

Holy Trinity School

Forming Saints and Scholars



Graduation 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

Graduation Policies and Procedures 2023 - 2024

CONGRATULATIONS! You are almost there! Parents – you have worked hard to get to this point with your child. We pray that this last year is filled with much joy and many blessings for you. Students – you still need to finish this race. There is much to do as we conclude your final year here at HTS – many things to learn, many activities to enjoy. Work hard to fulfill all of your obligations and we know that this will be an amazing year for you.

Academic Requirements for Graduation

1. The policy of Holy Trinity School is that an eighth grade student can graduate if and only if he/she has a passing average in **every** subject.
2. Students with a failing average in one subject may, at the discretion of the principal with the recommendation of the teacher, be allowed to participate in graduation but will not be awarded a diploma until the necessary credits have been made up in summer school. Any credit that needs to be made up will need to be made up immediately before beginning at another school. Once the student has made up the failing grade and it has been verified, only then will a diploma of graduation be issued from Holy Trinity School.
3. Each eighth grade student is responsible for turning in projects, daily homework and class work on time as assigned by the teachers. It is imperative that each student turn in work on time so as to not jeopardize their grade. Take home assignments and projects are counted as a major part of the grade and so students are responsible for knowing the weight of the grade and being accountable for these assignments.
4. Missing / Make-up work is the responsibility of the student. In the case of a serious illness or circumstance, arrangements will be made for absentee work with the approval of the principal.
5. It is crucial that students realize that high schools require academic transcripts from the junior high in order for enrollment. No admissions decision (including Early Admissions Decisions) is final until all transcripts have been received from HTS.

Conduct Policies for Graduation

1. Graduation from Holy Trinity School is contingent on students achieving standards of conduct required from the school. Any student who violates the code of conduct required by the school will place themselves in danger of not graduating and not participating in the graduation ceremonies. Participation in the graduation exercises is a **privilege** for those who have maintained the conduct code of Holy Trinity School.
2. All detention hours must be served before graduation activities begin. Failure to show up for detention will risk participation in graduation activities.

Financial Policies for Graduation

Payment of tuition and payment of fees and fines are required by May 19th by those who have met the academic requirements and conduct requirements so that arrangements may be made and the graduation ceremonies may be planned.

1. **All** tuition and fees for graduation must be paid by **Friday, May 17, 2024**, and all accounts must have a **ZERO** balance in order to participate in the **graduation ceremonies and end of year activities**. Any payment made after May 20th must be paid in cash or money order unless prior arrangements have been made with the office.
2. Eighth grade parents must complete their service hours or pay the amount billed by **May 17, 2024**.
3. The 8th grade graduation fee is used to cover the following expenses –
Class shirt and sweatshirt, Cap and Gown, Retreat (facility, facilitator, snacks, lunch), Disneyland (ticket and transportation), Flowers (graduation and May Crowning), Cantor and Accompanist (for Baccalaureate and Graduation), Programs (for Baccalaureate and Graduation), Graduation Awards, Promotion Photo (additional photos may be purchased by the family – not included in fee), Diploma and Diploma Covers, and Graduation reception.

VERY IMPORTANT: If you need to set up a payment plan to address your balance, please contact Mrs. Torres before Easter break. PLEASE do NOT wait until May or June. Students must have financial clearance from the office before they will be issued their cap/gown and before they will be allowed to participate in any graduation activities including the retreat and the Disneyland trip. Failure to fulfill all of the terms of the plan and pay the entire balance before May 17th will result in diplomas and report cards being withheld.

End of Year Policies

1. Parents are asked to follow the Archdiocesan policy regarding parties during the academic year and closer to graduation. The focus at this time should be academics to finish a student's career at Holy Trinity School. Often times parties cause a distraction and are a cause for unnecessary chaos at the school site.
2. Holy Trinity School also requests that parents avoid a family graduation party until the day of graduation.
3. Parents may not make arrangements for a limousine to pick up any student from the school at any time.
4. Both the Graduation Baccalaureate Mass and the Graduation Commencement are held in our Church and appropriate behavior for this environment is expected.
 - Appropriate applause is welcome however guests should refrain from any yelling, shouting, cheering, or making other noise inappropriate to the setting.
 - No balloons are allowed in the Church.
 - No signs, banners, or posters
 - Please make sure that all guests understand the behavior that is expected in the Church

VERY IMPORTANT: I cannot over emphasize the importance of appropriate behavior and setting the tone for this beautiful Mass and celebration. Thank you for helping to ensure that students and guests understand this as well.

Dress Code for Year End Activities / Graduation 2024

Ladies:

- The graduation academic robe is measured approximately 7" from the ankle. We ask that ladies **do not** wear a heel on their shoe higher than 2 ½"
- All shoes must be **white** and must have a strap. Absolutely no backless shoes of any kind.
- The graduation gown is white. Ladies should wear a light (white or cream) colored dress that will **not** show through the gown. No black or dark colored dresses or dresses with patterns.
- No low-cut, backless, off shoulder, bare shoulder, or spaghetti strap style dresses will be allowed.
- The dress cannot be longer than the gown. Please check the dress ahead of time with the gown to make sure you are adhering to this policy.
- Light, age-appropriate make-up is acceptable.
- Dress for May Crowning and Awards also follow the same guidelines. May Crowning dresses may be no shorter than 2" above the knee.
- No prom type dresses, or "formals." "Dressy dress" – "Sunday Best" is the code for these events.
- If you are uncertain about an outfit, please bring it (or a picture of it) to Ms. Lloyd or Ms. Bowman ahead of time for approval.

Gentlemen:

- Black or dark colored slacks
- White or light solid colored dress shirt
- A dark tie
- Black socks
- Dark belt
- Dress shoes should be black or brown. No tennis shoes or casual walking shoes allowed.
- Guidelines regarding hair will be enforced.
- These guidelines are the same for May Crowning and Awards Ceremony

ALL STUDENTS:

- Only pins and medals awarded by the school may be worn on the graduation gown
- No leis or corsages may be worn into Mass/graduation.
- Caps and gowns may **not** be altered, personalized, or painted in any way.

VERY IMPORTANT: Students who do not adhere to ALL of these guidelines WILL NOT be allowed to "walk" in graduation Mass or commencement. Make sure you read all guidelines carefully and abide by them. Failure to do so will result in forfeiture of this important privilege.

CLASS of 2024– GRADUATION EVENTS PLANNING CALENDAR

Stations of the Cross

Students will be presenting this beautiful prayer service on **Holy Wednesday, March 27th** in the Church.

May Crowning

It was because of the positive response of Mary to God, Jesus entered into this world. The faith and love of Mary for Jesus is seen in her presence at the foot of the cross. Mary was a woman of faith and courage who did not escape the experiences of her life and love. It was Mary's choice to love and faithfully serve God. Mary reminds each one of us how to say "Yes" to God. Mary becomes an example to us of how to live our lives-to faithfully serve one another and to say "Yes" to God above all else. May Crowning has been a time-honored tradition at HTS where we honor the Blessed Virgin Mary during her month - the month of May. A male and female student from the 8th Grade Class will be selected by the faculty for the honor of crowning Mary, and all 8th graders will participate in the special Mass. May crowning will be held on **Friday, May 3rd at 8am Mass**

Graduation Photos

Graduation photos – both individual and panorama – will be taken on **Friday, April 26th**. Follow all dress code guidelines for graduation. Light, age appropriate make-up is allowed for young ladies. Students may bring a change of free dress clothes and shoes to change into after photos are complete.

Disneyland Trip

The Disneyland trip will take place on **Monday, May 20th (pending scheduling with Disneyland)**. We will depart campus at 8:00am and will return by 11pm. This allows students to see the parade and fireworks before leaving. **PLEASE NOTE** – If you intend to use your Disneyland Pass, you must notify the school office before **March 1st**. Please ensure that your pass is good for the date of the trip. Families who can use their pass will receive a "credit" for the cost of the Disneyland ticket. Failure to notify the school of your pass before the deadline will mean that a non-refundable ticket will be purchased for your child and no "credit" will be available.

Tuesday, May 21st (The day following the Disneyland Trip) is a NO SCHOOL day for the 8th graders.

Pastor's Luncheon

Fr. Ricky will host the graduates at a special luncheon on **Wednesday, May 29th**

Honors / Salutatorian / Valedictorian

Awards will be announced and presented at Morning Assembly on **Wednesday, May 29th**.

Spring Fling / Talent Show

The Talent Show is scheduled for **Thursday, May 23rd**

Graduation Retreat

The Graduation Retreat will take place on **Thursday, May 30th**. The retreat will be held at **a location TBD**. We will depart the school at 8am via **carpool** – drivers are needed. (Due to the small class size – it is not cost effective for us to get a bus for the day). We also need parent assistance with coordinating lunch for the students.

Graduation Baccalaureate Mass and Commencement

Wednesday, June 5th at 1:30pm in the church. Graduates will be in front followed immediately by parents. Students should arrive at school by 1:00pm dressed for Graduation with cap and gown.

Graduation Reception

Immediately following Mass, we will be headed off to the graduation reception for graduates and their guests. The reception will be hosted by the 7th grade class and will take place in the Pavilion.

Any questions... See Ms. Lloyd or Ms. Bowman