

Holy Trinity Catholic School

Forming Saints and Scholars...



Family Handbook 2023 - 2024

*Holy Trinity School is a Catholic educational community of excellence.
Inspired by the life and teaching of Jesus Christ, and called to follow his example,
we are dedicated to the spiritual, academic, and social development of our students,
forming "saints and scholars."*

Fully Accredited by:

Western Association of School and
Colleges Western Education Association
Through June 2025

- 3716 Boyce Avenue • Los Angeles • California • 90039 •
- (323) 663-2064 • www.holytrinityla.com

Introduction

This *Family Handbook* is presented to you in order to acquaint families and students with Holy Trinity Catholic School. It is designed to help you understand school life and routine procedures. Families are expected to be familiar with the information contained in this handbook. Along with your signed Family Contract, this handbook forms the basis of your contract with the school. All organizations, both student and parent, are under the direct jurisdiction of the principal.

Waiver of Policies

The principal, in consultation with the pastor, is the final recourse in all disciplinary matters and can, for just cause, at his/her discretion waive any regulation. Failure on the part of the administration to invoke consequences for violation of the policies on one occasion shall not in any way be construed as a change of policy.

Right to Amend

The school retains the right to amend this handbook at any time for just cause (left to the principal's discretion). Families will be given prompt notification if any changes are made during the school year.

School Information

Holy Trinity Catholic School

3716 Boyce Avenue
 Los Angeles, California 90039
 (323) 663 – 2064
www.holytrinityla.com

Holy Trinity Catholic Church

3722 Boyce Avenue
 Los Angeles, California 90039
 (323) 664-4723
www.holytrinityla.org

Master Schedule 2023 - 2024

School Office Hours: Regular school days 7:30 a.m. – 4:00 p.m.
 Early dismissal days 7:30 a.m. – 2:00 p.m.

School Starts 1st Bell @ 7:45 Tardy Bell @ 7:50 A.M.
 Morning Assembly begins at 7:50am

Recess TK – 4 9:20 - 9:40am
 5 – 8 10:00 – 10:20am

Lunch TK – 3 Eat 11:50 – 12:10 in Pavilion Play 12:10 – 12:30
 4 – 8 Eat 12:10 – 12:30 in Pavilion Play 11:50 – 12:10

Dismissal M – Thur 3:00pm Friday 12:15pm

- On **Friday**, and other early dismissal days, school is dismissed at 12:15 p.m.
- Student Body **Mass** will generally be celebrated at 8am on **Fridays** and Holy Days, as announced, and formal uniform is required.
- **HW Club** (TK – K, 1 – 4, 5 - 8) will be offered **Monday – Wednesday 3:00 – 4:00pm**
- Extended Care is generally open from dismissal until 6:00 P.M. on days when school is in session.

Arrival 6th Grade Room – Students may be dropped off as early as 7am

Parking Lot – Parent Volunteers will monitor from 7:00 – 8:00am for safety
 Cars will proceed through the “drive through / drop off” – anyone wishing to park and walk in or come to the office must park on Boyce Ave. and enter through the front gate.

Dismissal - Will generally be through the parking lot.
 Cars will proceed through the “drive through / pick up” – anyone wishing to park and walk in or come to the office must park on Boyce Ave. and enter through the front gate.

PE Schedule:

Monday	Tuesday	Thursday
	10:50 – 11:50 2 nd - 4 th	10:50 – 11:50am TK – 1 st
2:00 - 2:50 5 th – 6 th	2:00 – 2:50 7 th – 8 th	

Administration

Pastor
Principal

Fr. Ricardo Viveros
Ms. Karen Lloyd

Faculty

Transitional Kindergarten
Kindergarten / Vice Principal
Grade One
Grade Two
Grade Three
Grade Four
Grade Five
Grade Six
Grade Seven
Grade Eight
Office Manager/Bookkeeper
Aide / Admin Assistant
After School Extended Care
Janitor

Ms. Hortencia Barraza
Ms. Desiree Rampone
Mrs. Yanira Beesley
Ms. Isela Romo
Ms. Isela Romo
Ms. Ana Rojas
Ms. Laura Lukens
Ms. Karen Lloyd
Mr. Joseph Morrell
Ms. Olivia Bowman
Mrs. Renee Torres
Ms. Janet Adriano
Ms. Ceci Dominguez and Ms. Barraza
Mrs. Maria Contreras

Mission Statement

Holy Trinity School is a Catholic educational community of excellence. Inspired by the life and teaching of Jesus Christ, and called to follow his example, we are dedicated to the spiritual, academic, and social development of our students, forming “saints and scholars.”

Philosophy

Holy Trinity School embodies the teachings, values and beliefs of the Catholic Church. We live our mission by providing a compassionate, nurturing environment in which students develop a solid moral character, realize their fullest potential and share their gifts with others. This is done through spiritual formation and participation in liturgical activities. All that we do is rooted in love, the teachings of Jesus Christ and prayer.

Holy Trinity School recognizes parents as the primary educators of their children. In partnership with them and the larger Holy Trinity Parish community, the faculty and staff endeavor to develop all students’ spiritual, academic, social, emotional, and physical potential. Students emerge from Holy Trinity School as both saints and scholars - well prepared for their future as Catholic leaders who are Active Christians, Diligent Learners, Responsible Citizens, Effective Communicators and Creative Problem Solvers.



Holy Trinity School is a Catholic educational community of excellence. Inspired by the life and teaching of Jesus Christ, and called to follow his example, we are dedicated to the spiritual, academic, and social development of our students, forming “saints and scholars.”

Holy Trinity School forms:

Active Christians who:

- Demonstrate a moral conscience based on the teachings of Christ.
- Pray daily, attend mass, and participate in the sacraments.
- Serve others in their school, homes, neighborhoods, and country.

Responsible Citizens who:

- Demonstrate leadership.
- Make decisions based on their love for God, family, fellow students, and their country.
- Set and accomplish goals, and accept personal success and disappointments as growth experiences.

Diligent Learners who:

- Use effective study skills and technology to produce exceptional work.
- Demonstrate mastery of the curriculum standards.
- Listen attentively and apply problem-solving skills to their academic and social life.
- Critically analyze information presented through media

Effective Communicators who:

- Articulate and write ideas clearly, creatively, and effectively.
- Demonstrate manners while listening respectfully and responding intelligently.
- Analyze different points of view to enhance personal perspectives and develop empathy

Creative Problem Solvers who:

- Apply rules and methods learned through observation, experimentation, and collaboration to reach solutions.
- Respond appropriately to the rapidly changing events of everyday life

Core Values

At Holy Trinity School, we believe...

1. Our faith is at the center of all that we do, and children must be given the opportunity to grow in their relationship with God by living out their faith through action and service. Our primary mission is to form saints.
2. Every person has intrinsic value and worth as a child of God, and deserves to feel safe and respected.
3. We are all unique individuals with different needs and gifts; we have a responsibility to share our gifts with others.
4. All children are capable of successfully learning, and therefore must all be held to a high standard while being provided with equal access to education.
5. Learning takes place both inside and outside of the classroom. Students must learn “how to think” so that they can apply what they have learned to be prepared for higher education and the workforce.
6. Teachers must provide data driven instruction, employing multiple modalities that actively engage all learners and provide necessary support to aid in the success of all students.
7. Love and encouragement motivate more than fear and coercion.
8. Excellence is the gradual result of always striving to do better.
9. Teaching is a vocation and ministry, not a job that ends at 3pm. Teachers are inspired by the life and teachings of Jesus Christ and we answer His call to be teachers by following His example.
10. Effective teaching is the single most important factor that contributes to student achievement. The goal of creating a distinctly Catholic education for our students can only be realized through the concert of effective teaching with the cooperation and mission-driven spirit of parents, administrators, and pastors.
11. Parents are critical partners in children’s learning, and students learn best when there is a respectful collaboration between the home and the school.

Virtues in Practice

At Holy Trinity School we use the Catholic Virtues in Practice program to emphasize the development of virtue in our students. Each month we focus on a different virtue. The complete program takes place over three years.

Year 1 - September	Faith	Believing God and all He has revealed
Year 1 – October	Reverence	Showing your deepest respect for the things of God
Year 1 – November	Stewardship	Returning to God the first fruits of your time, talent and treasure
Year 1 – December	Generosity	Giving without counting the cost
Year 1 – January	Gratitude	Seeing everything as a gift and being thankful
Year 1 – February	Honesty	Being trustworthy and true
Year 1 – March	Mercy	Caring for those who suffer
Year 1 – April	Justice	Being fair and giving each his due
Year 1 – May	Zeal	Being driven by an intensive love of God
Year 2 - September	Hope	Trusting in God’s loving plan
Year 2 – October	Studiousness	Seeking knowledge to grow closer to Truth
Year 2 – November	Humility	Accepting your limitations and God given talents
Year 2 – December	Patience	Waiting or enduring without complaint
Year 2 – January	Fidelity	Being faithful to promises and commitments
Year 2 – February	Cheerfulness	Looking on the bright side
Year 2 – March	Temperance	Enjoying things in a proper, balanced way
Year 2 – April	Obedience	Saying “yes” to the loving will of God and to those He has set over us
Year 2 – May	Diligence	Doing your best and working until you are finished
Year 3 - September	Charity	Loving God with all your heart, mind, & strength and loving your neighbor as yourself
Year 3 – October	Friendship	Sharing a mutual love that seeks the good of the other
Year 3 – November	Courtesy	Being thoughtful of others
Year 3 – December	Purity	Keeping your soul free from sin
Year 3 – January	Fortitude	Being brave and strong in the face of trials
Year 3 – February	Prudence	Making good decisions in specific circumstances
Year 3 – March	Respect	Recognizing the dignity of all people
Year 3 – April	Forgiveness	Pardoning those who offend you
Year 3 – May	Responsibility	Being reliable in your duties and accountable for your actions

History

With seventy-four students in the first four grades, Holy Trinity School opened on September 12, 1949. The original school was housed in the parish hall which had been partitioned to form four classrooms and a small hall at the back of the building. A new two story, eight room structure replaced the smaller school building in 1965.

Holy Trinity School has been staffed by two orders of sisters. The Sisters of the Immaculate Heart directed education from 1949 to 1968. Felician Sisters replaced the Immaculate Heart Order from 1968 to 1992, after which the Immaculate Heart Sisters returned from 1992 to 1995.

In spring, 2008, the decision was made to close St. Casimir School at 2714 St. George St., Los Angeles, California, due to declining enrollment. At that time The Department of Catholic Schools of the Archdiocese of Los Angeles invited the pastor and principal of Holy Trinity School to determine the feasibility of adding the St. Casimir campus to Holy Trinity School to accommodate any students affected by that school's closure and to permit program expansion for Holy Trinity School at both campuses. This plan, approved by the Archdiocese of Los Angeles, was enacted beginning August 2008. The operation of the two campuses, "The Academy" for Kindergarten through grade five and "The Prep" for grades six through eight, provided additional space for both programs. In 2013 a Transitional Kindergarten program was added at The Academy and 5th grade was moved to The Prep. The addition of the Academy campus provided the school with a kitchen enabling a daily hot lunch program for both campuses, and an auditorium. The close proximity of the two sites (1.4 miles) and the staggered start and end times at the two campuses facilitated the drop-off and pick-up times for parents with children on both campuses.

A new parish administrator was appointed in July 2014, and a new principal took on leadership of the school in November 2014. With enrollment at 140 students for 2014-2015, and pastoral concerns of ministering effectively to families on both campuses, the pastor and principal began the process of evaluating the success of the two campus model. After extensive consultation with the families of the community, the Department of Catholic Schools, and the Regional Bishop's office, the decision was made to have Holy Trinity return to its original one-campus model. With the original campus designed for eight grades, it was necessary to do some creative planning and reconfiguration to house all ten homerooms. The campus move was completed over Easter break in the 2015 – 2016 school year, allowing families to complete the year on one campus.

In 2017, Holy Trinity School was the recipient of several grants. First, a special grant from Shea Family Charities allowed the school to reconfigure the existing eight classroom floorplan to create two additional classrooms and a faculty lounge. Additionally, all of the rooms were freshly painted, received new LED light fixtures, new window treatments, and new magnetic white boards and tack boards, with mounted digital projectors. Many of the classrooms also received new tile flooring as well as new cabinets. The front office was also reconfigured to create a more open and welcoming look. New drinking fountains with a modern filtration system were also put into place. Additionally, the school received a special grant through the Archdiocesan C3 program (Catholic Communication Collaboration) and the federal E-Rate program. Working in conjunction with the renovation project, they installed state of the art wireless connectivity and networking throughout the school. Yet another major blessing came through both Shea Family Charities and the C3 program. The school received iPad pros for all of the teachers, and generation five iPads for all of the students, making it possible for the school to begin a 1:1 blended learning program in the fall of 2017. Additionally, the teachers received laptops for school use, and the middle school received 56 new Chromebooks and two charging carts for student use.

In spring 2020, following the directives of the Archdiocesan, state, and federal authorities to respond to the COVID-19 pandemic, the school moved to an all Distance Learning platform. Students were issued their devices (Chromebooks and iPads) for home use and instruction was provided to all students via Zoom and Google Classroom. In fall of 2020 the school opened in a Hybrid Flex model with some students on campus and others served through

Distance Learning. That model was maintained all year, with the vast majority of students returning to safe in-person instruction after Easter Break. Full in-person learning returned in the 2021-2022 school year.

With a growing enrollment of 140 students, a ten teacher lay faculty, and a dedicated administration, the community eagerly anticipates the launching of a new school year.

The school is fully accredited by WCEA / WASC through June 2025.

Our Mascot



Our School Colors

Green and White

Our School Logo



Our Parish

Holy Trinity School exists as a ministry of Holy Trinity Parish, supported by the pastor and parishioners of Holy Trinity. The pastor is ex officio the chief administrative officer of the school. He implements the policies of the Catholic School Board of the Archdiocese of Los Angeles in the school and, on points not covered by Archdiocesan policy, he determines policies consistent with Board policy and appropriate to the needs of our school. The pastor has administrative, personnel, finance, and spiritual responsibilities to the school. The immediate direction and supervision of the school program he delegates to the principal.

Admission and Attendance

Non-Discrimination Policy

Holy Trinity School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation. While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

General Admission Policy

- Preferences shall be given to active members of the parish.
- If room is available, students who currently have siblings in the school and who otherwise qualify will have preference.
- The legal age for kindergarten students is five (5) years of age on or before September 1, but required by December 1.
- The recommended age for first grade students is six (6) years of age on or before September 1, but required by December 1, unless waived by the principal.
- All students must comply with current California immunization and health requirements prior to enrollment.
- The parish school will strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to serve the educational needs of all students.
- The pastor and principal will review a students' continued eligibility for enrollment in the parish school.

Transferring Students

Students must possess average grades or above in academic subjects and conduct. Birth and baptismal certificates, immunization records, the most recent report card, and standardized test results must be presented at the time of application. Student applicants will be given a grade appropriate placement test and interview. Parents are asked to agree to actively support the spiritual, academic, and disciplinary standards of Holy Trinity School. Parents must also agree to meet their financial and service hour obligations as part of the admission contract. Final approval of the principal is necessary before admission.

Admission to TK and Kindergarten

Admission to TK and Kindergarten will be determined by two factors in addition to those outlined under General Admission Policy. For TK, the student applicant must be four (4) years of age on or before December 1st of the academic year for which he/she is seeking admission and must be able to use the bathroom independently and without any adult assistance. For kindergarten, the student applicant must be five (5) years of age on or before December 1st of the academic year for which he/she is seeking admission, and she/he must demonstrate age-appropriate developmental maturity and school readiness at the time of admission.

Re-Admission Policy

It is of the utmost importance that parents constantly seek to remind themselves that their positive support of the parish and school and prompt payment of tuition do operate as prerequisites to readmission and conditions for continued presence in Holy Trinity School. Readmission is offered only to those families whose current obligations have been met and whose students' behavior and attitude demonstrate an acceptance of Holy Trinity Parish School philosophy and rules. Students withdrawn by parents who wish to re-enroll must apply via the application process outlined above.

Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the student's needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues

Attendance

Absence

The principal and teachers are responsible for checking the regular attendance of all students. Every absence must be recorded on the attendance register. Elementary schools record absences according to the instructions on the Student Attendance Register. It is vitally important that parents notify the school office before 9:00 A.M. when a child is absent. The school should be notified each day a child is absent. In instances where the parent has not contacted the school, the school will attempt to call the home by 11:00 A.M. If there is no answer at home, an attempt will be made to contact parents at their place of employment. We appreciate each parent calling rather than the office having to assume this responsibility. It is a time-consuming process to locate the parents of absent students.

When a student has been absent, a written note signed by the parent or guardian is required, and the notes are kept on file for a period of one year. Excessive absences may result in loss of academic credit and the need to complete summer school before promotion to the next grade.

Extended Absences

When, for family reasons, parents wish to take their children out of school temporarily, the principal and teacher will discuss with the parents the possible effects of such an absence. If a student is absent for an extended time, (*e.g.*, 15 or more days), official grades may be withheld. Missed work must be made up upon return at the direction of the teacher. Classwork and homework cannot be provided in advance of an extended absence.

Leaving School Early

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

If arrangements have been made and the child is to be picked up, the parent, legal guardian or authorized person must report to the office (not the classroom) before the child is released. The child is then signed out and released. A parent or guardian must send a signed note and contact the office if someone other than those previously authorized is to pick up the child. Students are required to sign in at the office when

returning from an appointment.

Students who are absent from school may not participate in extra-curricular activities on the day of their absence.

Parents who call in the absence of their child before 9:00 a.m. may request their child's assignments. Teachers are asked to send the assignments to the office where the parent will pick them up after school. Assignments requested after 9:00 a.m. may not be processed until the next day.

- If a student is not in his/her assigned homeroom classroom line when the 7:50 a.m. bell rings, he/she is considered tardy and must obtain a tardy slip from the front office before being admitted to class.
- If a student arrives after 8:30 a.m. he/she is considered ½ day morning absent
- If a student arrives after 12:00 p.m. he/she is considered a whole day absent
- If a student has been in school and leaves between 10:00 a.m. and 2:30 p.m. and does not return, he/she is considered ½ day afternoon absent.
- If a student has been in school and leaves between 2:30 p.m. and 3:00 p.m. he/she is considered afternoon tardy.
- All absences require a note from the parent or doctor documenting the absence.

Tardiness

Students are considered tardy if they are not present in line, ready for morning exercises at 7:50 a.m. It is the parent's responsibility to see that a student arrives on time for school. Tardy students must report to the office for a tardy slip in order to be admitted to class after 7:50 a.m.

Those students who consistently arrive late interrupt the classroom and disturb the learning process for all students. Persistent tardiness may, at the discretion of the principal, require parent / teacher / principal conference. Students are required to meet the minute requirements for instruction in order to master the grade level standards and be advanced to the next grade. Any student with chronic tardy violations will place themselves in danger of passing to the next grade level, may be required to complete summer school, or may be asked to withdraw from Holy Trinity School.

Absences for Medical Appointments

A student must bring a written note stating the reason, signed and dated by the parent or guardian, giving permission to leave the school property at a specific time during school hours. Please try to keep medical and dental appointments scheduled during the school day at a minimum, as frequent absences of this nature are detrimental to the student's classroom performance. We also ask that the appointments do not conflict with dates of standardized testing. Medical or dental appointments during school hours will be marked as either a half day or full day absence according to the criteria described above.

Absence from Physical Education

Physical education is an important aspect of the curriculum. It is expected that every student will participate in the activities. To be excused from class it is necessary to have a written excuse signed by parent or guardian. For prolonged absences from the P.E. program, a doctor's excuse is needed.

Extended Absences

The school discourages parents from withdrawing their children from school for extended vacations. The

school does not guarantee that the student will be allowed to make up all the work missed. In the educational interest of your children, parents are asked to plan vacations during the regular school vacation periods. Parents who intend to take their student on a vacation that extends beyond the time on the calendar must notify the Principal and Teachers. Teachers are generally not able to prepare assignments in advance of the absence.

If a pupil is absent for fifteen or more days during a trimester marking period, report card grades may be withheld until class work is made up to the satisfaction of the teacher. Each student needs to meet the minute requirements for instruction in order to meet the curriculum standards and be advanced into the next grade level. For this reason, students who are absent a total of 15 or more days during the year may be required to attend summer school to make up for the hours of curriculum missed before they can be promoted to the next grade level.

Truancy

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30-minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district. In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities. A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three or more times is considered a habitual truant and is subject to dismissal.

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

Suggestions for Families to Ensure Good Attendance

- Make sure your child gets a good night sleep each night and eats a nutritious breakfast
- Help your child develop a positive attitude toward school and encourage his/her active participation in school activities
- Create morning and evening routines
- Create back-up plans for getting to and from school when plans don't go as expected
- Post the school calendar in a visible place for all family members
- Make the school aware of any issues that may be affecting your child's attendance
- Notify the teacher or office if your child has a chronic health condition that may impact school attendance
- Make sure that the school office has your most up to date contact information including cell phone number

Arrival and Dismissal Procedures

Please drive **slowly** and **carefully** when in the school zone. Speed should **never** exceed 5 MPH in the parking lot. Our main concern is the safety of all the children.

All cars entering to drop off students must enter the parking lot from Appleton Street - between Brunswick and Boyce. The Boyce gate may only be used by students who are walking. Students may be dropped off in the drop off zone adjacent to the basketball courts. Parents wishing to walk in to the school for any reason must enter through the Boyce Ave. gate.

Except on rainy days, students may **NOT** be dropped off on Boyce Ave., this includes the area in front of the Church, as these are unsupervised and therefore unsafe areas. For their safety, students found entering the school this way will receive an infraction. Only students who have a note on file stipulating that they walk to school may enter by walking through the Boyce Avenue gate.

On rainy days all students will wait in the Pavilion area at the lunch benches to be picked up through the Boyce Ave. gate.

Students arriving before 7:00 a.m. must check into extended daycare. There is no fee for morning daycare. Beginning at 7:30 a.m. students may gather in the Pavilion. Absolutely **no** play equipment is allowed before school. At 7:45am students must line up in the designated area. Teachers will promptly meet the students at 7:45 a.m. so that the class will be ready for morning assembly at 7:50 a.m. Students arriving after 7:50 a.m. and the start of morning assembly, are considered tardy and must report to the front office for a tardy slip before proceeding to class.

As a precaution during the COVID pandemic, and in line with recommendations from Los Angeles County Department of Public Health, all staff, students, and visitors to the school must complete a health screening including a temperature check before entering campus. No one may enter campus without completing this requirement.

Dismissal

At 3:00 p.m. students are dismissed through carline in the parking lot. Students with a walking pass may be dismissed immediately. Students enrolled in daycare will be released to check in at daycare. All other students will walk to the parking lot with their teacher where they will remain supervised until 3:15pm.

Students may not remain on campus unsupervised after 3:15 p.m. All students remaining on campus at 3:15 p.m. will be checked into our extended daycare program. Parents arriving after 3:15 p.m. must pick up their child through the Boyce Ave. gate and sign them out. There is a fee charged for extended daycare services.

Students may **never** wait in the Church, on any adjacent street, or in the parking lot unsupervised. For safety reasons, any student found in violation of this rule will receive an automatic detention. All students who remain after 3:15 p.m. are to report to daycare and wait there for his/her driver. No play equipment may be used during dismissal time.

Cars

All drivers must drive slowly and carefully in the parking area. ***Our main concern is the safety of all the children.***

- Parents are to stop at the “cone zone” to let students off.
- If you are signing papers or need to park, please proceed to park on Boyce Ave. to take care of last-minute business. PLEASE DO NOT HOLD UP THE LINE.

- Please be sure that all who bring your students to school know the correct procedures.
- Students should **NEVER** be dropped off or picked up in front of the Church.
- Parents who are going to the 8:00 a.m. Mass should park on the street, not in the parking lot.
- Please follow all directions from the parking lot personnel.
- For business and appointments or to volunteer during school hours, park on the street and enter through the Boyce Ave. security gate and report immediately to the front office to sign in and receive a visitor's badge.
- Vehicles may not double park in front of the Church, the school, the rectory / priests' driveway, or the school driveway.
- Students may **not** be picked up or dropped off in front of the school (Boyce Ave. gate) at arrival and dismissal times.
- When parking on Boyce Ave., **never** park in such a way as to block the rectory or neighboring driveway.

Skateboards, skates, or scooters of any type are not allowed on the school grounds. Students who ride bicycles to school must walk them while they are on the school grounds at all times and secure them with an adequate lock during the day.

Custody Policy

Divorced or separated parents must file a court-certified copy of the custody section of the divorce or separation decree with the principal's office. The school will not be held responsible for failing to honor arrangements that have not been made known in writing.

Release of Students

According to State law, the student will be released only to a parent/guardian or other specifically designated person as listed on the student's emergency release card. Please be sure your child knows the person you have designated and such is on record at the school.

If your child will be released to another relative or another school parent, you must send a note to the teacher on the day of such arrangements indicating the child has your permission to do so. A telephone call is **not** sufficient for this policy – a note containing a signature must be sent to the office.

Removal of Students from School During School Hours

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school. Exceptions to this rule may be made only:

- By the parent or guardian, when properly identified
- Upon the **written** request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

Extended Daycare Program

If parents need to pick up **after 3:15 p.m.** students **must** be checked into the after school program. After school hours are from dismissal until 6:00 p.m. on Monday through Friday when school is in session. Fees for this program are established annually and all billing will be completed at the end of each month. Archdiocesan Student Accident Insurance covers students during the time of the program. The Extended Daycare Program only serves students presently enrolled in the formal school program. The school requires all participants have up-to-date family information on file and will maintain a written record of all student arrivals and departures.

Campus Visitation

Archdiocese of Los Angeles – Zero Tolerance Policy

Under the "Zero Tolerance Policy" of the Archdiocese of Los Angeles, any person guilty of sexual misconduct with a minor under the age of 18:

- **May not have any paid or volunteer assignment in any "ministry" in the Archdiocese, and**
- **May not volunteer in any "non-ministerial" activity or event where he/she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.**

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy.

As members of the Archdiocese of Los Angeles community, we want to assure that we are in compliance with both Megan's Law and our "Zero Tolerance Policy."

Closed Campus

For the safety of our children and to preserve the academic environment and security of the school, archdiocesan schools are designated as "closed campuses". Students are required to remain on the school grounds at all times during the school day except when special permission to leave campus is granted for field trips etc. No person may enter the Holy Trinity School campus without lawful business authorized by the school administration. All visitors including parent volunteers are directed to the school office for desired information or business. Visitors are not allowed on campus at any time without the express knowledge and permission of the school administration. Visitors who will remain on campus must have a Visitors Badge in order to be on campus. If you see a stranger on campus without a visitor badge, report it to the school office immediately. Students are never allowed to engage strangers in conversation.

Parent Visitation on Campus

Parents have the primary responsibility for the education of their children. The school supports, enhances, and complements this role. Keeping this in mind, parents are encouraged to take an active role volunteering on campus. Opportunities for involvement include yard duty, assisting in the classroom, working with special projects or programs, and working with the hot lunch program. All volunteers are required by Archdiocesan policy to complete the *Protecting God's Children* awareness program and be fingerprinted through the Archdiocese before they will be allowed to volunteer.

A parent who does not have legal custody of his/her child, but has visitation rights may visit on campus, subject to the above guidelines and the visitation guidelines, unless the school has received a legal order prohibiting such a visit.

Parents or authorized emergency persons must come to the school office to pick up students for medical appointments. Parents or authorized emergency persons must sign out their student on the attendance book. Parents must write a note to the teacher stating that the student will be leaving early for an appointment.

All parents and visitors must report to the front office to sign out their child. If a parent is remaining on campus, they must obtain a Visitor's Badge, which must be visible at all times. Only parents with a current Virtus certificate on file may be on campus outside of the school office when children are present.

Megan's Law Policy

Effective January 1, 2005, the public has had access to the names and addresses of registered sex offenders via the Megan's Law website: <http://MegansLaw.ca.gov>. This website contains an excellent summary of Megan's Law and its implications for schools.

As stated on the website, any one individual guilty of sexual misconduct with a child under the age of 18 is prohibited from working, as an employee or volunteer, with minors directly and in an unaccompanied setting where they have more than incidental contact or have supervisory or disciplinary power over a child. All registered sex offenders who may be volunteers or employees in the above settings are required by law to disclose to the school that they are registered sex offenders. Failure to do so is a violation of the law.

Under the Archdiocese's Zero Tolerance Policy, announced by Cardinal Mahony in 2002, any person guilty of sexual misconduct with a minor may not have any assignment in any ministry in the Archdiocese and may not actively volunteer in a situation that places the person in an unaccompanied setting where they have more than incidental contact or have supervisory or disciplinary power over children.

If the school has any parents who are listed as sex offenders on the Megan's Law site, the school will meet with the person to sign a letter of agreement regarding the limitations on their involvement within the school setting. The faculty will be informed of these limitations and of any persons who are listed as offenders and have agreed to the terms of the letter.

The letter of agreement stipulates that the person cannot hold any position related to the school that puts him/her in contact with children other than their own son/daughter. With regard to service hours, the parent may not volunteer in a situation that places him/her in an unaccompanied setting where he/she would have more than incidental contact with children or have supervisory or disciplinary power over children (e.g. as a coach, yard duty supervisor, field trip chaperone, etc.). The person may not be on campus or on parish grounds unless accompanied by another adult. While on campus the person may only use the restroom facilities located in the office.

Volunteers on Campus

In compliance with the Archdiocesan Office of Safeguard the Children, all faculty and staff members of Holy Trinity School, and all volunteers who have more than incidental contact with children or who are in positions which give them supervisory or disciplinary power over children (e.g. coaches, classroom aides, yard duty supervisors, etc.) must attend a *Protecting God's Children* workshop and must have a criminal background check. If you wish to be involved in the school as a coach, yard duty supervisor, classroom aide, room parent, or in another position which would have more than incidental contact with children or in positions which gives you supervisory or disciplinary power over children, please contact the front office to determine the next available *Protecting God's Children* workshop and fingerprinting. All parents must

annually complete the *Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events* form before completing any service hour requirements.

Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events

Revised August 20, 2007

Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or volunteer position need to maintain professional relationships with minors whether on or off parish or parish school locations.

Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. Minors must be viewed as “restricted individuals” because they are not adults and are not independent

- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, avoiding manipulation and other abuses of power
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- Attraction between adults and minors is possible, and care and caution should be taken in all interactions. The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/ faculty/volunteer and a minor are unlawful
- Communications with minors (*e.g.*, notes, email and internet exchanges, telephone calls) must be for professional reasons only
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol, may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them
- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- Staff members/faculty/volunteers may not drive minors unless it is to or from a parish/parish school-sponsored activity and may never drive alone with a minor. Driving minors requires parental permission slips that indicate the transportation is by personal vehicle. The parish/parish school

administration must approve any use of personal vehicles. Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors

- Parent or guardian written permission is required for the publication of a picture of a minor
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements

Boundary Guidelines for Junior High Youth

Revised August 20, 2007

To ensure the safety of the children in the Archdiocese of Los Angeles, all youth volunteers, both junior high and high school students, including students who are already 18, who work or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign a Code of Conduct form to verify that they understand their obligations.

Safe Environment Training for Children and Youth

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. **VIRTUS® Empowering God's Children** is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them. The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to the principal.

Student Records

Student Cumulative Records

Full and accurate records, including standardized test results, of each student are entered on the official Archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel may have access to these records. Permanent records include the following information:

- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent/guardian having custody of the student.
- Standardized test data
- Transcript of classes
- Record of withdrawal or graduation and place to which any record item is transferred. When a student transfers or graduates, the school retains the permanent record.

Transfer of Records

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report and the original Health Record shall be transferred by the former school upon a request from the school where the pupil intends to enroll. The original Cumulative Student Report will remain at the school. A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register. Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer. Principals may be

required by the County Board of Education to report the severance of attendance by any student.

Withholding of Records

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

Cumulative Student Records

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file.

- Permanent records cards include only the following information:
- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- Standardized test data
- Transcript of classes
- Attendance information shall be included
- Record of withdrawal or graduation and place to which any copy of the record is sent
- Verification of or exemption from required immunization through high school graduation

Work Permits

No minor may work without a permit. Under certain conditions work permits are granted to students. Before signing a work permit, the principal shall verify the information entered on the permit by the parent/guardian and examine the student's records and consult with the student's teachers for a record of academic achievement which meets the "Extra Curricular Activity Eligibility" requirements. Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: www.cde.ca.gov. The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit". The minor, the employer and the parent/guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent/guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority". If all requirements are met, the work permit issuing authority may issue the "Permit to Employ and Work". The "work permit issuing authority" is the Superintendent of the local public school or those persons authorized in writing by the Superintendent to issue the permit. A copy of the signed work permit will be kept in the student's file.

Privacy and Access to Records

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents/guardians, teachers, aides, and all other employees. Every member of the school community must respect the privacy of all students, families, employees, the principal and the pastor.

Pupil Records

"Pupil records" means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include "directory information" or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to

others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher's aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child's pupil records in accordance with the school's reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

Directory Information

"Directory information" means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil. The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no case should commercial enterprises be given access to Directory Information.

Parent Authorization to Use Images

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the *Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes* giving permission for such publication. This form is signed annually as part of registration paperwork.

Verbal/Written Confidences

Confidential information may be provided by students or parents/guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees must respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved. If the confidence received relates to a health or safety issue, the pastor, principal or other person in charge or appropriate authorities must be notified promptly, keeping in mind the rights of privacy that apply. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

Withdrawal of Students

The school grants full credit for all work a student accomplishes up to the time of transfer. When a student withdraws, they must complete a Withdrawal/Transfer form and return it to the office.

Communications

Parents have the primary responsibility for the education of their children. The school supports, enhances, and complements this role. Parents should be kept informed of the progress of their children by means of report cards, progress reports, conferences, open house, and carefully prepared programs that demonstrate materials and methods employed in the school. Cooperation between home and school is essential. Cooperation begins with communication.

Cell Phones

Cell phones should not be brought to school unless checked in (before school) and out (after school) with the homeroom teacher. Students may **not** use cell phones while on campus between the hours of 7am and 6pm unless they receive specific approval from a teacher or administrator. Students using cell phones on campus during these hours without permission will have the phone confiscated. Confiscated phones remain in the office until the student's parent can pick it up. Students who repeatedly violate this policy are subject to disciplinary action. Students who need to use a telephone may go to the office during school hours or may go to the Daycare room after school hours where they will be permitted to use the school telephone.

Telephone

Students will not be called to the telephone during school hours except in the event of an emergency. Students will not be allowed to use the telephone in the office without a note from the homeroom teacher. Students will only be sent to the office to call home if it is deemed urgent and necessary by the homeroom teacher.

E-mail

The school maintains a web site that provides parents and students access to e-mail teachers and administration. The school website is located at <http://www.holytrinityla.com>. Electronic correspondence with students shall be limited to purposes related to education. Because of the non-secure nature of e-mail communication, and the inadequacy of our system to perform message confirmation, we ask that parents keep e-mail correspondence limited to brief questions. Any concerns about your child can be more appropriately handled in person, by telephone, or through written notes. An email blast is sent out weekly, usually on Sunday, to remind parents of important upcoming events and information.

Family Newsletter

A weekly family newsletter is sent via email on School Speak each week, usually on Sunday. It is the parent's responsibility to read all the material contained in the newsletter and attachments. It is imperative that parents read the newsletter weekly as it highlights important events and gives the updated calendar of events. Occasionally, hard copies of flyers for events and other school communications are sent home via the oldest child.

Parent Meetings

General orientation meetings are held at the beginning of the school year to explain any new programs or policies and to present the calendar for the year. Sacramental meetings for parents of students preparing to receive a Sacrament for the first time are scheduled as listed in the master calendar. Parent meetings are held throughout the year as scheduled on the master calendar.

Parent-Teacher Conferences

Scheduled conferences are held in the fall each year. In addition to scheduled conferences other parent/teacher meetings are recommended when either of the parties recognizes a legitimate need.

Scheduling Teacher Conferences

If there is a question regarding a classroom situation, please discuss it with your child's teacher first. Charity alone dictates that teachers should be alerted to matters under their control before the issue is discussed with other parents, neighbors, parishioners, the secretary, or the administration. You are requested to do all in your power to verify facts through the correct channels of communication, to prevent passing on misinformation. Parents who wish to speak to a teacher can do the following:

- Write a note in your child's homework notebook or send a note with your student to the teacher, to set up an appointment.
- Call the office and leave a message for the teacher.
- You may also e-mail the teacher via the Holy Trinity School website.

The normal working hours for the faculty are between 7:30 a.m. and 3:30 p.m. Teachers will make every effort to return calls within 24 hours of receiving the parent message.

Teacher conferences are generally held by appointment only. You may schedule an appointment by contacting the teacher and requesting an appointment. No teacher is expected to meet with parents at recess, at lunchtime, or impromptu after school without an appointment. It is professional courtesy on both the parts of the parent and the teacher to be informed about the reason for the appointment beforehand.

It is a school policy that a problem involving a teacher and a parent should normally be dealt with in a meeting between parent and the teacher. If parents or teachers feel the need for a meeting with the principal after the initial meeting, an appointment may be made with the front office. The principal is available for consultation, by appointment, after the matter has been discussed with the classroom teacher.

All communication between home and school should be charitable, professional, and supportive.

Code of Christian Conduct Covering Students and Parents/Guardians

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different.

All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.

- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.
- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school- sponsored programs and events (*e.g.*, extended care, athletics, field trips, *etc.*).

The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

Parent / Student Complaint Review Process

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur. However, if the involved parties are unable to resolve their conflicts, families may use the Parent/Student Complaint Review Process for additional assistance. All those participating in the Complaint Review Process are responsible to strive toward reconciliation and act in good faith. Legal representation is not permitted during the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

School Level

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.

Department of Catholic Schools Level

- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.
- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

Religious Program

Holy Trinity Catholic School is an extension of the Holy Trinity parish community. As such, Holy Trinity School enjoys a special interaction with the parish community and ministers to teach the goals and objectives of the parish community. The pastor is the shepherd of the parish and school community, bringing us closer to God and to each other. Daily prayer, weekly Mass, participation in the Sacraments, and the teaching of Religion is a daily and integral component to our school's curricular program.

Religion Curriculum

Since Holy Trinity School is a Catholic school, the greatest emphasis is to be placed on providing religious education for all students. Toward this end, we ask God to bless our work, and as a school community, we recognize the importance of both formal and informal prayer. All students are expected to know the formal prayers presented by their classroom teachers. We gather as a school daily to pray together each morning.

Holy Trinity School offers a comprehensive religious education program, which integrates religious truths, as well as Catholic traditions and values into every subject area. A general parent meeting is held annually to present the curriculum and assist parents in fulfilling their duties as the primary educator of their children with respect to Family Life issues. Parents are crucial in helping students to learn the basic prayers and traditions of the faith.

The course of study for primary grades is designed to provide a basic introduction to God, the Gospel Good News, our Church, our sacramental life, and Christian practice. In second grade, emphasis is placed upon the preparation of the students for the reception of the sacraments of Reconciliation and Holy Eucharist. The intermediate grades focus on four major concepts: Church and sacraments, Morality, Prayer, and Sacred Scripture. The middle school grades make an in-depth study of the Scriptures – both New and Old Testaments, Apostle's Creed, the Liturgy and worship, morality, and the history of the Church. Peace and justice issues are integrated into every subject area and grade level. Christian Service is taught and practiced at all grade levels. Each grade level community designs and carries out a long term social justice project to help our community focus on Christian service and outreach to the greater community. Numerous additional opportunities exist within the school, parish, and larger community, and teachers will apprise students of activities on a regular basis.

Our students also have the opportunity to participate in Mass weekly as a student body. We provide learning experiences related to Mass, but we depend on parents, as the primary educators, to put these experiences into practice by enabling their children to attend Sunday Mass and receive the sacraments frequently.

Presence at Weekly Liturgy by Families

As a Catholic school, we recognize that there is no greater opportunity for parent-directed religious education than presence in Saturday evening/Sunday liturgy. As a parish school it is understood that a family's weekly attendance at parish liturgy provides tremendous opportunity for community building in a Christ-centered environment. It is therefore essential to our mission as Catholic educators, in partnership with parents for the Catholic education of our children, that families attend Liturgy on a regular basis. As the primary religious educators of their children, parents are encouraged to consistently follow through on this most serious obligation.

Presence at Weekly Mass at School

Sincere religious education is an integral part of a child's growth. Students attend liturgy each Friday at 8am and on special Holy Days as a student body. Formal uniform dress is required for all students when attending Mass unless otherwise specified.

Christian Service

The Holy Trinity School community is committed to Christian Service in all of its forms. To assist students to grow in reflecting and sharing the light and love of God as well as in demonstrating a commitment to peace and justice, serving others by sharing our time, talent, and treasure, classes participate in several school-wide social justice projects each year. Additionally, teachers in grades TK – 8 select a Christian Service project for their class that will allow the class an opportunity to work on a social justice issue in some depth.

Academic Program

Curriculum

In order to provide our students with the best possible quality Catholic education, Holy Trinity School strives to meet all curriculum standards at the State and Archdiocesan levels. This is done through the annual review and adoption of current instructional materials, as well as academic standards at each grade level. The assessment of each child is taken seriously and plotted against the stated standards of each grade level. Promotion of students to the next grade level is contingent upon the successful completion of the current academic grade level standards. The curriculum academic standards for our school, as well as the State Frameworks and Standards for each grade level are available for review in each classroom, in the office, and on the school website. Families will receive a copy of the grade level standards for their child's class at Back to School Night.

Physical Education

All students are required to participate in physical education classes and activities as directed by school personnel. Students with a medical or special circumstance must notify the Physical Education teacher with a note from their parent or doctor. The physical education uniform must be worn on scheduled physical education days. Students may remain in PE uniform on these days. Students who do not wear the PE uniform on scheduled PE days are considered out of uniform and will receive a Dress Code Violation.

Inclusion Procedures

Through the mission of the Archdiocese, our schools strive to serve children with varied learning needs. All educators in Archdiocesan schools follow "Directions for the Inclusion Process in Catholic Schools: Support Team Education Plan Process (STEP) and Minor Adjustment Plan Process (MAP)". Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the student's needs. Parents or guardians may request the "Disability Discrimination Complaint Review Process" from the principal to address unresolved issues.

Grading Policy

In so far as possible, the administration and staff of Holy Trinity School are seeking to measure total student performance: in class work, homework, evaluative testing performance, class participation, and where appropriate, work on special projects. Written grades will be given so as to keep students and parents aware of performance.

Students in **TK and Kindergarten** are graded on a standards based report.

Students in **1st through 2nd Grade** are graded as follows:

O = Outstanding	G= Good
S = Satisfactory	N= Needs

Students in **3rd through 8th Grade** are graded on a percentage scale. The percentage grades correlate to letter grades in the following way:

A	93 – 100	superior
B+	90 - 92	above average
B	87- 89	above average
B-	85 - 86	above average
C+	80 - 84	upper average
C	75 – 79	average
C-	70 – 74	lower average
D	65 – 69	below average
F	64 or below	unsatisfactory

Any student with an F average in grades three through eight or with an NI average in first or second grade for the trimester in one or more major subjects may be required to complete summer school to make up the necessary credits.

Any student with an F average in grades three through eight or with an NI average in first or second grade in two or more major subjects may be retained or required to withdraw from Holy Trinity School.

Effort is the key to a student’s academic success. Good communication between home and school is also vital. Any matter involving a student’s work or behavior must be taken up with the teacher first, and following this, if necessary, with the teacher and principal.

Promotion

Only students who satisfactorily complete the prescribed course of study and meet the code of conduct for the school for that year are promoted to the next grade level at the end of the school year. Promotion is indicated on the report card.

Retention

The decision to promote a student to the next grade or to retain him/her in the present grade should be based on a consideration for the overall welfare of the child. Promotion is not based on academic marks alone, but upon age, maturity, and total achievement. Retention may be considered if it is deemed to be in the best interest of the child. The classroom teacher, with the approval of the principal, will inform parents by the end of the first trimester if retention in a grade is possibly considered necessary for a child to attain success and self-confidence. Teachers will then communicate regularly with the parents regarding student progress during the remainder of the academic year. Although the opinions of the teachers and parents are significant factors, the final decision to retain a student is the responsibility of the principal

Acceleration

Just as we require social and emotional readiness as a prerequisite for admission to Kindergarten so do we

feel strongly that students should not skip a grade. Even exceptionally gifted children will develop more satisfactorily if allowed to advance with their own age group. Instead, they should be encouraged to take their daily work to a more challenging level and to participate in an outside activity that will expand their untapped skills. Every effort is made to ensure that students receive the proper amount of challenge in their core classes through small groups and cross grade level support.

Summer School

A summer school program may be required for students who failed a course (average of 64% or below for the semester) and need to make up the required credits to advance to the next level. The principal is responsible for the over-all administration of all summer programs. All archdiocesan policies are applicable to summer programs. Each year the decision to have a summer program is left to the sole discretion of the principal and pastor. Students enrolled in the regular school program are automatically covered by school insurance during summer school.

Graduation Requirements

A diploma will be issued to those students who have satisfactorily completed the course of studies for students attending Holy Trinity School as prescribed by the Archdiocese of Los Angeles. A student must receive a “D average” or higher in all academic subjects to qualify to receive a diploma. Students who have in excess of 15 absences or 12 tardies may not qualify to receive a diploma or participate in graduation ceremonies as recommended by the middle school team. The principal reserves the right to refuse awarding of a diploma for reasons involving poor academic achievement, attendance, or unacceptable conduct.

Only students who meet all academic requirements for graduation will be allowed to participate in the end of year graduation activities and ceremonies. Only students who have met all the requirements for graduation will be eligible for any scholarship. 8th grade parents should refer to the graduation handbook for further details and information.

Academic Integrity

Academic Dishonesty of any kind is directly contrary to the philosophy and aims of Holy Trinity School. The faculty interprets academic dishonesty as cheating, loaning, copying or completing another’s homework and other assignments, whether in class or out of class, as well as giving or receiving or allowing to be given the answers to quizzes or tests. Doing another person’s work deprives that person of the opportunity for learning and is, therefore, a form of dishonesty. All students caught cheating or colluding to cheat will receive a zero on the test, assignment, or homework. **Cheating of any kind will result in Probation I or II status.** Parents are reminded that doing their child’s homework for them is considered a form of cheating.

Examples of Academic Dishonesty:

- Tampering with work after it has been corrected and returning it for more credit.
- Offering another person’s work as one’s own.
- Stealing another’s work.
- Allowing others to do the research and writing of an assigned paper including material available on the Internet.
- Plagiarism is intellectual theft. It means use of the intellectual creations of another without proper credit.
- Collusion is defined as any student who knowingly or intentionally helps another student perform

any of the above acts of cheating.

Depending on the seriousness of the situation, a student may be issued a misconduct, suspended, or expelled, at the discretion of the principal in consultation with the teacher.

Academic Integrity and Artificial Intelligence

As a Christ-Centered Community dedicated to the education of the whole person and committed to truth, service, and academic excellence, the use of AI must align with the Holy Trinity School's mission and values. AI is a powerful tool that can offer numerous educational benefits and opportunities for personal growth. However, it must be used responsibly, ethically, and in harmony with our faith-based principles. By using AI technologies, students agree to abide by the rules and principles set forth in this policy.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator.

Students may not use AI, including AI image or voice generator technology, to violate school rules or Archdiocesan policies. In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

AI-generated content refers to any form of digital content, such as text, images, videos, or audio, that is created by artificial intelligence systems without direct human intervention. These AI systems use advanced algorithms and machine learning techniques to generate content that mimics human creativity and decision-making processes.

While AI-generated content has the potential to improve efficiency and creativity in various fields, it also raises ethical concerns related to plagiarism, copyright infringement, bias, and misinformation, which need to be carefully addressed when using and sharing AI-generated materials.

Teachers or other school personnel who discover that a student has utilized AI inappropriately will follow the procedures and consequences for cheating. Students will receive a misconduct and a zero for the assignment/test/project.

Academic Eligibility Requirements

Holy Trinity School is committed to helping our students achieve excellence in all academic subject areas. While we encourage students to develop all aspects of the person through involvement in extracurricular activities, academics come first. In order to participate in any club or school sponsored event (including athletics, cheer, student council, academic decathlon, talent show, etc.), progress report / report card must reflect:

- An average of 70% or better when **all** of their classes are averaged together
- No "Fs" (including work habits and behavior)
- **And** a behavior grade average of "S" or better

The inability to maintain these minimum standards will result in disqualification (ineligibility) for all extra-

curricular activities. Our intent is to assist students who are struggling by providing them with additional study time to focus on their academic grades. If a student possesses an IEP or Contract because of a diagnosed learning disability, the student will be held to the academic standards of those agreements, and must maintain both work habits and behavior grades of “C” or higher. Our primary concern must always be for the overall, long-term welfare of the student.

Grades will be checked at Report Card time and half-way through each trimester for Progress Reports. If at these times, the student’s average drops below the required level, the student will be suspended from extracurricular activities until the next Progress Report or Report Card (whichever comes first). The principal will provide the teachers, coaches, and Athletic Director with a list of students who are ineligible for that period. Students will likewise receive notification if they are ineligible for activities.

Progress Reports

Progress reports are sent home once per trimester. These reports are communications allowing the students and parents to see student progress and achievement to date. Parents may login to check their child’s academic progress through SchoolSpeak at any time at www.schoolspeak.com. Each parent is assigned an individual login id and password. Parents are also strongly encouraged to check their child’s progress in meeting their Accelerated Reader trimester goal by logging in to the Home Connect website at <https://global-zone52.renaissance-go.com/studentprogress/homeconnect?t=306665>

Report Cards

Report cards are issued three times a year according to the master calendar.

Parent Teacher Conferences

Parent-Teacher conferences concerning each student’s progress are held in the fall. Other such conferences may be scheduled at the discretion of the teacher, or upon request of the parent.

Homework Policy

Homework is assigned to reinforce material already taught, prepare a student for an upcoming lesson, and/or foster habits of independent study. Assignments are generally given to all students on weeknights, but make-up or long-range assignments or projects may be required over the weekend. It is expected that papers be completed according to the directions given, and that all work be neat. Homework may include written work, reading, memorization, studying for tests, and occasionally work on a project. Time for long-range assignments should be carefully planned so as to avoid last minute rushed efforts.

A student who consistently is not doing homework or class work may be kept for after-school Homework Club or tutoring according to principal or teacher stipulation. Parents will be contacted. Students who are absent or who have experienced an emergency should have work completed within the time allowed by the teacher.

The time allotments listed are structured for the average student and are a per day average over the course of a week:

- K – 2: Not to exceed one-half hour; forty-five minutes by grade two,
- 3 – 5: Not to exceed one hour,
- 6 – 8: Not to exceed two hours

Please bear in mind that this is an **average** amount of time. Some students may require more or less

time to complete the required assignments. If you feel that your child is having difficulty in completing homework assignments, it is wise to confer with your child's teacher. Likewise, if your child often says she/he does not have homework, it would be wise to contact the teacher. A student will benefit if parents help foster systematic study habits in their children. Please consider the following for your student's homework:

- Adequate study space and lighting
- Proper environment free from distractions
- A definite place and time for daily independent study

Student Planners

Students are expected to utilize their homework planners daily. Teachers may write comments in these planners to parents concerning the student's progress. Parents are asked to check that the listed assignments are completed and to sign the book each evening. There is a \$5 fee to replace a lost planner.

Student Homework Folder

Students in grades TK – 8 are required to use the green school Homework Folder. This green folder has a pocket for Homework to be returned to school as well as a pocket for items going home for parental review. Students in grades 6 – 8 must carry this folder along with their Homework Planner and Weekly Report when changing classes.

Incomplete Classwork

Because all students work at different speeds, it may be necessary to finish class work at home according to teacher direction. A student who consistently is not doing class work may be required to complete the work during recess, kept for after-school Homework Club / tutoring according to principal or teacher stipulation. Parents will be notified.

Achievement Awards

The Honor Roll is computed at the end of each trimester for grades kindergarten through eight. Students in grades K - 2 may receive the Husky Honor Roll for consistent and sustained effort and citizenship. Students must have no grade lower than a "G" in Religion, Math, Science, Reading, English, Spelling and Social Studies; and a grade of "G" or better in work habits and behavior. Students in grades three through eight are eligible for the academic honor roll. The seven subjects upon which the honor roll is based are: Religion, Math, Science, Reading, English, Spelling and Social Studies. Ds and/or Fs on the report card in any subject area disqualify students from receiving honor roll. In order to achieve Principal's Honor Roll, a student must have a grade of 93% or better (O or A) in each of the academic subjects and a C or above in work habits and behavior. In order to achieve 1st Honors Honor Roll, a student must have an average of 90-100% when the academic subjects are averaged together and a C / S or above in work habits and behavior. 2nd Honors Honor Roll is awarded to students with an average of 85 – 90% when the academic subjects are averaged together and a C / S or above in work habits and behavior.

Additionally, students in grades TK through eight are eligible for monthly awards that recognize their attainment of the values and skills in the Schoolwide Learning Expectations and the Catholic Virtues taught in the Religion program.

Academic Standardized Testing

In addition to teacher-made tests, which are part of schoolwork and the standard curriculum, the STAR online math and reading assessments are administered according to the directives of the

Archdiocese of Los Angeles Department of Catholic Schools. Currently the test is administered to the entire class three times annually – August, January, and May. These tests are only one means of measuring student achievement. It is important that the student is present each day that the tests are administered, since make-up tests are difficult to complete due to time constraints on the schedule mandated by the Archdiocese. Fifth and eighth grade students must also take the ACRE test. This is the Assessment of Catholic Religious Education and is administered in January.

Controversial Issues

Those topics or issues of a religious, moral, social-political or scientific nature concerning which there are definite but differing opinions among recognized theologians, moralists, social scientists, and scientists are considered to be controversial. With regard to controversial issues, the teacher is responsible to:

- Keep the principal fully informed of the treatment of controversial issues and of any parental reaction to the handling of such issues.
- Handle controversial issues in a manner suited to the range of knowledge, maturity and competence of the students and according to the worldview of the Catholic Church.
- Deal with conflict issues as impartially and as objectively as possible.

With regard to controversial issues, the principal is responsible to:

- Provide that the most competent instruction possible be given in an atmosphere of freedom and mutual respect.
- Emphasize that significant issues are studied at the maturity and understanding level of the learners and set guidelines for the evaluation and selection of resource materials and of guest speakers.

Field Trip Policy

Field Trips are an important part of the educational experience and may be taken at the discretion of the classroom teacher with the consent and approval of the principal. All field trips must have a stated educational purpose and objectives. Field trips are a privilege and students may be denied participation in these trips if they fail to meet behavioral or academic requirements.

The school may plan field trips for one or more days including overnight field trips. The school, at its option, may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

- Prior permission of the principal.
- Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents. All Permission and Authorization Forms must be in the possession of the supervising adult during the trip.
- All participants must have appropriate identification and travel documents
- All archdiocesan policies on safe environment must be followed, including background checks for vendors providing the trips, as applicable.
- For trips outside the 100-mile radius of the school, guidelines must include consideration of the ability of parents to incur cost, the financial impact of the trip on other school fundraising activities and class work missed by students.
- State law requires that a first aid kit be immediately available to the supervising adult on all excursions and field trips. First aid kits must be carried in all vehicles transporting students to school sponsored activities. Student emergency information must be immediately available to the supervising adult. At least one adult chaperone shall be in possession of a cell phone. A

snakebite kit must be included in any area where there may be poisonous snakes.

- Students may, at the discretion of the teacher and the approval of the principal be excluded from a field trip for disciplinary or academic reasons. This is decided on a case by case basis as needed.

Transportation Policies

- Transportation may be by personal car, school or chartered bus or van, boat, or airplane.
- Although discouraged, school employees, including teachers and coaches, may drive two or more students to or from athletic and co-curricular trips or events in their personal vehicle. School employees may not be alone with a student in a vehicle.
- School employees and parent or guardian volunteers driving students in their own cars must be at least 25 years of age, have a clean driving record for the past three years, a valid Class C driver's license and current, valid California automobile insurance. Each vehicle must have individual seat belts for each student. A copy of the parent or guardian's driver's license and insurance declaration page must be kept on file at the school.
- All contracts with bus companies or other transportation vendors must be submitted to the archdiocesan Legal Department for review prior to signature.
- Schools may only use buses or vans with valid California State approved licenses or charters. Verification may be obtained on the state Public Utilities website at <http://www.CPUC.ca.gov>. In addition, schools must verify insurance coverage of the transportation company.

Tutoring Policy

- If a student requires private tutoring or parents wish to have a student tutored in school subjects, the parents are responsible for engaging the tutor and paying all tutoring costs. The school may assist the parents in identifying tutoring resources.
- Teachers may not be paid for tutoring students assigned to their classes. With prior permission from the principal, teachers may tutor other students who attend the school and be paid for such tutoring by the parents.
- A school may arrange with independent contractors or entities, who are not teachers or staff at the school to provide tutoring on a fee basis. Independent entities must have appropriate licenses, agreements for use of the premises and insurance.
- All tutors and entities must comply with the procedures and policies of the extended school day program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

Technology Program

Holy Trinity School has actively pursued making advanced technology and increased access to learning opportunities available to our students and staff. Holy Trinity School is very pleased to continue offering students and staff access to the Internet using our high-speed DSL lines. Students may access the vast resources of the HTS network and World Wide Web from any computer on campus. Our goal in providing this service is to promote educational excellence through the use of this tool. Holy Trinity School is a 1:1 program. Each student is assigned an iPad for school use. Additionally, students in grades 6 – 8 are each assigned a Chromebook for school use.

While we endeavor to provide effective supervision and monitoring of computer use, please be aware that it is possible that your child may find material on the Internet that you would consider objectionable.

The school restricts access to material that is inappropriate in the school environment. We have filtering software (compliant with the CIPPA) to prohibit access to inappropriate material. However, no software is entirely effective in blocking access, and we cannot guarantee that your child will not gain access to inappropriate material. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectation about how these values should guide your child's activities while they are on the Internet.

Our Appropriate Use Policy includes a three-pronged approach to protecting our students. First, students using computers are always under the direct supervision of the classroom teacher or other faculty member. Second, the student agrees to follow the guidelines stipulated below and act responsibly while using the computers. And finally, Holy Trinity School utilizes an Internet filter recommended by the Archdiocese of Los Angeles, and compliant with the CIPPA, which only allows student access to approved web sites.

Despite the possibility of negative content access, we believe that the tremendous educational benefits of the Internet exceed any disadvantages, especially when the school and homework in supportive partnership. But ultimately, parents and guardians of minors are the ones responsible for setting and conveying the standards that their children should follow when using media and information sources. We are confident that you will support our policies and will extend these in your homes.

As a user of Holy Trinity School computer network, students agree to use our computer network in a responsible manner by honoring all relevant laws, restrictions, and school rules. Signature of the *Parent Student Handbook Agreement* indicates that students will follow the guidelines and policies listed below:

Archdiocesan Acceptable Use Policy:

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Location") is an asset of the Archdiocese and/or the Location, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable. These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Location. These policies, standards and procedures include, but are not limited to,

maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

Definitions

- **Electronic communications systems** include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future.

- **Electronic communications devices** include, but are not limited to, regular and mobile telephones (cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, memory sticks, iPods®, media players, smart phones, and other wireless equipment that may be created in the future.
- **Electronic communications materials** include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

Electronic Communications Systems, Devices and Materials and Users Covered

- All electronic communications systems, devices and materials in the schools, parishes, the seminary, cemeteries, archdiocesan departments or offices, or other archdiocesan operating units (the “Premises”).
- All electronic communications devices and materials taken from the Premises for use at home or on the road.
- All personal devices and materials brought from home and used on the Premises during regular business hours.
- All personal devices and materials, regardless of where they are situated, that are used in such a manner that the Archdiocese and/or the Location may be implicated in their use
- All users of electronic communications systems, devices and materials, including, but not limited to, volunteers, clergy and religious, students, employees, staff or contractors associated with the Archdiocese and/or the Location.

Ownership and Control of Communications

All systems, devices and materials located on archdiocesan premises, and all work performed on them, are property of Location and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Location and/or Archdiocese business, not personal business. With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Location, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours. The Archdiocese and the Locations, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Location systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

Guidelines for Email Correspondence and Other Electronic Communications

- All users of Archdiocese and Location communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator’s knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.
- Email and other electronic communications are not necessarily secure.

- As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
- Postings to “All Employees,” “All Parents,” “All Seminarians,” “All Parishioners” and the like on intranets or the Internet must be approved by the person in charge of the parish (pastor, priest administrator or parish life director), principal or other person in charge of the Location before they are sent out.
- Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
- Archdiocese and Location systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Location.
- User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
- All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information.
- Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy are prohibited and must be blocked.
- Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.
- Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the location.
- All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the location.
- Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Location’s information systems, a detailed disaster recovery plan may need to be developed.
- Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled.
- Information systems hardware should be secured against unauthorized physical access.

Prohibited Practices

Users of Archdiocese and Location electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Location may become implicated in the use may not:

- Violate any federal, state or local laws or regulations.
- Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information.
- Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- Engage in improper fraternizing or socializing between adults and minors.
- Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the job or assignment.
- Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights. Regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes. See *Archdiocese of Los Angeles Copyright and Video Screening Policy*.
- Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.
- Give unauthorized persons access to Archdiocese or Location systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- Allow any minor to access the Internet on Archdiocese or Location communications devices before a responsible adult has checked to insure that active filtering of prohibited materials is enabled.
- Use electronic communications devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission ("FCC") or that would

violate FCC rules or policies.

- Access or manipulate services, networks or hardware without express authority.

Consequences of Violations of Electronic Communications Policy

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

Students using school computers and/or related technology systems may not:

- Violate any school conduct or educational rules.
- Post personal contact information about self or others. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, etc. without specific teacher oversight.
- Agree to meet with someone they have met online without their parent's approval and the presence of a parent at any meeting.
- Use obscene, defamatory, disruptive or threatening language.
- Harass, insult or attack others.
- Send comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap.
- Upload or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyrighted materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.
- Engage in any other illegal act, such as the pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film, or arranging for the purchase or sale of any drugs, alcohol, or regulated goods.
- Employ the network for commercial and/or or political lobbying purposes.
- Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards others.
- Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.
- Alter, without authorization, the startup screen or the desktop or download applications that will subvert these functions.
- Introduce a virus, attempt to breach system security or tamper with the school's computer system.
- Re-post a message that was sent privately without permission of the person who sent the message.
- Download large files unless absolutely necessary. If necessary, students will download the file at a time when the system is not being heavily used.
- Post chain letters or engage in "spamming" (sending an annoying or unnecessary message to a large number of people).
- Students may not use school facilities or equipment to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission or that would violate and FCC rules or policies.
- Use computer systems for the design, development, distribution or storage of any works of

programming or software unless explicitly permitted by the school staff.

Guidelines for Use of Computers or Personal Electronic Communication Devices:

We expect our parents to be equal stakeholders in the implementation of our computer and technology system policies by monitoring their child's Internet access and electronic use outside of school in a manner supportive of the school's policies. Inappropriate electronic communications among students outside of school or in school using personal electronic devices, may subject the student to disciplinary action.

Students may not:

- Threaten the safety or reputation of the school, its staff or students.
- Post personal contact information about other school personnel, teachers, or students. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, photos, email addresses, cell phone numbers, etc.
- Use obscene, defamatory, disruptive language toward or about any school personnel, teachers or students.
- Harass, insult, defame, bully, attack or invade the privacy of any school personnel, teachers, or students.
- Send comments, text or images to school personnel, teachers, or students that would be considered offensive on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap
- Damage, alter, disrupt or gain unauthorized access to school computers or school systems; e.g. use others' passwords, trespass on other's folders, work or files.
- Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications systems.

Consequences for violating any of the above guidelines:

- Suspension or permanent loss of access.
- Disciplinary action, including but not limited to suspension and even expulsion, depending on the gravity of the offense, at the principal's discretion.
- Involvement of law enforcement agencies.

Parent Conduct

- Parents and students are expected to follow the appropriate chain of communication (contact school personnel first; if issue is not resolved, then contact the principal, pastor, and the Archdiocese) in communicating problems or issues with the school.
- Posting inappropriate comments about the school, its personnel or students, on the web and via emails does not constitute following the appropriate chain of communication.
- The school reserves the right to ask parents to withdraw their children in such cases where parents fail to abide by these policies.

Consequences for violating any of the above policies:

- Computer damage of any kind, parents must pay a minimum of \$150.00 or the damage amount for repairs and the students will be suspended for one (1) day and be placed on Probation II status.
- On the second offense, students will be asked to withdraw from the school.

- All students will need to have filled out an “Acceptable Use Policy Contract”, which must be signed by the parents each September.

Limited Liability:

The school makes no guarantee that the functions or the services provided by or through the school’s computer system will be error-free or without defect. The school will not be responsible for any damage users may suffer, including but not limited to, loss of data resulting from delays, non-deliveries, misdeliveries, or interruptions of service. The school is not responsible for the accuracy or quality of the information obtained through or stored on the system. The use of any information obtained via this service is at the user’s own risk. The school will not be responsible for financial obligations arising through the unauthorized use of the system.

As the parent or legal guardian of the student, by my signature on the *Family Handbook*, I grant permission for my child to access the Internet and the school’s networked computer services. I understand that individuals and families may be held liable for violations. I accept responsibility for guidance of Internet setting and use. I will convey to my child and comply with school standards regarding selecting, sharing or exploring information and media on the Internet.

I hereby release the school, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the school system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I understand that from time-to-time the school may wish to publish examples of student projects, photographs of students, and other work on an Internet accessible server password protected for the Holy Trinity School Community only. This site is a private site and use of the site is strictly regulated by the school and E-Chalk services and is for school family use only. Student projects, photographs, and other work posted on the school site will not include the student’s name. By my signature on the *Family Handbook Agreement*, I waive, release, and forever discharge any and all claims, demands or causes of action against the school and its faculty, staff, employees, agents, contractors and any other person, organization or entity assisting them in connection with the posting of information on the web site. I further understand and agree that this authorization remains in effect until such time as it is withdrawn in writing. I understand that if I change my mind relating to this authorization, that I will submit another authorization form to the school.

Responsibilities of Parents in Acceptable Use Policy

Parents are the primary educators of their children, and are responsible for their children’s behavior. Parents are responsible for setting and conveying the standards that are appropriate for their children to follow when using the Internet at school and at home. Students using the Internet inappropriately at school or at home, with any reflection to Holy Trinity School, (faculty, staff or students) are subject to disciplinary action by the school that could result in suspension or expulsion from the school.

Finance

Certain responsibilities require continuous support if the school is to achieve its goals. Tuition and fees cover only a part of the cost of educating your children. Parents agree, therefore:

- To support the school through regular tuition payments and fees paid on time
- To assist by volunteering a minimum of 36 hours of service per family (6 hours at the annual festival)
- To assist in maintaining a reasonable tuition rate, all students participate in the annual candy drive, the Raffle, the Fun Run, the Fall Festival, as well as supporting other non-mandatory fundraisers.
- Families receiving tuition assistance have an additional “profit” requirement which must be met annually.

Parent Contract

Each year parents are required to sign a parent contract. This contract outlines the cooperation required of parents regarding religious values, Mass attendance, school rules, and financial obligations. The contract will contain updated policies for the year in regard to the school.

Tuition Payments

Tuition is due monthly on the date agreed to by the family and recorded by FACTS tuition payment service. Tuition is generally payable over 10 or 11 months (July/August - May). There will be a \$25 late charge for late tuition. The parent who signs the Parent Contract is the person responsible for tuition payments. In the case of separated or divorced parents, the parent who signs the contract is responsible for payments. It is not the responsibility of the school to contact the other parent for non-payment, etc. There will be a \$25.00 Returned Check Fee.

Graduation Fees and Tuition

Eighth grade families must be aware that all tuition and fees for the year must be paid in full by the published May deadline in order for their children to participate in the eighth grade graduation activities. This includes balances due for unserved service hours, tuition, graduation fees, late charges, and after school care fees.

Delinquent Tuition

Tuition is considered delinquent when a family has not met their monthly financial obligation for two months or longer. In the case of extenuating circumstances, it is the responsibility of the parent to contact the school office and speak with the principal. The school is unable to extend long-term credit in all but a few limited situations. Any family whose account is delinquent at the end of the trimester must bring the account current at that time so that their child's (children's) continued enrollment in the school is not at risk. Students of families who are not current on their tuition or not current on their pre-arranged payment plan will not be allowed to participate in extracurricular activities until they are current.

Tuition Assistance

Families are invited to apply to the Catholic Education Foundation, which provides tuition assistance to students who attend Archdiocesan Catholic Schools, and who qualify according to financial guidelines, established by the Catholic Education Foundation. Information regarding this program is provided by the Archdiocese and announced annually. Please see the office for details. Through the generous support of our pastor and parish as well as the Fr. Peacha Society and PTO, we are also able to provide scholarships for families here at the school as well as other financial assistance for contract fees and tuition. Applications are available in the office and online.

Parent Participation Program – Service Hours

The Parent Participation Program is designed to support our school's mission and philosophy, which strive to:

- Provide quality Catholic Education for all students;
- Model commitment to the Gospel Values;
- Foster on-going faith formation for children and adults.
- Create a spirit of participation by celebrating the talents of each family and the importance of their contribution to our school and parish community.
- Increase the involvement of all adult members of our parish school family by providing opportunities for parents to become better acquainted with one another and our school and parish programs.

Families are required to give 36 service hours per year. The number of service hours is stipulated by the Principal and is subject to change by the Principal. Generally, only parents and legal guardians may perform service hours. If for extenuating circumstances a family needs to make arrangements for another adult family member to assist in the completion of service hours, previous approval must be obtained from the principal.

All parents must complete the Archdiocesan mandatory volunteer application form, must attend one *Virtus: Protecting God's Children* awareness session and must sign the *Guidelines for Adults Interacting with Minors* form. Volunteers who will have supervisory positions (coaches, yard duty personnel, teacher aides) must also be fingerprinted through the Archdiocese. Volunteer badges must be worn whenever you are present on campus or are volunteering for an event.

If you decide to earn your hours by purchasing needed items for fundraisers, class projects, office supplies, the class wish list or other school requests; etc. each \$10.00 expenditure equates to one service hour.

One third of the hours must be completed each trimester. Eighth Grade parents must have all of their hours completed by the May deadline in order for the student to participate in Graduation activities. Grades TK – 7th must finish by June 1st. Any unserved hours as of June 1st will be billed.

You will receive credit each time you sign in to volunteer or make a donation. The bookkeeper records the hours and credits the family account.

Once a family has made a **commitment** to fulfill service hours for a specific event or function, it will be the obligation of that family to fulfill those hours or be billed immediately for the hours missed.

Activities which earn service hours:

- Co-Chairing a school event. "School event" shall be defined as a program designed to enhance the community that is Holy Trinity School, including its students, parents, and staff. Some examples of events include the Candy Drive, Fun Run, Talent Show, or Fall Festival.
- Attending a planning meeting for an event
- Working at a school event
- Clean up after an event
- Team Parent or Coach
- Room Parent
- Volunteer in the School

- Do maintenance work or engage in repair work around the school campus as directed by the principal / pastor
- Other opportunities as announced throughout the year. Service hours must be performed in activities that have the principal's consent.

Fundraising Program

- Each family is expected to sell \$200 in Raffle Tickets each fall
- Each family is expected to sell 3 cases (\$180) of candy during the candy drive (and 1 additional case per each additional child in the family)
- Every family must raise a minimum of \$200 in Fun Run pledges
- Each family must collect \$120 in Read A Thon pledges
- Families receiving tuition assistance may also be required to earn additional profit for the school.
- Optional school fundraisers include gift-wrap sales, candy apple sales, and restaurant fundraiser nights. For each fundraiser there will be a flyer that indicates how service hours may be earned and how fundraiser profit may be earned.

Discipline

Dress Code

Visitors to any Catholic school notice first of all that students are neatly and uniformly dressed. The requirement of wearing uniforms is not mere caprice, but is intended to enhance the educational environment. The Catholic community of Holy Trinity School is committed to developing in our youth a strong sense of Catholic identity and community. We do that by providing for their educational, spiritual, and developmental needs in an atmosphere of prayer and understanding. Our school dress code complements the teaching of order and discipline, provides for a less distracting environment, helps to develop a healthy self-concept for all students, and builds a sense of teamwork. We hope that our well-defined uniform dress code also helps discourage differences brought about by various income levels and reduces unnecessary peer pressure, allowing students to direct their attention to learning. The traditional uniform is a strong symbol of our Catholic heritage and Catholic image and promotes school pride both at and away from school. With our uniform and dress code, we strive to promote attitudes of moderation, modesty, neatness, cleanliness, and good taste.

It is a widely accepted belief that the appearance that a person presents says much about whom he/she is, and by extension, says much about our school environment. Students behave and study better when they are neat, clean, and appropriately dressed for school. Because the way we dress influences our behavior, it is important to always reflect our best selves.

Both the uniform and non-uniform dress code rules are to be interpreted in the **spirit** of the law as well as the letter of the law – that is to say, attire is to be consistent with expectations of an environment reflecting a disciplined, traditional Catholic community.

It is the responsibility of parents to see that their children adhere to both the “spirit and the letter” of all regulations regarding dress code. Our school’s dress code is clearly defined. We ask that parents support the school’s philosophy by helping their children adhere to the dress code rules. When purchasing your children’s school wardrobe, please be certain that the articles of clothing you buy are in compliance with the dress code. You send your children to our Catholic school for good reasons. One of those reasons is the greater structure and discipline we require to enable the learning experience. Our dress code helps provide

that structure. Your cooperation and support in this matter is very much appreciated.

Holy Trinity School students are required to wear the complete uniform. School uniforms may be purchased from ***Dennis Uniforms***.

It is the parents' responsibility to see that students leave home dressed in appropriate uniform, and on non-uniform dress days, in appropriate dress. Any clothing or hairstyle that is associated with gang culture is expressly prohibited. Issues relating to dress or appearance of a student that are not specifically mentioned in this handbook, but are inconsistent with the school's regulations, may be deemed unacceptable at the discretion of the principal. Any student who is not in compliance with the dress code will receive a Dress Code Infraction.

The school reserves the right at all times to determine whether or not a student is appropriately dressed and groomed. The principal reserves the right to request any student to change attire, to regulate against certain fashions, and to confiscate any items when it is deemed necessary. Parents may be required to bring an appropriate change of clothes to school if a student is inappropriately dressed. Students who repeatedly violate the dress code are subject to disciplinary action.

BOYS - Regular Uniform:

- Shirt:** Hunter green or white polo shirt with logo (long or short sleeve) All shirts must fit properly (no oversized shirts) and must be worn tucked in at all times by all grade levels.
- Undershirt:** Solid white only. The undershirt must be completely concealed by the uniform shirt and may not extend outside of the shirt. A plain white turtleneck (no other colors) may be worn underneath the uniform shirt during cold weather.
- Pants:** (TK – 8) Khaki twill pants. All pants must be worn at the waist. No baggy or oversized pants
- Shorts:** (TK – 8) Khaki twill walking shorts. All shorts must be worn at the waist. No oversized or baggy shorts.
- Belt:** Plain black. Buckle must be traditional and simple, with no symbols, logos, or designs. **Mandatory for grades 2 – 8.**
- Socks:** Regular crew length plain white or plain black socks. Socks must be visible well above the ankle. Short sports socks and socks with logos **may not** be worn.
- Shoes:** **Solid black** low top athletic shoes. Laces must be solid black and tied in the traditional fashion. No slip-ons, buckles or zippers. Velcro shoes are preferred for grades K-2.

BOYS - Formal Uniform: Must be worn on **Mass days (every WEDNESDAY and as specified on the calendar)** and for special assemblies as required regardless of weather.

- Shirt:** Plain white collared dress shirt. Short or long sleeved. **All shirts must fit properly and must be worn tucked in at all times by all grade levels.**
- Tie:** Black tie. Clip on okay.
- Pants:** (TK – 8) Khaki twill pants. All pants must be worn at the waist. No baggy or oversized pants

- Belt:** Plain black. Buckle must be traditional and simple, with no symbols, logos, or designs. **Mandatory for grades 2 – 8.**
- Socks:** Regular crew length plain white or plain black socks. Socks must be visible well above the ankle. Short sports socks and socks with logos may not be worn.
- Shoes:** Solid black leather dress shoe. Rubber sole recommended for safety.
- Sweater:** Hunter Green Cardigan with logo; Hunter Green V-Neck Pullover with logo; Hunter Green Vest Sweater with logo.

GIRLS - Regular Uniform:

- Shirt:** Hunter Green or white polo shirt with logo (long or short sleeve); **All** shirts must fit properly and must be worn tucked in at **all times** by **all grade levels**.
- Undershirt:** Solid white only. The undershirt must be completely concealed by the uniform shirt and may not extend outside of the shirt. A plain white turtleneck (no other colors) may be worn underneath the uniform shirt during cold weather.
- Skirt/Jumper:** (TK – 5) Plaid jumper; (6 – 8) Plaid skirt. Skirts may not be worn “rolled up” at the waist. Skirts must be of a length that when the student’s arms are held at her side the fingertips touch the skirt/skort/jumper (and not the leg).
- Shorts:** (TK – 8) plaid skort or khaki walking shorts. Shorts/skort must be long enough to pass the “fingertips test” and may not fit tightly.
- Pants:** Khaki pants. Low-rise or tight fitting pants are not allowed.
- Belt:** Plain black. Buckle must be traditional and simple, with no symbols, logos, or designs. **Mandatory for grades 2 – 8.**
- Socks:** Plain white knee high or ankle socks. Socks must be visible well above the ankle. Short sports socks and socks with logos, lace, or embroidery may not be worn.
- Shoes:** Solid black low top athletic shoes. Laces must be solid black and tied in the traditional fashion. No slip-ons, buckles or zippers. Velcro shoes are preferred for grades K-2. All black leather penny loafer or all black “Mary Jane” style shoe. Shoes can have no higher than ½ inch heel. Rubber soles recommended for safety. **NO OTHER SHOE STYLES ALLOWED.**

GIRLS - Formal Uniform:

- (K – 5)** Plaid jumper with white collared blouse – long or short sleeved. No ruffles, lace, or puffy sleeves.
- (6 – 8)** Plaid skirt with white collared blouse – long or short sleeved. No ruffles, lace, or puffy sleeves.
- Tie** Blue cross tie
- Sweater:** Hunter Green Cardigan with logo; Hunter Green V-neck Pullover with logo; Hunter Green Vest Sweater with logo.

Socks: Plain white, blue, green or black knee highs or white ankle socks. Socks may not be worn scrunched or rolled down. Socks must be visible **well above the ankle**. Short sports socks and socks with logos, lace, or embroidery **may not** be worn.

Shoes: All black leather penny loafer or all black “Mary Jane” style shoe. Shoes can have no higher than ½ inch heel. Rubber soles recommended for safety.

ALL STUDENTS

PE Uniform: Must be worn on scheduled **PE days** (see class schedule from teacher)

Shirt: Green cotton t-shirt with logo. All shirts must fit properly (no oversized shirts). Shirt may be worn untucked. Official Husky Spirit wear may be worn for PE

Shorts: Mesh forest green shorts with logo. All shorts must be worn at the waist. No baggy or oversized shorts.

Socks: Regular crew length plain white or black socks. Socks must be visible **well above the ankle**. Short sports socks and socks with logos **may not** be worn.

Shoes: **Solid black** low top athletic shoes. Laces must be solid black and tied in the traditional fashion. No slip-ons, buckles or zippers. Velcro shoes are preferred for grades K-2.

Optional: Sweatpants – hunter green with logo; Sweatshirt – hunter green with logo - no hoods

ALL STUDENTS

Jackets: Navy blue or hunter green uniform windbreaker with Holy Trinity logo. (Dennis Uniforms)
Any uniform jacket with Holy Trinity logo (Dennis Uniforms)
Official Husky Spirit wear sweatshirt or hoodie
No other jackets may be worn in the classroom.
Please note that school team / athletic jackets are not allowed to be worn as part of the uniform.

Hair: Hair must be neat and combed. Hair must be of a natural color with no extreme or fad hairstyles. **NO** bleached, colored or tinted hair; no extreme styles or excessive use of gel/mousse.

Boys may not have facial hair; if they need to shave, they must do so.

Girls’ hair must be neatly combed; Simple, traditional hair accessories must be of uniform color (White, green, blue or black).

Students who violate the uniform code for hair who cannot immediately correct the problem will be given a written warning and allowed two school days to do so.

Cosmetics: No make-up, lip gloss, or nail polish. No artificial nails. Excessively thinned or shaved eyebrows are not allowed.

Jewelry: All students may wear a small wristwatch (no “smart” watches), Medic-alert bracelets are allowed. **No other bracelets are allowed.** This includes hair accessories or rubber bands worn as bracelets. Students may wear one neck chain with a small cross or religious medallion. **No other necklaces are allowed.** Girls may wear one pair of stud earrings. “Plug”, hoop, or dangling earrings are not allowed. Body piercing is not allowed. **No rings or other jewelry is allowed.**

Grooming: Students should look neat and presentable at all times. Clothes (uniform and non-uniform) must always be clean, pressed, untorn, modest, and appropriate for school wear. Slit or frayed hems are not permitted; pants or shorts that have been “distressed” are not allowed. All clothes must fit properly; baggy/oversized or tight/clingy clothes are not allowed. Nails must be kept short and clean. No tattoos, temporary tattoos, stickers or writing on the body is allowed. In the interest of modesty, no skin should be showing between the shoulders and the knees, and underwear should never be visible.

Non-Uniform Dress Code

Non-Uniform dress days are a privilege, not a “right.” Students in violation of the Non-Uniform Dress Code will be given a violation slip. On a Non-Uniform Dress Day students may either choose to adhere to the stated Non-Uniform Dress Code for that day or may follow regular uniform dress.

• **General Guidelines**

- ✓ The following is a partial list of items that are **not appropriate** at **any** time:
- ✓ Sleeveless shirts
- ✓ Spaghetti straps
- ✓ Baggy pants or shorts
- ✓ Low-cut blouses or dresses
- ✓ Bandanas
- ✓ “Heelies” or shoes with wheels
- ✓ Clothing which allows underwear to be revealed/exposed
- ✓ Ripped, torn, or “distressed” jeans or other articles of clothing
- ✓ Skirts or dresses must pass the fingertip test
- ✓ No “short shorts” or “Daisy Dukes” - must pass the fingertip test
- ✓ T-shirts with negative or inappropriate messages, slogans, or pictures including depictions of drugs, violence, alcohol, or tobacco
- ✓ Socks must be worn **at all times**.
- ✓ No sandals, open-toed shoes, flip-flops, high heels, or platforms over 1”
- ✓ Oversized shirts
- ✓ Tank tops
- ✓ Cut-offs
- ✓ Jeggings
- ✓ Gloves
- ✓ “Skin Tight” clothing (on boys or girls)/ Spandex
- ✓ Tops that expose mid-section
- ✓ “Skinny” jeans
- ✓ Makeup/nail polish
- ✓ Low rise jeans

To check the appropriate length of a hem – use the “fingertips rule.” Stand up straight with your hands at your side. If your fingertips come BELOW the hem of the shorts, dress, or skirt – it is too short to be acceptable at school.

Any clothing, haircut, or accessory that becomes a distraction to the student, the teacher, or the class in general and therefore interferes with the learning process is not appropriate. The principal reserves the right to define what is “appropriate.” The administration and staff reserves the right to make the final determination of whether an individual student is in accord with the dress code policy. If, in the judgment of the staff and/or the administration, a student is in violation of the rule or the spirit of the dress code,

the student may be sent home to change and may not return to school until the problem is corrected. All rules regarding “absence” will apply if the student leaves campus. Failure on the part of the staff and/or administration to invoke consequences for violation of the Uniform or Non-Uniform Dress Code on one occasion shall not in any way be construed as a change of policy.

Profile of a Holy Trinity Student

Student actions and attitudes should always reflect a Catholic ethic. A Charger will show consideration for fellow students and will seek to create a school atmosphere as Christ intended. All students must live the example of Christ and spread the Good News of His Gospel on and off campus at all times. Christ’s presence must be obvious in their actions toward each other, their language, their dress, and their manners.

Daily student behavior will include:

1. Honesty in all actions
2. Respectful treatment of faculty, staff, and other students
3. Courtesy in all interactions and speech
4. Respectful acceptance of each person as a special creation of God.

Personal choices that conflict with these behaviors may result in:

1. No credit for assignments / tests
2. Loss of a class privilege (e.g., special event, field trip,)
3. Infractions, Misconduct Reports, and/or after school Detentions
4. Parent / Teacher / Principal / Pastor conference
5. Suspension or Expulsion
6. Other consequences as deemed appropriate by the administration

Start your day in a positive way!

- Recognize God’s presence in your life and consecrate your thoughts, words, and actions to the Lord.
- Be realistic and optimistic, full of faith and hope.

Come to school ready to learn!

- Eat Breakfast.
- Be rested (at least 8 hours of sleep).
- Be Neat (combed hair, brushed teeth, etc.).
- Wear neat, clean uniforms with pride. Follow all dress code rules.
- Bring a healthy snack/lunch.
- Bring all supplies you need for class.

Be prepared!

- Complete all homework the night before and place it in a book bag or backpack and place near the front door.
- Obtain parent signatures the night before.

Arrive at school prior to the start of classes!

- Use the restroom.
- Get a drink of water.
- Talk with friends and be supportive and positive.

Be a good listener!

- Look at the person who is speaking.
- Sit up straight.
- Keep your hands and feet still.
- Respect the opinions of others.

Use your time wisely!

- Begin work as soon as it is assigned.
- Don't let others distract you.
- When you finish an assignment, work on another assignment, homework, or read a book quietly.
- Respect your classmates need for a quiet learning environment.

Homework is an important part of your education.

- Write down your daily homework assignments in your assignment book.
- Have your teacher check your list before you leave to go home, if you feel it is necessary.
- Be sure to have all your necessary books and supplies.
- Complete all assignments and turn them in on time.

Student Rules

Before School

1. Once students arrive on campus they may not leave the school grounds.
2. Students will wait in the Pavilion or designated classroom. Teachers may have classrooms open for students to put away books, prepare supplies, or do classroom chores. Students will be in line for the bell.
3. Teachers will meet their students when the 7:45 bell rings.
4. Playing games, tag, ball, etc. is not permitted before school.
5. Bicycles, scooters, or skateboards may not be ridden on the school grounds. Bicycles are to be walked through the playground and put in the bike rack and locked during school hours.
6. Any student arriving after 7:50 a.m. is considered tardy and must report to the Office before entering their classroom.

During School

1. Walk quietly when going to and from classrooms.
2. Be in your seat when class begins, and remain in your seat unless given permission.
3. Listen carefully and follow directions the first time they are given.
4. Come to class prepared with homework completed, and with all necessary supplies.
5. Raise your hand to speak and wait to be called on.
6. Keep hands, feet and all objects to yourself.
7. Respect all persons and all objects on campus.
8. No student may have permanent markers (such as "Sharpies") or "Liquid Paper" or any other kind of correction fluid.
9. In summary, items **may not** be brought to school which could potentially inflict harm on another, be distracting in the classroom and a deterrent to the learning process, and/or be traded or sold. This includes items such as iPods/mp3 players, expensive earphones (e.g. AirPods) video games, games, toys, or any other valuables (including excessive cash not needed for snack/lunch purchase).

Recess / Break / Lunch Periods

1. Teachers will accompany their classes to the lunch area.
2. Lunches must always be eaten in the lunch area.
3. Dispose of trash properly.
4. Students must stay in the lunch area until dismissed by a supervisor. Lunchboxes may be left on the table until the end of the lunch period.
5. Sports equipment is not allowed at the lunch tables at any time. Students may pick up sports equipment from its designated area only after being dismissed from the lunch tables.
6. Chasing and kicking games are never allowed.
7. Playground equipment is to be used properly.
8. Students must have teacher or supervisor permission to go to the office.
9. Be verbally respectful. This includes no talking back, rudeness, no teasing or name calling, or inappropriate language.
10. Respect school property – keep the bathrooms clean, take proper care of all equipment, clean the lunch area before asking to be dismissed.
11. Be physically respectful. Keep hands, feet, and objects to self, no wrestling or tackling, no pushing in line, no annoying, biting, bothering, fighting, hitting, kicking, pushing, rough housing, shoving, spitting, or throwing objects
12. Do not “lock” games – allow anyone to play who asks and play by the rules - do not change rules once a game has begun.
13. All playing will stop when the bell rings. Students will freeze, wait for the whistle, then proceed to their class line, making sure that they have taken care of their personal needs (restroom, wash hands). Students will wait quietly for teachers.

After School

1. Students will be walked by the teacher to the parking lot to wait for their ride.
2. Students should be picked up at 3:00 p.m. unless staying on campus for a school related event (athletic practice, play practice, etc.) or going to the after school day care program.
3. Any student remaining on campus after 3:15 will be walked to the after-school program.

Church

1. Make sure you are in proper **formal** uniform, neat and presentable, with **clean** hands.
2. Please enter and leave the Church quietly and orderly; genuflect and reverently greet Jesus.
3. Put kneelers up and down **quietly**; do not use the kneelers as a footrest.
4. Fully participate in the Mass/service by singing, listening, praying, and responding
5. The Eucharist is to be treated with respect and awe.

Off-Limits Areas

*Students should **never** be in these areas*

1. Any room at the school, Church, or parish office without adult supervision.
2. The area between the school building and the parking lot, or the area behind the classrooms.

Academic Integrity

Academic Dishonesty of any kind is directly contrary to the philosophy and aims of Holy Trinity School. The faculty interprets academic dishonesty as cheating, loaning, copying or completing another’s homework and other assignments, whether in class or out of class, as well as giving or receiving or allowing to be given the answers to quizzes or tests. Doing another person’s work deprives that person of the

opportunity for learning and is, therefore, a form of dishonesty. All students caught cheating or colluding to cheat will receive a zero on the test, assignment, or homework. Parents are reminded that doing their child's homework for them is considered a form of cheating.

Examples of Academic Dishonesty:

- Tampering with work after it has been corrected and returning it for more credit.
- Offering another person's work as one's own (this includes the use of AI)
- Stealing another's work.
- Allowing others to do the research and writing of an assigned paper including material available on the Internet.
- Plagiarism is intellectual theft. It means use of the intellectual creations of another without proper credit.
- Collusion is defined as any student who knowingly or intentionally helps another student perform any of the above acts of cheating.

Depending on the seriousness of the situation, a student may be placed on Academic Probation, suspended, or expelled, at the discretion of the principal in consultation with the teacher.

Book Bags

All book bags should be labeled with the student's name and free of any inappropriate language or graphics. Students are responsible for book bags and personal belongings at all times. Valuables should not be left in book bags. If a valuable item must be brought to school it should follow the same policy as cell phones and be turned into the teacher at the beginning of school.

Graffiti

All penalties relating to the willful defacing of school property or graffiti include restitution and the possibility of expulsion.

Gangs

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

Hallway Behavior

Students who are given permission to leave the room / sent from the room (for restrooms, discipline, etc.) must not waste time loitering. Students must go to and return from their destination in a timely manner.

Littering

All students are required to respect the school and church facility. Littering is unacceptable at any time. Students are to use the trashcans, which are located throughout the campus when discarding items. This includes all food materials and containers during the break and lunch periods. Students may be asked to remain on campus for five minutes after the instructional day if the room is not clean. Students are asked to pick up any trash they see on campus regardless if it is theirs or not.

Lost Articles – Lost and Found

The school is not responsible for personal property lost at school. Students are asked not to bring any personal property to school aside from those items needed for their academic pursuits. Such items are never covered by school insurance. They are subject to confiscation if brought to school. The confiscated

items must be picked up by a parent. The school is not liable for the loss or damage of any of these items. School sweaters, jackets, coats, and lunch containers must be marked with the owner's name and grade. Lost and found articles may be claimed before or after school from the shelves located near the office.

Mixed Parties

Mixed parties involving students of the upper grades, even when they are held at home, are strongly discouraged. Parents are asked to cooperate with this regulation, even though, strictly speaking, the matter of parent-sponsored parties is under parental control and not that of the school. The only exception to this regulation is a school-sponsored party having the approval of the pastor, the principal, and the parents, with supervision by school personnel.

Holy Trinity Parish School does not encourage nor take responsibility for any party that parents may see fit to hold in their home, involving students from Holy Trinity School. The school will **not** take any action concerning behavior and conflicts arising from a party at a home unless the school should become directly involved. The responsibility will be with that of the sponsoring parents.

Public/Outward Displays of Affection

Students may not engage in outward signs of affection. It is not age appropriate nor does it promote the Catholic moral ethic. The private nature of romantic relationships keeps sacred the Sacrament of Matrimony.

Parties

Each class is allowed to celebrate holidays with a party at the teacher's discretion. Student Council activities on certain holidays precludes the need for a class party. (For scheduled activities, consult the annual calendar). If a teacher wishes to celebrate with an Easter party, it will be delayed until after Easter vacation. Classroom parties are organized by the room parents following the directives of the teachers.

Parents may wish to bring a treat/snack to school to help celebrate their child's birthday with the class. This is allowed at the discretion of the teacher. Snacks/treats will be passed out with the permission of the teacher by the parent or student at recess or lunch. If items are brought to school, please ensure that there is enough for every child in the class.

Please note that Holy Trinity School is a **Nut – Free Environment**. This is a friendly reminder regarding the rules established for a "Peanut and Tree-Nut free school." There are a number of children in the school that possess a peanut and tree-nut allergy. Allergic children need not necessarily ingest a peanut or tree-nut in order to suffer an allergic reaction: exposure through inadvertent contact (nose, eyes or mouth) to even a minute amount of the allergic food could be enough to cause a serious reaction. Strict avoidance of peanuts and tree-nuts is the only way of preventing such a reaction.

- No food item containing peanuts or tree-nuts will be allowed into the classroom at any time, regardless of whether the item is for individual consumption or for sharing with the class (ex. Birthdays). Please read all ingredient labels carefully.
- If a student brings a product containing peanuts or tree-nuts into the classroom, the teacher will take possession of the product and return it to the parent or guardian at the end of the day. If the teacher is unable to see the parent or guardian, the product will be brought to the office.

- All food items brought to school to be shared must be store bought and contain a readable list of ingredients. It is strongly suggested that the parent contact the teacher for any children that may have additional allergies (ex. Milk) so that a child will not be left out from the celebration.

Please use discretion in having parties for your child at home. Be extremely sensitive to the feelings of students who are not invited. Exclusion can be a very traumatic experience for children. Invitations may **not** be distributed at school (in the classrooms or the parking lot) unless every child in the class – or all boys/girls in the class are invited. Gifts for friends must be delivered from home to home not via the school. Picking up groups of children from the school grounds at dismissal time and taking them to parties accentuates the exclusion of uninvited individuals and is strongly discouraged. Holding part of the party on school premises is not permitted. Often, children who are not invited feel isolated and rejected, leading to possible playground problems.

Bouquets of flowers, balloons or other gifts may not be delivered to students at school for any occasion.

The school disapproves of limousine service for any and all school parties, dances and sports activities.

Attire at school sponsored activities, including sports games, parties, and dances, must conform to the school dress code.

Harassment, Bullying and Hazing

Holy Trinity School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. This policy shall be communicated clearly to faculty, staff, volunteers, parents/guardians, and students. Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For students in grades K-3, this disciplinary action shall depend on the maturity of the students and the circumstances involved. For students in grades 4 through 8, the disciplinary action may include suspension or dismissal.

HARASSMENT occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- **Verbal harassment**: Derogatory comments and jokes; threatening words spoken to another person.
- **Physical harassment**: Unwanted physical touching, contact, assault, deliberate impending or blocking movements, or any intimidating interference with normal work or movement.
- **Visual harassment**: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures.
- **Sexual harassment**: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

BULLYING is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors,

such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in “cyberbullying”, which occurs when they bully each other using the Internet, mobile phones or other cyber technology. This can include, but is not limited to:

- Sending mean text, e-mail, or instant messages.
- Posting nasty pictures or messages about others in blogs or on Web sites.
- Using someone else's user name to spread rumors or lies about someone.

HAZING is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any pupil or other person.

Responsibilities of the Student

It is the student’s responsibility to:

- Conduct himself or herself in a manner that contributes to a positive school environment.
- Avoid any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing.
- If possible, inform the other person(s) that the behavior is offensive and unwelcome.
- Report all incidents of discrimination, harassment, bullying or hazing to the principal or teacher.
- As appropriate, the students involved may be asked to complete a formal, written complaint, which will be investigated thoroughly and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

Threats

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal will notify the police and the Department of Catholic School immediately. The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately. The student who has made the threat will be suspended until the investigation by the police and school has been completed. The decision to re-admit a student who has made a threat will be made by the principal and pastor on a case-by-case basis. Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

Discipline Philosophy

Discipline is an aspect of moral guidance and not a form of punishment. The purpose of discipline is to provide a school climate conducive to learning and one that promotes character development. Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their classmates towards the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school

hours. Effective discipline is maintained when there is

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

The Holy Trinity School Student Discipline Policy is designed to help each student make responsible choices and to help each student learn from the outcomes of the decisions that he / she makes. The student will learn that he / she:

- Causes his / her own consequences.
- Has more than one alternative behavior in a situation.
- Has the power to choose the correct behavior in any situation.

Students excelling in following the classroom rules will receive a variety of positive incentives as distributed by each classroom teacher.

In extreme circumstances the school may judge that a student can no longer remain at Holy Trinity School because the presence of the student is not a positive force contributing to the good of the student or the good of the school. This decision is made only after fair and impartial procedures have been followed and all other appropriate avenues of correction have been exhausted. In the process of helping the student grow to maturity, the student may be asked to participate in counseling, do work for the school community, or enter a period of evaluation.

In addition to achieving the required academic standards, the awarding of a Holy Trinity School diploma and/or participation in graduation activities and ceremonies is contingent on the student's achieving and maintaining standards of conduct required by the school.

Students make a negative contribution to the school community whenever they break school or classroom rules. To emphasize the importance of making positive contributions to their community, students who break school or classroom rules may be assigned a consequence at the discretion of the supervising staff member, vice-principal, or principal. It is expected that school staff members will experience the clear and positive support of parents at all times, especially at times of disciplinary action. It is expected that students work cooperatively with the administration, teachers, aides, volunteers, and other students while at school and school sponsored events so that all children are allowed the freedom needed to study, learn, pray, and play without unnecessary interference from another.

The following disciplinary actions and measures are forbidden by the Archdiocese of Los Angeles:

- All corporal punishment, including shaking and slapping
- Language that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- Using religious exercises or important class assignments as punitive measures
- Bizarre and unusual punishments
- Withholding or altering rightfully earned academic grades
- Any disciplinary action that isolates a student without proper supervision

Discipline Procedures

Teachers are expected to handle daily classroom management and routine disciplinary issues as they arise. Anything extraordinary will be handled by the principal or vice-principal. When students choose to exhaust classroom consequences or seriously disregard the expectations listed above, they will be sent to the principal or vice-principal for further disciplinary action. Although there may be an incident that is of extreme nature so as to warrant immediate dismissal from the school, the following are the steps of normal administrative disciplinary action:

- Verbal warning to student.
- Notations made on the students' Weekly Behavior Report.
- Detention.
- Parent / Teacher conference or telephone conference
- Parent / Teacher / Principal conference
- Suspension. (In school or out of school)
- Conference with Principal and Pastor.
- Expulsion.

Student Weekly Behavior Reports

Notations regarding the student's behavior, study skills, uniform violations, visits to the office, and other infractions can be written by any faculty member. The report will be issued at the beginning of each week and collected at the end of the week. The notations will be reviewed and recorded, and detention notices will be written out for any student who has accumulated an excess of notations. Automatic detentions will also be noted on the weekly report, simply for the purpose of having a complete record of the student's habits and behavior for the week.

Misconducts result in automatic after-school detentions to be scheduled. Students who receive 3 Infractions will receive an after-school detention. Students who receive 6 Infractions will receive 2 after-school detentions. Any student receiving 7 or more Infractions in a week will be subject to serious disciplinary action.

Dress Code Violations will be noted on the weekly chart. Please see *Dress Code* section of Handbook for guidelines. Repeated violations may result in loss of Free Dress privileges or other disciplinary action.

Study Skills Notations are meant as communications to the student and their parents about incomplete or missing assignments. Incomplete and missing work negatively impacts student preparedness for tests and may ultimately result lower student achievement. A student who receives 3 or more Study Skills notations in a week will receive a detention to be served in Homework Club.

Study Skills Notations

A student's study skills and work habits are critical to their academic growth and progress. Poor habits and weak skills will negatively affect a student's final work habits grade each trimester. Students will receive a notation for the following infractions:

- Incomplete or poor quality work (class work or homework),
- Missing work
- Missing necessary/required supplies

Infractions

A student's behavior directly effects not only their learning environment, but also the learning environment of his or her classmates. Disruptive and inappropriate behavior will not be tolerated and consistent misconduct will negatively affect a student's final behavior grade each trimester. Students will receive one notation for the following infractions:

- Not following classroom, playground, and school rules,
- Talking (including whispering) without permission,
- Passing notes,
- Disrupting class

Detention

Detentions are issued for a variety of reasons, including:

- Serious misconduct*,
- And when an excess of infractions, study skills, or dress code violations have been accumulated by the student on the Weekly Behavior Report.

Serious misconduct may include the following:

- Disobedience,
- Disrespect to another person (name calling, showing unkindness physically or verbally),
- Disrespectful behavior in Church,
- Academic dishonesty,
- Use of foul language/profanity (verbal or written),
- Fighting / Play fighting,
- Tampering with parent / teacher communications,
- Chewing gum

Detention notices are sent home at least 24 hours in advance of the scheduled detention. Notices should be signed by a parent and returned the following day to the teacher. Detention is generally held weekly on Wednesdays and Thursdays from 3:00 – 4:00pm.

Consequences for Multiple Detentions

*All detentions may adversely affect Behavior Grade on Report Card

3rd Detention	Parent /Teacher Conference required
6th Detention	Parent / Teacher / Principal Conference required
8th Detention	Possible Suspension and/or further disciplinary actions

A missed detention will result in 2 detentions being issued.

Although detentions will be totaled each trimester, any student with a cumulative excess of detentions may face further disciplinary action. Students who receive no Notations or Detentions each week will be eligible for a special recess on Monday.

Suspension

Suspension is used for serious cases. While on suspension the student is informed that they are to remain away from the school for a definite number of days. Parents are always informed of a suspension and its reasons prior to the suspension date. A suspended student is responsible for all assignments and projects missed during the suspension period.

Conditions of Suspension

Any of the reasons listed for expulsion where mitigating circumstances exist may be adequate cause for suspension of a student:

- No student shall be suspended from school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation
- Notice of suspension must be given to the parents or guardians by telephone or in a conference
- The principal shall schedule a conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior. The suspended student may be present at the conference
- In no case will a teacher on his or her own authority suspend a student

Expulsion

Reasons for expulsion are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures, cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

Procedure for Expulsion

When the reasons for expulsion are purely disciplinary, i.e., when serious moral reasons are not involved, the following steps must be taken:

- A conference must be held with the parents/guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless there is immediate improvement in behavior. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion.
- If there is no improvement in behavior, the final decision will be announced at a second conference attended by the principal, teacher, and parents/guardians. If the parents fail, without cause, to

attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal.

- In no case will a teacher on his/her own authority expel a student.
- Full credit will be given for all work accomplished by the student up to the moment of expulsion.

Cases Involving Grave Offenses

- In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and the initial parent-principal conference is dispensed with.
- The procedure involving cases of grave offenses should be followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members.
- When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents/guardians.

Time of Expulsion

- An expulsion may be made immediately if the reasons are urgent.
- Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed.
- If an expulsion is to take place during the last trimester of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect.
- If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

Right to Make Exceptions

The principal, in consultation with the pastor, retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

Home Study

Circumstances may arise which dictate that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a remedy for unusual situations and is not considered a suspension. Students may be given tests, *etc.* outside school hours so that grades can be reported. Parents will be supplied with appropriate curriculum materials for home schooling when a child is placed on Home Study.

School Searches

A student's legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student

and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated. Whenever a school principal conducts a search of a student's person or personal effects, an adult witness should be present.

Students do not own their desks or other school property. The student does have some expectation of privacy in his/her desk from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

A student has a greater expectation of privacy concerning his/her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a warrantless search of the student's locker, car or his/her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

Fines

Fines are in addition to any other disciplinary action taken at the discretion of the principal.

Reason for Fine	Fine
Damaged or lost textbook	Cost of book
Falsely pulling a fire alarm/ extinguisher	Cost of item / repair
Vandalism to school, parish, or teacher	Cost of item / repair
Deliberate computer damage	Cost of item / repair

Extra-Curricular Activities

Extracurricular activities, including the interscholastic CYO sports program, are offered to all students of Holy Trinity School. The extra-curricular activities supplement the formal instruction of the students and provide them with an opportunity to grow in leadership, sportsmanship, responsibility, and self-discipline as they discover and develop their gifts and talents. Extra-curricular activities are organized as opportunities for the school community to apply the teachings of the Catholic Church to human relationships. All of the extra-curricular activities seek to develop a sense of social responsibility, decision-making skills, commitment to community, as well as life skills and Christian attitudes. Parents, staff, and students work together to permeate activities and athletics with Gospel values. A student can apply what he has learned at school through various activities and interesting projects sponsored by these groups.

The parents of students representing Holy Trinity School as members of our athletic teams (sports teams and cheerleaders) are ultimately responsible for their athlete's behavior both on and off the court and playing field. Parents should conduct themselves in a manner consistent with our shared Christian values as positive role models for their children by showing respect for game officials and opposing coaches, players, and spectators in a manner that dignifies the game, the sport, and our school. They should make sure that their

athlete is in good health and maintains the required academic and conduct grades. Parents are asked to attend all parent meetings.

All parents, coaches and athletes are expected to help set up/clear away equipment and pickup trash at practices and on game days. Transportation to away games is the responsibility of each parent.

Students may not leave the school grounds after school if enrolled in sports or cheerleading if practice begins immediately after school. They must be dressed for games/practices and sitting at the lunch tables where their coach will meet them. If the school activity does not start until later, the student must go home with his/her parent or check in at Homework Club / Extended Day Care. When sports/cheerleading practice or game is held at school, those students not picked up by their parents at the specified times will be placed in Homework Club or the Extended Day Care program and parents will be charged accordingly.

Academic Eligibility

Because we believe in the primary importance of students achieving and maintaining academic excellence, students who wish to be members of an extra-curricular activity conducted under school sponsorship (including athletics, cheer, student council, academic decathlon, school play, talent show, etc.) must maintain:

- An average of 70% or better when **all** of their classes are averaged together
- No "Fs" (including work habits and behavior)
- **And** a behavior average of "S" or better

The inability to maintain these minimum standards may result in disqualification (ineligibility) for all extra-curricular activities. Our intent is to assist students who are struggling by providing them with additional study time to focus on their academic grades. If a student possesses an IEP or Contract because of a diagnosed learning disability, the student will be held to the academic standards of those agreements, and must maintain both effort and behavior grades of "S" or higher. Our primary concern must always be for the overall, long-term welfare of the student.

Grades will be checked at Report Card time and once during each trimester for Progress Reports. If at these times, the student's average drops below the required level, the student will be suspended from extracurricular activities until the next Progress Report or Report Card (whichever comes first). The principal will provide the teachers, moderators, and coaches with a list of students who are ineligible for that period. Students will likewise receive notification if they are ineligible for activities.

Students who knowingly and willfully choose to violate this rule or who choose to ignore the terms of their probation will be suspended from all extracurricular activities for a period of two to eight weeks, to be determined by the principal based on the severity and circumstances of the violation. Any coach, moderator, or teacher, who knowingly and willfully violates this rule by allowing a student listed to participate during their probationary period, will be subject to disciplinary action from the school. The principal remains the final authority with regard to any eligibility dispute.

A student **must** be in school the day of an event in order to participate in either practice or a game.

Extracurricular Activities Offered

Extracurricular clubs and activities are offered based on student interest and participation. Each year the school evaluates the number of students eligible and interested in participating as well as the availability

of moderators and coaches.

- **Clubs** - Various clubs and organizations exist on campus to promote student involvement on campus and to develop leadership, pride and responsibility. In order to belong to a club or organizations, students must meet certain academic and behavioral standards as set forth by the moderator.
- **Student Leadership** - Holy Trinity School has an active Student Leadership Team that encourages student involvement and school spirit through a variety of activities and events.
- **Yearbook** - Holy Trinity School sponsors the publication of a Student Yearbook. The sale of the yearbook is on a pre-publication order basis. The Yearbook will be available before the school year ends.
- **Athletic Program** - Our sports program is under the sponsorship of the Catholic Youth Organization and takes place after school hours. CYO sports include flag football, volleyball, basketball, softball, track, bowling, and soccer.
- **Academic Decathlon** – Academic Decathlon is open to students in grades 5 – 8. The team competes annually in the Archdiocesan Regional competition each March.

Athletic Eligibility – In addition to the academic eligibility requirements,

- The athlete must be a student at Holy Trinity School
- The athlete must turn in a completed Parent Consent and Medical Release Form. The athlete will not be allowed to participate in the sports program unless these forms are turned in and on file with the office.
- No athlete may quit a team without a written notice from the parents to the coach, stating the reasons for the withdrawal.
- No one is guaranteed a position on a team because of past participation.

Athletic Fees

Athletic fees are determined by the total costs per season divided by the number of student athletes on the team. Fees are determined at the beginning of each season. Athletes may be required to purchase uniform/practice attire. Some athletic uniforms are the property of the school and are loaned to students for the athletic seasons. Jerseys/uniforms cannot be issued and students may not be allowed to play in any game until all athletic fees have been paid in full.

Coaches

Coaches are selected from volunteers in the parent and faculty community. All persons interested in coaching must submit a request to the principal. Coaches must be approved by the principal and must agree to abide by the guidelines and Code of Christian Conduct. All coaches must complete the mandatory *Protecting God's Children* class and be fingerprinted for a criminal background check as well as meet all guidelines put forth by CYO.

Qualified coaches create a positive atmosphere where athletic skills are taught and Christian moral values and attitudes are modeled. They are required to know and adhere to school policies as stated in the school handbook, as well as the sports' and cheerleading CYO requirements as outlined in the CYO handbook. Coaches must have a solid understanding of the rules and regulations of the sport they are coaching and help the athletes on his/her team to see the relevance of a Christian value system in their sports activities. They too are asked to show respect for game officials and opponents while conducting themselves in a manner that dignifies the game, the sport and our school.

Communication and Conflict Resolution

Any questions or conflicts regarding extracurricular activities or guidelines in this document should be addressed to the coach. If the coach is not able to address the problem to the satisfaction of the parties involved, a conference may be requested with the principal.

Annual Awards

Awards are an integral part of the celebration of extracurricular activities. As such, coaches are invited to participate in the planning, organization, and celebration of awards and celebrations for their teams following guidelines and budget constraints set forth by the school administration annually. It is the school's intention to celebrate the students and their accomplishments, giving each participant their moment to "shine" in their accomplishments. Pep rallies are held seasonally to boost Husky Team Spirit. The school holds an annual Sports awards night for students.

Health and Emergency Management

Each student shall have an Emergency Card that is complete, current, and readily available to the school. The student's parent or guardian is required to inform the school when there are changes to a home, cell or work phone number or address, the names of persons to notify in case of an emergency, or to any medication prescription for a student. The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency.

In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date. When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted. Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury. No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. See *Medication Authorization and Permission Form*.

Immunizations and Examinations

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

All directives regarding immunization, issued annually by the State of California, shall be implemented. No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California. In addition, Hepatitis B immunization is required for students entering preschool and kindergarten. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. A TDaP booster is required for all 7th grade students.

All students entering the school must present certification that is signed by their physician stating they have had a physical examination. Failure to provide the requested verification of immunization and physical tests will prevent the child from being admitted to school. All students entering the seventh

grade must have the Hepatitis B series immunization. Please contact the school nurse for information.

Health Records

Every school must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

Allergies

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

Communicable Diseases

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children – Education Code, Section 49403(a). A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school.

Student Health

Communicable diseases and conditions should be reported to the school. As example, please report chicken pox, head lice, measles, mumps, skin and eye infections, etc. If there is any possibility that a child has been exposed to a communicable disease, please check with your doctor before sending your child to school. In case of absence due to communicable disease, a release slip from the family physician or Health Department is required before a student is readmitted into school.

We urge all parents not to send children to school if they are sick. When a child has been ill, please do not send him/her back to school until his/her temperature has been normal (98.6F/37C) for a twenty-four hour period. The following information is offered as guidance, your cooperation will help to make this a healthy year for students and faculty.

- **Flu** – Children should **stay home** if they have the flu and not return until 48 hours after the fever subsides. Flu related fevers may cease and then return after a day.
- **Non-Flu Related Fevers** – If your child has a fever, he/she should **not come to school**. A child should remain home for 24 hours after the fever has subsided.
- **Cold and Cough** – The sneezing and coughing that accompany a cold spread the cold quickly. A low-grade fever may accompany the cold. **Keep your child home!**
- **Rash** - Physicians must be consulted in case of a rash. Upon returning to school, your child must have a **doctor's note** that the rash is not contagious. The only exception is eczema.
- **Vomiting/Diarrhea** – If a child has exhibited these symptoms during the preceding 24 hours, the **child should stay home**.
- **Chicken Pox** – From the onset of symptoms until all lesions have dried, **a student needs to stay at home**.
- **Conjunctivitis (pink eye)** - Since conjunctivitis is contagious, children **must stay home** until the discharge has ceased and the eye is no longer pink. In the case of allergic conjunctivitis, a doctor's note is required.
- **Strep** – Children may **not return to school** until 24 hours after the first dose of medication.

Health Care

Students may never go to the office during class time, recess, or lunch without proper authorization from

a teacher, the principal or the adult on yard duty. Only simple first aid can be administered at school.

If a student becomes ill during the day, the student is sent to the office. The parents and/or the authorized emergency contact persons are notified. If it is necessary to remove the child from school, the parent or the authorized emergency contact person must sign the student out for the remainder of the day. Students may be kept in the Health Room only one-half (1/2) hour before they are either sent back to class or picked up by parent or authorized emergency contact person.

Parents are always notified if a student sustains a head injury and are asked to have the student checked out. In case of an accident, paramedics will be called where there is excessive bleeding, the student's heart stops or the student stops breathing. Otherwise, the parent will be called to take the student for treatment. Staff members are not permitted to transport a student for treatment after an accident. (L.A. Archdiocese Handbook, Health and Safety, Page 5)

Medical Appointments

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

Medication:

The school will not furnish medications. All medications administered at school shall be provided by parents.

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See *Medication Authorization and Permission Form*.
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications
- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the *Diabetic Consent Form* and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above. School employees may not administer injections to diabetic children except in emergencies.

No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

Emergency Information

An emergency sheet must be completed for each child at the opening of the school year. If any changes of address or phone number occur during the school year, please notify the office immediately in writing. If a child collapses to the ground a first aid certified staff member or teacher is called to

immediately attend to the student, administering first aid as needed. If the injuries or condition of the student appears to be serious, 911 is called and the student's parents are notified.

In case of illness or accident, the school will contact the parent's home or work by telephone and follow the request of the parent. It is understood that enrollment at Holy Trinity confers upon the school the obligation to select emergency care providers in the event we are unable to reach parents and that no liability would attach to such a decision in the event that the parents could not be reached.

Counseling Policy

The mission and purpose of the school is education. Schools do not assume the responsibilities proper to the family and to society. Schools may not assume the responsibility for psychological counseling or therapy because they are not qualified or licensed to provide such counseling or therapy.

Schools may engage in the following activities in addition to providing classroom instruction:

- Provide advice regarding academic subjects and student progress in school;
- Give limited guidance to students who present with non-academic personal issues or situations;
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professional for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities;
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related to academic learning problems, or psychological counseling services for the school. Prior to entering into such a contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly qualified. The school may refer a student for specific or additional testing, as appropriate, generally at the parent/guardian's expense.

In cases of actual or suspected child abuse or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims' Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

Insurance

The student insurance program is provided for all full time students in Archdiocesan schools. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

When there is an injury, the supervising adult must complete a written injury report form in the front office with all pertinent details of time, date, situation and nature of the injury as soon as possible.

All students who participate in the school approved extracurricular activities program must have a completed Parent Consent and Liability Release Form on file in the office.

Hygiene

Each student must be properly groomed each day. When a student is old enough, deodorant should be worn daily.

Lunch

Nutrition has a significant impact on student performance and behavior. Students are to bring their lunch to school marked with their name and grade. All students are expected to eat their lunches at school. Please provide necessary plastic eating utensils (plastic spoons/forks). NO knives of any kind. The school microwave and refrigerator are not for student use. Snacks are available for purchase daily.

Earthquake/Disaster Emergency Plan

The fire department requires that every school conduct regularly scheduled fire and earthquake drills. Everyone on campus participates in fire, earthquake, and emergency drills throughout the year. Evacuation and shelter in place plans are discussed with the students.

In the event of a serious earthquake or some other type of disaster during school hours, please do not telephone the school. Lines must be kept open for emergency use. School gates will be closed to keep all non-essential persons outside the school grounds. During the initial evacuation of the building, students will assemble with their appropriate class on the playground. All students will be under the care and supervision of school staff until they are picked-up.

According to State law, the student will be released only to a parent/guardian or other specifically designated person. Please be sure your child knows the person you have designated and such is on record at the school.

Emergency Dismissal may be made at any time by the principal or pastor. The school's emergency telephone system will be activated and you will be notified by phone, text, and/email (as indicated by your enrollment card at the beginning of the school year)

In case of any disaster, such as an earthquake, the out-of-state phone number for family and school contacts is The Provincial for the Order of Augustinian Recollects (the order that staffs Cristo Rey Parish, Atwater) – (973) 731 - 0616.

Briefly, instructions for parents are

- ✓ Remain calm
- ✓ Do not telephone the school
- ✓ Tune in your radio to the emergency broadcast station
- ✓ When picking up your child/children, report to the adult in charge upon arrival at school in order to properly check out your child/children

If an emergency occurs outside school hours, please listen to your local radio station (AM KNX 1070) and TV news (Channel 9) for instructions on school closure. As a general rule, Holy Trinity School will follow the same procedures as that designated for the public schools in the Los Angeles Unified School District.

Notification of Asbestos Management Plan Availability

Pursuant to Title 40 CFR, Part 763, Subpart E (AHERA), the local education agency is required to inform you that

- ❖ A copy of this school's AHERA Management Plan is available for your inspection in the school office and the Archdiocese of Los Angeles.
- ❖ This Management Plan contains information regarding inspections, re-inspections and surveillance activities that are planned or in progress.

Should you wish to review the AHERA Management Plan, please contact the school office to arrange for the opportunity to do so. An application (Form ACC-1) will be sent to you to document your request. Application review and report preparation will require a maximum of five (5) working days.

Parent Organizations

It is expected that each Catholic elementary school will establish a Parent Teacher Organization and a Consultative School Board. Both groups exist to support the school and are critical to the school's viability, but they have very different functions.

If the school has a parent, parent-teacher organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the pastor and/or the principal as the case may be.

Parent Organizations

The main functions of the Parent Organization are to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the parent teacher organization shall include the pastor, the principal, the parents or legal guardians, and the faculty of the school.

Consultative School Boards

The general responsibilities of the Consultative School Board are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the board's goals and activities. The membership of the Consultative School Board should include the pastor, principal, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

PTO

Holy Trinity School has an active PTO that meets to plan fundraisers and community builders and to increase communication between home and school. Currently meetings take place via zoom as scheduled on the master calendar.

Room Parents

Each class also has room parents who work with the teacher on various classroom co-curricular activities including celebrations and field trips as well as school wide fundraisers and activities.

Consultative School Board

As part of its five-year plan for continuous school improvement, Holy Trinity School is in the early stages of studying the feasibility of a Consultative School Board following the Archdiocesan model to focus on issues of development and strategic planning.

Archdiocesan Policies

The following policies are implemented by the Archdiocese of Los Angeles Department of Catholic Schools. They cover a variety of sensitive issues. While we would normally never expect to encounter such problems at Holy Trinity's, the Archdiocese now mandates that these statements appear in every school handbook.

Child Abuse Reporting Responsibilities

In accord with Archdiocesan policy and California law, school staff is obligated under penalty of fine and imprisonment to report the "reasonable suspicion" of physical abuse, corporal punishment, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse or sexual exploitation. The California Penal Code requires that any employee of the school who knows or reasonably suspects that a child has been a victim of child abuse or neglect must report the incident immediately to the Child Protective Services agency. Any person mandated by the Penal Code who fails to report in an instance of child abuse or neglect that he/she knows or reasonably should have known to exist, is guilty of a misdemeanor punishable by the revocation of the teaching credential, imprisonment in the county jail, and fine.

In this very serious and legally narrow area, the school will not contact parents in advance of making a report to legal authorities (contrary to the procedure followed in most other legal matters). The clear intent of the law, based on the seriousness of the items listed above, is to mandate that a report of "reasonable suspicion of abuse" be made. School staff will make such reports in the best interest of the child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

Sexual Misconduct Policy

A ministerial relationship is one in which a person is receiving pastoral care from a church leader. Whenever a person begins a relationship with any person in his or her capacity as a church official or leader, a ministerial relationship is created.

This applies to:

- Clergy (bishops, priests, and deacons)
- Members of religious communities (priests, brothers, sisters)
- Lay ministers, lay pastoral associates, youth ministers, and liturgical ministers
- Spiritual directors and pastoral counselors
- School personnel
- Seminary faculty, staff, and administrators
- Religious education teachers, church camp counselors, choir directors, etc.

Sexual misconduct is a general term that includes sexual harassment, sexual exploitation, and sexual abuse.

While ministry is never about sexual contact, sexualized contact or sexualized behavior may arise within a ministerial relationship. In our Catholic faith, this is never acceptable in a pastoral relationship with a parishioner, employee, students, spiritual director, counseling client, or anyone who has sought the church's ministry.

Sexual harassment is unwanted sexualized conduct or language between co-workers in the church setting. Although difficult to define precisely, sexual harassment may include but is not limited to the following:

- Making unsolicited sexual advances and propositions.
- Using sexually degrading words to describe an individual or an individual's body.
- Telling inappropriate or sexually related jokes.
- Retaliating against the co-worker who refuses sexual advances.
- Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorably assigned duties or shifts, recommendations, etc. in exchange for sexual favors.

Sexual exploitation is the sexual contact between a church leader and a person who is receiving pastoral care from the church leader. Sexual abuse is sexual contact between a church leader and a minor or a "vulnerable adult" as defined by law.

Either sexual exploitation or sexual abuse can include physical contact from the church leader such as:

- Sexual touch or other intrusive touching (i.e., tickling, wrestling, or other physical contact) that causes uneasiness or discomfort in the one touched.
- An inappropriate gift (such as lingerie).
- A prolonged hug when a brief hug is customary behavior.
- Kissing on the lips when a kiss on the cheek would be appropriate.
- Showing sexually suggestive objects or pornography.
- Sexual intercourse, anal or oral sex.

Sexual exploitation or sexual abuse can also include verbal behavior such as:

- Innuendo or sexual talk.
- Suggestive comments.
- Tales of sexual exploits, experience, or conflicts.
- Making sexual propositions.

It is a common dynamic in ministry for some to feel attracted to those in church leadership positions, or to feel flattered by his or her attention. This never excuses any form of sexual misconduct. Clergy or other church leaders who engage in any form of sexual misconduct are violating the ministerial relationship, misusing their authority and power, and are taking advantage of the vulnerability of those who are seeking spiritual guidance.

Because of the respect and even reverence with which many people seek help from the Church's ministers, there is an imbalance of power and hence a vulnerability inherent in the ministerial relationship. In these circumstances there is an absence of meaningful consent to any sexual activity, even if the person is an adult. This imbalance of power makes it never okay. It is the responsibility of the Church leader to maintain appropriate emotional and sexual boundaries with those with whom they work or serve.

Victims of ministerial sexual misconduct frequently feel deep shame or self-condemnation. They may fear not being believed or fear being blamed by church officials or members. Many times they may not even

realize that the way they were treated was abusive. Sadly, victims can experience a crisis of faith and even leave the Church altogether.

The Archdiocese treats all complaints of sexual misconduct seriously and deals with such allegations in a prompt, confidential, and thorough manner with compassion and consideration for all those involved.

- A complaint against an Archdiocesan priest or deacon, Catholic school personnel, or other Archdiocesan employee may be initiated in writing or by telephoning the Assistance Ministry Coordinator at (800) 355-2545.
- Complaints against religious order priests or women religious are made to their own religious superior. The Archdiocesan Assistance Ministry Coordinator is able to assist directing such a complaint to the proper authority.
- Complaints against parish employees or volunteers may be directed to the pastor or associate pastor of the parish in question.

When a member of the clergy is accused, a team (including the Assistance Ministry Coordinator, the Vicar for the Clergy, and a special fact-finder known as an Auditor) responds promptly to the complaint. In dealing with these, the Archdiocese will:

- Make every effort to act in a way that protects people from being harmed, including relieving an accused priest or deacon from ministerial duties if there is sufficient evidence to support the allegations.
- Comply with all civil reporting mandates governing sexual abuse.
- Strive impartially to determine the facts and circumstances as accurately as possible.
- Offer victims and their families assistance in obtaining psychological counseling and spiritual direction.
- Deal as openly as possible with members of the parish community while respecting the privacy of the individuals involved and in accordance with Church law governing such situations.

Every effort is made to assure that all persons ministering in the Archdiocese are aware of and will abide by the policies prohibiting sexual harassment, exploitation or abuse, and of the procedures for dealing with incidents of sexual misconduct.

School personnel are screened for their ability to work safely with children, are provided information to help recognize and deal with issues of child sexual abuse, and are offered guidance and instruction on appropriate professional conduct with students.

All seminarians and candidates for the diaconate go through an extensive evaluation and psychological assessment before entering formation. After ordination, priests and deacons receive ongoing training on maintaining the integrity of the ministerial relationship.

Every person has the right to be respected and treated with dignity befitting a child of God. Every person has the right to having appropriate boundaries respected. Every person has the right to challenge any behavior or comment that is offensive or inappropriate. It is the responsibility of everyone to protect the safety of children, families, women and men, and to promote healing where there is injury with firm justice and mercy toward all.

Megan's Law Policy

Effective January 1, 2005, the public has had access to the names and addresses of registered sex offenders via the Megan's Law website: <http://MegansLaw.ca.gov>. This website contains an excellent summary of Megan's Law and its implications for schools.

As stated on the website, any one individual guilty of sexual misconduct with a child under the age of 18 is prohibited from working, as an employee or volunteer, with minors directly and in an unaccompanied setting where they have more than incidental contact or have supervisory or disciplinary power over a child. All registered sex offenders who may be volunteer s or employees in the above settings are required by law to disclose to the school that they are registered sex offenders. Failure to do so is a violation of the law.

Under the Archdiocese's Zero Tolerance Policy, announced by Cardinal Mahony in 2002, any person guilty of sexual misconduct with a minor may not have any assignment in any ministry in the Archdiocese and may not actively volunteer in a situation that places the person in an unaccompanied setting where they have more that incidental contact or have supervisory or disciplinary power over children.

If the school has any parents who are listed as sex offenders on the Megan's Law site, the school will meet with the person to sign a letter of agreement regarding the limitations on their involvement within the school setting. The faculty will be informed of these limitations and of any persons who are listed as offenders and have agreed to the terms of the letter.

The letter of agreement stipulates that the person cannot hold any position related to the school that puts him/her in contact with children other than their own son/daughter. With regard to service hours, the parent may not volunteer in a situation that places him/her in an unaccompanied setting where he/she would have more than incidental contact with children or have supervisory or disciplinary power over children (e.g. as a coach, yard duty supervisor, field trip chaperone, etc.). The person may not be on campus or on parish grounds unless accompanied by another adult. While on campus the person may only use the restroom facilities located in the office.

HIV/AIDS Infection Policy

The Archdiocese of Los Angeles reserves the right to revise the following guidelines at any time for any reason including developing medical knowledge, changing legislation and law.

HIV/AIDS is not spread by casual, everyday contact; therefore, barring special circumstances, persons infected with HIV/AIDS may be employed in Catholic schools. Usually, these employees are entitled to all rights and services accorded to other employees. Their situation will be responded to as their circumstances require. Decisions regarding these employees must take into account Christian concern and compassion, community health and well-being, and individual privacy and needs.

The schools will undertake an educational effort to inform staff, students and parents about serious communicable diseases in general and acquired immune deficiency syndrome (AIDS), in particular.

The California Fair Employment and Housing Act (FERA) prohibits employers from discriminating on the basis of physical handicap or medical condition (Cal. Govt. Code 12940 a). The Fair Employment Housing Commission has held that AIDS constitutes a physical handicap within the meaning of FERA. The Superintendent of Schools must be consulted before any decision is made to terminate a school employee with HIV/AIDS.

Should any school employee be diagnosed with HIV/AIDS, the employee should inform the principal, as he/she should in the case of any other serious communicable disease. The employee should also keep the principal informed about the progress of treatment.

Subject to the requirements of the law and Archdiocesan guidelines, the school will keep in strict confidence all information it receives from any source regarding those employees that may be informed of the infection. The principal must keep all medical information, notes and documentation of telephone conversations, proceedings, and meetings in a locked file. Infected employees should be advised that this file relating to their illness is being kept separately from their other records. Access to this file will be granted only to those persons who have the written consent of the infected employee. To further protect confidentiality, names will not be used in documents except where they are essential.

Any person who willfully or negligently discloses the results of an HIV test and thereby causes economic, bodily, or psychological harm to an affected employee is guilty of a misdemeanor and can be imprisoned and/or fined up to \$10,000 for each disclosure. Current law further provides for a civil penalty of up to \$5,000 for each willful disclosure of a person's test results and \$1,000 for each negligent disclosure (Chapter 1.11 of the California Health and Safety Code). Any violation of confidentiality by a school employee will be referred to a special committee composed of the principal, the pastor, the regional supervisor and the Superintendent of Schools.

Any school employee who learns of a breach of confidentiality must immediately report that information to the principal and, in turn, maintain confidentiality.

It is the position of the Archdiocese that any person, whether or not employed by the Archdiocese, who in any way breaches confidentiality by disclosing the name of an HIV infected employee shall be liable as an individual for this breach and individually responsible for any penalties that may be levied. The school will not provide any defense or liability coverage for any acts that contravene the confidentiality laws mandated by the State of California.

Student Pregnancy

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support

to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

Abortion

The teaching of the Catholic Church is clear regarding the inviolable right to life of all human beings, the reverence and respect owed to each person including those conceived and not yet born, and the morally indefensible procurement of abortion.

Abortion, which disregards innocent human life, is incompatible with and contradictory to the fundamental teachings of the Church, the mission of the Catholic school, and the values that ought to permeate Catholic education.

Catholic teaching does not accept that anyone may justifiably arrange for or procure an abortion for oneself or for another person, be forced or pressured into having an abortion, or influence or coerce another person to have an abortion. Moreover, given the already existing network prenatal programs and pregnancy counseling available in the Archdiocese of Los Angeles, there is no acceptable reason why any student should be coerced into having an abortion.

Therefore, the involvement of any student in procuring or assisting in the procurement of an abortion is cause for such student to be immediately dismissed from the school. Furthermore, if any student's parent/guardian coerces and/or assists in the procurement of an abortion for his or her daughter or any other student, that parent/guardian's son or daughter may also be dismissed.

In accord with this policy, each situation regarding abortion will be handled on an individual basis, applying the following procedural guidelines:

- If it becomes known to any member of the school community that a student is contemplating or planning an abortion, that member of the school community is to advise the student to contact the principal for the purpose of facilitating pregnancy counseling. All reasonable encouragement should be given to the student to save the life of her unborn child. In all circumstances, the mother of the unborn child is to be treated with compassion and respect.
- If the student proceeds with the abortion or if a student makes known that she has undergone an abortion, or that he or she has assisted in procuring an abortion, the administrator, teacher, or counselor to whom this fact is made known is to contact the principal immediately who will contact the Department of Catholic Schools for guidance in handling the situation.

Research Projects and Rights of Parents

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher.

Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

Interview of Students by Police Officers

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not

liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached
- By properly identified representatives of a Child Protective Agency when taking a child into custody

Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.

Interview of a Student During School Hours by a Police Officer

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law. Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts In the case of the release of the student to the officer, the reason for such an action
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.

Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student’s parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

Informing the Parent or Guardian When a Student Has Been Removed from School by a Police Officer

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the school principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency’s duty to notify the parent or guardian.

Use and Possession of Alcohol and Controlled Substances

State and federal law prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription. The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually. Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students. If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

Procedures in the Case of Suspected Possession or Use

In cases of suspected use of alcohol or controlled substances on campus, school administrators should follow certain procedures. They should:

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other locations on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card
- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation
- In cases where sale or possession is verified, school administrators follow these procedures:
- Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
- Consult with police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner

Conclusion

We, the pastor, administration, faculty, and staff of Holy Trinity School, welcome you to our school community, which is firmly committed to providing a quality Catholic education for your child. The success of our school community demands the commitment and dedication of the administration, staff, and parents to the philosophy and goals of the school. Thus, we ask you to read the following Agreement and to sign it as an indication of your acceptance of your obligations to the school community.

1. We understand the school is a Catholic, parochial school under the jurisdiction of the Archdiocese of Los Angeles. We accept therefore:
 - a. That the pastor of the parish is the ex-officio chief administrative officer of the school who carries out Archdiocesan policy, determines policies appropriate to the needs of the school.
 - b. That the principal is responsible for the immediate direction and supervision of the school program.

2. We understand that certain responsibilities require our continuous support if the school is to achieve its goals. We agree, therefore,
 - a. To participate at Mass at least weekly and to regularly participate in the sacraments and

parish activities so that our children may have a sense of the importance of their faith commitment and community in their lives.

- b. To participate in the religion program, sacramental preparation program, and related activities in order to make the teaching of religion a reality in the lives of our children.
 - c. To encourage our children to learn by providing the environment, space, and time suitable for home study.
 - d. To abide by all school and Archdiocesan policies and regulations and to positively accept all disciplinary actions for non-compliance with these policies and regulations.
 - e. To communicate respectfully with all school personnel at all times and to communicate to our child(ren) our positive support of school personnel and policies.
 - f. To promptly complete and return all forms and records necessary to comply with school, Archdiocesan, and state regulations.
 - g. To attend all General Parent Meetings which occur during the school year and to respond to all requests for conference time.
 - h. To abide by the Archdiocesan *Code of Christian Conduct Covering Students and Parents/Guardians*.
 - i. To abide by all school policies as stated in the *Family Handbook*.
3. We understand that tuition and fees cover only a part of the total costs of providing education at Holy Trinity School. We agree, therefore,
- a. To make regular and prompt payment of all tuition and fees by the 10th of each month.
 - b. To assist the fundraising efforts of the school by assuming the following responsibilities:
 1. Fulfill all of the fundraising requirements as outlined in my annual Tuition Family Contract
 2. Fundraise in an amount that generates the required profit for the school annually. (For families receiving financial assistance)
 3. To devote a minimum of 36 service hours to the school annually.
 - c. To abide by the decision of the pastor should our circumstances lead us to request exemption from all or part of our obligations.

Code of Christian Conduct Covering Students and Parents/Guardians

The Archdiocese deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools *are* different. All schools in the Archdiocese are intended to be environments that educate, nurture and support students according to the basic Christian principles of charity and love of neighbor. Everyone involved in the development of children and youth – teachers, administrators, parents, family and friends – is required to behave in accordance with these principles.

Our Christian principles provide that:

- Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
- Students and parents or guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive.

- Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.
- Conduct that materially disrupts class work or extracurricular activities or that involves substantial disorder will not be tolerated.

These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school- sponsored programs and events (*e.g.*, extended care, athletics, field trips, *etc.*). The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning. The action may include removal of a family and its students from the school.

Acceptance:

We understand that we will be asked to withdraw our child(ren) from the school if we fail to fulfill our responsibilities under this Agreement. Our signatures on the parent contract indicate our intention to fulfill all of our obligations according to this Agreement. This handbook and parent contract will serve as the governing body of rules and procedures for Holy Trinity Parish School. Your signature on the enclosed form indicates your agreement to be governed by the rules and procedures stated herein.