

## **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.

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.

#### **MISSION STATEMENT**

Holy Trinity Catholic School accepts that each child is a unique creation of God with spiritual, intellectual and social needs. As members of the faith community we instill in our students the teachings of the Gospel. We promote a partnership among parents, faculty, staff and the community rooted in the Catholic Faith. Our mission is to empower our students with active and creative minds, a sense of understanding and compassion for others, and the courage to act on their beliefs.

#### **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 reaccredited in May 2000, 2001 and 2002. In November of 2011, a visiting team from Middle States will visit our school to observe, meet with stakeholders, and assess our self study entitled "Designing Our Future."

#### **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 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 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, 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 Director of Religious Education, 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. DAILY PRACTICES AND POLICIES

### ADMISSIONS/REGISTRATION POLICIES

Holy Trinity School admits students of any race or nationality 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 Pre School 3, 4 and kindergarten must be 3, 4, and 5 years of age by September 1<sup>st</sup>. Official certificates of birth and baptism are required at the time of registration. Students entering grade 1 are required to take a readiness test and must be 6 years old by September 1<sup>st</sup>. A mini battery will be administered to all new students to verify placement. 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 chicken pox vaccine (or proof by physician's letter of having had the chicken pox)
- 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)

### ABSENCES

Regular attendance at school is a major factor in determining academic success. Any student who is absent for more than thirty days during the academic year may be denied academic promotion.

The Pennsylvania Public Code addresses compulsory attendance. The state places on the parents the responsibility for student attendance, and assigns enforcement responsibilities to the 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.

Parents should call the school and leave a message on the student call off each day that a child is absent from school. Kindly report your child's absence by 10:00am. Give the child's name, homeroom teacher, and reason for the absence. Homework request can be left here also. Home requests will not be taken after 10:00 A.M. in order to give the homeroom teacher ample time to get assignments ready.

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 teachers. **Failure to obtain make up work is not an excuse for not doing the work that has been missed.** Upon returning to school from an absence, a student must submit a **written excuse** signed by a parent stating the reason for the absence. This excuse must be presented to the homeroom teacher on the day of return. These excuses will be kept on file 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.

Parents and guardians of students who acquire excessive absences may be required to provide documentation from a physician indicating that the absences are relating to an existing medical condition.

Vacationing during regular school days is not encouraged. If circumstances make it necessary, a note is to be sent to the principal and teachers in advance. The principal signs the note and returns it to the teachers. The signature in this regard does not convey approval or permission, but only an acknowledgment of the parents' decision. Teachers are not required to give assignments until the student returns. **Vacations taken during the week of Terra Nova Testing will result in an unexcused absence for the student.**

**Extra Curricular Activities/ Athletics:** Students who miss twenty or more days of school during a semester will be immediately ineligible until they have been in school forty five days past the 20<sup>th</sup> absence. These forty five school days will continue into the next semester until the forty five day requirement has been met.

## **TARDINESS**

Holy Trinity School requires all students to be prompt at the beginning of the school day. We believe that constant tardiness not only disrupts classroom procedures, but also creates a negative impact on the child's general welfare and development. Students are considered tardy if they are not present in their homerooms at 8:00 A.M. Students who arrive late are required to report to the school office for a tardy slip.

**Unexcused Tardies:** The following reasons are considered to be unexcused tardies: sleeping in, car failed to start, or missed the bus. All tardies must be verified with an medical excuse or will be counted as unexcused.

**Unexcused tardies to school within a nine week period will be dealt with as follows:**

- 4<sup>th</sup> tardy – one after school detention
- 8<sup>th</sup> tardy – two consecutive after school detentions
- 15<sup>th</sup> tardy – three consecutive after school detentions.
- Repeat offenders may be referred to the District Magistrate for legal action.

## **EARLY DISMISSALS and LATE ARRIVALS**

Parents should make every effort to schedule appointments at a time when school is not in session. Children who leave school before 9:30 A.M. will be marked absent for a full day. If a child arrives at school after 10:00 A.M. he/she will be considered absent for a ½ day. If a child leaves before 2:00 P.M., he/she will be considered absent a half day.

If a child is to be excused from school during ANY PART of the regular school session, A WRITTEN NOTE STATING THE REASON IS REQUIRED BEFORE THE REQUESTED ABSENCE. THE NOTE IS TO BE SENT TO THE SCHOOL OFFICE FOR APPROVAL BY THE PRINCIPAL ON OR BEFORE THE DAY OF ABSENCE. After the note is signed a student is released from school ONLY to the parents or OTHER AUTHORIZED persons who meet the child at the office and sign him/her out at the authorized time.

A written excuse should be given to the teacher/principal for the reasons listed below.

Following an absence, vacation, excused from gym class, attending a funeral, Permission for out of school appointments (child is expected to return when possible), change of plans in leaving school (bus, ride or walk), and early dismissal.

## **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 29, 2011. This program is available beginning at 6:30 A.M. and ends at 8:00A.M. 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.**

## **BIRTHDAYS/ PARTY INVITATIONS/PARTIES**

Birthday treats that are healthy and nutritious can be sent in for children in grades K- 4<sup>th</sup>. It is extremely important to acknowledge any food allergies in the classroom. The classroom teacher has the right to withhold treats that cannot be given to every student in the class. All children in grades K-8th 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.

Please do not send party invitations to school to be distributed for your child's birthday. 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.

The PTG sponsors parties for special occasions during the school year. No other instructional time should be used for parties without the principal's permission.

## **CAFETERIA**

Holy Trinity School participates in the National School Lunch program to provide nutritionally balanced, low cost lunches to students each full day of school. In the case of a staffing emergency, parents will be notified and told that all students are to bring a bag lunch. Milk and water will always be available to purchase. All students must bring or buy a lunch. Those bringing a lunch may purchase milk or other available beverages. Students spend 20 minutes in the cafeteria and 20 minutes on the outside playground, weather permitting.

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.

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

- Remain seated unless disposing 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.

## **CELL PHONES**

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.

## **DRESS UP AND DRESS DOWN DAYS**

At least once each month Holy Trinity School has a special dress day. Students are to dress appropriately. Shoulders must be covered. 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.

**SCRIP jean passes** are awarded to a family who purchases \$350.00 and \$600.00 in gift cards each month. One pass per child will be given for \$350.00 in sales and 2 jean passes will be given for each child for \$600.00 in sales. **These passes can only be used on the 2<sup>nd</sup> and 4<sup>th</sup> Thursday of the month.**

### **EMERGENCY CARDS**

At the beginning of each school year, parents are required to complete a Student Emergency Information Sheet which was sent home in the 1<sup>st</sup> day packet. 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 10:00 A.M. and the following schedule will be followed.

#### **Modified Kindergarten Schedule**

When Holy Trinity School has a two hour delay all half and full day students will report to school by 10:00 A.M. At 12:30 PM the half day students will be dismissed. You will pick up your child at the car rider doors as usual. The full day students will report to the cafeteria at 12:30 PM for lunch and be dismissed at the regular time of 2:45 PM.

#### **11:45A.M. Dismissal on a Two Hour Delay**

In the event of a two hour delay, specifically named Holy Trinity, Robinson, on a date in which we have an 11:45 AM. dismissal scheduled for a faculty meeting the following procedure will occur. **The students will be dismissed at 2:45 PM**

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. The oldest child must know what they are to do if we are unable to contact the parent.

### **EXTENDED CARE**

Holy Trinity School offer a before school and after school programs for parents who need child care. Afternoon extended days are available from 2:50 PM to 6:00 PM 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.

### **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. A fee will be assessed to cover the costs for the field trip and transportation. Montour School District will not provide transportation for our students this school year. No 8th grade students may participate in the end-of-year field trip unless tuition is paid in full. Field trips are a PRIVILEGE which may

be denied to any student at the discretion of the principal and teacher.

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. **Parents must have completed all diocesan requirements in order to be a chaperone.**

## **FUNDRAISING**

The Diocesan policy for funding elementary Catholic schools calls for each school to have fundraising activities to generate 12% of their total operating budget. School parents are expected to participate in these fundraising activities to the best of their ability. Each family is responsible for selling \$400.00 in profit for the school year. The buyout option is \$450.00 with the payment received by October 1<sup>st</sup>. If payment is not received by this date on November 1<sup>st</sup> it will be added to your Smart Tuition account.

Every nine weeks you will receive a Fundraising Assessment form in your child's report card. **Please note that you will have 2 weeks from the date that the nine week fundraising report is received to inform the school of any errors. After this time your report will not be changed.**

## **HOMEWORK**

A reasonable amount of homework, according to grade level, is of great educational value and it is assigned most every day. The purpose of homework is to reinforce, thoroughly grasp and master the skills already presented. Repetition and reflection will enable the child to better understand and retain what he/she has been taught. Homework is directly related to achievement, fosters responsibility, and links the home with school.

Parents can help with homework when they:

- Set up a study area. An uncluttered desk/table away from noisy distractions
- Set up a daily homework time. Early evening is a good time.
- Check to see if assignments are completed and neatly done.
- Be sure the mandated assignment books are used daily in grades 3-8.
- Check homework on schoolnotes.com.

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 ½ hours

In case of a student's absence, requests for homework should be made before 10:00 a.m.

## **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.

## **RECESS**

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

## **RIGHT 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. The State's statute or a 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

## **SCHOLARSHIP MONIES**

Scholarship monies are available for eligible families. The Private School Aid Service (PSAS) application is available to all families. This application is assessed by an independent evaluator. All scholarships are applied for on this application. They are Scholastic Opportunities Scholarships, Bishop's Education Fund and the Angel Fund. The deadline for the application is March 15th. Application forms are available in the school's office.

## **SCHOOL SUPPLIES**

For the convenience of families, supply lists are available each June for the following year on the school website. Students provide their own school supplies but are expected to comply with individual teacher requirements. Items not easily available elsewhere, such as primary tablets, will be sold at school. A small number of basic items will be available for sale during morning homeroom period.

## **SERVICE HOURS**

All students in grades 6-8 at Holy Trinity School are required to do community service. The requirements are 6<sup>th</sup> Grade 5 hours, 7<sup>th</sup> Grade 10 hours, and **8<sup>th</sup> Grade 30 hours: 15 school and 15 Confirmation.**

**Confirmation** hours must be completed by January 19, 2012. All other service hours must be completed and turned into your homeroom teacher by May 1<sup>st</sup>, 2012. Failure to complete service hours will affect your religion grade for the last 9 weeks.

## **STUDENT ACTIVITIES**

**Altar Servers:** Students in grades 5 through 8 have the privilege of serving on the altar. Students who choose this privilege are expected to fulfill assigned responsibilities and be on time. Servers are expected to be in the sacristy 15 minutes before the liturgical service.

**Assemblies:** Assemblies are held for children throughout the school year. The assemblies are planned in conjunction with the principal, faculty and the PTG with a focus on education.

### **Athletics**

Most sports are offered at all levels, beginning with instructional teams in the primary grades and continuing with separate boys' and girls' developmental, junior varsity and varsity teams at upper levels. Fund raising for all teams is provided almost entirely through refreshments sold at games and during the summer programs and tournaments. The Athletic Association holds organizational meeting several times during the school year.

Basketball, bowling, soccer, volleyball, cheerleading, track and cross country teams are school sponsored and involve students from Holy Trinity School.

All sports programs are the responsibility of the Principal. The President of the Athletic Association is accountable to the Principal. Coaches are selected by the Athletic Association, approved by the Principal and serve on a volunteer basis. The Diocesan Guidelines for Elementary Catholic School Sports Programs guide the policies. Bylaws of the Athletic Association are made available to all parents on our website.

### **Instrumental Music:**

**Band:** Band instruction is available for a fee for interested students from grades 4-8. The Diocesan Program dictates the monthly fee annually. The instruments are rented with the option to buy. Small group lessons are provided one period a week and practice is held once a week. The periods are rotated so the same classes are not missed too often. However, it remains the responsibility of the student to make up missed work. A meeting is held at the beginning of each school year to provide more information for interested children and their parents.

### **Suzuki Violin:**

Instruction is available for a fee for interested students from grades K-3. A meeting is held at the beginning of the school year for interested children and their parents.

### **Student Council:**

The Student Council serves as a training experience for both leaders and followers, promotes the common good, develops high ideals of personal conduct, acts as a clearing house for student activities, and seeks to interest students in school affairs. The council is made up of representatives from grades 4-8. Student Council members must be willing to prepare and participate fully in Student Council projects such as the School store, Toys for Tots, Make a Wish and other community events.

### **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

### **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.

### **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. For reasons of safety and insurance, each child is to ride his/her assigned bus.

### **School 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.

**Transportation is provided for the student by the school district in which they reside. They cannot 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.**

The following bus rules are to be obeyed:

- Remain seated at all times until the correct stop has been reached. If the driver has assigned seats, these seats are to be honored.
- Keep head, hands and feet inside the bus.
- In vehicles where seat belts are available, use them properly.
- Be courteous; use no profane language.
- Do not eat, drink or chew gum on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not put anything out the window of the bus.
- Do not be destructive.
- Driver is in charge. Any directives of the bus driver in addition to the above are to be followed.

### **CAR RIDERS Drop- off & Pick-up Procedures**

*Car Rider Drop-Off:* At Holy Trinity Catholic School, your child's safety is our greatest concern. We recognize that life is hectic and often rushed, but we also know that putting a child at risk is never excusable. To ensure all children's safety, please help us by adhering to the following procedures. Car Rider Drop-Off Students can be dropped off at the side car rider door of the school beginning at 7:50 am each school day. Please form one line and pull up as far as possible. Several cars can unload at one time to move things along more quickly. A staff member will be on duty to ensure the line moves quickly and that your child safely enters the building. Do not use the parking area as a drop-off location. You may, however, park your car and escort your child into the building.

*Car Rider Pick-Up:* Students will be delivered to the car rider door at 2:45 pm. Please wait at the door until the students are dismissed. Please do not pull out of the lot until all students are safely in their cars. There are so many moving vehicles in the parking lot after school and safety is our number one concern.

## **III. CURRICULUM**

Holy Trinity School offers a strong traditional 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.

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

All textbooks have been selected from the list of recommended texts devised by the Curriculum Directors 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 because there is sequential, consistent development of material.

### **CATECHETICS**

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" contains 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 the students. The *Catholic Vision of Love* is the Diocesan mandated Sexuality Program.

### **COMPUTER/MEDIA/TECHNOLOGY CENTER**

The computer curriculum in the primary grades develops familiarity with functional uses of the computer through the use of programmed software. In the upper grades, skills such as word, excel, the use of spreadsheets and power point presentations are emphasized. A Robotics program plays a major role in the curriculum in grades 1-8.

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.

The school library, Media/Technology Center 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.

### **FINE ARTS**

Instruction in the Fine 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 and major artists; develops an awareness and sensitivity toward the environment and finally promotes a deeper understanding of heritage and culture.

The Fine Arts curriculum provides a holistic approach to education, which incorporates many aspects of the core curriculum and can be integrated into the total educational experience.

### **HEALTH AND PHYSICAL EDUCATION:**

Health education, which leads to the total well being of each student, is the goal of the Diocesan "Health for Success" program. The program is a complete, comprehensive approach to developing our students physically, mentally, emotionally, spiritually and socially. A health text, along with current periodicals such as "Current Health," is used. Guest speakers are invited to speak to the students about various health related topics.

A quality Physical Education program recognizes the value of teaching students to stay physically active and develop skills needed for present and future leisure. To achieve this goal, Holy Trinity School incorporates the Department for Catholic Schools Curriculum, "Fit for Life" into the program. This program assists students in identifying their strengths, to build on their strengths, and to achieve personal goals.

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 to be physically active. Learning to constructively channel energies helps the student to develop a good self-image. The skills, habits and attitudes developed within the program provide opportunities for

greater success in the students' lives.

### **LANGUAGE ARTS:**

The Elementary Language Arts Curriculum for the Diocese of Pittsburgh has been developed to enable each student to be introduced to language as a viable form of communication, as an invaluable skill, and an art to be enjoyed. English classes center on improving writing, grammar and speaking, as well as expanding vocabulary and improving spelling.

Language, as a skill, provides the student 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.

Students in grades K-5 center on an integrated approach to Language Arts developing the necessary skills essential for success including phonetic skills of the student. Students in grades 6-8 learn an appreciation of literature with skillful authors who vicariously open new worlds of adventure of far off places, times long past, and modern trends of good reading. Having developed a love for good literature, this aesthetic element overflows into the student's personal, oral and written expression.

### **MATHEMATICS**

The mathematics curriculum is designed to help students meet the mathematical needs of the present and future, to provide practice in logical reasoning, and to develop the ability to find patterns and recognize structure in mathematics. Basic facts are taught in the lower grades and must be memorized. Concepts are taught sequentially. In primary grades, students are introduced to many ideas that are foundational to an understanding of algebra. Algebraic topics are taught in the older grades and a full year of algebra is taught in the eighth grade.

Teachers promote problem solving skills and an exploratory inquisitiveness in all students to assure critical thinking skills. Cooperative learning in the classroom is essential to heighten student awareness in the value of cooperation in group situations, to strengthen communication skills in mathematics and to promote a mathematically literate society.

### **SCIENCE**

The science curriculum is specifically designed to develop a student's understanding of science in human experience and the individual's role in the community and in society. Examples of scientific phenomena are explained and demonstrated. Students become scientists as they learn to understand and use the scientific method to organize ways to solve problems and to seek the answers to the wonders of God's world. Sixth, seventh and eighth grade students study the basics of chemistry, biology and physical science with hands on participation in a science lab. Students in grades 6-8 submit a science project yearly and the 7th and 8th grade students take part in Pennsylvania Junior Academy of Science.

### **SOCIAL STUDIES**

The Social Studies curriculum begins with an introduction to community helpers. It progresses 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, United States history through the Civil War and a study of the United States geographical regions is covered. 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.

### **WORLD LANGUAGE**

Language students learn the sounds and syntax of the language. Students are also introduced to culture. A variety of materials and methods are used for instruction. Students in grades k through 8 receive instruction in

the Spanish language. Students are working toward proficiency in listening, speaking, reading and writing of the Spanish language.

## IV 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.

### 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 all 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

#### **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. This decision rests with the administration and may be necessary for the benefit of the total program.

## 2011-2012 Holy Trinity School Demerit Form Grades 5-8

*Half of the demerits earned each 9 weeks will be carried over to the next 9 week period. Once a student reaches 5 demerits they will receive an afterschool detention. If a student earns 10 demerits they will lose all extracurricular activities for the remainder of the 9 week period.*

<b>INFRACTION</b>	<b>DEMERITS</b>
Cheating on a test or plagiarism	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 (at the discretion of principal)	4 or more or automatic detention or suspension
Harassment / intimidation / ostracizing	4
Name calling, teasing, rumors, gossip	4
Passing/writing notes	3
Dress code violations	2
Late for class	2
Not having appropriate materials for class	2
Other misbehaviors	1-5

**\*\*Changes to the enforcement of the Discipline Code are at the discretion of the Principal\*\***

# Primary Discipline Form Grade K-4

Effective October 1<sup>st</sup>

Please return to your child's homeroom teacher.

Student Name \_\_\_\_\_

Date \_\_\_\_\_

Teacher / Adult Issuing Discipline: \_\_\_\_\_

Grade/ Homeroom \_\_\_\_\_

## Infraction:

Place Infraction occurred: Please mark with an X.

\_\_\_\_\_ Cafeteria      \_\_\_\_\_ Playground      \_\_\_\_\_ Art      \_\_\_\_\_ Gym      \_\_\_\_\_ Music  
\_\_\_\_\_ Computer      \_\_\_\_\_ Church      \_\_\_\_\_ Classroom      \_\_\_\_\_ Other

## The student received the following disciplinary action. Please circle the action.

- 1<sup>st</sup> offense:    Warning documented
- 2<sup>nd</sup> offense:    Parent Called and Documented
- 3<sup>rd</sup> offense:    Indoor Recess
- 4<sup>th</sup> offense:    Detention After School

## The following behaviors will be disciplined:

- Physical hitting/pushing
- Ostracizing
- Lying
- Stealing
- Destroying school property
- Lack of self discipline
- Disrespect of others
- Disruptive classroom behavior
- Inappropriate language

## 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:

- to promote a Christian atmosphere
- to free children for academic concentration
- to de-emphasize competition among children regarding clothing
- to allow more economical dress for school

This Dress Code is required of all students in all grades, kindergarten 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 GIRLS

Uniforms are purchased from Educational Outfitters

The purpose of the uniform policy at Holy Trinity Catholic School is to help promote the traditions of a Catholic Education and to provide a standard for our students, which fosters an environment conducive to learning, respectful behavior and school pride. Parents are expected to be the primary monitors of the uniform policy. Please help us by ensuring your child is in uniform each day.

**Uniform Code for August- October and April – June**

**This option is not permitted on mass day.**

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

**Tops:** white or light blue, short sleeved banded polo shirts with school logo (Optional.)

**Socks:** navy knee socks **only**

**Shoes:** **Solid** black or brown shoes with a black or brown sole.

**All plaid Skorts, Skirts and jumper in this option must be purchased from Educational Outfitters.**

**Uniform Code for November – March**

**Shirts with monogram must be worn on mass days.**

**Jumper, Skorts, and Skirts:** Plaid drop waist jumper must be worn in grades K-3, plaid 2-kick pleated skirt and plaid skort is worn by girls in grades 4-8. **These items must be worn on mass days.**

**Tops:** White or light blue long or short sleeved peter pan or pointed collar blouses are worn with jumpers. White or light blue long or short sleeved banded Polo **shirts monogrammed with the school logo are worn with plaid skirt and skort.** Girls in K-3 do not need a monogrammed shirt under the jumper.

**Socks:** Navy knee socks only. **Eighth grade girls may wear any color or printed socks except on mass days.**

**Tights:** navy blue

**Shoes:** **Solid** black or brown shoes with a black or brown sole.

**Uniform Code for November – March Not permitted on mass days.**

**Pants:** navy dress pants may be purchased at Educational Outfitters.

**Tops:** White or light blue long or short sleeve banded Polo shirts monogrammed with the school logo (Optional) are worn with pants.

**Shoes:** **Solid** black or brown shoes with a black or brown sole. Boots maybe worn but must be under pants and must be brown or black. No exceptions.

**Accessories:** All accessories must match the school uniform. Acceptable colors are dark blue, light blue,black, and white

**Sweater:** navy cardigan, V neck or round neck or pull over sweater.

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

**Belt:** plain or braided black or brown **A belt must be worn with pants and shorts in all grades except students in kindergarten and first grade.**

**Hair:** No unnatural colors or cuts are permitted.

**Piercings:** No piercings except for ear lobes

**Hair accessories:** **Must match uniform colors navy and white**

**Make-Up** Light colored makeup may be worn by 7<sup>th</sup> and 8<sup>th</sup> grade girls

**UNIFORM POLICY FOR BOYS**  
**Uniform Code for August- October and April – June**  
**This option is not permitted on mass day.**

**Navy shorts can only be worn August – October and April – June.**

**Shorts:** navy (**must be 2 inches from knee**) Shorts must have set in waist band, 2 side pockets and belt loops. No pockets on the legs.

**Tops:** white or light blue, short sleeved polo shirts with school logo (Optional). **Shirts must be tucked in at all times. Banded shirts are not permitted for boys.**

**Socks:** dark socks - no white athletic socks

**Shoes:** **Solid** black or brown style shoes. 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.**

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

**Uniform Code for November – March**  
**Monogrammed shirts must be worn on mass days.**

**Shirts:** White or light blue long or short sleeved **oxford shirts** must be worn by boys in grades Kdg – 8<sup>th</sup> grades. **Shirts must be tucked in at all times.** Banded shirts are not permitted for boys.

**Pants:** Navy blue dress pants (Dockers etc) 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 kindergarten and 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** A navy tie must be worn every day.

**Grade 8** Eighth grade boys may wear any appropriate tie that they wish except on mass day.

**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.**

**Hair:** No unnatural colors or cuts.

**No body piercings or tattoos.**

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

The gym uniform is purchased at Educational Outfitters. The gym uniform consists of the following clothing items.

### **All students Kdg -8<sup>th</sup> grade must wear gym uniforms.**

T-shirt with tiger emblem

Mesh shorts

Sweat shirt with tiger emblem

Sweat pants with tiger emblem

White socks and tennis shoes

**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 policy will be strictly enforced. Demerits will be issued for uniform infractions.**

## **GUIDELINES FOR "INTERNET USE POLICY" IMPLEMENTATION AND PRACTICE**

These guidelines are established to ensure understanding and application of these guidelines at any time. It is understood that the administration of Holy Trinity School will inform parents/guardians of any changes made to these guidelines via the school's newsletter. **STUDENT'S PARENTS/GUARDIANS ARE TO REVIEW THESE GUIDELINES WITH THEIR CHILD(REN).** The forms will be in the 1<sup>st</sup> day packet for students in grades 2-8. **PLEASE COMPLETE AND RETURN THIS FORM TO THE OFFICE.**

The guidelines include, but are not limited to the following areas:

Information and news from a wide variety of sources and research institutions

Public domain and shareware software of all types

Discussion groups

Access to any educational institutions and libraries

### **Computer Etiquette:**

Be polite when sending written messages to others

Appropriate language is expected in all messages

Anything pertaining to illegal activity is expressly forbidden

Do not reveal access information, personal or otherwise

Do not disrupt others' use of the internet access

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:

- Placing unlawful information on the Internet
- Using the Internet for non-school related activities
- Sending messages that are likely to result in loss of the recipients' work or system
- Using the Internet for political lobbying that does not support the expressed philosophy and tenets of the Catholic Church
- Sending or receiving copyrighted material without permission
- Plagiarism
- Using Internet access to send or retrieve pornographic material, inappropriate file text, files dangerous to the integrity of the computer system, violent or threatening material or messages
- Circumventing security measures on school or remote computers or networks
- Vandalism
- Falsifying one's identity
- School Internet Use Policy
- School reserves the right to amend

### **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.

## **V. 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, 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 BLASTS**

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

Any information or fliers a parent may want to distribute must be emailed for approval by the principal at [htprincipal@comcast.net](mailto:htprincipal@comcast.net) and will then be forwarded to the webmaster. This procedure must be completed 48 hours before the flyer can be posted.

### **WEEKLY TEST ENVELOPES**

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 GRADEBOOK**

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). Please take advantage for this educational tool.

## **HOMEWORK**

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

## **PARENT-TEACHER - CONFERENCES**

The communication between home and school is vital, and therefore, conferences are scheduled for parents twice a year. Parents/Guardians are welcomed to ask a teacher for a conference at any other time. Policy requires that a written note stating the request and some suggested dates and times be sent to the teacher. The teacher will reply indicating the time and date that is preferred. Parents must understand that the teachers may have other duties after school on some days.

If parents/guardians wish to discuss some matter with a teacher over the phone, call the school secretary. She will give the teacher the name and phone number and the teacher will return the call at his/her convenience. No teacher may be called to the phone during school hours, and no conferences, NO MATTER HOW BRIEF, should be planned during teachers' instruction time. No teacher shall be called at home.

## **PARENT-PRINCIPAL CONFERENCES**

The principal is available on school days between the hours of 8:00 am - 3:00 pm Parents/guardians may call to make an appointment for a conference or to discuss any matter or concern relating to their child or to the school. **Difficulties arising between a teacher and student should ALWAYS be handled FIRST with the teacher THEN, if necessary with the principal.**

## **REPORT CARDS**

Report cards are issued 4 times a year on a 9 week basis. The first report card is distributed during Parent-Teacher Conferences. These reports are important because they provide information to the parents of the progress or failure of the student. All grades K through 8 use the Diocesan grading system.

## **TECHNOLOGY/INTERNET USE**

Teachers use a wide variety of technological devices during instruction. Students are expected to handle all equipment with great care. If any equipment should be damaged through carelessness or mischievous activities, the student and his/her family will be held financially responsible for any repair or replacement required.

Individual use of the Internet is limited and monitored carefully. If any student deliberately logs onto an inappropriate site, or passes on an address for an inappropriate site to another individual, appropriate consequences will follow. These consequences may include, but are not limited to, suspension from computer class and/or the computer lab for an extended period of time.

## **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.

## **TUITION**

Parents who register a student in the school enter into a contractual obligation with the school. The first tuition payment is due on 10<sup>th</sup> or 20<sup>th</sup> of the upcoming academic year; subsequent payments are due the tenth of each month, with the full payment due by last day of school. 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.

## **VOLUNTEER HOURS**

The help of volunteers is always needed in the school and at school-sponsored events. Please consider using some of your time and talent to help enhance our quality program. The possibilities are endless. At Holy Trinity School parents play an integral role in the education of their children through the Parent Teacher Guild athletics, fund-raising activities, homeroom parents, and playground/lunchroom monitors. This partnership is invaluable to the success of our school. Every family is asked to volunteer 35 hours doing the school year. Volunteer hours for coaching, concession, or game related time can only equal 10 hours. **It is extremely important that we have recess and cafeteria help every day.** Please consider allocating volunteer hours for this. The buy out for volunteer hours is \$450.00. Payment is due on December 1<sup>st</sup>. If payment is not received by January 5<sup>th</sup> it will be applied to your SMART TUITION.

**Please note that you will have 2 weeks from the date that the nine week volunteer and fundraising report is received to inform the school of any errors. After this time your report will not be changed.**

## **VI. SPECIAL SERVICES**

**AUXILIARY SERVICES** The following services are offered through the Intermediate Unit:

### **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.

### **Counseling**

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

### **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 come 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.

### **Developmental Guidance Program**

At Holy Trinity Catholic 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, social skills, etc. The topics and grade levels chosen will be based according to the needs of the building by the administrator and counselor. If you have any questions, please feel free to contact your building administrator.

## **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 CONFIDENTIAL and not shared with anyone without parent permission.

## **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.

## **VII. HEALTH AND SAFETY**

### **ACCIDENT/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, to have the emergency information needed to locate parents available for each child. Be sure to notify the school with any information changes.

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.

### **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 degrees 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.

### **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:

- The medication must be delivered to the school by a responsible adult along with a physician's written request for distribution by school personnel.

- 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.
- Parents must sign an Indemnity Agreement which has been prepared by the Legal Office and distributed through the school office.

## **VISITORS**

For security reasons, anyone entering Holy Trinity School is to report to the office or receptionist immediately regardless of the purpose of the visit. For the safety of all students, a visitor's badge must be worn. 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 or with the receptionist. This will eliminate any unnecessary interruptions to classes and instruction.

## **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.

## **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.

## **SCHOOL NURSE/NURSE PRACTITIONER**

One school nurse is assigned to Holy Trinity School each year and is present in the building. 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, 1st , 2nd, 3rd and 7th.
- Assuring the completion of a physical examination before entrance to school and in the 6th 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 I dose chicken pox vaccine.)

**HOLY TRINITY SCHOOL PARENT-STUDENT HANDBOOK AGREEMENT**

Please return to school by September 2<sup>nd</sup>.

It is important that parents/guardians, students and staff know the policies and procedures of Holy Trinity Catholic 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 School.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_