

# Holy Trinity Elementary School

Welcome

PARENT-STUDENT HANBOOK

HOLY TRINITY SCHOOL



**DEDICATED IN 1950**  
**CHAPTER 126J OF THE CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION**  
**HOME OF THE CHARGERS**

Welcome to the Parent Student Handbook. It provides essential information about the policies and procedures that the school expects parents and students to understand and follow. By reading the Handbook and signing the Acknowledgment parents and students agree to be bound by the school's Code of Conduct and all other school policies and procedures. You can print out a copy of the Handbook if you wish, but the binding document is the one that is online. The school reserves the right to amend the Parent Student Handbook at any time.

[Parents/guardians will be notified of any amendments and will be asked to sign an acknowledgment of receipt.](#)

## GENERAL INFORMATION

Reverend Kevin Nolan

Mrs. Jennifer Anderson

Deacon Walter & Sue Lauderdale

Deacon Gaspar & Gracie Munoz

Dolores Kollmer  
Parish Business Manager

Maria Cruz

(213) 637-7000

## **Chapter-1**

### **INTRODUCTION TO THE HANDBOOK**

Sections of this Parent-Student Handbook are particular to Holy Trinity School. Other sections are policies and procedures of the Archdiocese of Los Angeles, most of which can be found in the ADLA Administrative Handbook at <http://handbook.la-archdiocese.org/>

### **Section-2-01**

#### **Mission Statement and Philosophy**

##### **Holy Trinity School Mission**

Our children face a future of unlimited potential and unprecedented change. Holy Trinity School prepares them spiritually, intellectually, and emotionally, in a Christ-centered environment, to embrace these challenges with hope and confidence.

##### **Holy Trinity School Vision**

Each child at Holy Trinity School is loved as a unique creation of God. We recognize our students' strengths and meet the unique needs of all students, bringing each to his/her full academic potential. Through love and rigorous academics, we create a community of young adults who will be prepared for the world as committed, faithful, active Catholics, who endeavor to live good, socially responsible Christian lives.

##### **Holy Trinity School Values**

We are a Catholic Christian school.

We hold ourselves to the highest standards as educators and are committed to providing every student with excellent academic instruction, Catholic teaching, moral development, and problem solving skills, all with a strong emphasis on social justice, working towards equality for all.

The school community models self-respect and respect for one another and the community at large.

Parents are the most important partners in the education of their children.

No child should be denied a Catholic education due to the parents' inability to pay full cost of tuition.

We focus on Catholic identity to prepare the students for life and not just the next educational step. Students are

taught to be committed, faithful, active Catholics who endeavor to live as good Catholic Christians:

- through understanding of basic doctrine
- through appreciation of Scripture
- by attending Mass
- by receiving the Sacraments
- by serving others through good works
- by showing reverence and respect to all human life
- by demonstrating tolerance and acceptance of others
- by being responsible stewards of the environment

Students are academically prepared with an emphasis in STREAM (Science, Technology, Religion and Reading, Engineering, Arts and Athletics, Math) to develop:

- competency in basic skills
- effective communication both in spoken and written work, and through the use of technology
- the ability to problem solve and think critically
- the development of good study skills and work ethics
- eagerness and curiosity of learning

In order to meet the learning needs of all students, aesthetically enriched experiences are provided in:

- Art
- Music
- Drama

We prepare our students to for a life-long commitment to improving their community.

## **Philosophy-Policy Statements**

Holy Trinity School willingly accepts the mission of the church "to assist men and women so that they can arrive at the fullness of Christian life" (Canon 794.1). We recognize and value the uniqueness, dignity, and basic goodness of each individual as a child of God. With this in mind, we attempt to impart to our students a sense of the unconditional love of God and a certainty of their own self-worth.

As Catholic educators, we endeavor to educate the whole child by providing a holistic approach to education. This includes an integrated curriculum that encompasses a strong religious and academic program, as well as one that addresses the social, physical, psychological, and aesthetic needs of the students.

In accordance with the teachings of Jesus Christ and the documents of the Catholic Church (i.e., Sharing the Light of Faith, 1979; To Teach as Jesus Did, 1973; and The Catholic School, 1977), we recognize parents as the primary educators of their children. In the organization and implementation of our programs and activities, we support efforts of the parents to impart Christian values and beliefs. We work together to build the self-esteem of the child, foster a respect and reverence for all of life and creation, and nurture a loving image of and close relationship with God. Our aim is to encourage our students to be whole, loving, and active members of our community.

## **Section-2-02**

## **Integral Student Outcomes (ISO) / Learning Expectations**

### **Student Learning Expectations**

A graduate of Holy Trinity School is:

An individual whose self-worth has been reinforced by

- teachers working in partnership with parents.
- the school community modeling self-respect and respect for one another.

A committed, faithful, active Catholic who endeavors to live as a good Catholic Christian:

- through understanding of basic doctrine
- through appreciation of Scripture
- by attending Mass
- by receiving sacraments
- by serving others through good works
- by showing reverence and respect to all human life
- by demonstrating tolerance and acceptance of others
- by being a steward of the environment

An academically prepared individual who:

- Demonstrates competency in basic skill areas
- Communicates effectively in spoken and written work, and through the use of technology
- Demonstrates ability to problem solve and think critically
- Demonstrates good study skills and work ethics
- Demonstrates eagerness and curiosity of learning

An aesthetically enriched person who has experiences in:

- Art
- Music
- Drama

### **Section-2-03**

#### **History of the School**

##### **Holy Trinity School History**

Trinity was reinstated as a parish in 1946. Under the leadership of Monsignor Gallagher, the parish purchased land for the school in 1950; and the groundbreaking ceremony took place on March 5, 1950. That same year, the Sisters of the Presentation of the Blessed Virgin Mary moved into the newly converted convent on Hanford Street. This community of sisters served Holy Trinity School from its inception in 1950 to 1990. In September of 1990, a lay principal was appointed.

The school opened on October 4, 1950, while the building was still under construction. Sister Mary Thaddea, the principal, greeted Holy Trinity's first students. There were 334 children in grades one through seven, meeting in three completed classrooms and the auditorium. The faculty consisted of five religious and two lay teachers.

On September 17, 1951, the second year began with the building completed and an enrollment of 434. On November 4, 1951, the school was dedicated by Bishop Manning. The grades now ranged from first through eighth. Graduation of the first class took place on June 12, 1952. Since this first commencement over 6,000 students have graduated from Holy Trinity, including many of our present students' parents.

Over the years, Holy Trinity has grown to be an active and thriving school. In 1956 and 1957, two annexes were constructed, adding five classrooms. Kindergarten was added and opened on October 2, 1956. The 1958-1959 school year opened with an outstanding enrollment of 940 children. All classes were double classrooms with fifty or more students. Holy Trinity remains a double classroom school. The school facilities include eighteen classrooms, a library, a Mac Computer Lab, multipurpose room, two science labs, a math lab, and two preschool classrooms.

In March of 1994, the Parish center was opened. Since then, it has been well used for various school events including plays, receptions, awards ceremonies, dinners, fund raising events, assemblies and in-house field trip experiences. In March of 1998, parishioners began meeting to develop a Master Plan for the Phase II building project. Parishioners met for eighteen months. In September of 1999, the Master Plan was approved by the Archdiocese.

A steering committee chose an architect in December 1999. Formal fund-raising began in November, 1999.

In the summer of 2001, the existing school building was renovated. The south wall of the main building was replaced. New windows were installed in the entire building. Classrooms were painted; air conditioning was installed. Electrical wiring was updated and new fixtures were installed in the restrooms. A new phone system and Kindergarten playground were installed at this time. Construction of the new wing began in the fall of 2001 and was completed in August of 2002.

The new wing contains the six Middle School classes, the Science Lab, new restrooms, administrative and business offices.

In the summer of 2002, the school installed lockers for the 7th & 8th grade students. A new flagpole was erected. The library was expanded and new bookcases were installed. New carpeting was installed in the renovated school building. Kindergarten classrooms were carpeted and air conditioned. Brand new iMac computers were installed in the Mac Lab. In September of 2002, we welcomed our students back to our new facilities.

In the summer of 2006, a classroom was modified to create a preschool room. A second room was licensed in 2020.

In October of 2006, a preschool was opened welcoming 21 - 3 and 4 year olds. Today the preschool offers several different days and times for both 3 year olds and Pre K students.

In the summer of 2011, the Mac Lab was completely remodeled with new furniture and carpeting to showcase new Mac computers which were purchased in 2010.

In the summer of 2012 the building was updated with wireless technology. Eno boards and projectors were installed in all classrooms.

In the fall of 2017 due to small class size, 2nd Grade became a single class. This opened up a classroom that became an elementary science room.

## **Section-2-04**

### **Accreditation**

## Holy Trinity School Accreditation

Holy Trinity School is accredited by the Western Catholic Education Association and the Western Association of Schools and Colleges.

### Section-2-06

#### School Personnel Lists

#### Faculty/Staff Roster

Pre School Director - Mrs. Conejo

K-1 - Ms. Hardman

1-1 - Ms. Sullivan

K-2 - Mrs. Pham

1-2 - Ms. Rogosic

2-2 - Mrs. Juravic

5-1 - Ms. Lazure

6-1 - Ms. Nguyen

4-2 - Mrs. Katnic

Elementary Science - Mrs. Warner

Resource 6th-8th - Mrs. Wilson

Computers (Grades 4 - 8) - Mrs. Sulentor

Music - Mrs. DiRocco

Aides

K-1 & K-2 - Mrs. Vuoso

1-1 - Mrs. Ruan

2-1 - Mrs. Griffith

3-1 - Mrs. Axtell

1-2 - Mrs. Ramage

2-2 - Mrs. Marinkovich

3-2 - Mrs. Johnson

Day Care Director - Mrs. Menes

Athletic Director - Mr. Pasquarella

Spanish - Pre K-5 - Mrs. Garcia

Health Coordinator - Mrs. Parker

Scrip Coordinator - Mrs. Martinez

Librarian - Mrs. Mantz

Lunch Program - Mrs. Tharp

**Phone Directory**

(310) 833-0703

<b>Name</b>	<b>Position</b>	<b>Ext.</b>
		250
	Secretary	200
Mrs. Martinez	Scrip Coordinator	204
Mrs. Jalomo	Tuition Bookkeeper	215
Mrs. Parker	Health Coordinator	206
Mrs. Menes	Before/After Care	217
Mrs. Mantz	Librarian	257
Mr. Pasquarella	Athletic Director	

**TEACHERS**

<b>Name</b>	<b>Position</b>	<b>Ext.</b>
Mrs. Conejo	Preschool Office	
	Preschool	
	Preschool	252

	PRESCHOOL	200
	K-1	201
	K-2	202
	1-1	211
	1-2	212
	2-1	221
	2-2	222
	3-1	231
	3-2	232
	4-1	241
	4-2	242
	5-1	251
	5-2	252
	6-1	261
	6-2	262
	7-1	271
	7-2	272
	8-1	281
	8-2	282
	Mac Lab (4th-8th)	256
Mrs. Warner	Elementary Science	244
	Middle School Science	209
Mrs. Garcia/Dr. Kennedy	Spanish	
Mrs. DiRocco	Music	255
Mrs. Brusky	Resource (K-5th)	335
Mrs. Wilson	Resource (6th-8th)	318
	PE	203

## Section-2-07

### School Schedule and Calendar

#### Time Schedules

8:00 am - 2:45 pm

8:00 am - 12:15 pm

7:50 am - 3:00 pm

7:50 am - 12:30 pm

7:50 am - 3:10 pm

**Note: EVERY FRIDAY WILL BE A FACULTY/STAFF MEETING**



Pre School

M-F 10:30 am - 11:00 am

M-F 2:15 pm - 2:45 pm

Grades 6, 7, 8  
10:05 am - 10:20 am (Mon., Thurs., Fri.)

Grades 6, 7, 8  
10:40 am - 10:50 am (Tues. Wed.)


Kindergarte  
11:45 pm-12:20 pm


Grades 1-5  
11:50 pm - 12:25 pm

Grades 6-8  
12:30 pm - 1:05 pm

**2023-2024 School Calendar**

	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	Mo	Tu	We	Th	Fr	
JULY, 2023	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					
AUGUST		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		
SEPTEMBER					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	
OCTOBER	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				
NOVEMBER			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		
DECEMBER					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	
JANUARY	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			
FEBRUARY				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29		
MARCH					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	
APRIL	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30				
MAY			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	
JUNE	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28						

 NO SCHOOL

 Minimum Day - 12:30 Dismissal

Holy Thursday--MINIMUM DAY

Memorial Day

**Section-2-08**

**School Map**







## **Section-2-09**

### **School website and social media**

The school must own and control all internet presence including all social media. Individuals or groups may not personally launch anything that can be regarded as owned, sponsored, endorsed, or supported by the parish, school, or any related or affiliated ministry. Individuals or groups may not host any school website on their own domain or with a web hosting service that does not have a contract with the school itself. Those who violate this section will be asked to shut down their site or turn it over to the school. Failure to comply may result in removal of student from school.

### **Official Holy Trinity Sites**

School Website:

[school.holytrinitysp.org](http://school.holytrinitysp.org)

Parish Website:

[parish.holytrinitysp.org](http://parish.holytrinitysp.org)

Facebook:

[facebook.com/holytrinityschoolsp](https://facebook.com/holytrinityschoolsp)

Instagram:

[instagram.com/holy.trinity.school/](https://instagram.com/holy.trinity.school/)

YouTube:

[youtube.com/user/1LALaw](https://youtube.com/user/1LALaw)

## Section-2-14

### Dress/Uniform Code

#### Uniform Policies

We are a Catholic School; we expect all clothing will reflect this.

The principal will have the final decision regarding any uniform regulations or violations.

\*As it is our school policy that students wear uniforms, we insist that the requirements are obeyed by all students. Full uniform is required the first day of school and every day until the last day of school. If parents are conscientious about observing their children in the morning, then we can expect the students will consider their appearance a matter of importance also. All students are expected to have a complete dress uniform as listed below. Uniforms are to be clean, neat, and in good condition. Students will be given uniform violation notices if out of uniform. Three violations will result in a detention.

#### 1. Boys

Navy blue Mark Twain or Tom Sawyer twill pants worn at the waist, sized to fit. No baggy pants. Boxers must be worn at the waist and not visible through the shirt.

Predominantly black or NAVY blue. Shoes may have white stitching, white symbol, white soles. **No other color is allowed.** No white toecaps and no high top shoes, and no platforms will be allowed. Shoes must be tied in the conventional manner.

\*Walking shorts may only be worn from September to Thanksgiving holiday and again from St. Patrick's Day through June, weather permitting. Students will be notified over the P.A. when hotter or colder weather necessitates a change during the months noted above. If the weather is over 75 during the winter months the walking shorts may be worn.

#### 2. Girls

Red plaid jumper (for TK through 4) hemmed no more than 3 inches from the floor measured while kneeling.

Red plaid skirt, (for grades 4 through 8) hemmed no more than 3 inches from the floor measured while kneeling.

Navy blue Becky Thatcher cuffed dress uniform walking short\* or twill slacks. Shorts must be worn as purchased and not shortened.

Predominantly black or NAVY blue tie shoe. (No Mary Jane or Slip-ons) Shoes may have white stitching, white symbol, white soles. **No other color is allowed.** No white toecaps, no high tops, and no platforms will be allowed. Shoes must be tied in the conventional manner.

Solid white crew, or knee socks (no lace/logos/decorations/color). Socks must cover the ankle bone. White tights must be worn with the skirt or skort during the winter months.

The principal will have the final decision regarding any uniform regulations or violations.

\*Walking shorts may only be worn from September to Thanksgiving holiday and again from St. Patrick's Day through June, weather permitting. Students will be notified over the P.A. when hotter or colder weather necessitates a change during the months noted above. If the weather is over 75 during the winter months the walking shorts may be worn.

### **3. Physical Education Uniform**

Grades Kindergarten through 3rd are not required to have a uniform.

Grades 4 through 8 are to wear the Holy Trinity logo P.E. shirt with the dress uniform walking shorts or dress uniform pant. PE uniforms are sold through Charger Gear for grades 6,7, and 8.

### **4. Uniform Accessories**

The following items are accessories to the required school uniform and they are purchased and worn as a parent option. If the items are worn, the following regulations will apply:

Sweatshirts - must be navy blue crew necked - with H.T. logo in the front. A navy blue & gray-snap sweatshirt jacket with school logo, may also be purchased and worn in the classroom.

Turtlenecks - for the cooler weather to wear under the uniform shirt or blouse - in plain solid white - no decorations/logos.

Jackets may be worn to school, but not in the classrooms. No professional or college sport team logos or bands may be on jackets. Normans sells a navy blue zip-up hooded nylon jacket with the HT Logo.

The principal will have the final decision regarding any uniform regulations or violations.

## **5. Free Dress/School Functions Dress**

This is also the acceptable dress for attending formal school events such as the Sports Awards Ceremonies, Academic Awards, plays, concerts, etc. Occasionally, students are given free dress. Students must be modestly dressed and will be sent home if judged otherwise. The following regulations will apply on these days:

Pants or shorts must be the proper size fit. No baggy pants or shorts. The pants must fit at the waist and the waistband must be worn at the waist.

Shorts worn to school must be long enough to reach to the end of the fingers when arms are held straight at your sides or minimum inseam of 4 inches.

The principal will have the final decision regarding any uniform regulations or violations.

## **6. Miscellaneous Regulations**

It is a good idea to have all articles worn or brought to school marked with the student's name.

Students are to arrive at school in full and correct uniform daily. Uniform articles must be sized to fit -- no loose fit or baggy clothing. Students are to follow the dress code at all times.

On physical education days, students may arrive at school with their P.E. clothing under their school uniform.

A note is required from the parent if, for any reason, the student is not in the required uniform. The note will be valid for one day only.

Students who are in violation of the school's uniform requirements will be given a Uniform Violation Form.

Makeup, including lip gloss, artificial nails and fingernail polish may not be worn or brought to school. Hair spray, large hairbrushes and other cosmetic type articles may not be brought to school.

Girls' hair must be cut and styled in a manner which does not impair the vision. The only hair decorations permitted are a simple red, white or blue, or combination of those colors, hair ribbon or hair clasp. **No radical hairstyles and no hair coloring. Hair must be natural color. No bleach.**

Boys' hair must be cut and styled so the length in the back is shorter than the top of the shirt collar. The front should not impair the vision. No radical hairstyles and no hair coloring.

**Students are not to have their hair styled with lines, symbols or words, jeri curls or longer trailing hair in the back, shaved (entire head or on sides, cropped, or stepped). Extremes are to be avoided.**

Jewelry for all students is limited to 1 ring, 1 necklace, 1 bracelet and 1 watch. Girls may wear 1 small pair of earrings on their ear lobes, (no loop type). Boys may never wear earrings.

No professional or college sports team logos on items such as jackets, tee shirts, etc., are to be worn to school.

Hats or head covering are never to be worn to school.

We are a Catholic school. We expect students to come dressed in clothes that reflect our Catholic philosophy. Anyone not dressed thus will be sent home to change.

The principal will have the final decision regarding any uniform regulations or violations, including hairstyles.

## **7. Uniform Supplier Information**

The following company supplies Holy Trinity School uniforms, and participates in the Scrip program. Please be aware that this company provides publicity flyers at several schools and parents should observe the regulations established for Holy Trinity.

### School Uniform

Norman's  
371 W. 6th Street  
San Pedro, Ca 90731  
(310) 832-8342

Business Hours: Sunday (closed)  
Monday through Saturday  
9:30 am to 6:00 pm

<https://www.normansuniforms.com/collections/holy-trinity-school>

## **8. Uniform Exchange**

Holy Trinity parent volunteers operate a uniform exchange. Uniforms are returned to the school and are available to those in need. Uniform Exchange will be available at Family Day in August and a request form is put in the Communicator periodically. There is no cost for these items.

## **9. Pride Day**

Every Friday is Pride Day. On Pride Day, students may wear any shirt that has a H.T. Logo. Shirt can be from choir.



altar serving, sports, p.e., or any other school activity. The rest of the uniform must be worn correctly on Pride Day.

## Section-2-16

### School Governance



#### Topic-2-16-5

### Parent or Parent-Teacher Organizations

#### Parent-Teacher Organizations

Parent organizations in elementary schools are important: they promote parent/guardian support for the school program, increase mutual understanding between the school and parents/guardians, build a sense of school community, and assist in the financial support of the school. The [Department of Catholic Schools](#) encourages the formation of parent (or parent-teacher) organizations that follow archdiocesan policies.

#### 1 General

Parent organizations:

- Are advisory in nature
- Have no legal status apart from the school and therefore may not be separately incorporated
- Function in accordance with a written constitution and bylaws that comply with archdiocesan policy that govern the structure and operation of such an organization
- Are subject to all [Department of Catholic Schools](#) regulations and policies

#### 2 Membership

The membership of the parent organization shall include the pastor of the parish or his designee, principal, parents/guardians of currently enrolled students, and religious and lay faculty (if the organization is a parent-teacher organization). The pastor and principal shall have the right to approve officers and other members of the executive committee during the nomination process. The pastor or his designee and the principal shall be ex officio members of the executive committee of the organization.

### Holy Trinity Parents Association (HTPA)

Chairperson  
Josette Ciolino – [josetteciolino@sbcglobal.net](mailto:josetteciolino@sbcglobal.net)

Co-Chairperson  
Chelsey Jones – [alvarezchelsey@yahoo.com](mailto:alvarezchelsey@yahoo.com)

School Activities  
Ednita De Gaetano – [ernitenurse1@vahoo.com](mailto:ernitenurse1@vahoo.com)

Extracurricular Activities	Andrea Fernandez – acarranza310@gmail.com
Secretary	Melanie Walmsley – melaniej378@gmail.com
Treasurer	Lorena Strong – romero702@hotmail.com
Social Activities	Brittany Marquez – brittneymarquez4@gmail.com
Parent Education & Family Enrichment	Aly Wehbe – allywehbe@gmail.com
Room Parent Coordinators	Tami Pasquarella – tamarapasquarella@sbcglobal.net
At Large	Melissa DeGirolamo – melissadegirolamo@yahoo.com

### **Section-3-2**

### **Sacraments (First Reconciliation, First Communion, Confirmation)**

#### **Sacramental Preparation**

Sacramental Preparation classes and retreats are mandatory for all parents who have students in the 1st year preparation (1st grade or are new to Holy Trinity School and their children have not received the sacrament of First Holy Communion) and in the 2nd year of sacramental preparation.

### **Section-3-6**

#### **Retreats**

The retreat experience is intended as an effective means of evangelization and spiritual development of both faculty and students. The principal, elementary school religion coordinator, or high school campus ministry team, as applicable, determines the type and number of retreat experiences that best meet the needs of the particular school community.

### **Topic-4-03-4**

#### **Inoculation requirements of the CA Department of Health**

Holy Trinity School follows the inoculation requirements of the CA Department of Health detailed here: <http://www.shotsforschool.org/>

### **Topic-4-04-1**

#### **Absence**

#### **Absence**

A file is maintained on each student to record dates and causes of absence. If the student will be absent from school for any reason, parents must:

Call the Health Office at 833-3151 between 7:45 am and 10:00 on the day of the absence and provide a signed note upon student's return to school. Students need not report to the Health Office unless they were absent with a communicable disease.

OR

You can use the Holy Trinity App to report your children's absence. Download the school app on [Apple App Store](#) (iPhone) or [Google Play](#) (Android)

If the student arrives up to 30 minutes late, he or she is marked tardy. If a student arrives 30 or more minutes late, they are marked absent for half a day. If a student leaves 30 or more minutes before the end of the day, they are marked half a day absent. If a student is not physically in the classroom, he is absent.

#### **Topic-4-04-2**

##### **Absences with Acceptable Excuse**

##### **Absences with Acceptable Excuse**

When a student has been absent, a written excuse signed by the parent or guardian is required, and the excuses are kept on file for a period of one year. An acceptable excuse includes illness, attendance at medical or dental appointments, funeral services for family members, quarantine directed by County or City Officials or emergency or special circumstances as determined by the school authorities. Excessive unexcused absences may result in loss of academic credit.

#### **Topic-4-04-3**

##### **Extended Absences**

##### **Extended Absences**

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (e.g., 15 or more days), official grades may be withheld.

#### **Topic-4-04-4**

##### **Leaving School Early**

##### **Leaving School Early**

A student may not leave the school before the regular dismissal time without a written request from a parent or guardian. The request must state the reason for early dismissal.

#### **Topic-4-04-5**

##### **Tardiness**

##### **\*Tardies**

The following rules apply to tardy students:

Students tardy at any time during the day must report to the Health Office for a tardy slip which must be signed by parents and returned to the Health Office the following day.

Tardiness is a disruption to learning. When a student arrives late, he or she has missed vital learning. A late student is also disruption to the rest of the class especially in Middle School when students change rooms.

Therefore, every time a student is tardy three times, he/she will receive detention. In middle school, a detention results is 5 points or a loss of points in the behavior grade.

#### **Topic-4-04-6**

#### **Truancy**

#### **Truancy**

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

#### **Topic-4-05-1**

#### **Parent Teacher Conferences**

#### **Parent-Teacher Conferences**

Parents will sign up at the Back to School Night for a conference conducted at the end of the first quarter. This conference session is mandatory for every student's parent. Additional conferences are not mandatory, but may be scheduled upon request of teacher or parent any time a conference is desired. To request a conference with your child's teacher, please send a note to the teacher or phone the office. A conference time will be set up at a mutually convenient time.

#### **Topic-4-05-3**

#### **Parent to School Communication**

#### **Parent to School Communication**

Holy Trinity School maintains business hours from 7:30 am to 3:30 pm, Monday through Friday (7:30-2:45 on Wednesday). It is asked that the principal/faculty/staff's privacy after working hours be respected and that contact with principal/faculty/staff member be made through voice mail. Parents are not to contact teachers on their phones. Faculty/staff and/or Administration will make every effort to respond in a timely manner.

## **Section-4-07**

### **Safety and Security Procedures**

#### **Safety/Disaster Plans**

##### **Safety**

Holy Trinity staff members will follow the procedures listed below:

##### **Procedures in the event of a missing child**

1. Send someone to notify administrator
2. Make a brief yet thorough check of the school grounds.
3. Call parents and anyone whose name appears on the emergency pick up card to check if they picked up the child.
4. If the first two steps fail in locating the child, IMMEDIATELY call the police, making available to them a picture of the child, age, height, and weight--descriptions that can be found in the Cum file.
5. Always fill out an accident reporting form/personal incident form and send it to the appropriate office or department.

##### **Procedures in the event of a child collapsing during school time**

1. Do not move the student
2. Check for breathing. If the injuries or condition of the student appears to be remotely serious, 911 is immediately called.
3. Send someone to notify administrator.
4. A "First Aid Certified" staff member or teacher immediately attends to the student, administering first aid as needed.
5. Call the parents.
6. Always fill out an accident reporting form/personal incident form and send it to the appropriate office or department.

##### **Procedure in the event that student brings a weapon, especially a gun, to school.**

1. Notify administrator immediately.
2. A student may be suspended or expelled for acts including possession of harmful weapons or materials which can be used as weapons.

##### **Disaster**

##### **Safety of School Buildings**

Students are housed in buildings which meet Archdiocesan building specifications and are considered to meet safety standards. Staff members have emergency plans that will be followed in an emergency.

### **Parent/Guardian Provided Classroom Materials**

An Earthquake Kit has been purchased for each student. The kit has a shelf life of 5 years and contains everything that a student would need for 3 days. Parents will pay a one-time fee of \$20 per child upon entering the school.

### **Crisis Plan**

All staff members are familiar with school's plan for a disaster. Monthly fire drills are held, and periodic drills are held for earthquake and sheltering-in-place. All students and staff members participate in these drills.

### **Telephone/Communications**

The school has the ability to notify you of an emergency through School Speak. Parents will be notified as soon as possible of any emergency situation. If telephones are operational following a serious earthquake, their use will be restricted to reporting medical, fire, or other emergencies. Please do not call the school. Information for parents will be released by local radio and television stations and through SCHOOL SPEAK and through the HT App. Emergency information will also be sent to parents on School Speak. Parents will be advised through this media, of local school conditions, dismissal times, and various disaster procedures.

### **Dismissal**

In the event of a major earthquake or other disaster, school will not be dismissed and students will remain under supervision of school authorities until it is determined by the Administration that dismissal is warranted.

### **Picking Up Your Child When Dismissal is Determined**

No student will be released to anyone other than his or her parent/guardian except those:

- Adults noted on the Emergency Release Form who will be asked to provide identification, their signature, their destination, phone number and address.
- If the administration feels that students can best be kept safe, by relocating to a safer location, the students will be moved. Notice of location will be posted on front door and school fence. If possible, this information will also go out to parents through the SCHOOLSPEAK.

Students are assigned to certain school personnel and the personnel should not be asked to locate students not assigned to their care.

Please minimize the possibility of a traffic jam and facilitate the smooth release of students by walking to school if possible. If driving, the traffic flow plan previously presented must be followed.

### **Disaster Plan - Student Pick-Up**

All students, K through 8, will assemble in the main yard unless alleyways are impassable. If alley access is hazardous, Kindergarten will assemble in the K yard.

Parents should go to the entrance gates on Santa Cruz Street and tell a staff member the student's name which they are picking up. Students will only be released to persons authorized on the Emergency Release Form. **DO NOT ENTER THE SCHOOL YARDS.**

Whenever there is a local emergency situation, this school will follow the Los Angeles Unified School District directives regarding classes for the day, regarding school schedules.

Traffic should flow in the direction indicated on the diagram on page 53 of the handbook. It is the same as the drop-off/pick-up.

### **Section-4-08**

#### **Arrival/Dismissal Procedures**

##### **Drop off/Pick up**

\*Increased traffic during drop-off and pick-up puts the safety of our children at risk. Please read these instructions carefully and follow the rules -- even when you are late or in a hurry. You are required to sign a Traffic Drop-Off/Pick-Up Procedures Agreement in the handbook. These instructions are posted on the Holy Trinity website (<http://school.holytrinitysp.org/traffic>) so that you can share it with family members or friends that may be picking up your child(ren). **Thank you for remembering that the safety of our children is all of our responsibility.**

#### **Traffic Drop-Off/Pick-Up General Procedure**

We use the Main Yard on Santa Cruz Street and the lot on Walker Street for drop-off and pick-up. **The Sepulveda Lot is only used for parking.** If you park in the Sepulveda Lot, you must walk to the Main School Yard to drop off or pick up your children. The diagram on the following page illustrates where you can drive through and park before and after school hours.

All students must be picked up in the Santa Cruz Yard or Walker Street Lot unless they are walkers with written permission. Parents may park and walk into the Main Yard through the alley or the gathering area of the church to pick up their child(ren). If parents pick up their students at the church gathering area, parents must come to the top of the stairs or lunch benches. Students will not be allowed to leave their line area until their parent is at the top of the stairs and visible to the teacher on duty. All foot traffic must leave the yard through the alley or the gathering area, **NEVER THROUGH TRAFFIC GATES.**



Please note that traffic flow is in one direction as indicated by the arrows

### **Morning Drop-Off : 7:35am - 7:50am (1st -8th grade) K is 7:45 am to 8:00 am**

The school does not provide supervision before 7:35am or after 3:30pm. Any student on the yard before 7:35am or after 3:30pm will be checked into the Before/After School program and parents will be charged a drop-in fee.

Students may be dropped off beginning at 7:35am. Drivers must enter both lots by way of a right turn. Pull up as far as possible toward the exit gate -- there is only one line of cars. Students are to exit the car on the passenger side and the driver leaves the yard making a right turn onto the street. Please do not exit making a left hand turn.

NO FOOT TRAFFIC DURING SCHOOL HOURS signs are posted at the Santa Cruz yard entrance. Please do not walk your children through the entrance or exit to the yard during drop-off.

Kindergarten students are dropped off on Sepulveda Street in front of the Kindergarten. Cars are to pull up, and staff members will help the children out of the car and into the gated yard. There is NO PARKING in this area. If you wish to walk your child in, you must park in the Sepulveda Lot or on the street.

Grades 1-4 must be dropped off in the Main Yard or walked onto the school grounds.

Grades 5-8 may be dropped off in the Walker Street Lot. Enter the lot by taking a right turn only. Do not make left turns into the lot from Walker Street. There is no parking on Walker Street during drop-off. Line up along the curb until it is your turn to enter the lot and pull forward as space becomes available. This allows cars to pass on your left on Walker Street.

The gate to the main yard closes at 7:50am. If you are in line for drop-off, you must park at a curb before letting your child(ren) out of your car. Do not allow children to exit from your car if you are double parked on Santa Cruz.

### **Afternoon Pick-up: 3:00 - 3:30pm (2:45 for K)**

Any car waiting in the street to enter the yard is subject to a traffic ticket. Cars are not allowed to stop in the street without moving. **DO NOT ARRIVE BEFORE 3PM, AS THE YARD IS CLOSED.**

All cars must enter the Main Yard to pick up students by entering through the first gate on Santa Cruz by making a right hand turn only. Please stay inside the cones for students' safety. Pull as far to the top of the yard as traffic will allow. Students will only be permitted to get into the cars at the top of the yard. After the car is loaded, the car will be permitted to pass waiting cars on the left. Please do not yell or honk for students. Parents are asked to comply with the instructions given by faculty members who will be assisting with the loading process. Cars will exit the main yard by making a right hand turn only onto Santa Cruz Street. Please do not make a left hand turn. Do not block the driveways of residents or the alley when in line. 'NO FOOT TRAFFIC DURING SCHOOL HOURS' signs are posted at the yard entrance. Please do not walk your children through the entrance or exit to the yard during pick-up.

DO NOT DOUBLE PARK, PARK ACROSS THE STREET FROM THE MAIN YARD, PARK IN A CROSS WALK, OR PARK IN A RED ZONE. Do not ask your children to walk to your car at a designated spot. If you are parking on the street or in the Sepulveda Lot, you must walk to the main yard to pick up your children.



or in the Sepulveda Lot, you must walk to the main yard to pick up your children.

**Kindergarten students** are picked up at the kindergarten yard at 2:45 pm. Students going to Day Care will be walked to the program by school staff. Any student not picked up by 3:15 will be taken to Day Care.

Grades 1-3 teachers walk their students to the main yard and all students must be picked up there. Please do not take your child out of line before the class stops at their designated spot on the main yard.

Grades 4, 5 and 8 are picked up in the Walker Street Lot. Enter the lot by taking a right turn only. Do not make left turns into the lot from Walker Street. There is no parking in front of the church on Walker Street during pick-up. Line up along the curb until it is your turn to enter the lot and pull forward as space becomes available. This allows cars to pass on your left on Walker Street. Exit the lot via a right turn onto Walker Street.

- Do not make left turns onto Walker when exiting the lot.
- Do not double park, park across the street from the Sepulveda lot, park in a crosswalk, or park in a red zone.
- Do not ask your children to walk to your car at a designated spot.

Grades 6-7 are picked up in the Main Yard beginning at 3:15pm. Please do not arrive before 3:15pm for Middle School students, as cars will not be allowed to wait in the yard. If you are picking up a younger child and a Middle School student, pick up the younger child first, exit the yard, and circle the block to re-enter the main yard, or younger siblings may stay on the main yard with their teacher until Middle School dismisses. Teachers are in the main yard until 3:30pm (2:20pm on Wednesdays).

### **Rainy Day Procedures**

For rainy days, drop-off procedures do not change. Children will enter the building and walk directly to their classrooms instead of lining up on the main yard.

All students must be picked up in the main yard when it rains. You may follow the standard pick-up procedures for driving through the main yard or park on the street and walk into the building to pick up your child(ren). Please drive slow and carefully.


### **Commercial Transportation Service**

Any student using a commercial transportation service needs to fill out and have on file

### **Section-4-09**

#### **Automobiles/Parking Lot**

Please see section 4-08-Arrival/Dismissal Procedures for information about automobiles and parking lots.

 [section-4-08-Arrival/Dismissal Procedures](#)

### **Topic-4-11-04**

#### **School Procedures for Immunization and Screenings**

## Communicable Diseases

Communicable diseases must be reported to the Health Office. Parents will be advised by the Health Coordinator when a communicable disease has been experienced in their child's classroom. Students who have been absent due to a communicable disease must have a permit issued by the Health Department, a physician, or a nurse before he/she is readmitted to school.

## Health Record Card

Every student shall have a card on file in the Health Office. It is mandatory that the following information be noted on the cards: Dates of poliomyelitis, measles, diphtheria, tetanus, pertussis, hepatitis B immunizations, 7th grade Tdap vaccine and varicella. Students will not be registered without an immunization record. Health Cards are obtained from and returned completed to the Health Office.

Health centers or personal physicians will provide parents with record-keeping booklets upon request.

## Immunizations

The State of California, Archdiocese of Los Angeles, and Holy Trinity School policies require that all students entering this school for the first time must have immunizations before they are completely registered in the school. Children are admitted conditionally until all requirements are met. There is no grace period for immunizations.

A number of immunizations are required by law to protect the students, faculty and staff. These immunizations are listed below. Policies dictate that records be maintained in the Health Coordinator's Office on each individual. These records must show the type of immunization given, the date and physician's or designee's signature. If your child does not have an Immunization Record, please contact your physician or clinic.

Immunizations required by law are:

<b>Polio</b>	<b>4 doses at any age, but...</b> 3 doses meet requirement for ages 4-6 years if at least one was given on or after the 4th birthday;* 3 doses meet requirement for ages 7-17 years if at least one was given on or after the 2nd birthday.*
<b>Diphtheria, Tetanus and Pertussis</b>	<b>Age 6 years and under:</b> DTP, DTaP or any combination of DTP or DTaP with DT (diphtheria and tetanus) <b>5 doses any any age, but...</b> 4 doses meet requirements for ages 4-6 years if at least one was on or after 4th birthday <b>Age 7 years and older:</b> Tdap, Td, or DTP, DTaP or any combination of these <b>4 doses at any age, but...</b> 3 doses meet requirement for ages 7-17 years if at least one was on or after the 2nd birthday. If last dose was given before the 2nd birthday, one or more (Tdap) dose is required.
<b>Measles, Mumps, Rubella (MMR)</b>	
<b>Varicella</b>	

(Tetanus, reduced diphtheria, and pertussis) Out of State entrants (grades 1-12): 1 dose for children under 13 years; 2 doses are needed if immunized on or after 13th birthday.\*\*\*\*

**Tdap Shot for 7th through 12th Graders** California middle and high school students must be vaccinated against pertussis (whooping cough). All students entering 7th through 12th grades will be required to show proof of a "Tdap" booster shot before starting school. This requirement applies to all public and private schools.

\* Receipt of the dose up to (and including 4 days before the birthday will satisfy the school entry immunization requirement.

\*\* Two doses of measles-containing vaccine required. One dose of mumps and rubella-containing vaccine required; mumps vaccine is not required for children 7 years of age and older.

\*\*\* Two doses of the 2-dose hepatitis B vaccine formulation along with provider documentation that the 2-dose hepatitis B vaccine formulation was used for both doses and both doses were received at age 11-15 years will also fulfill this requirement.

\*\*\*\* Physician-documented varicella (chickenpox) disease history or immunity meets the varicella requirement

\*\*\*\*\* Tdap, DTaP or DTP given on or after 7th birthday will meet the requirement. Td does not meet requirement

As of 2-17-00 the Food and Drug Administration approved an alternative new formulation and regimen of the Hepatitis B immunization which allows for a 2-dose series in some circumstances. If the new 2-dose formulation of the Hepatitis B vaccine is used, the immunization record must clearly note the "Both doses were 2-dose formulation" and include the "provider's signature".

If your child has not received all of the immunizations listed above, please make an appointment at once with your personal physician, clinic, or the County Health Department's Immunization Clinic. Take any records you now have with you. There are no grace periods for immunizations. Please make sure you bring your records of immunizations to the Health Coordinator's office.

Each Kindergarten and newly registered 1st grade student will be given a health form which requires a physical examination and physician's signature.

Correspondence from physicians must be presented to and kept on file in the Health Office.

## **Topic-4-11-09**

### **Allergies**

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

## **Section-4-14**

### **International Students**

The Archdiocese of Los Angeles welcomes international students. Through the cultural exchange of learning, praying, playing, and growing together, the presence of these international students enriches the educational and religious experiences of everyone in the school community.

All international students who do not live with a relative must live in approved housing identified on the student's I-20 forms.

The school is not involved in the selection of host families. A letter from the student's parents/guardians that identifies and approves the host family and place of residence is required.

The parents/guardians, host family, and/or Agency, if used, shall notify the school if there is any change in the student's host family or residence. Faculty, staff, coaches, and/or their spouses may not serve as host families or guardians.

Host families are required to meet with the school for orientation and periodically thereafter. Host families must attend meetings and functions required of domestic parents/guardians. Host families that are not contractually required to attend safe environment training are nevertheless encouraged to do so.

All international students are required to be enrolled in a religion course for a grade/credit each semester (see Knowledge of the Faith). The international student will be expected to participate, as appropriate, in religious functions and events.

The school is not permitted to waive all or part of international students' tuition, or grant them any type of scholarship or financial aid. The full international student tuition must be listed on the I-20 form and the school is bound by federal regulation to collect the specified amount.

## **Section-5-01**

### **Curriculum**

The curriculum at archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program.

The curriculum in elementary schools is planned at each school to meet these overall objectives and the particular needs of the individual school community. The Department of Catholic Schools provides support for curriculum matters. In parish elementary schools, the pastor and principal consult on these matters. While the principal may raise curriculum issues with consultative school boards and groups, the principal reserves responsibility for curriculum matters.

Beginning in kindergarten and continuing through grade eight, Holy Trinity School's curriculum is standards-based. Common Core State Standards, along with pertinent California State Standards, are implemented in English/Language Arts and Math.

Common Core State Standards are available at website [www.corestandards.org](http://www.corestandards.org).

The Next Generation Science Standards are available at [www.nextgenscience.org](http://www.nextgenscience.org).

### **Core subject are:**

Religion/Family Life, Social Studies, Language Arts, (Reading, English, Handwriting, and Spelling) Mathematics, Science/Health/Safety.

Grades 4-8 will receive instruction in use of the Mac computer.

Middle School will not have a spelling grade.

### **\*Religion Instruction**

See [topic-5-01-1-Religion Curriculum](#)

### **\*The Talented and Gifted Program (TAG)**

See [topic-5-01-2-Honors/Advanced Placement/International Baccalaureate](#)

### **Math Lab (Grades 3-5)**

The purpose of Math Lab is to provide small group instruction for students who need more help in math. Students qualify for this program based on standardized test scores, grades, and teacher recommendation. Mrs. Garcia is the math teacher for these students. Their math instruction is in the lab during the math time for that class, so they do not miss any other subjects.

### **Accelerated Math/Middle School**

See [topic-5-01-2-Honors/Advanced Placement/International Baccalaureate](#)

### **Differentiated Instructions**

To work towards best meeting the needs of all students, Holy Trinity School differentiates instruction, most especially in reading and math. Assessment is a critical component of Differentiated Instruction. We will use the results of the STAR Assessments, and we will pre-assess students before the learning, to better plan and teach to what students need to know, understand, and do.

If we truly differentiate instruction, not all students will have the same lessons and assignments on any given day. It will be important for you to monitor assignments on SchoolSpeak. Different assignments will also look different in the grading. If assignments are differentiated, then not all students will have a grade for all assignments because some will do one thing and some will do another.

## **Student Placement**

Much thought goes into placing students into the sections. Teachers work together to ensure classes are as even as possible, taking many factors into consideration. For this reason, requests are not accepted.

### **Topic-5-01-1**

#### **Religion Curriculum**

##### **\*Religion Instruction**

Holy Trinity is a Catholic school. All classes receive instruction in religion. The weekly minutes follow the Archdiocesan guidelines. In addition to actual instruction in the Catholic faith, students will attend weekly parish masses, monthly school masses, participate in class masses, prayer services and activities. We make a conscious effort to live our faith daily and ask that you assist in your child's religious instruction at home and by your attendance at Sunday Mass.

See also [section 3-2](#) and [section 3-3](#).

### **Topic-5-01-2**

#### **Honors/Advanced Placement/International Baccalaureate**

##### **\*The Talented and Gifted Program (TAG)**

The Middle School has a one-hour weekly program called TAG. The purpose of TAG is to expose the students to experiences beyond what is covered in the regular curriculum. The Academic Decathlon Team, and the permanent editorial staff of the newspaper meet during TAG. Those students not involved in these activities are divided into smaller groups and participate in a four or eight-week rotation of "mini-classes" taught by teachers. Examples of classes offered are: drama, art, engineering projects, and chess.

#### **Accelerated Math/Middle School**

The students who demonstrate ability to work at a higher level and faster pace in math, as determined by their previous year's math grades, their STAR Testing scores and teacher recommendation will be in accelerated math classes. Seventh graders who qualify will take 8th grade math, eighth graders who qualify will take Algebra.

### **Topic-5-01-3**

#### **Homework**

##### **Homework**

Homework allows a student to practice skills learned in the classroom. It is assigned to reinforce material already taught and to foster habits of independent study. Homework also is assigned to foster higher level thinking skills. Students are asked to gather information, analyze, synthesize, create, and edit. Parents can greatly help their child by seeing that they do assignments in a place conducive to promoting good study habits. Each teacher will explain his or her homework policy at the Back to School Night held at the beginning of the school year.

Time allotments for homework for the average student are as follows:

## **Topic-5-01-4**

### **Graduation Requirements**

#### **Retention**

The decision to promote a pupil to the next grade or to retain them in the present grade will be based upon a consideration of the overall welfare of the pupil, i.e., made by carefully weighing academic, emotional and social factors.

In the event that retention is under consideration, the following guidelines will apply:

1. The teacher is responsible for consistent evaluation, early diagnosis and effective remediation of learning problems. Initially, the teacher should notify parents of the need for extra help such as professional tutoring, parent tutoring, or a summer session. The teacher will make every effort to provide extra assistance and or accommodations in the classroom.
2. The teacher should make the principal aware of any pupil showing significant learning problems by the end of the 2nd quarter. With the approval of the principal, the teacher should inform the parents regularly during the 3rd & 4th quarter of the pupil's progress and a possibility of retention.
3. Retention is more successful in primary grades than in intermediate or junior high grades; therefore, the primary grade teacher should diligently monitor students having difficulty so that problems may be corrected before the pupil reaches those grades. Although the opinions of the teacher and parents are significant factors, the final decision to retain a pupil is the responsibility of the principal.
4. In the case of a pupil with a severe learning problem it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil and recommendation to transfer might be necessary.

#### **Earning a Diploma**

An 8th grade student must have a minimum of 65% average for the entire year on the report card to receive a diploma.

## **Topic-5-02-3**

### **Elementary School Grade Reporting**

#### **Grading Policy**

The primary purpose of evaluation is to determine the extent to which a student has achieved success in mastering standards for each subject.

Holy Trinity School uses an online grading program (SchoolSpeak) which allows parents to monitor their student's grades at all times. Parents receive a password that allows access to their child's grades. The password will be e-mailed.

Teachers use a variety of assessments to determine a student's mastery of material learned: written assessments such as tests, essays, and quizzes, and projects and class participation. Parents are notified of students' progress through a variety of methods: packets home, graded papers, tests that require parent signature, and online grades at SchoolSpeak.

Grades 1 through 8 receive report cards at the end of each quarter. All grades receive a Progress Report once during each quarter. Progress Reports and Report Cards will be available to parents on SchoolSpeak. Parents are required to sign-off, indicating they have viewed the student's report.

TK & Kindergarten receives Pupil Development Report at the end of the 2nd and 4th quarters and a Progress Report at the end of the 1st and 3rd quarter. One copy is sent home each quarter. Parents are to sign the envelope, indicating they have seen the card and return the signed envelope to school.

An average of the Report Card grades become part of the student's permanent record and is placed on the cumulative record card.

### **Section-5-03**

#### **Standardized Testing**

##### **Testing**

The Archdiocesan Superintendent of Elementary Schools is responsible for conducting a comprehensive testing program in all elementary schools of the Archdiocese to insure a constant evaluation of pupil progress. The STAR Assessment will be administered in grades TK-8; three times per year. Grades 5 and 8 are given the ACRE religious assessment test. All test results are used by the teacher and the school to evaluate needs and plan objectives to meet those needs.

### **Section-5-04**

#### **Recess and Lunch/Nutrition**

##### **Lunch**

Kindergarten	12:00 pm-12:35 pm
Grades 1-5	12:05 pm - 12:35 pm
Grades 6-8	12:35 pm - 1:05 pm

##### **Recess**

9:55 am - 10:15 am	K
9:45 am - 10:05 am	Grades 1-5
10:05 am -10:25 am (Mon., Thurs., Fri.)	Grades 6, 7, 8
10:40 am - 10:50 am (Tues, Wed)	Grades 6, 7, 8

##### **Pre School**

Mon. 10:25 am – 10:55 am
Tues. 10:10 am – 10:35 am
Wed. 10:10 am – 10:35 am
Thurs. 10:25 am – 10:55 am



## **Section-5-05**

### **Supplies and Textbooks**

Each class grade creates a supply list that can be found on schoolspeak.

## **Section-5-06**

### **Honors and Awards**

#### **Student Awards**

##### **Monthly**

Awards are given at monthly school assemblies. Parents are invited and encouraged to attend. Dates and times will be noted in the Communicator. The awards are given in the form of certificates.

##### **Student of the Month**

This award is given to students for excellence in academics, work habits and behavior.

##### **Service Award**

This award is given to students who:

1. help with the upkeep of their classrooms and school
2. assist other students, faculty and staff
3. help with parish or community activities

##### **Participation Award**

This award is given to students who:

1. do classwork and homework diligently
2. participate in classroom or school activities and projects

##### **Quarterly**

##### **Principal's Honor Roll**

Students in grades 4 through 8 having all As and A- in solid subjects, behavior and work habits have earned Principal's Honor Roll. Students may have nothing lower than a B in Music, PE and Computers. Students will receive a certificate for \$10.00 of their choice of Scrip and free dress.

##### **Honor Roll**

Students earning at least a 2.5 G.P.A. by having at least 4 As and 2Bs (3 As and 2Bs for Middle School) in solid

Students earning at least a 3.5 G.P.A. by having at least 4 As and 3Bs (3 As and 3Bs for middle school) in solid subjects will be on Honor Roll. Behavior and Work Habits must be at least a B. Nothing lower than a B in Computer, Music and PE.

Solid subjects are Religion, Reading, English, Spelling, Math, Social Studies, and Science. There will not be a Spelling grade in Middle School.

Students will receive a certificate and free dress

A = 4

B = 3

C = 2

D = 1

### **Yearly: 8th Grade Awards**

These awards are given to 8th grade students at Academic Awards and graduation. They should be seen as special; therefore, it could be possible that one or more of the awards would not be awarded in a particular year. Students receiving awards must receive a joint recommendation from their teachers as well as the approval of the principal.

### **General Excellence Awards**

These are awarded to those students who have consistently shown outstanding effort toward achieving excellence in their studies and extracurricular activities. These students must demonstrate exceptional effort and quality of participation. It is understood that the recipients of these awards must have achieved more than high academic standing, good citizenship and good conduct. These individuals must display a clear Christian attitude toward their peers and to all others.

#### Gold Medal

There may be more than one recipient of this award. Their GPA must be no lower than 3.90 and they must have no grade lower than an A in conduct.

#### Silver Medal

There may be more than one recipient of this award. Their GPA must be between 3.80-3.89 and they must have received no grade lower than an A in conduct.

#### Bronze Medal

There may be more than one recipient of this award. Their GPA must be between 3.70-3.79 and they must have no grade lower than an A in conduct.

All grades of A will be awarded a point value of 4.0. Grades earned in algebra will not earn a higher point value.

#### Honors At Entrance

Honors at Entrance are awarded at the discrimination of individual high schools and are based on entrance examinations.

### **HTPA Scholarships**

Are awarded to students planning to attend a Catholic high school and who wish to be considered for the award. Parents will receive a notice with pertinent information regarding the intent to apply for the scholarship. The number and amount of these awards are determined by the pastor, principal, and 8th grade teachers. The principal will determine recipients using the criteria which follows:

1. STAR Testing results
2. Evaluation of the 8th grade report card
3. Overall citizenship and attitude

### **Monsignor Gallagher Scholarship**

Is awarded to the top student meeting the above criteria, who achieves at the level of his/her ability and earns nothing less than an A in character habits. This award is determined by the Pastor and Principal

### **CJSF**

Those students who fulfill the state requirements receive a pin at graduation. See the Student Activities section.

### **Academic Subject Awards**

Are awarded to students who have maintained an average of 3.75 in a solid subject area.

### **Outstanding Leadership Award**

Is awarded to the student who is seen by the principal and Student Council Moderator as having shown a consistent effort to share and improve their leadership qualities, especially those of initiative, consideration, cooperation and responsibility.

### **Art Award**

Is awarded to those students who have shown consistent and outstanding artistic potential, contributions and accomplishments throughout the year.

### **Improvement Award**

Is awarded to those students who have gone up at least one letter grade (to at least a C) in solid subject matters and have not dropped below a C in any other area. They must maintain a B or better in behavior.

### **Citizenship Award**

Is awarded to those students achieving an A average in general conduct. These students must also have given extra time and effort in service to their class and/or school. They must be approved by each teacher who instructs the student in a solid subject.

### **Student Government Award**

Is awarded to those students who have served the student body for two semesters as a member of the Student Council.

### **Perfect Attendance Award**

Is awarded to those students who have achieved perfect attendance at school during their 8th grade year. (All day, every day)

### **Service Award**

Is awarded to those students who have shown exceptional and consistent willingness to give of their free time in the assistance of faculty, staff and students. These are the individuals who repeatedly and pleasantly volunteer to help others, even when the task at hand may be one which is boring or seemingly insignificant. These students have a willingness to serve which is apparent in their attitude toward their community and society in general. The recipients of these awards must be approved by each teacher who instructs the student in a solid subject area.

Note: Solid subjects are: Religion, Reading, English, Math, Social Studies/Civics, and Science.

Enrichment subjects are: Art, Music, Physical Education, and Computers. These are not included when determining a student's grade point average.

### **Seasonal Athletic Awards**

These are awarded at two times, once in the winter months and again at the end of the school year, where students involved in the sports program are recognized. Awards are determined by the Athletic Directors, coaches of the various sports teams, and the principal.

## **Section-5-08**

### **Academic Probation, Retention/Transfer**

#### **Retention**

The decision to promote a pupil to the next grade or to retain them in the present grade will be based upon a consideration of the overall welfare of the pupil, i.e., made by carefully weighing academic, emotional and social factors.

In the event that retention is under consideration, the following guidelines will apply:

- a. The teacher is responsible for consistent evaluation, early diagnosis and effective remediation of learning problems. Initially, the teacher should notify parents of the need for extra help such as professional tutoring, parent tutoring, or a summer session. The teacher will make every effort to provide extra assistance and or accommodations in the classroom.
- b. The teacher should make the principal aware of any pupil showing significant learning problems by the end of the 2nd quarter. With the approval of the principal, the teacher should inform the parents regularly during the 3rd & 4th quarter of the pupil's progress and a possibility of retention.
- c. Retention is more successful in primary grades than in intermediate or junior high grades; therefore, the primary grade teacher should diligently monitor students having difficulty so that problems may be corrected before the pupil reaches those grades. Although the opinions of the teacher and parents are significant factors, the final decision to retain a pupil is the responsibility of the principal.
- d. In the case of a pupil with a severe learning problem it may be necessary to recognize that the parochial school is not equipped to meet the needs of every pupil and recommendation to transfer might be necessary.

## **Section-5-09**

### **Counseling**

#### **Counseling Policy**

The mission and purpose of the school is education. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to do so.

In addition to providing classroom instruction, schools may engage in the following limited counseling activities:

- Provide advice and counseling regarding academic subjects, class selection for high school students, and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide students with referrals to marriage and family therapists, child psychologists, licensed educational psychologists, psychiatrists, and similar professionals for diagnosis and treatment; if the school provides referrals to parents/guardians, the list must include at least three names of qualified people or entities
- Provide career counseling through career information centers and plan periodic career days or career sessions during which students meet representatives of different professions
- Retain, where necessary, appropriate professionals to provide psychological counseling services for the school or include educational testing to assess a student's academic ability, learning patterns.

achievement motivation, and personality factors that are directly related to academic learning problems (prior to a contractual relationship, the principal will ensure that the professional is credentialed, licensed, insured, or otherwise properly qualified); as appropriate, the school may refer a student for specific or additional testing, generally at the expense of the parents/guardians (see [School Inclusion](#))

- Provide high school and college counseling, sharing information with parents/guardians and students about application procedures, entrance exams, scholarships, and [financial aid](#); schools may also provide catalogs and information sessions

In cases of actual or suspected cases of child abuse or neglect, please see [Legal Responsibility to Immediately Report Suspected Child Abuse or Neglect](#).

## Chapter-6

### CO-CURRICULAR ACTIVITIES AND ATHLETICS

**No student will be allowed to participate in an activity which requires a fee if the family's account is not current.**

#### Section-6-01

#### Before & After School Policies and Programs

##### Day Care Program Admission Policy

Students currently enrolled in Grades Kindergarten through Eighth in Holy Trinity School are eligible to participate in the School's Extended Day Care Program.

##### **\*Days and Hours of Operation**

Extended Day Care is offered when school is in session.

6:30 am - 7:35 am and 3:00 pm - 6:00 pm (except Wednesdays)

2:00 pm - 6:00 pm Wednesdays

12:30 pm - 6:00 pm Minimum Days

##### **Program Schedule**

Drop ins are \$5 per child

Drop ins are \$5 per child for the 1st half hour:  
after the first half hour price changes to \$10,  
or \$10 for the whole day.

### **Before school program:**

6:30 am-7:35 am

During the before school program hours, children are able to work on homework, play games, do art projects or just relax before class begins.

### **After school program**

3:00 pm - 3:30 pm: sign in/social time/snack time

3:30 pm - 4:30 pm: homework

4:30 pm - 5:10 pm: outside play/art time

5:10 pm - 5:40 pm: quiet time-finish homework

5:40 pm - 5:45 pm: clean up

5:45 pm - 6:00 pm: closing time

Schedule changes on Wednesdays due to early dismissal:

2:00 pm - 2:25 pm: sign in/social time

2:30 pm - 3:15 pm: outside play time

3:15 pm - 3:35 pm: snack time

3:35 pm - 4:45 pm: homework

4:45 pm - 4:50 pm: clean up

4:50 pm - 5:15 pm: bingo

5:15 pm - 5:45 pm: quiet time-finish homework

5:45 pm - 6:00 pm: closing time

### **Insurance**

Archdiocesan Elementary School accident insurance covers pupils during the times of the Extended Day Care Program.

### **Sign In/Sign Out Procedures**

All students must be signed in/out by a parent/guardian or authorized adult (18 years of age or older) indicated on the child's Extended Day Care Student Release Authorization. A full signature, first and last name, as well as time of arrival/release is required. Children may only be dropped off/picked up by adults authorized to do so. Phone calls/messages to release children are not permitted. In an EMERGENCY situation, a parent may give temporary permission for a child to be picked up by someone other than the person on the release form, but this permission must be presented IN WRITING to Extended Day Care personnel.

For Before School Care, parents must accompany students to the Extended Day Care room and sign the child in. It is the child's responsibility to sign in at the After School Extended Day Care. Extended Day Care personnel will take

attendance of all registered students. Children participating in other after school activities (copies of parental permissions for sports, tutoring, etc. should be on file in the Day Care office) must first report to and sign in at Extended Day Care, with a notation made as to their whereabouts. The child must return to Extended Day Care immediately following the completion of that activity.

### **Emergency Procedures**

It is imperative that a form with emergency information that is complete and current be kept on file for every child enrolled in the Extended Day Care Program. The minimum of emergency contacts listed, other than parent/guardian is TWO. Staff must have accurate phone numbers for reaching those to be contacted, and these caretakers should have been informed that their names have been included and should agree to provide assistance if necessary. Parents are expected to inform Extended Day Care Program personnel of any changes in home/work address, telephone or emergency numbers.

### **Expectations**

Extended Day Care is a privilege, not a right. Since the Extended Day Care Program is an extension of the regular school day, the same expectations for cooperation by students and parents are assumed. Families who consistently violate the policies and procedures of the Extended Day Care Program will be dismissed from the program by the Principal.

Parent responsibilities include:

- Completion of all Extended Day Care Program forms--Student Release Authorization, Medical Release, Family Agreement, etc.
- Support for program policies and procedures.
- Cooperation with Sign In/Sign Out procedures.
- Collaboration with the Principal and Extended Day Care personnel.
- Meeting all financial obligations in a timely manner.

Student responsibilities include:

- Respect for all staff, students and property.
- Use of appropriate language and voice level.
- Participation in all Extended day Care program activities.
- Keeping the Day Care room clean and neat.
- Consideration of others-sharing, taking turns, etc.
- Following Extended Day Care Program rules.
- Asking permission of staff for restroom use.
- Remaining inside the Extended Day Care areas and staying with the group.

## **Section-6-02**

### **School Field Trips and Excursions**

#### **Field Trips**



Field trips are of educational or cultural value and directly related to the curriculum; therefore, it is mandatory that students attend these trips. A student experiencing discipline problems may not be permitted to attend and will remain at school and placed in an academic setting. Two field trips on a school day are the norm. The formal permission slip from the school must be on file at the school signed by the custodial parent before students are permitted to participate in field trips.

While the school depends on parents to pay the cost of field trips, no pupil will be refused because of financial problems.

Nothing is to be brought on a field trip except a lunch.

Field trips are to be limited to one day in duration and to a distance that can be conveniently traveled in that time. No school-sponsored field trip may be conducted overnight.

When children travel in a car, on a field trip, any child under the age of six weighing less than 60 pounds must be secured in a federally approved passenger restraint system and ride in the back seat of a vehicle.

Parents are requested to not take students home early on a field trip day. Since field trips are of educational value, students do follow up activities upon arriving back to school. It is disruptive to our learning process when students leave early.

### **Permission Forms**



[Student Permission Form \(English\)](#)



[Student Permission Form \(Spanish\)](#)

### **Chaperone Responsibilities**

1. It is the teacher and parent chaperones that set the standards of behavior and etiquette for the students.
2. NO younger siblings are allowed on field trips.
3. Parent Chaperones/teachers are expected to observe the same rules as the students - no talking (or socializing with the other chaperones) during any of the presentation.
4. There is to be no shopping done on field trips.
5. Chaperones are expected to discipline the students to help them behave respectfully from departure until arrival back at school. Teachers should be notified immediately should problems arise or students fail to cooperate.
6. Chaperones should instruct students to sit on seats facing forward on the bus, maintain quiet voices, and keep hands and feet out of the aisle.
7. Chaperones should accompany those in their group to the water fountain and/or restroom. (Chaperones should not leave their group unattended without notifying the teacher or another chaperone.)
8. Chaperones are to help supervise the play area.

## **Student Government**

### **Student Council (including TAF) - Mrs. Garcia, Miss Robles, Mrs. Cigliano**

Students participate in campaign assemblies, primary elections and final elections where the students are able to study and participate in the electoral process.

The purpose of this organization shall be to promote good citizenship, to encourage a high standard of scholarship, to create school spirit, to demonstrate the practical application of democracy and to advance the welfare of the school and its members in every way possible. (Student Council Constitution, Article I, Section 2).

The same academic requirements apply for Student Council as for athletics (See page 56 of Handbook).

### **TAF - (Together As Family)**

Except for Kindergarten, the entire student body is broken down into various families. Each family has a member from each grade, with the 7th and 8th graders guiding the younger students. Each family gets together approximately 3 times a year to work on family projects, to help build school spirit, and to discuss reaching out to help others. The projects center around doing things for other people, not just in school, but in community around them as well.

## **Section-6-05**

### **Clubs/Organizations/Honor Societies**

#### **Altar Servers**

This program is open to boys and girls in Grades 4 through 8.

#### **CJSF • Mrs. DiBernardo, Moderator**

The CJSF motto is: Scholarship Through Service.

Holy Trinity school is a member, Chapter 126J, of the California Junior Scholarship Federation. This association, established by the State of California, gives recognition for high academic achievement and for service. Membership is limited to the 7th & 8th grade students, however the last semester of the 6th grade qualifies the student for the beginning of their 7th grade.

A student must earn 20 points in a semester from these 5 subjects.  
Reading, English, Religion, Social Studies & Math.

A = 3 points

B = 1 point

No grade lower than C

## **Scouts**

This school sponsors the following scouting programs:

Daisy Girl Scouts - Grade K

Brownie Girl Scouts - Grades 1, 2 and 3

Tiger Scouts - Grades 1

Cub Scouts - Grades 2 through 5

Junior Girl Scouts - Grades 4 and 5

Cadet Girl Scouts - Grades 6 through 8

Boy Scouts - Grades 6 through 8 (into high school)

Formation meetings will be held in September. Leader's name, meeting days/times/places, and other miscellaneous information will be available in the Communicator throughout the year.

### **Topic-6-06-1**

#### **Formal Dances (Homecoming, Winter Formal, Prom)**

Intentionally left blank.

### **Topic-6-06-2**

#### **Graduation Celebration/Grad Night**

Intentionally left blank.

### **Section-6-09**

#### **Class Rings (High Schools only)**

Intentionally left blank.

### **Section-6-11**

#### **Yearbook**

##### **Yearbook - Mrs. Sulentor, Moderator**

The yearbook is an 8th grade project being compiled in conjunction with Computer classes. The yearbook is a product of the students. The committee meets throughout the school year in the Mac Computer Lab and is open to Middle School students. The editors apply for the positions; go through an interview process; and are chosen by the moderator. The committee members break up into four groups: finance, which sells ads and books; photography, which takes candid pictures and organizes photos; public relations, which advertises the ads and books; and layout, which designs the book using Adobe InDesign.

Parents should note that the ordering of a yearbook is a separate charge to them and is not covered under tuition, general fee or graduation fees. Persons who support the yearbook by being patrons pay a fee which is not associated with their child's purchase of a yearbook. Parents are encouraged to purchase a yearbook for each child.

## **Section-6-12**

### **Athletics**

#### **Athletics - Mr. DiLeva**

The sports program at Holy Trinity School exists in order to further develop a student's physical skills, as well as, to contribute to the development of mental and social skills. Good sportsmanship is a high priority in our program. The ultimate goal is to produce well-rounded young men and women through the team process of working together to perform to the best of their ability.

The B programs, for students in 5th and 6th grades, are developmental and all students will play, although not necessarily equally. The varsity sports program for students in 7th & 8th grades is competitive. The coaches will play the game to win. Substitutions will be made when possible.

All students will be charged a fee for each sport they play. The fee will be determined by the number of games, number of tournaments, facility and referee fees. This fee will be between \$50.00 and \$150.00, depending on the above factors. This covers referee fees and equipment. Cost of uniforms is not included in this fee.

Baseball: When our school enters a team in a park league the school will pay the park fee. School will then bill the parent. Baseball could cost more than \$50.00, as the park charges a fee and the school charges a uniform fee.

In order to participate in any Holy Trinity sport, a student must maintain an academic grade point average of C or better.

Grades will be monitored at each progress report and report card. Any student whose grades do not meet the criteria will be placed on probation at each monitoring period.

Only the solid subjects of Religion, English, Spelling, Math, Science, Social Studies (History, Civics), and Reading will be counted in this average. (This is so that an A in P.E., or Music does not negate an F in any solid subject.) However, a grade of C or better must be maintained in both behavior and work habits, regardless of grade average.

A grade average lower than C or a grade lower than C in behavior or work habits will result in probation. If a student is sent before the Discipline Board for behavioral reasons it will also result in probation.

A student who is on probation may attend practices and games, but will not be allowed to dress in uniform or to participate in games. The student will be given three weeks to bring the grade average back up to C. If this is not done in three weeks, the student will be suspended from the team. Removal or probation for disciplinary reasons will be at the discretion of the Discipline Board.

Confirmation of improvement must be provided to the coach by the principal in writing.

Implementation: Principal will be provided with names of team members by the Athletic Director as soon as a team is chosen. Principal will provide the Athletic Director with the names of students who are on probation as soon as progress reports/reports cards go home.

No student who is absent from school on a game day for any reason other than a verified medical appointment or family emergency will be allowed to participate in a sport that day.

## **Topic-6-12-02**

### **Sports by Season Pep Squads, Cheer**

#### **Varsity - 7th & 8th Grades**

Football, Girls Volleyball, Boys Volleyball, Boys & Girls Basketball, Baseball, Softball, Boys & Girls Soccer, Archery.

#### **B Teams - 5th & 6th Grades**

Football; Girls Volleyball, Boys & Girls Basketball

Track - 4th - 8th

Swim - K - 8th

#### **Cheerleaders - Mrs. DiLeva, Moderator**

Open to girls in the 7th & 8th grades. Parental permission is required for try-outs. Parents are responsible for 1/2 the purchase price of the uniforms. There is a \$200.00 fee to be a cheerleader. The parents/students must fund-raise the balance. The squad cheers at various 7th & 8th grade sporting events, performs skits at assemblies, and other occasions as deemed necessary by the principal and moderator. Please see the Athletics section of this handbook for detailed information on academic and financial requirements.

## **Topic-6-12-03**

### **Selection Process/Requirements for Participation**

In order to participate in any Holy Trinity sport, a student must maintain an academic grade point average of C or better.

Grades will be monitored at each progress report and report card. Any student whose grades do not meet the criteria will be placed on probation at each monitoring period.

Only the solid subjects of Religion, English, Spelling, Math, Science, Social Studies (History, Civics), and Reading will be counted in this average. (This is so that an A in P.E., or Music does not negate an F in any solid subject.) However, a grade of C or better must be maintained in both behavior and work habits, regardless of grade average.

A grade average lower than C or a grade lower than C in behavior or work habits will result in probation. If a student is sent before the Discipline Board for behavioral reasons it will also result in probation.

A student who is on probation may attend practices and games, but will not be allowed to dress in uniform or to

participate in games. The student will be given three weeks to bring the grade average back up to C. If this is not done in three weeks, the student will be suspended from the team. Removal or probation for disciplinary reasons will be at the discretion of the Discipline Board.

Confirmation of improvement must be provided to the coach by the principal in writing.

Implementation: Principal will be provided with names of team members by the Athletic Director as soon as a team is chosen. Principal will provide the Athletic Director with the names of students who are on probation as soon as progress reports/reports cards go home.

No student who is absent from school on a game day for any reason other than a verified medical appointment or family emergency will be allowed to participate in a sport that day.

A = 11	C = 5
A- = 10	C- = 4
B+ = 9	D+ = 3
B = 8	D = 2
B- = 7	D- = 1
C+ = 6	F = 0

## **Topic-6-12-06**

### **Athletic Fees, Equipment and Uniforms**

All students will be charged a fee for each sport they play. The fee will be determined by the number of games, number of tournaments, facility and referee fees. This fee will be between \$50.00 and \$150.00, depending on the above factors. This covers referee fees and equipment. Cost of uniforms is not included in this fee.

Baseball: When our school enters a team in a park league the school will pay the park fee. School will then bill the parent. Baseball could cost more than \$50.00, as the park charges a fee and the school charges a uniform fee.

## **Section-7-1**

### **Tuition and General Fees**

#### **Tuition**

The tuition you pay to Holy Trinity School is an investment in your child's education and one of the best investments you can make in his/her future. For your convenience, the year's tuition is payable in ten installments. Monthly tuition installments are not refundable. Tuition is not tax deductible.

### **In-Parish/Out-of-Parish Tuition Rates**

An in-parish tuition rate indicates that parents/guardians are registered with the parish and receive and use weekly Sunday collection envelopes at Sunday Mass or pay online. In order for a family to receive the in-parish tuition rate, they must give a minimum donation of \$10.00 per week or \$40.00 per month to the parish. Your August tuition rate will be determined by checking your parish usage for the months of April, May, and June. For this period, any family not giving at least \$120.00 to the church, will be given an out-of-parish rate. A family must have established a three month period of giving at \$40.00/month to receive an in-parish rate. Registration with the parish to receive special collection envelopes or miscellaneous correspondence does not meet the requirement to receive and use the weekly collection envelopes at Sunday Mass which constitute the in-parish rate.

Families not properly registered with the parish and/or not using envelopes will receive an out-of-parish tuition rate regardless of prior year's tuition rate payments. Monthly checks of envelope usage will be made for the purpose of determining in-parish rates. If a family receives an out-of-parish rate, it will apply until the next envelope check is completed. It is the parent's responsibility to notify the school office or tuition bookkeeper of any anticipated tuition rate status change. No retroactive reimbursements of tuition will be considered when changing from the out-of-parish rate to the in-parish rate.

\*We will check monthly with the parish. Each family's billing will show an in-parish rate (unless the family is not a regular member of Holy Trinity Parish). Upon checking for envelope usage, we will bill out-of-parish rate as an incidental each month.

### **General Fee**

The General Fee is \$350.00 for each student and covers: book rentals, STAR Testing, ACRE testing, insurance, one set of Assistance Program time sheets and any other miscellaneous school related forms. The General Fee will be billed in February and is non-refundable.

The General Fee does not cover items such as yearbooks, class social functions, field trips where an admission or bus charge is required, or graduation ceremonies and their related social activities.

### **Fines**

Fines will be billed through FACTS Incidental Billing. Fines are charged for, but not limited to, the replacement value of the following items:

1. Unusual wear, damage or loss of textbooks - (up to replacement cost)
2. Overdue, damaged or lost library books - (up to replacement cost plus a \$5.00 processing fee)
3. Replacement of Communicator Envelope - \$1.00

### **Payment of Fees and Fines**

All charges associated with enrollment, monthly tuition, general fees, graduation fees, fundraising obligation, Assistance Program, or any other miscellaneous fees are non-refundable.

All money brought to school must be in a sealed, well-marked envelope indicating the following:

1. The name, grade/section of the student or family name and phone number
2. For whom or what purpose the money is intended

No registration of students for the following school year will not be allowed when accounts are not paid in full on

re-registration of students for the following school year will not be allowed when accounts are not paid in full on the due date.

## **Delinquent Accounts**

Holy Trinity School turns delinquent accounts over to collection.

## **Section-7-2**

### **Tuition Collection**

#### **FACTS Information**

We have partnered with FACTS Management Company to help us manage our tuition payment program.

With FACTS, the school maintains decision-making control. As always, we will continue to work with families should special circumstances or "hardship" cases arise during the school year. If you are experiencing a hardship, it is critical that you notify the school bookkeeper **at least a week before your payment is scheduled to come out of your account.**

FACTS manages your tuition payments in the following ways:

1. **Payment Dates:** You may choose either the 1st or the 15th of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards. There is a 2.85% convenience fee when a credit card is used.
2. **Convenience & Security:** Along with multiple payment plan options, your payments are processed securely through a bank-to-bank transaction.
3. **Peace of Mind Insurance:** FACTS offers this optional benefit for only \$20 per year per family. In the event of death of the Responsible Party or spouse, the remaining tuition balance owed for the current school year is paid to the school.
4. **Consumer Account:** You may check your personal account or make payments online from the convenience of your home or office anytime.

### **Incidental Billing through FACTS**

FACTS Management will also be processing all incidental billing for the school. Incidental billing includes such things as daycare, supply fees, general fees, field trips, athletic fees, graduations fees, Out of Parish tuition assessment fees, etc. On April 30, any uncompleted Assistance Program Hours and any unearned Fundraising will be billed as well as incidentals.

**Incidental billing for each month will post to your FACTS account on the 1st of the month and will be due by the 15th of the month. You will receive an email regarding any incidental billing charges and the payment will be automatically withdrawn from your FACTS account. You have the ability to pay these amounts upon notification, but by billing on the 1st and having it due on the 15th of the month, we hope to give you the advantage of planning ahead.**

### **Tuition Installments**

Are due August through January and March through June. The General Fee for the next school year is due in



February.

Sept. 15 Technology Fee (\$70 for one child/\$95 for two children/\$120 for three children/\$145 for four children)

May 31st

### **Delinquent Tuition Accounts**

When the inability to pay monthly installments exists, the principal must be contacted with request for assistance. Any time a family's account becomes delinquent, an appointment must be made with the principal. If no appointment is made, a letter will be sent home and the student(s) will be removed from class until parents contact the principal.

No gowns, diplomas, or other reporting forms will be available to any family who is not current with their tuition and/or fees. No student will be allowed to participate in an activity, including sports, which requires a fee, if the family's account is not current.

### **Check/Cash Policy**

Personal checks, cash, debit, and credit cards are accepted for the payment of all school-related fees other than tuition. Examples of these funds are: Scrip purchases, lunch program and attendance at social functions whether they are for students or parents. When paying in cash, it is the parent's responsibility to ask for a receipt. In the event of any discrepancies, parents will need to provide the receipt or canceled checks.

### **Dishonored Checks**

Dishonored personal checks will be subject to the California Civil Code, Section 1719. Holy Trinity School will assess a \$30.00 fee to any/all checks that are returned to the school from a bank for any reason. A second check returned will be charged \$35.00. After the second dishonored check is returned, it will be mandatory that all payments be made in cash or money order to the school office. An NFS check for the school, tuition, H.T.P.A., or Scrip will be added together to constitute two infractions and will necessitate payments be in cash from that point on. Payment of cash will continue through the entire school year.

### **Dishonored Scrip Checks**

Any time school receives any two checks returned from the bank that were given to vendors, the school will notify all vendors to not accept further checks.

all vendors to not accept further checks.

**Fines**

Fines will be billed through FACTS Incidental Billing.

**Section-7-3**

**Tuition Assistance**

**Tuition Assistance**

Holy Trinity School offers tuition assistance to families who qualify according to the financial guidelines on the following page. Any family who cannot pay the full cost of tuition and meets the financial guidelines may request an application from the principal.

**2020-2021 Income Eligibility Guideline**

- \$23,606
- \$31,894
- \$40,182
- \$48,470
- \$56,758
- \$65,046
- \$73,334
- \$81,622

For families/households with more than 8 persons add \$6,698 for each additional person for mission I.  
For families/households with more than 8 persons add \$8,288 for each additional person for mission II.

**Definition of a Household:**

Household means a group of related or non-related individuals who are living as one economic unit and are sharing living expenses. Living expenses include rent, clothes, food, doctor bills, utilities (electrical, gas, water) and the like.

**\*Definition of a One-member households**

1. A household of one means a pupil who is his/her sole support
2. Institutionalized children are always one-member households
3. Foster children are one-member household only if the welfare-placement agency maintains legal responsibility for the child.

**Section-7-4**

## Parent Service and Fundraising Requirements

### FUNDRAISING INFORMATION

Each family is required to participate in fundraising which earns \$450/one student, \$500/two students, \$550/three students, \$600/four or more students for the school during the year above and beyond their tuition, General Fee, miscellaneous fees, and Assistance Program Hours. A fixed fee for each family was determined by careful evaluation of the school's budget. Each family is required to complete a contract at Registration.

Parents will have their choice of participating in one of the three options listed below. When you sign your contract, it will be final for the year.

\$450/\$500/\$550/\$600 in recorded fundraising purchases which may be earned through the use of Scrip, Boon Bag, Gift Wrap, Popcorn, Candy Bars (or any combination of these) between May 1, and April 30. See below for detailed information. On October 31, one-half of the fundraising obligation must be completed. Any amount up to one-half completed will be billed on November 15, with payment due on November 30.

**Gift Wrap:** Is administered during the first month of school--For every dollar earned, a % is credited toward your fundraising dollars. **(Different items earn different %. This is noted on the Gift Wrap flyer.)**

**Popcorn:** Is administered during October. For every dollar earned, a % is credited toward your fundraising dollars. **(Different items earn different %. This is noted on the Popcorn flyer.)**

**Candy Drive:** Is administered during January. For every dollar earned, a % is credited toward your fundraising dollars. **(Different items earn different %. This is noted on the Candy Drive flyer.)**

**Boon Bags:** Is administered in the spring and lasts two weeks. For every dollar earned, a % is credited toward your fundraising dollars. **(Different items earn different %. This is noted on the Mixed Bags flyer.)**

1. First is the purchase of "Gift Cards" to the local grocery stores, some department stores, and restaurants, which have participating vendors. Scrip is purchased by the school in bulk at a discounted rate and sold, by the school, to H.T. families at face value. This program is a way for parents to receive fundraising credit in a way which costs them nothing, as they must purchase groceries and other articles. The Scrip program is continuous throughout the year.

2. We also have "Ralphs Community Rewards Program" as an alternative to paper-based scrip. This program allows participating merchants to contribute a percentage of your grocery loyalty card. To enroll in the Ralphs Community Rewards Program, step-by-step website registration instructions can be found at [www.ralphs.com](http://www.ralphs.com). As a parent you are free to participate up for this program for you and any of your friends and family.

The Ralphs Rewards Program participants are required to renew their participation in this program every year in September in order to receive fundraising credit. Please let the Scrip Coordinator know who is listed under your "Ralphs Community Rewards Program" account.

to receive fundraising credit. Please let the Scrip Coordinator know who is listed under your "Helping Community Re-Program" so she can credit the families accordingly.

3. We also have a large list of local San Pedro businesses that participate in the Scrip Program. All you have to do is your check payable to Holy Trinity Scrip. A list of all our Vendors is on pages 28-30 in the handbook.

Example for #1:

A \$100 purchase of Vons @ 4% has a Scrip value of \$4.00

If you next purchase \$100.00 of Coco's @ 8%, you \$8.00  
earn another \$8.00

A purchase of \$50.00 of Macys @ 10% earns  
another \$5.00

Sell \$200.00 of Wrapping Paper (if 50%) earns  
For a grand total of

You keep buying Scrip or participate in the Boon Bags, Candy Bar, Gift Wrap, and Popcorn drives until your family's account indicates that your fundraising amount has been completed.

Please make sure the volunteers recording your purchases accurately mark down which stores you are using as this impacts the credit you receive.

Make sure the volunteers mark down the parent's last and first name.

Also, tell your friends and family that they may purchase Scrip for your family, but make sure they tell the volunteers who they are purchasing Scrip for.

If you wish to exchange one vendor for another, we will do so only if the percentage is the same, and only at the Scrip window. If you purchase a debit card and wish to exchange it, you will have to exchange it in the Scrip office only.

This last item is very important -- count your Scrip before you leave--make sure you have the correct denominations.

If you purchase any of the fundraising items with cash, you do so at your own risk, so make sure you ask for a receipt. At the end of April when you are notified of your final balance and any fees due, if there are any discrepancies between your records and the school's, we will require your canceled checks or cash receipts.

If for any reason families are unable to earn their fundraising amount for which they contract, they will be billed the balance.

Late payments on any of the options will be assessed a \$20.00 fee.

Checks returned from the bank for any reason from your account, or anyone purchasing for you, will be assessed a \$30.00 fee.

**No tax benefit of any kind in association with the Scrip program is allowed by the Internal Revenue Service.**

Decisions made on the contract are final. No balances are carried over to the next school year or transferred to/from another family's account.

The mailing of Scrip to department stores to make charge card payments is done so at your own risk. Parents who order Scrip through the Communicator with the intent of having their child transport it home, do so at their own risk.

The school will not replace Scrip due to theft or loss for any reason.

If you have any questions regarding the Scrip Program, I will be happy to answer your questions. Just give me a call at ext. 204. Marsha Martinez.

### **\*Golf Tournament Opportunity Drawing**

Each new family will be billed \$20.00 on FACTS in August for Opportunity tickets for the Golf Tournament. You will receive these tickets before the golf tournament. You may either sell them to recoup your money or turn them in with your name on the tickets to be entered into the drawing.

### **Miscellaneous Fundraising**

Other fund-raisers may be planned which are totally voluntary. Families may participate if they care to. These miscellaneous fund-raisers will be publicized in the Communicator.

NO FUND-RAISING ACTIVITIES MAY BE ADMINISTERED WITHOUT PRIOR APPROVAL OF THE PASTOR AND/OR PRINCIPAL. ALL MONIES RAISED IN THE NAME OF THE SCHOOL BECOME THE PROPERTY OF THE SCHOOL.

### **Collection of Any Money**

**Any check collected for any reason must be made payable to Holy Trinity, never to an individual. The principal must approve the collection of any money for any reason.**

## **ASSISTANCE HOURS PROGRAM**

Each family must complete 40 hours of recorded service to the school or parish in addition to monthly tuition installments and fundraising during the time period from May 1, 2021 through April 30, 2022. Monthly time sheets are provided by the school each month in the Communicator. All hours must be submitted on these sheets. Any of the remaining 40 hours not completed, will be billed no later than May 16, 2022 and payment will be due by May 31, 2022. **Time sheets not submitted on the due date will not be accepted.** We have zero tolerance on this policy. Check School Speak monthly to make sure your Assistance Time Sheet has been posted.

### **Assistance Program/Communicator Envelope**

Three important goals of the Assistance Program are:

1. Reinforcement of the school/parish and Christian philosophy of giving one's talents and energy to help the school/parish.
2. Providing services which are not financially covered by tuition and fee.
3. Building and strengthening the home-school-parish community.

Questions should be addressed to Marsha Martinez, at ext. 204.

### **General Information**

1. This program is not a volunteer program. Each family is required to participate.
2. Only hours completed by a student's relatives who are over the age of 16 may be recorded.
3. Hours are not transferred among families and friends
4. Recording of hours begins May 1st and ends April 30th.
5. Hours are not carried over from year to year except hours from 2020-2021 are carried to this school year due to covid.
6. Hours uncompleted fewer than 40 will be charged \$10.00 per hour.
7. Families joining the school after September will have their hours adjusted.
8. Only service hours performed for this school or parish, and no other school (whether public, private or Catholic), church or organization, will be accepted toward fulfilling the 40 hours.
9. When volunteering to help at a function that includes dinner, the dinner is not included.
10. Remember that whenever you volunteer for a specific duty (whether working an event or baking/cooking for a social event) you are being counted on to perform that task. If, for any reason you cannot fulfill that duty, it is your responsibility to arrange for a substitute and contact the person in charge of that activity to advise of your substitute.

### **Recording of Hours**

1. Each family will receive time sheets in the Communicator online. [Download time sheet](#)
2. Time sheets must be completed, signed and returned monthly whether or not there are hours to report. Sheets not returned by the due date will not be accepted. NO EXCEPTIONS
3. Include a receipt when donations are submitted for hours.
4. Be specific in detailing hours by indicating the date, time expended, activity completed, and for whom you worked.
5. Only the time sheets provided by the coordinator are used.
6. You may not give surplus hours to anyone other than family members.

### **Status Reports**

1. You may go on SCHOOLSPEAK at any time to view your hours.
2. Fees for uncompleted hours are due upon receipt of billing letter.

### **Assistance Program Guideline for Reporting Completed Hours on a Time Sheet**

The following is to be used as a guideline when reporting hours. Should you have any questions regarding any aspect of the Assistance Program, Marsha Martinez is the staff person responsible for this program. Her office extension is 204. All hours must be reported on monthly time sheets provided by Marsha. The donation of your

time in unusual areas should be checked with Marsha. Only family members 16 years old and up may submit hours.

### **Parish activities:**

<b>Activity</b>	<b>Hours</b>
Eucharist Minister, Liturgy, Choir	15 minutes/per Mass
RCIA, RCIY, Pre-Baptismal (leaders)	actual time expended
Early Childhood (teaching & preparation)	actual time expended
Parish mailings	actual time expended

### **School activities:**

Copy services	1 hour for each 2¢ each copy
Baking	1 hour per: 1 cake (2 layers); 1 sheet cake (13 x 9); 2 dozen donuts, 2 dozen cupcakes; 2 dozen cookies
Desserts, salads, hors d'oeuvres (serving 10)	1 hour
Main dishes (serving 10)	2 hours
Field trip chaperone	1 hour for \$10.00 spent (receipt needed) Bus departure/bus arrival
Classroom support	Actual time expended
HTPA Board	Actual time expended
Scrip Sales	Actual time expended
Coaching (practices plus games)	Actual time expended
Scouting programs (preparation and meetings)	Actual time expended

### **Activities Calendar**

All calendar information will now be available on SchoolSpeak.

### **Communicator Envelope**

The major source of communication between the school/parish/home is the Communicator Envelope which is coordinated by Marsha Martinez.

The Communicator will be on SchoolSpeak. Every family will receive the front page and the Principal's Memo sent home in a Communicator envelope every week. This is so you have a means of returning anything to the school.

1. Information you wish to be published must be emailed to Marsha's. The principal reviews and signs weekly.
2. The Communicator is prepared over the weekend and posted [online](#).
3. Envelopes are sent home each Monday (unless notification is made to the contrary.) Parents are responsible for removing and reading the contents, signing/dating the envelope, and having their child return it to the classroom teacher on Tuesday. Parents are responsible for reading the Communicator online.
4. Tear-offs, notes to the administration, properly marked fees/fines/Scrip orders, etc. may be transported

4. Receipts, notes to the administration, properly marked fees, fines, scrip orders, etc., may be transported to/from school/home in the Communicator Envelope. The staff is not responsible for theft, loss, or timeliness.
5. Students who fail to transport the envelope in a responsible manner may lose this privilege and parents will have to make alternate arrangements with Marsha for delivery.
6. The Communicator Envelopes are the property of the school and are not to be defaced. Defaced envelopes are replaced at parent expense.
7. The Communicator will not be used for business advertising. Information regarding educational or extracurricular activities will be permitted. Personal ads that the administration feels will benefit the school families will be permitted. The Pastor/Principal/Staff do not give references to, or endorse any individuals or groups other than those specifically recognized as members of the school or parish community.

## **Section-7-5**

### **Costs/Fees (when applicable for field trips, supplies, sports, senior fees, etc.)**

#### **Fees**

**General Fee** - Will be billed in February.

The General Fee is \$350.00 for each student and covers: book rentals, STAR Testing, ACRE testing, insurance, one set of Assistance Program time sheets and any other miscellaneous school related forms. The General Fee is non-refundable.

The General Fee does not cover items such as yearbooks, class social functions, field trips where an admission or bus charge is required, or graduation ceremonies and their related social activities.

#### **Kindergarten Supply Fee**

Each kindergarten student will be charged \$35.00 for supplies. This fee covers all supplies needed for Kindergarten for the year. Scholastic Magazine is included in this fee.

#### **Athletics**

There will be a fee to participate on each athletic team. The fee will be determined by the number of games, number of tournaments, facility fees, and referee fees. This fee will be between \$50 & \$150 depending on above factors. (Please see Athletic Section) The team roster will be sent to the bookkeeper who will bill families for the participation fee and any additional uniform items that are purchased. These fees are to be paid with the monthly tuition. No student will be allowed to participate in an activity which requires a fee if the family's account is not current.

#### **Earthquake Fee**

An earthquake kit has been purchased for each student. The kit has a shelf life of five years and contains everything that a student would need for three days. Parents will pay a one-time fee for this kit of \$20 per child upon entering the school.

**8th Grade Graduation Fee** - due February 1st



### 8th Grade Graduation Fee - due February 1st

The graduation fee is \$175 for each student. Of the fee, \$150 covers: graduation pictures, year-end awards, gown rental, diploma, one school sponsored field trip, as well as clerical and administrative costs related to high school entrance. Of the fee, \$25 will be used by the 8th Grade Room Parents as partial fundraising for the 8th grade events.

Fees for any other graduation events such as Academic Awards Night, receptions, etc., are paid by the parent directly or through parent participation in 8th grade fundraising activities.

### 8th Grade Fundraisers

The 8th grade class will hold fundraisers such as a pancake breakfast and Monte Carlo Night. All 8th grade parents will be expected to participate, either through donations or ticket purchases.

### Field Trips

Will be billed on the month the trip will be taken.

### \*Assistance Program Fee

The fee is \$10 for each hour under 40 hours not recorded and therefore not considered completed. Any of the remaining 40 hours not completed, will be billed no later than May 16, and payment will be due by May 31.

### Technology Fee

This fee covers parents' access to SchoolSpeak to view student grades and receive messages from the school, and the use of the FACTS program. It also covers computer programs used in the classroom/labs such as Mathletics and Accelerated Reader. The fee is: \$70 for one student/\$95 for two students/\$120 for three students/\$145 for four students and will be due Sept. 15.

### \*Day Care

6:30-7:35 AM M-F	3:00-6:00 PM M, T, TH, F
	2:00-6:00 PM W
	12:30-6:00 PM Minimum Days

Drop ins are \$5 per child

1st half hour; after the first half/hour price changes to \$10 or \$10 for the whole day.

Monthly prices are:

Monthly prices are:

2 children - \$90  
3 or more - \$100

2 children - \$260  
3 or more - \$315

## **Topic-8-1-01**

### **Discipline and Procedures**

#### **Discipline Policy**

Discipline is necessary to provide a classroom environment that is conducive to learning. Students will be treated fairly and with respect. It is expected that they treat persons in authority with due respect and learn to be responsible for their actions.

In most instances when rules are broken discipline will be handled by the individual teachers. Each teacher has a discipline plan, which is on file in the principal's office and is distributed to parents at the Back to School Night. The Middle School, as a unit, has one plan. See below.

Although these plans differ from teacher to teacher, generally the student is warned the first offense; the student will receive a consequence for each offense after the first.

When a student has done something which a teacher considers very serious, the student will be sent to the principal's office. Generally, a first visit to the principal will result in a Behavioral Referral, with a consequence. The principal keeps a file on all referrals. Every time a student is sent to the principal, the discipline files from previous problems will be checked. If a warning has previously been issued, a suspension will result, if warranted.

All disciplinary actions taken in the principal's office are documented and parents receive a copy of the Behavioral Referral.

This school maintains a hands to oneself policy. Pushing, shoving and/or fighting will not be tolerated. All parties involved will be suspended for each incidence of fighting and physical contact which results in injury to others.

When a student has continued problems in the classroom or on the yard, they will be referred to the Discipline Board. The board will meet with parents and the student to find avenues that will help the student to improve in an area of weakness. Recommendations will be made. If the recommendations of the team are not met, or if no improvement occurs, the student may be asked to withdraw from the school.

#### **Probation**

If a student is placed on probation due to disciplinary problems, that student will lose any privileges, such as extracurricular activities, field trips, and special functions.

#### **Detention**

Detention will be given for, but not limited to, the following:

- Use of inappropriate language.

- Disrespectful behavior to students or teachers.
- Repeated corrections of same offense.
- Three uniform violations (A 2nd detention for Uniform Violations will result in a referral to the principal.)
- Three tardies

Detention is to be served on the assigned day unless the student has a previous medical appointment and the parent notifies the teacher. If this is the case, the detention will be served the next day. The length of the detention is at the discretion of the teacher, generally 15 minutes in primary and 30 minutes in middle school. A missed detention will result in a 2nd detection.

### **Gangs: Membership/Involvement**

Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity is grounds for expulsion.

### **Suspension**

Fighting is always a suspendable offense. Destruction of school properties, repeated use of inappropriate language or repeated disrespectful behavior will result in a suspension.

### **Middle School Discipline Policy**

The faculty of Holy Trinity Middle School believes that discipline is necessary to provide an environment that is conducive to student learning. With this in mind, we have created a point system.

All students start with zero points. Students will have points added to their total for the infractions listed below.

All Middle School teachers will follow the same discipline plan, keeping one total for each student. The total points earned each quarter will be subtracted from 100, which will become the student's behavior grade. Only one behavior grade will be given for each student on his or her report card.

Any time a student receives a C- or lower in behavior, the student will be placed on behavioral probation. While on probation, the student may not participate in extra-curricular activities or special class activities, such as field trips, outings, etc.

At the beginning of the new quarter, the student starts with 100 points for a behavior grade; however, the points accumulated will continue to accrue throughout the year. A running tally for each student will be kept for the year, but only those points earned that quarter will be deducted for the quarter's behavior grade.

For example, if a student accumulated 5 points, the behavior grade will be 95, A. If a student accumulated 15 points, the behavior grade will be 85, B-.

When a student accumulates 75 points, the student is subject to removal from our school.

Not returning a signed homework slip will result in one point being deducted from work habits.

## **Comment Code on Report Card**

Points will be accrued to the students total for the following

Any time a student receives # 7 - 16 as a comment on their Progress Report or Report Cards, 2 points will be added. If code appears more than once, student will receive 2 points for each time code is used.

## **Cheating**

Cheating will result in a grade of zero on the assignment and a detention which will add 5 points to the student's total.

## **\*Detention**

Every time a student receives a detention, 5 points will be added to the student's total. Reasons for detention being given include, but are not limited to, the following:

- Gum Chewing
- Disrupting the learning environment: for example...
  - o inappropriate noises or actions, excessive talking
- Disrespect of teachers, other students, or school property: for example...
  - o refusing to follow directions
  - o responding to the teacher with a disrespectful remark, manner, or tone of voice
  - o behavior which is considered harassing to other students
- Inappropriate language
- Repeatedly having to be reminded of correct uniform
- Three tardies

## **Behavioral Referral to Principal**

A referral to the principal will result in 10 points being added to the student's total. A referral will occur for repeated detentions for any of the above reasons or for any action that is more serious than that which would warrant a detention.

## **Suspension**

A suspension will result in 15 points being added to the student's total. A student is suspended for fighting, pushing, shoving, using hands or feet in anger with the intent to hurt someone, or for a repeat violation of any of the reasons for a referral.

## **Discipline Board**

The Discipline Board at Holy Trinity School serves to seek ways to help students who frequently disrupt the learning process or are having ongoing problems complying with the regulations of the school.

Appearance before the team for a discipline concern is a very serious matter and occurs when a student has repeatedly failed to respond to correction or has committed a serious violation.

Appearance before the team leads to a written and signed agreement between all present as to the nature of the problem and the course of action taken. It will specify behaviors expected of the student with possible consequences. The appearance could result in suspension, probation or a request that a student be withdrawn.

The Discipline Board is comprised of the Principal and the Vice Principal as permanent members. The student's teacher will also be a member of the team.

## **Waiver of Policies**

The principal, in consultation with the pastor, is the final recourse in all disciplinary matters and can, for just cause, at his/her discretion waive any disciplinary regulation.

## **Topic-8-1-07**

### **Academic Dishonesty Policy**

#### **Cheating**

Cheating will result in a grade of zero on the assignment and a detention which will add 5 points to the student's total.

## **Chapter-11**

### **PARENT-STUDENT POLICIES AGREEMENT FORM**

#### **Acceptance of Parent-Student Handbook Form**



[Holy Trinity School Parent/Student Policies Agreement Form](#)

