiting school for whatever reason is expected to enter by the FRONT DOOR and report to the school office. No one has permission to go directly to a classroom without first reporting to the secretary and signing in. Our building is locked. Please be patient until you are buzzed in.

FAMILY VACATIONS

When scheduling family vacations during the school year, please remember the school policy. The school feels very strongly that neither parents nor students should be allowed to adjust the official school calendar for their own convenience. In light of this, absences for vacation reasons are to be avoided whenever possible. Parents who decide to anticipate the beginning or extend the end of a vacation or weekend, or who arrange to take trips and/or vacations during time when Holy Trinity is in session, should note that such absences are "unexcused." As such the student will not be excused from any matter that was covered, or from any tests and/or exams that took place during such absences. Teachers need not provide make-up work and tests for such "unexcused absences."

The policy with regard to family vacations is established with your child's academic progress in mind. When students miss school because of extended vacations or because the family vacation does not correspond at all to Holy Trinity's vacation schedule, the absence does affect their academic performance. Please abide by this policy.

PARISHIONERS OF HOLY TRINITY PARISH

To be considered a parishioner, you must be registered with the parish and use the envelope system supplied by the parish. Children and their families are expected to live their faith and worship regularly by attending Mass. The suggested offering per family is \$8.00 weekly.

OUT-OF-PARISH ASSESSMENT POLICY

This policy of the Archdiocese of Hartford reflects the recognition by the Archdiocese of the importance of shared education. Most parish schools have, in growing measure, become "regional or interparochial" schools, enrolling increasing numbers of students from other parishes. The parish assessment is a substantial help to the operation of the school.

The specific implications of this policy are that the neighboring parishes are billed \$250.00 per pupil for each student from their parish who attends Holy Trinity School. You must, therefore, be registered and a contributing parishioner if your parish is expected to pay this amount. If you are not registered and contributing to your parish, they will not assume the cost; therefore, you will be billed by the school for this additional amount which is over and above the established tuition as listed in the schedule.

TUITION POLICY

All students enrolled in Holy Trinity School shall be enrolled on a tuition basis. Payment of tuition is expected of all parents. In the event that parents are financially unable to meet their obligations because of unforeseen circumstances, arrangements may be made, on an individual basis, by contacting the pastor or the principal.

If a parent has not contacted either the pastor or the principal to arrange a satisfactory solution, and tuition remains in arrears on April 15th of any year, the child will not be enrolled at Holy Trinity for the following September.

Families may choose from two tuition plans:

| | |
|--------|---|
| Plan A | Tuition is paid in one payment by June 1. |
| Plan B | The FACTS tuition plan is a direct debit from a checking or savings account each month or twice a year. Ten payments are made between the months of June and April. |

A \$30.00 fee will be charged for any checks returned or insufficient funds.

INSURANCE

All students, especially those involved in competitive sports, must be covered by their family insurance policy. Holy Trinity will not be held responsible for any injuries. The Archdiocese of Hartford requires that insurance information be provided by the parents on all field trip permission forms and sports forms.

Notice To All Parents Concerning Insurance Coverage

As stipulated in our General Liability Policy, students are not covered for medical expenses resulting from any injury received at school or in their participation in school sponsored events away from school premises. Any medical bills or injury claims should be referred to the major medical coverage in effect for your child. Sports injuries should be immediately reported to the principal for referral to the proper insurance carrier.

NON-CUSTODIAL PARENT

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

RE-REGISTRATION

In March of each year, each family must re-register their child/children for the next academic year. This \$100.00 re-registration fee is non-refundable.

Deposits for the next school year will not be accepted unless all financial obligations for the current year are met. Therefore, a student will not be guaranteed a seat for a school year when current financial obligations are not being met on a regular basis. A \$100.00 late fee will be charged to families that do not register by the deadline. Families who do not meet their fundraising obligations will have this amount added to their re-registration fees. We understand that there are extenuating circumstances at times that may prevent a family from meeting their financial obligations to the school. We encourage those families to speak with the principal personally so that she can assist you. Families may be assured of confidentiality in all financial matters.

Students will not be allowed to participate in our sports' program or field trips if tuition and/or other financial obligations are not current.

Checks Returned for Insufficient Funds Checks returned to the school due to insufficient funds will be returned to the parent. A fee of \$30.00 will be charged to the payment. We will not redeposit a check nor will another personal check be accepted. Payment will then be required by money order or cashier's check only. If two checks are returned during the school year for insufficient funds, we will no longer accept checks from that family. All payments will then have to be made by cashier's check or money order.

TUITION REFUNDS

When a child withdraws from Holy Trinity School after June 1, two months tuition is withheld to cover the cost of books and materials.

If a child withdraws after the first fifteen days of school, the parent is responsible to fulfill the entire amount of the tuition contract.

HOME-SCHOOL ASSOCIATION

Holy Trinity School has an active Home School Association which strengthens the community life of the school, raises needed funding, plans activities, and sponsors numerous school projects. All parents belong to the HSA which is akin to a PTA/PTO in the public school sector.

TO THE PARENT(S)/GUARDIAN:

The family handbook is designed to acquaint you with the policies and regulations of the school. We ask that you assist us in creating a pleasant learning atmosphere in the school by adherence to school policies. Only in this type of environment can the child realize his/her potential.

How to become an authorized user of the Holy Trinity School website www.hts-wallingford.org

Please log onto the website and click onto the "Register" spot.

Fill in the required fields in the registration. This will send an e-mail to Holy Trinity School to ask for your authorization. *Please remember the user name and password that you choose.

The school office will authorize you as a Holy Trinity community member & you will receive an e-mail announcing your authorization.

From then on when you log onto the website click onto the "login" spot and put in your username and password.

The weekly newsletter "Partners in Education" as well as other important documents are listed under "HTS Community", dropdown: "Communications", dropdown: "Family Envelope."

This will give you full access to the secured pages of the website. This has been set up for the safety of our children. We do not want the general public knowing where games are played, students are walking to, etc.

ASBESTOS POLICY

In compliance with AHERA regulations, we are required to inform all of the abovementioned individuals associated with Holy Trinity School of the Asbestos Inspection Report and Management Plan.

This Report/Plan is on file in the school office and is available for review by any parent, teacher, etc. during normal business hours of the school.

Please make your request for reviewing this file to the Principal.

BACKGROUND CHECK & VIRTUS TRAINING

The Archdiocese of Hartford mandates that any adult who volunteers in the school or acts in the role of chaperone must be background checked and participate in the Virtus Training program. Virtus: Protecting God's Children for Adults is a three-hour program that is offered in many sites throughout the state. Any parent volunteering must also complete a volunteer form. Due to the large number of volunteers, Holy Trinity School is not able to cover the expense of \$18.50 per person. I regret that this expense will be the responsibility of the volunteer. Checks are made out to the Archdiocese of Hartford and will be submitted with the volunteer sign up form. If two parents are volunteering, both parents must submit this paperwork. Forms are available upon request from Holy Trinity School. Parents who have previously coached have completed this process. If you wish to coach, be a scout leader, work a bake sale, be a room parent or chaperone a trip this process must be completed.

To register for Virtus Training, log onto: www.virtusonline.org.

1. Click on First-Time Registrant
2. Click on Begin the registration process
3. Select Hartford, CT (Archdiocese) from the drop-down menu
4. Create a user I.D.
5. Create a Password
6. Select your training session/location and the place(s) where you will be volunteering within the Archdiocese of Hartford

After completion of this training, a card will be issued. This card must be submitted to the Principal.

PARENT COOPERATION AS A CONDITION OF ENROLLMENT

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Use of Student Information/Pictures:

Group pictures: Group pictures such as sports teams, clubs, volunteer groups, cast members, etc. will be used in school publications, websites, newspaper or other print or electronic media formats. Your child may ask to be excused from any group picture. Individual students will not be identified by name.

SCHOOL/PRINCIPAL'S RIGHT TO AMEND HANDBOOK

The principal, in conjunction with the faculty, retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

Holy Trinity School
11 North Whittlesey Ave.
Wallingford, CT 06492
(203) 269-4476

FIELD TRIP PARENT CONSENT FORM

Student: _____ Grade: _____

Teacher: _____ Date: _____

Dear Parents, A group field trip has been scheduled as follows:

Group or Class: _____

Day, Date: _____, 20____

Destination: _____

Address: _____

Telephone: (_____) _____

We will leave school at _____ AM/PM, and will return at _____ AM/PM

Reason for field trip: _____

Transportation: _____ School Bus, _____ Other _____

The cost per student is \$ _____. Which is for _____

Your child needs to bring: _____

In order for your child to go on the trip, you must complete the attached permission slip and return it to the school by _____.

Thank you.

SPECIAL INSTRUCTIONS: Valuables on Field Trips:

Students are advised to leave valuables at home as the bus company and the site of the field trip bear no responsibility for lost or stolen articles. Any type of electronics such as a digital camera must be carried throughout the field trip and are the sole responsibility of the owner. Cell phones and other mobile devices must be in the off position during field trips

Parents: Please keep this page. The attached pages must be filled out completely and returned to school.

Holy Trinity School

THIS TRIP IS NOT SPONSORED BY THE ARCHDIOCESE OF HARTFORD

**FIELD TRIP PERMISSION AND WAIVER
PARENT/GUARDIAN CONSENT FORM AND LIABILITY WAIVER**

Participant's Name

Parent/Guardian's Name

Home Address

Home Phone

Cell Phone & Business Phone

I, _____ grant permission for my child,
_____ to participate in the activity identified below that requires
transportation to a location away from the school/parish site.

A brief description of the activity follows:

Type of event

Destination of event

Mode of transportation to and from event

Date(s) of event

As parent and/or legal guardian, I remain legally responsible for any actions taken by the above named minor ("participant").

MEDICAL MATTERS: I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child, and for the cost and expense of any medial treatment should such become necessary while my child is participating in the field trip.

I hereby give my consent, in the event of injury or illness, for emergency medical treatment, hospitalization or other medical treatment as may be necessary for the welfare of my child by a physician, qualified nurse and/or hospital or other health care facility while my child is participating in the field trip. Further, I hereby release and discharge Holy Trinity School, the Archdiocese of Hartford, their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs, from any and all liability arising out of such medical treatment.

Signature: _____ Date: _____

I agree to be responsible for any damages or costs incurred by or on behalf of my child of any nature arising from or in connection with my child attending this event, or in connection with any illness or injury or cost of medical treatment in connection therewith.

I hereby release and discharge Holy Trinity School, the Archdiocese of Hartford, their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs, from any and all liabilities, suits, claims, demands, actions or damages (including attorney's fees) incurred by me or by my child or are in any way related to or arising out of participation in the above event, including, without limitation, all claims for property damage, personal injuries or wrongful death, including any claims which allege negligent acts or omissions of or by Holy Trinity School, the Archdiocese of Hartford, their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs.

I understand that by signing this form I am releasing Holy Trinity School, the Archdiocese of Hartford, their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs from any and all claims, including claims which allege negligence by Holy Trinity School, the Archdiocese of Hartford, their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs.

Should I choose not to sign this form, I recognize that my child will not be able to participate in the above event. If the event takes place on a school day, my child instead will attend school at Holy Trinity School and will participate in the school program of that day.

Signature: _____ Date: _____

Permission Slip

I/We the parent/parents of _____ request Holy Trinity School to allow my/our child to accompany his/her class to _____ on _____.

Parent Signature

The field trip supervisor should be aware of the following special medical conditions of my child:
(Describe condition with particularity, including any warning signs, medications, or special instructions.)

- Allergic reactions
- Asthma
- Diabetes
- Medically prescribed diet
- Medications that may need to be take on an emergency or routine basis while my child is at the site
- Physical limitations
- Other conditions

Type of insurance – please check: Blue Cross/CMS___ Connecticutcare ___ Other ___

Membership # _____

Name of child’s regular physician _____

Telephone # () _____

Emergency contact name: _____

Cell phone: _____

Home phone: _____

Business phone: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

TRANSPORTATION CHANGE REQUEST FORM

Students may invite no more than two (2) students to ride their bus with them.

CHILD'S FULL NAME: _____

GRADE: _____ BUS NUMBER: _____

REGULAR STOP: _____

REQUESTED STOP: _____

PARENT'S SIGNATURE: _____

PRINCIPAL'S SIGNATURE: _____

USE AGREEMENT FOR ELECTRONIC INFORMATION RESOURCES

Each student who utilizes the school's computer system and other school electronic devices will be instructed in the proper use of the network, and the student and his/her parent or guardian must read and sign this use agreement before the student will be allowed to use the school's computer system and electronic information resources.

The use of the school's computer system and electronic information resources must be in support of education and research, consistent with the educational objectives of the school. Students using the school's network or computing resources must comply with the appropriate rules for that network or resource.

I agree to follow the rules in all of my work with Holy Trinity School's computers while attending Holy Trinity School:

1. I will not use the computer resources for non-academic purposes. I will not waste or take supplies, such as paper, printer cartridges, usb/pen drives, and discs that are provided by the school. I will keep my computer work area clean and will not eat or drink in the computer lab.
2. I will not make unauthorized copies of software, and I will not give, lend, or sell copies of software to others. I understand that I will not be allowed to bring software applications, games, or CD-ROMs from home to be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
3. I will not copy, change, read, or use files from another user without prior permission from that user. I will not attempt to gain unauthorized access to the school's system programs for computer equipment.
4. I will not do anything that may disrupt or damage the school's computer system or electronic resources. I will not bring in, or allow access to materials or websites that I believe may contain viruses.
5. I will not use the school's computer systems and electronic resources to disturb or harass other computer users or use inappropriate language in my communications. I will not use obscene, lewd, vulgar, inflammatory, threatening or disrespectful language when using the school's computer systems and electronic resources. I will not harass or bully other individuals. I will not use the school's systems to spread falsehoods or defamatory statements.
6. I will promptly disclose to my teacher or other school official any messages I receive or view which I feel are inappropriate or which make me feel uncomfortable.
7. I will not agree to meet anyone that I have met online without my parents' permission.

8. I will not use the school's computer system or electronic resources to engage in any illegal act.
9. I will honor my school's procedures for the storage of information. I realize that after prior notice has been given to me, files may be deleted from the system to protect the integrity of the network or because of space limitations on the computer's hard drive.
10. I will not use bulletin boards, chat rooms, or social networks for personal use when using Holy Trinity School's computers.
11. I will not reveal my personal information, home address, or personal phone number or those of students, teachers, or other staff members. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.
12. I understand that I have no expectation of privacy in my use of school computers. I understand that school officials may search and examine my use of school computers at any time, and without notice.
13. Parents must realize that their child may encounter material on a network/bulletin board that they do not consider appropriate (i.e., vulgar jokes, statements of belief that some might consider immoral, etc.) The student is responsible for not pursuing material that could be considered offensive.
14. The use of the computer is a privilege, not a right, and inappropriate use will result in the cancellation of these privileges. Vandalism or intentional modification of system settings will result in cancellation of privileges and/or school disciplinary action. The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request that the system administrator deny, revoke, or suspend specific user privileges. Violations of the rules and code of ethics described above will be dealt with seriously.

iPAD ACCEPTABLE USE ADDENDUM

General Care: Heavy objects should never be placed or stacked on top of the iPad. Any inappropriate or careless use of the iPad should be reported immediately. Students may not alter the iPad in any way. Students should use both hands when carrying the iPad. iPad should always stay on top of student's desk, except if the teacher expressly allows something different.

Student Pledge: I will follow all of the rules as stated in the Acceptable Use Policy, and as directed by the teachers. I agree that any inappropriate use of the iPad will result in school discipline that may include the loss of iPad use, school suspension, and/or financial reimbursement. Inappropriate use includes, but is not limited to: Visiting inappropriate websites; Off-application tasks; Inappropriate pictures or media files; Installing applications; Deleting applications; Deleting or changing another student's work in any application.

I will take good care of the iPad assigned to me. I will keep food and beverages away from my iPad. I will not deface any part of the iPad, labels, or covers. I will use my iPad in ways that are appropriate, meet school expectations, and are educational. I understand that the iPad is the property of Holy Trinity School.

These rules can be amended and/or edited as the school deems necessary. The principal has final recourse in all matters and may waive any rule for just cause at her discretion.

As parent/legal guardian of the student signing above, I grant permission for my child to access computer service networks such as electronic mail and the Internet. I have read and agree to the rules and code of ethics. I understand that some materials found on the Internet may be objectionable; therefore, I agree to accept responsibility for guiding my child and conveying to him/her the appropriate standards for selecting, sharing, and/or exploring information and media. I agree to hold harmless Holy Trinity School and employees of the school system for any misuse of access to the computer services networks that my child commits. I understand that once signed this agreement is legally binding on me.

Parent/Guardian Signature: _____

Date: _____

Parent/Guardian Name: _____ (Please print)

Address: _____

Home Telephone: _____ Work Telephone: _____

Student Signature: _____

Date: _____

Student Name: _____ (Please print)

