

## **I. INTRODUCTION**

### **VISION STATEMENT / DEPARTMENT FOR CATHOLIC SCHOOLS**

The Vision for the Department for Catholic Schools is to promote and to sustain Catholic Schools of unparalleled quality, which integrate faith into every aspect of life and culture, producing graduates who continually strive for human and Christian perfection.

### **PHILOSOPHY OF SCHOOL**

It is the aim of Holy Trinity School to provide a Catholic, educational setting in which our students and their families can integrate Gospel values in daily living. We strive to create a climate in which each child can develop spiritually, intellectually, physically, emotionally, and socially, and in turn, enhance the world.

Each child will develop an understanding of Catholic Doctrine, Liturgy, the Sacraments, Sacred Scripture, and Personal Prayer to build a personal relationship with Christ and His Church.

All children will be provided with challenging, yet realistic goals to achieve their full potential. Individual learning styles and rates of achievement will be recognized.

Each child will receive guidance in developing sound attitudes and habits for both mental and physical health.

Each child will develop a Christian awareness of responsibility to God, family, parish, community, nation and world.

### **MIDDLE STATES ACCREDITATION**

The Middle States Association of Colleges and Schools accredits Holy Trinity School. Middle States accreditation is an expression of confidence in Holy Trinity School's mission, goals and objectives, performance and resources and validates publicly the excellence in education.

The Middle States Evaluation is an ongoing process requiring the submission of updated plans every three years. After ten years the school is re-evaluated for continued accreditation. We were re-accredited in May 30, 2008.

### **CATECHETICS (Religious Education)**

Catechetics is the center of the Catholic school. A conscious effort is made to create a Christ-centered atmosphere by stressing Christian values and morality in the classroom as well as throughout the school. A conscious effort is made to integrate catechetics into every aspect of the school curriculum.

Our belief in Jesus has drawn us to this school community. Our beliefs are expressed in and strengthened by daily communal prayer. Students develop skills and a love for the Church's daily worship. Prayer includes a prayer service each morning with simple prayers for before and after lunch and at the end of the day.

An introduction each morning briefly sketches the saint or feast of the day or some aspect of the liturgical season. Attention is also given to the seasons of the year, to the anniversaries of historical figures and peacemakers of our time, and to the civil holidays that have significance for our children.

Faith experiences are an integral part of catechetics. Opportunities for Eucharistic Liturgies, Reconciliation, Stations of the Cross, the Rosary, and other Catholic prayers, classroom prayer and service to others are to be included. Community is at the heart of Catholic education, not simply as a concept to be learned, but as a reality to be lived.

The principal, in conjunction with the Pastor and the Catechetical Administrator, work with the teachers in the religious development and sacramental preparation of the students. Parent Preparation Programs for Reconciliation, Eucharist, and Confirmation are held during the year. These are parish programs and involve all eligible children and parents of the parish.

## II. SCHOOL PRACTICES AND POLICIES

### ADMISSIONS/REGISTRATION POLICIES

Holy Trinity School admits students of any race or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to all students formally accepted into the school. We do not discriminate on the basis of race or national or ethnic origin in the administration of our educational policies, admission policies, athletic or other school administered programs. Children who are not Catholic are expected to participate in religion classes and to attend all religious functions of the school/church.

A student entering kindergarten must be five years of age by September 1st. Official certificates of birth and baptism are required at the time of registration. Students entering Kindergarten must be five years of age by September 1st. Those registering for grades 1-8 must fulfill the age requirement for the desired grade and provide academic and health records from the previous school. Grade level and academic group determinations are made on the basis of school records. Immunization records must be complete before any child may enter school. The requirements are as follows:

- 1 dose of chicken pox vaccine
- 4 doses of diphtheria, tetanus, pertussis  
(one dose must be after the fourth birthday)
- 3 doses of oral polio vaccine
- 2 doses of measles vaccine after the first birthday  
(or proof by blood test of having had measles)
  
- 1 dose of mumps vaccine after the first birthday  
(or proof by physician's letter of having had mumps)
- 1 dose of rubella vaccine after the first birthday  
(or proof by blood test of having had German measles)
- 3 properly spaced doses of hepatitis B vaccine (K-4)

### ATTENDANCE

The Pennsylvania Public Code addresses compulsory attendance. The state places on the parents the responsibility for student attendance, and assigns enforcement responsibilities to them schools. Holy Trinity School will apply this policy to all students in the school – those who attend by the state law or those who attend by choice must follow the following regulations.

Regular attendance at school is a major factor in determining academic success. It is the responsibility of each parent to send their child(ren) to school so as to attend all classes daily, **on time**, and participate in class activities and discussions. Any student who is absent for more than thirty days, may be denied academic promotion for the next school year.

### ABSENCES

Parents need to call the school office on the first day that a child is absent from school. Kindly call the office during the first ½ hour of the school day. Give the child's name, homeroom teacher, and reason for absence. Homework requests can be taken at that time. Homework requests will not be taken after 10:00 A.M. in order to give the homeroom teacher ample time to get assignments ready **for the end of the day**.

Students who are absent will be required to make up work missed in each class. **It is the student's responsibility to obtain all work from the teachers.**

Upon returning to school from an absence, a student must submit a **written excuse** to his/her homeroom teacher as required **by state law**. If this excuse is not submitted within three days following the absence, the absence will be classified as **Unexcused**.

Absences from school are defined as either **Excused** or **Unexcused** according to guidelines from the Pennsylvania School Code. Excused absences include illness, quarantine, impassable roads, recognized religious holidays, and urgent reasons, such as a death in the family or a court appearance. The state guidelines also permit an **Excused Absence for Educational Trips** if a request is sent to the school **prior** to the dates of the trip. If no **prior** notice is received, the absence is classified as **Unexcused**. The mere fact that a parent has sent a written explanation to the school does not necessarily mean that the absence is "excused".

According to the Pennsylvania School Code, Section 1332, "The absences of any pupil who remains out of school with or without his parent's permission, and is not absent because of illness or for other urgent reasons, as defined in the School Code, shall be unexcused. Such absence will be recorded as 'unlawful-unexcused' for a pupil who is under the compulsory attendance age." Section 1333, "Any such child who has been absent three days, or their equivalent, during the term of compulsory attendance, without lawful excuse...shall be given written notice. If, after such notice is given..., attendance is again violated by the person, such person shall be liable... for referral to the magistrate."

Parents and guardians of students who acquire excessive absences of more than ten in a school year may be required to provide documentation from a physician indicating that the absences are related to an existing medical condition.

## **TARDINESS**

Holy Trinity School requires all students to be on time at the beginning of the school day. We believe that consistent tardiness not only disrupts classroom procedures, but also creates a negative impact on the student's general welfare and development.

Students who attend Holy Trinity School should **arrive no earlier than 8:00 A.M.** and **no later than 8:15 A.M.** unless they are a bus rider. Students are considered tardy if they report to school after this time.

If a child arrives at school after 10:15 A.M., he/she will be considered absent for ½ day. If a child leaves school before 1:15 P.M., he/she will be considered absent for ½ day.

## **EARLY DISMISSALS**

Sometimes it becomes necessary for a child to be taken out of school early due to a dentist or doctor appointment. If a child is to be dismissed early for any given reason, it is the parent/student responsibility to do the following:

- Send a written note to the teacher and the office indicating the reason for the early dismissal, what time the child is to be dismissed, and who will be picking up your child. This person is to report to the office and sign out the child. Please do not call the office with such information unless it is an emergency appointment.

- It is again the child's responsibility to obtain makeup work from each teacher. Work not made up will be considered an infraction of the homework policy.

To reiterate: a written excuse must be given to the teacher/principal for the following reasons:

- Following an absence
- Excused from gym class
- Permission for out of school appointments
- Attending funerals
- Educational trips
- Change of plans in leaving school ( bus or car rider)
- Tardy
- Early dismissal

## **CAFETERIA**

Holy Trinity School participates in the National School Lunch Program to provide a nutritionally balanced, low cost or free lunch to children each full day of school. All students must bring or purchase a lunch. Those bringing a lunch may purchase milk, water, apple juice, and fruit punch. The cost for lunch for the 2009-2010 school years is \$2.50 and \$.45 for milk. Items can also be purchased Ala Cart.

Rules: The use of good manners is encouraged and, therefore, the following cafeteria rules are to be observed:

- Remain seated until dismissed to dispose of garbage, etc.
- Refrain from abusing food; your own or that of others.
- Always walk while in the cafeteria.
- Refrain from shouting or screaming; enjoy the company of those nearby.
- Be courteous and respectful to all those helping during the lunch period.
- Do not take food from the cafeteria.

The cafeteria is operated in accordance with U.S. Department of Agriculture policy, which prohibits discrimination on the basis of race, color, sex, age, handicap, religion, or national origin.

## **LOST AND FOUND**

Parents are strongly urged to mark their children's personal belongings with their names. Since children do not readily claim lost items, proper identification helps us to find the owner and save parents the cost of replacement. The lost-and-found area is located in the cafeteria. Parents and children are encouraged to look for lost clothing items there. Other lost items, such as glasses, watches and purses, if found, are to be turned in to the office. Items that are not claimed by the end of each school year are donated to charity.

## **EMERGENCIES**

### **STUDENT EMERGENCY INFORMATION SHEET**

At the beginning of each school year, parents are required to complete a Student Emergency Information Sheet which was sent home in the summer mailing. It is imperative that the school be able to reach you to inform you of illness or an emergency situation. It is also important to list the names of others who can be contacted should you be unavailable. Please keep the office updated of any changes.

## **Emergency Closings and Delays**

If inclement weather or some other emergency requires that the school be delayed or closed, this information will be announced on the local station KDKA. Because of the number of public districts represented in our school, it is important that you listen for an announcement that identifies Holy Trinity School. **This information will also be posted on the school website.** PLEASE DO NOT CALL THE SCHOOL OR RECTORY FOR THIS INFORMATION.

In the event of a two-hour delay, specifically named Holy Trinity School, all children should report to school by 10:15 A.M., there is no, morning preschool, or before school care when there is a delay. Because some public districts do not provide busing outside the normal times, children from these districts will be picked up at the normal times and will be admitted into the building to wait for the scheduled start.

If the announced delay does not specifically mention Holy Trinity School, but does name one of the public districts that service our school, only those children should follow the announcement. Children who ride the buses of other districts who are not delayed or who walk or are driven should arrive at the normal time. PLEASE NOTE: Because our attendance registers are legal indicators of a child's presence at the times we are in session, children who arrive late or are absent because of busing when school is in session will be marked as Excused Tardy or Excused Absence.

## **Emergency Dismissals**

In the event that we would be required to dismiss school early, that information will be announced on the same station noted above. Homeroom coordinators will initiate a phone chain to notify parents as soon as possible. However, because phone service may be interrupted in the school, some emergency situations may not allow for this option. Children will be dismissed as parents are notified and transportation is arranged.

## **EXTENDED DAY**

Holy Trinity School offers an after school program for parents who need child care. Afternoon extended days are available from 3:00 p.m. to 6:00 p.m. on all full school days for a fee. This service is available on a daily, weekly or yearly basis. Parents should contact the school office for the fee schedule and contact person if they plan to use the service. Fees for this program are as follows: First child \$5.50 for 1 hour, \$6.50 for 2 hours and \$8.00 for 3 hours second child \$3.00 for 1 hour, \$3.50 for 2 hours and \$4.00 for 3 hours and third child \$2.00 for 1 hour, \$2.50 for 2 hours and \$3.25 for 3 hours. There is no charge for the fourth child.

## **BEFORE SCHOOL CARE:**

Holy Trinity School offers a before school program for parents who need child care in the morning. The program will begin on August 31, 2009. This program is available beginning at 6:30 am and at 8:00 am the students will be sent to their classrooms. The cost of the program is \$7.00 per day. Please contact the office ahead of time if you are planning on using this service.

## **FIELD TRIPS**

Every class is permitted field trips during the year. Each student must have a signed permission slip before he/she is permitted to participate. Transportation, in accordance with diocesan directives, is provided by bus, and a fee is charged to cover costs. Guidelines for both students and chaperones

are in effect for each field trip. A copy of the student guidelines will be sent home by the teacher so that the parent may help reinforce the guidelines presented.

## **HOMEWORK**

Holy Trinity School homework can be found on line at [www.schoolnotes.com](http://www.schoolnotes.com)

A reasonable amount of homework, according to grade level, is of great educational value and so is assigned every day. Assignments are not always written. Study and memory work are frequently assigned.

Parents can assist students with home assignments in the following ways:

1. Provide a quiet spot away from the television, telephone, or other distracting elements;
2. Check to see what was accomplished during the designated study time regarding completeness, neatness, and correctness;
3. Be willing to listen to reading, spelling, and math facts and to explain procedures, but never do the assignment;
4. Consult the teacher if the child uses the excuse "no homework" too often.
5. Remember to check your child's homework agenda book daily in grades 3-8.

If for some reason the child cannot complete an assignment, the parent should inform the teacher by written note stating the reason. Arrangements should be made as soon as possible to make up incomplete assignments. The Diocese recommends the following time schedule for home study:

Primary (levels 1-3)	30 minutes
Intermediate (levels 4-5)	45 minutes
Upper Elementary (levels 6-8)	1 – 1-1/2 hours

At the discretion of the teacher, homework is not generally assigned on weekends. In case of a student's absence, requests for homework should be made before 10:00 A.M.

## **PARTY INVITATIONS AND BIRTHDAY INFORMATION**

Please do not send party invitations to school to be distributed for your child's party. This may cause hurt feelings among the students who are not invited. The only exception to this is if every boy or every girl or all students in your child's room are invited.

Birthday treats that are healthy and nutritious can be sent in for children in grades K-4<sup>th</sup>. It is extremely important that if there are any food allergies in the classroom, that you acknowledge them. The classroom teacher has the right to withhold treats that can not be given to every student in the class. All children in grades K-8<sup>th</sup> may dress out of uniform on their birthday. Please be sure that clothing is within school guidelines. All students in grades 6-8 that have gym class on their birthday must change into their gym clothes.

## **Dress Up and Dress Down Days**

At least once each month Holy Trinity School has a special dress day. Students are to dress appropriately. Jeans must be free of holes, t-shirts must not have inappropriate sayings or graphics, tops worn by girls must not be short waisted or low cut. No flip flops are permitted. In appropriate dress on these days will be determined by the principal.

## **Service Hours**

At Holy Trinity School every student in sixth – eighth grade must complete a minimum number of community service hours for the 2009-2010 school year. The purpose of the community involvement requirement is to encourage students to develop awareness and understanding of civic responsibility and of the role they can play and the contributions they can make in supporting and strengthening their communities.

Sixth graders will be required to do 5 service hours.

Seventh graders will be required to do 10 service hours.

Eighth graders will be required to do 30 service hours: 15 for the school and additional 15 hours are required by all Confirmation candidates.

## **Recess**

Physical activity is required by the state. It is very important that the students are being physically active everyday. Outdoor recess will occur if the temperature is 32 degrees or above and dry. Please be sure to dress your children appropriately.

## **RIGHTS OF NON-CUSTODIAL PARENTS**

The Family Educational Rights and Privacy Act gives full rights to each parent, unless the school has been provided with evidence that there is a court order, state's statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes these rights. Such an order is to be on file in the school and those persons responsible for the child(ren) are to be informed of the circumstances. Every effort is made to keep the non-custodial parent apprised of the progress of the child(ren) through reports, report cards and parent/teacher conferences.

## **Cell Phone Policy**

Students are permitted to bring a cell phone to school to be used for after school activities. The following cell phone procedure will occur daily. The classroom teacher will collect the phones in the morning. At the end of the day the phones will be given back to the students. The students are not permitted to use the cell phones to take pictures on the bus. Non compliance will result in confiscation of the cell phone. Parents must pick up the phone in the school office.

## **Textbooks**

Holy Trinity School participates in Pennsylvania's Act 195/90 whereby the state purchases textbooks and instructional materials of non-religious items. A parent form with permission to have their child use these books is kept on file in the school office. **All books are to be covered at all times.** Students are responsible for the condition of the books given to them at the beginning of the year. Students will be required to pay for the book if it is damaged or lost. Books taken to and from school are to be placed in a book bag.

## SCHOOL SUPPLIES

For the convenience of families, supply lists are available each summer for the following year. Students provide their own school supplies but are expected to comply with individual teacher requirements.

## TESTING

Standardized tests, textbook tests, and teacher-made tests are administered to students throughout the year. These assessments require students to synthesize information, apply what they have learned and demonstrate their understanding of what has been taught.

**Progress Tests:** Students in kindergarten through second grade are administered the DIBELS Test in October, January and April to determine the student's progress on basic early literacy skills.

**Achievement Tests:** Students in grades 2-8 are administered a standardized test to measure progress from one year to another. A component of the standardized testing program is an aptitude test that helps to define the ability of a student in relationship to the results of the standardized test. If a child should be absent due to illness, every attempt will be made to enable the child to make-up the tests. However, since the tests must be mailed on the last scheduled test day, make-up testing often necessitates taking more tests daily than is ideal. To prevent this, **we ask that you do not schedule trips or appointments during the time of standardized testing.**

**Performance Assessment:** Each child in grade K-8 participates in a Performance Assessment. This task allows students to respond to open-ended questions and to demonstrate their ability to use higher order thinking skills.

**Teacher-made:** Tests which are constructed by teachers to measure, evaluate, and determine what students have learned.

**Textbook Tests:** Tests which accompany textbooks are adopted for use with students in a particular area and are administered at the conclusion of a chapter and/or unit.

## TRANSPORTATION

It is important that we know the ordinary means by which each child arrives and departs daily. A note is to be sent when a change is necessary.

### Bus

Students who ride a bus to school will be dropped off and picked up by the cafeteria doors. Students are expected to maintain appropriate behavior while in route on the bus. If the bus driver/company recommends that a student be removed from the bus, the principal will support it. This will result in the student losing bus privileges. The student/parent will then be responsible to make other arrangements for transportation.

Students are expected to remain in their seats at all times. This insures their safety and the safety of others. If improper conduct occurs, the driver prepares a report which is sent home to alert the parents to the problem. If the behavior persists, the bus company has the right to ask the school district to suspend the student's privilege of riding the bus, temporarily or permanently.

**Transportation is provided for the student by the school district in which they reside. They can not ride on another school districts bus. However a child can go home with a friend as long as they reside in the same district and send in a note from the parent to the school office.**

### **Car Riders**

At dismissal, car riders will be dismissed through the Primary Wing doors. Parents are to wait at the doors to pick up their children.

### **Dress Code**

Holy Trinity School is a Catholic elementary school that maintains the right to establish a uniform dress code policy for its students. It is recognized that proper school attire and good grooming are conducive to a student's educational and social development. This Dress Code was developed:

1. to promote a Christian atmosphere
2. to free children for academic concentration
3. to de-emphasize competition among children regarding clothing
4. to allow more economical dress for school, and provide some choice to accommodate individual differences.

This Dress Code is required of all students in all grades, first through eighth grade. This policy is intended to maintain a standard of dress that is neat, economical, modest and attractive.

**HOLY TRINITY SCHOOL UNIFORM POLICY FOR BOYS**  
**Uniforms are purchased from Schoolbelles**

**Option 1**

**This option is not permitted on mass day. Shorts and polo shirts can only be worn August – October and April – June.**

**Shorts:** Navy blue dress shorts. Shorts must have set in waist band, 2 side pockets and belt loops with no pockets on the legs.

**Shirts:** White or light blue polo shirts with no logo except for shirts with the Holy Trinity logo which can be purchased through Schoolbelles. **Shirts must be tucked in at all times.**

**Belt:** A plain or braided, brown or black belt must be worn with pants or shorts **except for boys in first grade.**

**Option 2**  
**November through March**

**Shirts:** White or light blue long or short sleeved oxford shirts must be worn by boys in grades 1<sup>st</sup> – 8<sup>th</sup> grades. **Shirts must be tucked in at all times.**

**Pants:** Navy blue dress pants (Dockers ect) Pants with pockets on the legs are not permitted.

**Belt:** A plain brown or black belt must be worn with pants or shorts **except for boys in first grade.**

**Tie:** Ties must be worn on mass days all year long.

**Grade 1 -3** A navy tie must be worn on mass days.

**Grade 4-7** Navy tie be worn every day.

**Grade 8** Eighth grade boys may wear any appropriate tie that they wish.

**Shoes:** Brown or black shoes are acceptable. Black tennis shoe may be worn as long as the sole of the shoe is black. Hiking boots are not permitted. **Shoes must be tied at all times.**

**Colored t-shirts are not permitted under uniform shirts.**

**HOLY TRINITY SCHOOL UNIFORM POLICY FOR Girls**  
**Uniforms are purchased from Schoolbelles**  
**Option 1**

**This option is not permitted on mass day. Navy skorts and shorts can only be worn August –October and April – June.**

**Skorts and Shorts:** navy (**must be 2 inches from knee**) Shorts and must have set in waist band, 2 side pockets and belt loops.

**Tops:** white or light blue, short or long sleeved polo shirts with school logo may be purchased from Schoolbelles or any department store

**Socks:** ankle or knee socks white or navy **All socks must be seen above the shoe.**

**Shoes:** Black or brown style shoes.

**Option 2**

**All bottoms and jumper in this option must be purchased from Schoolbelles**

**Jumper, Skorts, and Skirts:** Plaid drop waist jumper grades 1-3, plaid skort with flat front, plaid 2-kick pleated skirt, and plaid wrap kilt skirt. **These items may be worn on mass days.**

**Tops:** white or light blue peter pan or pointed collar blouses, white or light blue rolled collar turtle necks. The blouse and turtle neck with the school logo may be purchased from Schoolbelles or from any department store.

**Socks:** ankle or knee socks white or navy **All socks must be seen above the shoe.**  
**Eighth grade girls may wear any color or printed socks.**

**Tights:** white, light blue and black

**Shoes:** Black or brown shoes

**Option 3**

**Pants:** navy dress pants may be purchased at any department store

**Tops:** white or light blue, short or long sleeved polo shirts. Polo shirts with the school logo may be purchased from Schoolbelles or from any department store.

**Colored camis are not permitted under uniform shirts.**

**Accessories:**

**Sweater:** navy or white cardigans

**Sweatshirt:** Zippered blue hooded sweatshirt with the school logo must be purchased from **Schoolbelles** and may be worn in school

**Belt:** plain or braided black, navy or brown **A belt must be worn with pants and shorts except in first grade.**

**Hair accessories:** **Must match uniform colors blue, black, white**

**Make-Up** May be worn by 7<sup>th</sup> and 8<sup>th</sup> grade girls

## **Gym Uniforms for Boys and Girls**

Holy Trinity School orders the gym uniforms from Advertising Apparel. The gym uniform consists of the following clothing items:

T-shirt with tiger emblem  
White socks and tennis shoes  
Sweat shirt with tiger emblem  
Royal blue mesh shorts  
Sweat pants with tiger emblem

Grades 6-8<sup>th</sup> will bring their uniforms to school and change in the locker room. Please note that the school's uniform will be strictly enforced. Demerits will be issued for uniform infractions.

### **Telephone**

No child is permitted to use the telephone, including cell phones, except for emergencies. Forgotten homework, books, gym clothes or instruments are not sufficient reasons to call home.

### **Transfers**

When a student transfers to another school, parents should notify the school office as soon as possible. Academic records will not be forwarded until all financial obligations to the school have been met.

### III. DISCIPLINE

As a member of the Holy Trinity School Family, I will seek out ways of having peaceful relationships with others at all times. I will always remember to act in a Christ like manner as friend and peacemaker. Holy Trinity Catholic School administration and faculty are committed to teach and model Gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe learning environment based on the Social Teachings of the Church. Discipline is considered an element of moral guidance not as a form of punishment.

**Students in violation of the Safe School Policy will lose all privileges for the remainder of the nine weeks and are not eligible for the demerit free rewards.**

#### **SAFE SCHOOL STATEMENT**

In accordance to proclaiming the gospel values and ensuring a peaceful environment for all students placed in our care, the following policies have been established.

The Holy Trinity School faculty/staff believes in peaceful resolutions to conflicts. Our school, as a "safe zone", will not accept fighting as a solution to any conflict or problem. Students will be instructed in peaceful ways to resolve conflicts and are expected to react in a positive way.

#### **Guiding Principles**

The following seven principles are the basis of Catholic Social Teachings and are the principles that guide us in all of our interactions.

- We believe in the life and dignity of the human person. Each person is sacred.
- We believe we are called to family, community, and participation. It is our duty to support each other by our actions.
- We believe that we have rights and responsibilities. Every person has the fundamental right to life and responsibility to and for one another.
- We believe that we have an obligation to the poor and vulnerable. We are called to put the rights of others before our own.
- We believe that we are called to care for God's creation. We are all stewards of the earth..
- We believe that solidarity is our call. We are one family regardless of our differences.
- We believe that workers have rights and that work has dignity. Work is a form of participating in God's creation.

#### **Expectations**

As a matter of safety, students are expected to behave in the following manner:

## Before school

1. to gather in the designated area
2. to engage in quiet conversation
3. to line up quietly when the school bell rings

## In school

1. to walk quietly through the halls
2. to use proper language at all times
3. to follow the dress code for school days and dress up/down days
4. to respect school property and the property of other students
5. to have a note from their parent/guardian if they change their mode of school transportation

## In the classroom

1. to follow the classroom rules of each teacher
2. to be responsible for submitting homework on time and making up assignments missed within a reasonable amount of time
3. to have a respectful attitude toward teachers and one another
4. to be responsible for appropriate supplies
5. to be honest in all communications
6. to use computers and school equipment appropriately
7. not to chew gum
8. not to remain in or enter a classroom at any time without a teacher or designated adult present

## During recess

1. not to re-enter the building unless for an emergency
2. to display good sportsmanship and exercise self control
3. to play in assigned areas only
4. to stay on school grounds at all times (This includes not retrieving a ball that has gone off school grounds.) To obey the directives of playground monitors, courteously and promptly.
5. stop playing at the first bell and walk quietly to their designated line when the second bell rings

## During lunch

1. to remain seated until finished eating and the "recess" bell rings
2. to clean up, pick up all papers, scraps of food, etc., and dispose of them properly
3. to obey playground supervisors at all times

## After school

1. to follow dismissal procedures
2. to walk to assigned place to wait until bus or car ride arrives
3. not to run or play games on the school grounds
4. to leave the school grounds immediately
5. to sign in at the extended care program

## At athletic events and assemblies

1. to practice good sportsmanship as spectators and participants
2. to show respect towards coaches, referees, and visiting teams
3. to maintain an appropriate silence during special performances

#### Outside school

1. to behave responsibly off school property  
(If the principal is made aware of misconduct off school property of a child recognized to be a student in Holy Trinity School parents may be contacted; however, it is important to note that the school is not responsible for students actions that occur off school property.)
2. Principals will forward disciplinary notices given by public school bus drivers to parents to support the disciplinary report of the bus driver.

**Consequences:** Please be aware that any disrespectful, destructive act, or inappropriate behavior will be dealt with accordingly. If an individual student does not meet his/her personal responsibility for good conduct, the school may discipline the student.

The severity or repetitive nature of non-compliance to the above expectations will determine the appropriate consequences. To remediate unacceptable behavior, the following actions may be taken:

- Teacher/student conference to develop a plan for remediation
- Notification to parents
- Administrative referral
- Referral to the E-SAP Team
- School service required
- Detention
- Denial of participation in school activities, including sports
- School probation
- Suspension.

The following behaviors will result in immediate administrative referrals and will result in referrals to law enforcement or other government agencies:

- violation of weapons policy
- violation of the drug/alcohol policy
- any purposeful action that results in bodily harm to another

#### **DETENTION/SUSPENSIONS (In-school/Out-of-school)**

Discipline is the key to good conduct and to respecting the rights of others and is essential to learning. Classroom standards and expectations for student behavior vary according to age and are determined by the individual teacher. If behavior warrants action, any member of the faculty may issue a detention to a student. Depending on the severity, this detention may be served either during recess or after school hours. If the detention is after school, parents are responsible for transportation.

In the event of a serious act of misbehavior or repeated acts of misbehavior, a student may serve either an in-school or out-of-school suspension. If misconduct continues, a student may be asked to leave the school. These decisions rest with the administration and may be necessary for the benefit of the total program.

The following behaviors will result in immediate administrative referrals and can result in referrals to law enforcement or other government agencies:

- Violations of weapons policy

- Violations of the drug/alcohol policy
- Any purposeful action that results in bodily harm to another

### **Discipline Code of Holy Trinity School**

As an educational institution, Holy Trinity School believes it is essential to maintain a disciplined learning environment. Holy Trinity School students are expected to behave appropriately. Violations of these expectations may result in demerits, detention, suspensions or expulsion.

The following list contains conduct infractions and their penalties. This list is not exhaustive of all Codes of Conduct, therefore, the administration of Holy Trinity School reserves the right to deal with any omissions of the inappropriate behavior or unforeseen violation of policy on an as needed individual basis. This policy will be for grades 5-8.

<b><u>INFRACTION</u></b>	<b><u>DEMERITS</u></b>
Leaving school property without permission	5
Cheating on a test or homework assignment	5
Disrespect for teachers/staff/students	4
Destruction of school property/classrooms/halls gym/locker rooms/cafeteria	4
Obscenity (language or gestures)	4
Physically harms another	4
Harassment / intimidation	4
Name calling, teasing, rumors, gossip	4
Missed homework	3
Passing/writing notes	3
Dress code violations	2
Late for class	2
Not prepared for class – having need materials	2
Chewing gum	2
Other misbehaviors	1-3

Any student accumulating **5 demerits** will be assigned an after school detention. Detention is held from 2:45 P.M. - 3:30 P.M. Students issued an after school detention are to report to Mrs. Stevenson on the assigned date.

Upon reaching **10 demerits**, students will be issued another after school detention and will also lose all extra privileges for the remainder of the nine week grading period, i.e. dress down days, field trips, dances, assemblies, class picnics, and any other special activity.

Accumulation of any demerits beyond ten demerits will result in a morning detention. Morning detention begins at 7:00 AM. The student is to report to the office. Morning detention will be held on the day

following the first infraction after reaching 10 demerits. Should the student fail to serve an assigned **morning detention** on the assigned date, he/she will be assigned an additional morning detention. If the student fails to report for the assigned detentions, he/she will receive an in-school suspension for the following day.

## **The Inappropriate Behavior Policy**

The Inappropriate Behavior Policy (**Pink Slip**) will be followed for students in kindergarten – 4<sup>th</sup> grades.

### **Inappropriate Behavior**

1. \_\_\_\_\_ Hitting another student
2. \_\_\_\_\_ Name calling, gossiping
3. \_\_\_\_\_ Not following directions
4. \_\_\_\_\_ Disruptive in class
5. \_\_\_\_\_ Disrespectful behavior (towards teachers, volunteer, classmates)
6. \_\_\_\_\_ Inappropriate behavior
7. \_\_\_\_\_ Gum chewing
8. \_\_\_\_\_ Dress Code Violation
9. \_\_\_\_\_ Other: \_\_\_\_\_

Any student receiving 4 Inappropriate Behavior slips will be assigned an after school detention. Detention is held from 2:45 P.M. - 3:15 P.M. Students issued an after school detention are to report to Mrs. Stevenson on the assigned date.

## **Fighting Policy**

IF FIGHTING OCCURS ON SCHOOL GROUNDS THE FOLLOWING ACTIONS WILL BE TAKEN:  
**The Principal has the right to override offenses depending on the severity or the incident.**

### **FIRST OFFENSE:**

The students will be given an after school detention on the day following the altercation. The students are to report to Mrs. Stevenson at 2:45-3:30pm.

### **SECOND OFFENSE:**

An in-school suspension will be issued to any student involved in their second physical altercation. Teachers will provide work for the student. Students will be given the opportunity to complete any scheduled tests.

### **THIRD OFFENSE:**

A three (3) day in/out of school suspension at the discretion of the principal will be given to any student involved in his/her third physical altercation. Any tests scheduled during these three days **WILL NOT** be made up and the student will receive a grade of "0". Teachers will provide work for the students to complete. All work must be submitted to the teacher on the day the student returns to class.

### **FOURTH OFFENSE:**

Expulsion proceedings will be initiated per Diocesan Policy upon the fourth physical altercation.

## **IV. CURRICULUM**

Holy Trinity School offers a strong traditional and faith based curriculum. In the "Continuous Growth Program" of the Diocese of Pittsburgh students advance through a defined curriculum according to their individual needs and abilities. In addition to meeting all the requirements of the Pennsylvania Department of Education, the curriculum gives special attention to the integration of Gospel values. Our school is located within the Diocese of Pittsburgh and is committed to a program of education that seeks knowledge and practice of the Catholic faith, academic excellence, moral courage and the learning of the faith in the light of social teachings of the Church.

Curriculum Guidelines for all subject areas are utilized by the Catholic elementary schools and provided through the Department for Catholic Schools. The guidelines give continuity to the teaching/learning process, and are geared to meet the individual needs of students.

All textbooks have been selected from the list of recommended texts devised by the Curriculum Coordinators of the Diocese. They are approved because the philosophy is consistent with the Catholic philosophy of education, the subject matter is adaptable to the Continuous Growth Program, and there is sequential, consistent development of material.

### **Catechetics/Religious Formation**

The Catholic Church recognizes parents/guardians as the primary educators of their children. The role of the parish school is to supplement and complement the role of the parent. In the school, a formal catechetical program is taught daily. The Diocesan Catechetical Curriculum Guidelines, "Growing in God's Covenant" contain a balance of doctrinal content, scriptural understanding, faith formation, prayer and worship experiences.

Goals and objectives are constant and consistent to enhance the spiritual formation and moral development of all students. The *Catholic Vision of Love* is the Diocesan mandated Sexuality Program.

### **Language Arts**

The philosophy inherent in the Language Arts curriculum is one of continuous growth which recognizes and nurtures the God-given potential and learning style of the individual. Language as communication enables one to become more perceptive through listening, observing and feeling. Language, as a skill, provides one with the important tools to speak fluently, to read and comprehend, to compose, to write legibly and to spell correctly. An awareness of the history of language and the continuous development of vocabulary also are important phases of skill development. An appreciation of literature enriches the student through the experience of skillful authors who vicariously open new worlds to the student.

### **Mathematics**

The mathematics curriculum is based on the progression from the concrete to the abstract at all levels. Our curriculum is designed to help students meet their mathematical needs of present and future.

It is our mission to enable all students to learn the skills, acquire the knowledge, and develop the attitudes in mathematics necessary for them to become morally and socially responsible citizens. The challenge is not only to meet and to exceed grade level expectations but to excite students to explore topics on their own, to develop proof for answers and to learn from one another.

## **Social Studies**

In the Catholic School Social Studies provides many opportunities for teachers to help students understand, appreciate and learn how to live Christian social values.

The scope of the social studies curriculum includes elements of anthropology, economics, geography, history, political science, sociology with emphasis on global awareness and values. An integrated interdisciplinary approach helps students develop a sense of relationship among the various social studies disciplines. A clear understanding of current events helps students to integrate the past with the present and prepares them for the future.

The Social Studies curriculum begins in kindergarten with an introduction to community helpers. It progresses in the primary grades to the study of family and friends, and later encompasses a more in-depth study of the community. Beginning in fourth grade, the curriculum focuses on the study of the United States land regions and Pennsylvania history. At the fifth grade level, both United States history through the Civil War and a study of the United States geographical regions are studies. Sixth grade students study World Cultures and World Geography with an emphasis on the countries of the Eastern Hemisphere. Seventh grade studies United States history to the Reconstruction and eighth grade studies United States history beginning with the Reconstruction to the modern day. Map and geography skills are taught at all levels. Social Studies prepares students for the future by instilling the importance of a value-oriented life perspective.

## **World Languages**

Because the Church is universal and embraces all peoples regardless of race, nationality and financial status, the Catholic school encourages the study of world languages and other cultures. Language students learn the sounds and syntax of the language and work toward proficiency in listening, speaking, reading and writing. A variety of materials and methods are used for instruction. Enhancement of communication, expanding career opportunities, and community building are some of the outcomes of the world language program. Holy Trinity School offers Spanish in grades K-8.

## **Science**

A respect for the sacredness of all life, the pursuit of peace and order in the world, an awareness of the responsibility to be co-creators of life-giving designs and protectors of the environment are primary goals of the teaching of science in the Catholic schools in the Diocese of Pittsburgh.

The science curriculum focuses on an inquiry-based process and fosters collaborative learning. Science education strengthens life skills such as creative problem solving, critical thinking, team cooperation, use of technology, and the value of life-long learning.

## **Physical Education and Health**

The health and physical education curriculums strive to establish healthy, active students so that each child can develop to his or her full potential. Students learn to respect the rights of others and to follow rules through games and physical activity. Learning to channel energies constructively helps students to develop a good self image and to perform successfully in life.

## **Fine Arts**

The Fine Arts program is vital to all students. Students have the opportunity to deepen their awareness of God's gift of creation and to respond creatively to the beauty and goodness of the world through music, art and drama. Instruction in the Arts contributes to the development of the whole person; promotes individual expression; allows experimentation with diverse materials and elements; enables exploration and appreciation of the works of other students, major artists; and musicians; develops an awareness and sensitivity toward the environment and finally promotes a deeper understanding of heritage and culture.

### **Library**

The school library exists primarily to support and enrich the curriculum. It is a service and teaching agency as well as a place of purposeful learning where the use of all resources, print and non-print, correlates with the school curriculum to intensify and individualize a child's educational experiences. The Library/Media/Technology Center is an integrated part of the total curriculum and is an essential element in the development of lifelong learning skills for students.

### **Computer**

Computer instruction is essential in today's educational process. This instruction includes computer awareness and computer literacy. When this instruction and awareness are mastered, the computer becomes a basic tool for teaching logical thinking and problem-solving, creative writing, communication, the handling of information, and many other aspects of the curriculum.

Since the Continuous Growth Philosophy guides instruction in schools of the Diocese, students are led into phases of computer instruction according to needs and abilities. Teachers of computer literacy look beyond hardware and develop an awareness of values such as relationships, collaboration, ethical conduct, responsibility and creative expression. As in all other areas of the curriculum, the integration of the Gospel values is a part of the teaching/learning process in the computer lab and classroom.

## **V. SPECIAL SERVICES**

## **Guidance**

The Guidance Curriculum is integrated throughout the curriculum. Its goal is that all children will develop self-understanding and a feeling of self-worth. Teachers, play an important role in helping the student comes to an understanding of his/her personal strengths and weaknesses and in developing self-confidence. The service of a guidance counselor is available on a limited basis. Psychological testing can also be requested. School personnel are aware of mental health agencies located in the neighborhood.

## **AUXILIARY SERVICES**

The following services are offered through the Intermediate Unit and also the Montour School District:

### **Remedial Reading and Math (Title I)**

The Title I program is designed to provide additional assistance to students who are not demonstrating grade level proficiency in reading and/or math. Funding for these services comes through the local public school district. Referrals for the program are based on teacher referrals, standardized test results, and parent approval. Alternate strategies are planned for students in accordance with individual instructional goals and in support of the classroom curriculum to help students develop mastery of basic skills.

### **ACT 89 SERVICES**

Intermediate Unit personnel work with and provide support to students in remedial math and reading. These teachers, in collaboration with the classroom teacher, identify educational needs and design educational interventions and strategies to help a child succeed.

### **Speech/Language**

Speech and language services are also provided through Act 89 funding. This is a special service offered to students to enhance communication skills which directly impact social and academic interactions.

### **Psychological Testing**

A certified psychologist is assigned to our school. Psychological testing is available by parent request or at the recommendation of the teacher in consultation with the principal. Parents make the final decision. Results are formally reported to parents, principal and teachers along with a list of recommendations made by the psychologist. **THIS INFORMATION IS KEPT CONFIDENTIAL** and not shared with anyone without parent permission.

### **Guidance/Counseling**

A certified counselor provides individual and small group counseling sessions to children in grades K-8. Children are referred by parents, principal, teacher, principal and through self-referral. Individual counseling requires parent permission.

## **Developmental Guidance Program**

At Holy Trinity School, we value the social and emotional development of your child as much as their academic growth and success. Throughout the school year, counselors from the Allegheny Intermediate Unit will be visiting classrooms to present lessons on topics including character education, conflict resolution, anger management, feelings, and social skills. The topics and grade levels chosen will be based on the needs of the building by the administrator and counselor.

## **Student Assistance Program**

The Student Assistance Program (E-SAP) is mandated in the Commonwealth of Pennsylvania by Act 211 of 1990. It is a comprehensive program of prevention, intervention, and support for students in grades K-12. The members of the Team are the principal and faculty members of the school who have received special training through Approved Agencies.

The program exists in order to promote the growth and development of the child. The team members work with students who are experiencing behavior difficulties which impact their social, emotional, and educational progress.

Referrals for the program are made by faculty and/or parents. Once a referral has been received by the Team, classroom teachers are asked to complete a form which helps identify the behaviors. The Team then makes informed assumptions as to what is needed to help the student, conveys this information to classroom teachers, parents/guardians and evaluates the results. If necessary, after consultation with parents, appropriate referrals are made to outside agencies. Team members must maintain all information regarding students and their families under **safeguard of privacy and confidentiality**. Access is limited to those who have a legitimate educational interest.

## **VI. COMMUNICATIONS**

There are various avenues we have for information from the school office and the classroom to reach the parents and students. The Monthly Information Packet, which is sent home to the parents through the child's school folder, phone calls from school office or teacher, website ([www.holy-trinity-school.org](http://www.holy-trinity-school.org)), PTG meetings, Principal's coffee, parent teacher conferences, and e-mail updates (you must be on our e-mail update list to receive these; send your e-mail address to [webmaster@holy-trinity-school.org](mailto:webmaster@holy-trinity-school.org)). You are always welcome to stop in the school office with any questions or call us at: 412-787-2656.

### **Monthly Information Packet**

The Monthly Information Packet will be sent home with your youngest child in K-8 on the last school day of each month. This packet will include the Principal's Page, monthly calendar and the lunch menu. Any additional information for the month can be found on the school's website. This will enable you to print only the information which you will need and give you immediate access to all forms. All of the brochures (i.e. YMCA, camps, coupons, etc.) will still be sent home via your child's folder through school.

### **Holy Trinity E- Mail System - Immediate School Updates**

This includes website updates, activity related information, reminders of upcoming activities, events, jean days, etc., school delays or closings, lunch menu changes and school information in general.

Any information or fliers, etc. that a parent may want to distribute must be approved by the principal and will then be forwarded to the webmaster.

### **School Delays and Closings**

You can sign up to be notified by email if there is a school closing or delay during the school year. The website also will post this information.

### **Weekly Test Envelope**

In order to provide as much information to the parent about their child's progress, Holy Trinity School will send home a weekly test envelope each Thursday. The envelope will contain any test given that week. Please review the tests, place them back in the envelope, sign and date the test envelope and return it to the classroom teacher the following day.

### **RVS Grade Book**

Holy Trinity School has an online grade book system. Parents will receive an ID number and password in order to check their child's academic progress via the Internet. Access to the online grade book may be found at [www.rvsgradebook.com](http://www.rvsgradebook.com) or through the link on our school website at [www.holy-trinity-school.org](http://www.holy-trinity-school.org).

### **Homework**

Holy Trinity School homework can be found on line at [www.schoolnotes.com](http://www.schoolnotes.com)

### **Parent Concerns**

Any questions concerning your child should be directed to the teacher first. After you have discussed your concerns with the teacher and are still not satisfied you may then contact the principal. Please call the school office and the teacher will be notified to contact you. Positive communication between teacher and parent is vital to our total educational program. Parents are asked not to call teachers at their homes.

Parents are informed of the student's progress and other school information as follows:

- ✓ Mid nine week reports
- ✓ Quarterly report cards
- ✓ Parent/student/teacher conferences
- ✓ Conferences on request
- ✓ Conduct referrals
- ✓ School Newsletter
- ✓ Parent Teacher Guild meetings

### **Guideline for "Internet Use Policy" Implementation and Practice Holy Trinity School**

This guideline is established to ensure understanding and application of Holy Trinity School Internet Use Policy. Holy Trinity School reserves the right to amend these guidelines at any time. It is understood that the administration of Holy Trinity School will inform parents/guardians of any changes made in these Guidelines via the school's monthly newsletter. **Students' parents and/or guardians are required to review these guidelines with their child(ren) and complete and return the attached parent/guardian consent form.**

This guideline includes, but is not limited to, the following areas:

1. Information and news from a wide variety of sources and research institutions
2. Public domain and shareware software of all types
3. Discussion groups
4. Access to any educational institutions and libraries.

### **Etiquette**

1. Be polite when sending written messages to others
2. Appropriate language is expected in all messages
3. Anything pertaining to illegal activity is expressly forbidden
4. Do not reveal access information, personal or otherwise
5. Do not disrupt others' use of the internet access
6. All users should remember that deleted materials can be retrieved.

The following actions, which are not inclusive, are considered unacceptable actions by the administration of Holy Trinity School:

1. Placing unlawful information on the Internet
2. Using the Internet for non-school related activities
3. Sending messages that are likely to result in loss of the recipients work or systems
4. Using the Internet for commercial purposes
5. Using the Internet for political lobbying that does not support the expressed philosophy and

tenets of the Catholic Church

6. Sending or receiving copyrighted material without permission.
7. Plagiarism
8. Using Internet access to send or retrieve pornographic material, inappropriate file text, files dangerous to the integrity of the system, violent or threatening material or messages
9. Circumventing security measures on school or remote computers or networks
10. Vandalism
11. Falsifying one's identity.

### **Damage to Computers**

The computers we have in the computer lab were donated through the generosity of parents and parishioners. In order to provide a working computer lab in which all students can benefit, we would like to emphasize that any damage to a computer, CPU , monitor, keyboard or mouse will result in a disciplinary action and the student will be responsible for replacing the damaged part.

## **VII. HEALTH AND SAFETY**

### **Illness**

It is often difficult to decide if your child should stay home from school when complaining of illness. An objective sign is an elevated temperature. It is recommended that a child be kept home from school until the temperature has remained normal (below 100°) for 24 hours.

If a child has a temperature of 100° or more, skin rash, diarrhea/vomiting, strep throat, or evidence of lice, the child will be sent home. Parents are asked to use discretion in sending their children to school if they display any of these symptoms. Please inform the school office if your child becomes sick with a contagious illness. Notes will be sent home with the other children to warn parents of contact and incubation of communicable diseases.

### **Accident and Injury**

In the case of accident or illness at school, parents are contacted to take the child home, to the doctor, or hospital. It is important for your child's safety and comfort, as well as the effective operation of the office that emergency information needed to locate parents is available for each child and that this information is kept up-to-date by parents.

Parents of children who have any type of physical disorder should contact the principal, school nurse, or teachers to make them aware of the problem. All cases of head lice should be reported immediately.

### **Medication**

Whenever possible, medicine is to be given at home, and parents are to request the physician to adjust the schedule for administration so that it can be given before and after school hours.

If medicine must be administered at school, the following guidelines apply:

1. The medication must be delivered to the school by a responsible adult along with a physician's written request for distribution by school personnel.
2. Medication brought to school must be in a container labeled by a pharmacist or doctor. The label must include the student's name, the name of the physician, date of prescription, dosage, and frequency of administration.
3. Parents must sign an Indemnity Agreement which has been prepared by the Legal Office and distributed through the school office.

### **Fire Drills**

Fire drills are held monthly. Exit directions, which are posted in prominent places in each room, are to be followed. No one--teacher, student or other personnel--may remain in the building during fire drills. When the students hear the bell, they are to leave the room quickly and quietly in single file. Students remain outside until summoned back to class.

Students are to remain in absolute silence during all fire drills. Misconduct of any nature is to be reported to the principal. This is a very serious offense and will be dealt with immediately.

## **Weather Emergency Drills**

Weather emergency drills are practiced twice a year. Teachers follow the policy governing weather emergencies for student safety. Students must maintain silence at all times during a weather emergency drill. Staff assists handicapped students.

## **Visitors**

For security reasons, anyone entering Holy Trinity School is to report to the office immediately regardless of the purpose of the visit.

When a volunteer/parent enters the building and signs in at their office they are to report to the cafeteria, playground or to the specific place in which they have business. No one is to roam the halls looking for their child.

Communication with teachers and students will be handled by the school office and will be done in a manner that does not disrupt the educational process in the school.

Any articles or items to be left for a student will be left in the school office. This will eliminate any unnecessary interruptions to classes and instruction.

## **Morning Student Drop Off**

Parents of all students are permitted to walk their child to their classroom until Labor Day. After this date only kindergarten parents are permitted to walk their children to the classroom. Please be considerate of the teacher time. A teacher must be both physically and mentally present in the classroom therefore once your child has unpacked his /her belongings say good bye and leave the building. The teacher needs to get ready for his/her day.

## **Security**

All doors to the school will be closed and locked during school hours. Parents and visitors should use the buzzer on the main school door to gain entrance to the building.

## **Playground**

Every school day, weather permitting, the students enjoy an outside break supervised by a staff member and volunteer monitors. Organized play is encouraged. Rough games, water guns, snowballing, and frisbees, are not permitted.

Students are never to leave the playground area without the permission of the principal and the knowledge of the playground monitor. In case of illness or accident, the student is to report to the school office.

Lunch monitors have the responsibility of enforcing rules. They are to be obeyed and treated respectfully. When the bell rings to end the playground session, the students will be met by their homeroom teacher and brought to their classrooms in silence.

The following rules are to be observed on the playground:

- Not to re-enter the building unless for an emergency
- Display good sportsmanship and exercise self-control

- Play in assigned areas.
- Stay on school grounds (This includes not retrieving a ball that has gone off school grounds.)
- Obey the directives of the playground monitors, courteously and promptly.
- Stop playing at once when the first bell rings and walk quietly to line when the second bell rings.

If inclement weather makes it necessary to stay indoors at lunchtime, classroom rules are to be observed:

- Stay in seat.
- Engage in quiet activities.

### **School Nurse**

One school nurse is assigned to Holy Trinity School each year and is present in the building on Monday and Friday. She is available in any emergency situations. The responsibilities of the school nurse include:

- Keeping updated health records for all students.
- Screening students for hearing—grades K, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 7<sup>th</sup>.
- Assuring the completion of a physical examination before entrance to school and in the 6<sup>th</sup> grade
- Screening students for vision—yearly.
- Scoliosis screening—grade 7.
- Recording height and weight for students—yearly.
- Recording required immunizations. (Seventh grade: Hepatitis B and 1 dose chicken pox vaccine.)

### **Dentist/Dental Hygienist**

The Dentist/Dental Hygienist makes routine visits to our school and is responsible for maintaining all dental records. The Pennsylvania School Health Law requires dental examinations for students entering grades K, 3<sup>rd</sup> and 7<sup>th</sup>. These grades were selected because they represent critical periods of growth and development in a child's life.

We recommend that your family dentist do these examinations. School dental health evaluations will be provided for students who do not furnish proof of a private dental examination within the last six months. These forms are given out to the students before school ends so that appointments can be scheduled over the summer.

### **Safe Environment Policy**

According to the Diocesan Safe Environment for Children Policy, no one may volunteer or chaperone a field trip who have not completed all of the necessary requirements. These include providing criminal and child abuse clearances, a signed Pastoral Code of Conduct, and proof of attendance for the Protecting God's Children Workshop. Additionally, you must be registered in the Diocesan database listing Holy Trinity School as the site for volunteering. This policy, as well as the data application, may be found on the Diocesan website at [www.diopitt.org](http://www.diopitt.org).

## VIII. Financial

### Tuition

Parents who register a student in the school enter into a contractual obligation with the school. Holy Trinity School offers 2 tuition payment options. Option 1 is a full year's payment which is made directly to the school by September 15<sup>th</sup>. Option 2 allows you to enroll in the SMART Tuition Management System. This program gives you different payment options for the school year. Parents are reminded that the operational budget of the school is dependent on timely fulfillment of this obligation. Parents whose tuition is in arrears will receive a notice indicating the past due amount. Registration for the next school year, final grades, and transfers of academic records will not be processed if there is an outstanding balance. It is diocesan policy that no student be readmitted to a new school year if there is an outstanding tuition from the previous year.

### Scholarship Monies

Scholarship monies are available for eligible families. The Private School Aid Service (PSAS) application is used. These applications are assessed by an independent evaluator. This one application is used for Scholastic Opportunities Scholarships, Bishop's Education Fund and the Angel Fund and must be filed by March 15<sup>th</sup>. Application forms are available in the school's office.

### Fundraising

The Diocesan policy for funding elementary Catholic schools calls for each school to have fundraising activities to generate at least 12% of their total operating budget. School parents are expected to participate in these fundraising activities to the best of their ability through monetary donations, and purchases. Each family is responsible for meeting a set amount called the "Fundraising Assessment." This assessment for 2009-2010 school year is \$300.00 in **profit**. There is a buyout fee of \$400.00 due on October 1<sup>st</sup>. Any fundraising amount not met will be added on to the June tuition payment.

### Volunteer Hours

Each family is required to volunteer a total of 35 hours. It is mandatory that 25 of these hours are come from the following fundraising events: Bingo, the Festival, the Auction, cafeteria or playground. The final 10 hours can be used for coaching and any other fundraising event or activity example Number Fun, Forensics, Waffle Breakfast ect. There is a \$350.00 buy out if you choose not to participate. The buy out payment is due on December 1, 2009.

Holy Trinity School  
5720 Steubenville Pike McKees, Rocks, PA 15136  
Phone 412-787-2656 Fax 412-787-9487

It is important that parents/guardians, students and staff know the policies and procedures of Holy Trinity School. To ensure that the process of communication is complete, please review the revised Parent/Student Handbook with your children.

When you have reviewed the contents, please sign and return this form to the school office via your child's homeroom teacher.

**Family Name** \_\_\_\_\_

**Children's Name(s):** \_\_\_\_\_

**I have reviewed and understand the contents of the Parent/Student Handbook of Holy Trinity School.**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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*Where Faith, Education and Values Unite*

5720 Steubenville Pike McKees, Rocks, PA 15136  
Phone 412-787-2656 Fax 412-787-9487

Dear Parents and Friends of Holy Trinity School,

The Holy Trinity\_School administration and faculty are committed to teach and model Gospel values to encourage students to live their lives as a reflection of Christ. The philosophy of the school strives to recognize and respect the dignity of each person and to offer a positive, Christ-centered, safe learning environment.

Our goal is to make your child's educational experience both meaningful and productive. To accomplish that goal, every family must be informed of school policies and procedures. This handbook serves as the primary reference source for questions about the operation of Holy Trinity School.

I ask that you read the handbook thoroughly and keep it accessible. Of course, should you still have questions after referring to this handbook I am available to assist you.

Blessings.

Kimberly N. Stevenson  
Principal