

Student/Parent Handbook

HOLY TRINITY CATHOLIC SCHOOL

108 S. Linden
Westmont, Illinois 60559
School Office: (630) 971-0184
Fax: (630) 971-1175
Office Hours: 7:30 am – 3:30 pm

Website

www.holytrinitywestmont.org/school

School Office email

snetzel@holytrinitywestmont.org

Pastor of Holy Trinity Parish
The Reverend Michael Danek, CR
(630) 968 – 1366

Principal

Nicole Noverini
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School Secretary

Ms. Susan Netzel
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Business Manager

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MISSION&PHILOSOPHY

The **educational mission** of the Catholic Church embraces five dimensions:

- 1 **The message revealed by God through his Church.**
- 2 **A solid academic formation, in line with sound educational principles and offered in accordance with State and Diocesan educational guidelines.**
- 3 **Community in the life of the Holy Spirit**
- 4 **Service to the Christian community and to the entire human community.**
- 5 **Frequent and varied opportunities for Christian worship.**

Holy Trinity Catholic School is the major apostolate of Holy Trinity Parish. The school's mission and Catholic identity can never be separated from the Church's educational mission, and Holy Trinity Parish. Holy Trinity Catholic School participates in this mission of the Church by striving to create and build an educational community of faith where the message of Christ is taught and lived, where community is fostered in an atmosphere of respect, love, caring and sharing, and where the spirit of Christian service is Christian worship.

We believe that parents are the primary educators of their children and that parental involvement and support are necessary to ensure the accomplishment of our educational mission. The Catholic education we offer, offers true excellence with a difference. The difference is Jesus Christ. Central to our lives as Catholics, and key to a proper Catholic Education, is attendance at Mass on all Sundays and Holy Days of Obligation. This should be a first priority and is a serious obligation for, and expectation of, all Catholics.

We further believe that each person is a unique creation of God, endowed with certain talents and abilities. In the educational and spiritual atmosphere of Holy Trinity Catholic School each one is encouraged to develop a full life based on his/her uniqueness. Students become aware of their role as Catholics and of their rich Catholic heritage, and are encouraged to become involved Catholic members of society, giving public witness to our faith in Jesus Christ.

CURRICULUM

The curriculum of Holy Trinity School reflects the Catholic identity. Our goal is for every child to work at their ability level and to develop an intrinsic positive self-concept. Beginning in pre-school, our aim is to make school an enjoyable experience and create an environment which will allow each student to be the best he/she can be.

Religion; Language Arts, which includes reading, writing, grammar and spelling; Social Studies; Mathematics; Foreign Language and Science are taught. Students are also provided with specialized classes in Art, Music, Technology instruction and Physical Education. Students have 20 - 30 minutes of recess daily at midday as well as a 20 – 30 minute lunch break.

We are committed to the integration and effective use of technologies in the standard curriculum. In our computer lab, students learn a variety of software tools such as word processing, spreadsheets, and graphics; are introduced to keyboarding and multimedia; and gain experience with collaboration and research projects using the Internet. Parents and students are required to read and sign the *Best Use Policy* to gain access for use of the Internet.

The aims of physical education are: to satisfy the physical and social needs of growing, developing

children; to cultivate in them wholesome qualities; to foster interest in activities for free play time and; most importantly to develop skills for lifelong physical fitness. All students are expected to participate in the physical education program, and only those students presenting a written note from their physician will be excused from participating in the program.

There are also extracurricular opportunities in band, athletics, choir, student council, student leadership and altar serving.

Holy Trinity adheres to the policies and procedures of the Roman Catholic Diocese of Joliet-in-Illinois, the Illinois State Board of Education and is fully accredited by the State of Illinois.

Religion

The integration of religious truths and values with the rest of life underlies the religion program and all our endeavors at Holy Trinity. We attempt to prepare students to live and be recognized in the world as Roman Catholic Christians, witnesses to the Gospel message. The program of religious education includes the following areas:

1. Scripture Study
2. Historical, Theological, Doctrinal Study of the Catholic Church
3. Peace and Justice Education
4. Mission Awareness and Community Service [works of charity]
5. Values Formation & Moral Development
6. Sacramental Study, Preparation and Reception
7. Devotional Prayers
8. Liturgical and Paraliturgical Opportunities

Mass

The entire student body gathers together each week to celebrate the Mass and/or various devotional services. Students attend Mass on Holy Days of Obligation and Ash Wednesday. The students also participate in May Crowning, on Wednesdays during Lent they attend Stations of the Cross, and other special celebrations, such as Thanksgiving, Christmas, and Easter. On a weekly basis, the students are brought to the Sacred Heart Chapel of Eucharistic Adoration for a “holy hour” with the Eucharist.

Parents are cordially invited and encouraged to attend these liturgies in which the students take an active part.

Sacrament of Penance

Beginning in second grade students prepare to receive this sacrament unless parents feel their child is not ready. However, in accordance with Canon Law (Canon 914), the reception of the Sacrament of Penance must precede the reception of First Holy Communion. “Parents are the primary educators in the faith.”

General Directory for
Catechesis, Article 255

We offer every opportunity for parents to continue their own faith formation and actively participate in their child’s preparation to receive the sacraments. Parents are required to attend a meeting in the fall to receive adult instruction. At this meeting, materials are distributed for parents to use at home with their child. A parent/child workshop is also held preceding the reception of the sacrament of Reconciliation. The parent educational program for the reception of the sacrament is supplemented during religion class at school.

First Holy Communion

Students in second grade prepare for the reception of the Sacrament of the Eucharist and receive it in the spring of second grade unless parents feel their child is not ready. As with Reconciliation, parents take an active role in preparing their child for Holy Eucharist. Textbook and supplemental materials are supplied to parents for this purpose. A parent/child retreat is provided just before First Holy Communion. The parent educational program for the reception of the sacrament is supplemented during religion class at school.

Sacrament of Confirmation

Students in eighth grade prepare for this sacrament. Successful completion of service projects, a retreat, and doctrine review are among the requirements for this sacrament. The parent educational program for the reception of the sacrament is supplemented during religion class at school.

School Board

The Holy Trinity School Board, an advisory board to the principal and pastor, consists of nine elected members who help formulate and support policies of the school. The pastor and the principal are ex-officio members. Board meetings are held at 7:30 p.m. on the third Tuesday of each month. Parishioners, especially parents of school children, are encouraged to attend.

PSO

PSO (Parent School Organization) is the parent organization at Holy Trinity. Every parent and staff member of Holy Trinity is automatically a member of the organization. Organization objectives include:

- Promoting the welfare of the children
- Providing assistance and support to the administration and faculty
- Providing a social atmosphere conducive to welcoming newcomers to the school and formulating friendships
- Providing better communication between home and school

Pre-School

For 57 years Holy Trinity has been helping children of all backgrounds and learning styles find joy in learning about their faith and discovering the world around them. The school has enjoyed an excellent reputation for providing a strong academic background in a faith-filled environment. In the Fall of 2007, Holy Trinity Catholic School continues that tradition by offering a newly revised preschool program so that we may spark that same joy in our youngest learners.

Besides a healthy balance of learning activities and play, our program provides numerous opportunities for “learning through exploration”. Most important, students are given the opportunity to follow their interests through the extensive use of “learning centers.” Holy Trinity preschool program demonstrates the Creative Curriculum Approach to learning. Materials are provided for the child to manipulate, explore and experiment. Activities are hands-on tasks, adapted to the child’s needs, interest and abilities. We provide many opportunities for the children to interact with each other as well as with the world around them, learning through visual, auditory and tactile experiences.

Holy Trinity Preschool is for children who are three, four, and five years old. However, we are a Christian learning community where children interact and learn from students of all ages. Middle School students in grade six meet each preschooler every morning as they are dropped off and escort them to their classroom to help them start their day. Daily behavior modeling, peer teaching and sharing materials help students see their next steps and give positive reminders of how far they've come.

The class size varies from year to year depending on the population, however we remain within Diocesan guidelines. We offer both morning (8am – 11am) afternoon (Noon – 3pm) and full-day (8am-3pm) sessions. Students may attend 2, 3, or 5 days per week.

Nondiscrimination Policy

Holy Trinity Catholic School admits students of any race, color, sex, national, religious and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Enrollment Guidelines

We are a Catholic school; therefore preference is given to Catholic students. Due to the fact that we have limited facilities, the following criteria are used to determine which students will be admitted to the school.

Admissions are based on the following order of priority:

- 1 Students from school families who are registered parishioners and children of non-parishioners currently enrolled at Holy Trinity School.
- 2 Children of parishioners not currently enrolled at Holy Trinity School.
- 3 Children of non-parishioners not currently enrolled at Holy Trinity School.
- 4 Non-Catholics

Registered parishioners are those who demonstrate their commitment to their Catholic faith by regularly attending weekly Mass, volunteering time or service in a parish or school ministry, if possible, and providing regular financial support to the parish. Consistent Sunday giving to the parish is part of a proper Catholic understanding and practice of good stewardship, and is expected of all parishioners.

Students new to Holy Trinity and students transferring to Holy Trinity after the beginning of the school year will be accepted for a one semester's *probation* period. After that time, the teacher and principal will review the new student's academic performance, behavior, and overall progress. A decision will be made whether the student may continue to be enrolled at the school.

Children of families with delinquent tuition (i.e. 45 days in arrears) will be advised that they are in danger of being denied continued admission. Once a student's tuition is more than 90 days in arrears they will be advised to enroll in another school unless a suitable payment alternative is agreed to between the family and the business manager.

Size

Maintaining optimal class size is a truly a balancing act between best educational practice and the need to meet our financial obligations. The following parameters have been established for the various grade levels:

| Grade | Goal | Maximum |
|--------------------------|---|----------------|
| Pre-School (3) | 10 | 12 |
| Pre-School (4) | 12 | 15 |
| K-4 | 22 | 28 |
| 5-8 | 25 | 30 |
| - Plaid Jumper | - Navy Blue ¼ Zipper Pullover - long sleeve | |
| - Navy blue dress slacks | - Navy/white tights | |

Tuition

Holy Trinity Catholic School is supported by tuition, user fees, and donations; and through direct subsidy of Holy Trinity Parish. The School Board conducts an annual fundraiser to benefit the school. Each school family is expected to participate and contribute to this fundraiser to the extent their means will permit. During this past year the cost to educate each child in the school was \$4500. Tuition accounted for \$3,000 of this expense with the remaining \$1500 being paid in parish subsidy. This is why it is so important for school families to share the parish's burden by making regular contributions to the Sunday collection.

Families of students who leave the school for whatever reason during the school year will be refunded that portion of tuition for the full months remaining in the school year.

Selling and Solicitation Policy

Students are strongly discouraged from door-to-door selling, soliciting subscriptions, etc. Without parental supervision, they may expose themselves to potential dangers.

SCHOOL DAY PROCEDURES

School Hours

Pre-School (Morning) 7:50 AM-11:00 AM

Pre-School (Afternoon) 12:00 PM-2:55 PM

Pre-School (Full Day) 7:50 AM-2:55 PM

Kindergarten 7:50 AM-2:55 PM

Grades 1-8 7:50 AM-3:15 PM

Arrival at School

There is no adult supervision of students prior to 7:40 a.m. Therefore students should **not** arrive prior to that time. If you need student supervision earlier, please make arrangements with our ^{Extended Care} Program.

Dismissal

Preschool AM dismissal takes place at 10:55 am.

Preschool and kindergarten students will be brought to the car line between 2:55 and 3:00 p.m. (Car line students who are not picked up by 3:00 p.m. will be sent to ^{Extended Care} and appropriate charges will be applied). Bus, Extended Care, and other students who wait for older siblings will be delivered to the appropriate places between 3:05 and 3:10 p.m.

Students in grades one through eight will be dismissed promptly at 3:15 p.m. All students should leave the school premises no later than 3:30 p.m. unless they are participating in an official school activity or have made special arrangements with a teacher. Students who are not picked up by 3:30 p.m. will be sent to

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^{Care} [additional charges being applied]. There will be NO EXCEPTIONS to this policy.

Absence from School

If it is necessary that your child be absent from school, please call the school office **by 7:30 a.m.** (971-0184). You may leave a message on voice mail before the office is open or in the evening prior to the absence. When absences are unreported, the school secretary will call parents to verify the whereabouts of the child. Telephone calls must be made to the school office, please DO NOT call the Rectory to report an absence from school.

Regular attendance and punctuality are important to educational success. You may access your child's attendance records through *Teacherease*.

Students are responsible for obtaining and completing class work and homework assignments during their absence. It is recommended that they establish a "study buddy" relationship to keep up with work during their absence. Parents may make a request for assignments on the second consecutive day of an absence. Requests for assignments received by 8:00 a.m. will be available in the office at 3:00 p.m. The office closes daily at 3:30 p.m. Students who are absent for one (1) day should get their assignment from a peer.

Early Dismissal

Every effort should be made to to arrange for appointments with doctors and dentists **outside** of school hours except in **emergencies** or in unusual circumstances. A child leaving school early must be picked up at the office and **signed out** by a parent. If he or she returns to school that day, the student must come to the office *before* going to the classroom.

Tardiness

School begins at 7:50 A.M. promptly. Students arriving after 8:00 A.M. must report to the office for a tardy slip. Parents are responsible for seeing that students arrive on time and will be contacted by the principal if their student is repeatedly tardy. Please note that like absences, the state regulations do not recognize the existence of an “excused tardy.”

Prolonged Absences/Vacations

It is preferable that vacations be taken at a time when school is not in session. Completing make-up work does not substitute for the teachers' presentations or the teacher-student, student-teacher interaction that takes place during regular class periods. However it is recognized that sometimes exceptions are in the overall best interest of the student and family. Parents should discuss this with child's teacher(s) in advance of the departure if possible. Teachers will endeavor to provide materials that may be completed during the absence. All make-up work must be completed within two weeks of the student's return to school.

Recess

A 20 – 30 minute recess is provided for children each day either before or after their lunch. Occasionally, additional recess may be provided with the approval of the principal. This activity time is very important to the physical, social, and mental well-being of the child. The athletic director will determine the type of activities that will be available during this time. Students who are well enough to be in school are well enough to be outdoors at recess time. Recess will be conducted in the gymnasium at the Park District or inside during inclement weather. During the winter, students will be outside unless the wind chill temperature is below zero.

Leaving School Grounds

Students are not permitted to leave the grounds until they are dismissed.

Emergency Closings

If severe weather conditions or a local emergency necessitates the closing of school, parents will be notified provided that they have signed up with the emergency closing notification system. Emergency closings will also be made through the *Computerized Storm Information Center* and announced on most television and radio stations.

In the event of a tornado warning for the local vicinity, we will take the appropriate safety measures at school. If the warning continues beyond dismissal time, children will not be released until we receive an "all clear" or the parent comes personally to pick up his/her child (ren).

Extra Help & Tutoring

It is a professional expectation that teachers will provide extra help (at no additional charge) for students who need such assistance outside of their class. Every Holy Trinity teacher is in agreement with this expectation and has identified specific times before, during and after school when they are available to help their students. Teachers will also share these regularly scheduled weekly "extra help" sessions with their parents. Students are encouraged to seek extra help from their teachers as needed and to make individual appointments with their teachers to gain this extra assistance.

Tutoring, on the other hand, is an arrangement where the tutor is paid to teach or re-teach a student some specific lessons. Since Holy Trinity is a very small school, such a tutoring arrangement with a teacher on staff can be awkward at best, and has the potential to create a conflict of interest, or cast a negative impression on the efforts of a colleague. Holy Trinity teachers may not engage in such tutoring arrangements for Holy Trinity students unless expressly approved by the principal. The principal will provide the names

of approved tutors if a parent requests one.

Drills

As part of the school's overall emergency preparedness plan, Holy Trinity Catholic School holds safety drills throughout the year. Three types of drills are held several times a year: fire, tornado, and lock down.

During a drill, students are expected to follow the directions posted in each classroom. Students should walk quickly but not run, to their assigned area until an "all clear" signal is given. Absolute quiet is a "must" in all drills. In order to make sure that all students are accounted for, attendance is taken for each class during a drill.

Visitors

Parents are welcome to visit school or volunteer to help at school. Any volunteer who comes into direct contact with students, including chaperoning field trips, is required to complete the *Protecting God's Children* course. Anyone wishing to visit classes should *pre-arrange* such a visit with the teacher or principal. If you come for a classroom visit, know that teachers are busy with class work and their students. They are not available for a conference at that time but will be happy to arrange a conference for a later time. Please do not "drop in" on a class to give a message, deliver lunch, or ask a question. This kind of interruption interferes with the instructional program and compromises school safety.

Arrangements for student visitors must be made at least one day in advance with the teacher(s) whose class the student will be visiting. Student visitors will not be permitted on the day before vacation or holiday breaks.

It is required that all persons entering the school stop at the school office and sign in if they have an appointment with a teacher. The office personnel will assist and give any messages or items to the appropriate person. Parents must ring the bell, be identified, and then be "buzzed" in. Any door other than the main school doors on Linden Street will not admit visitors. Please do not ask students to open any doors since doing so may compromise overall building safety. For safety purposes all visitors are required to wear a visitors badge when entering the classroom areas.

Telephone Messages & Calls

We do not interrupt classes to deliver messages unless there is an emergency. Messages to students will be held in the office and delivered at 11:50 am and at 3:00 pm to avoid interrupting instructional activities. Messages to teachers should be left via email, which they have been instructed to check upon arrival at school and before leaving for the day. Please do NOT expect teachers to respond to email during the school day.

It is strongly recommended that you communicate to teachers via email if it is available to you. It has consistently proved to be the most reliable form of parent/teacher communication.

Dropping-off and Picking-Up Children From School

All children are dropped off and picked up from school at the Linden Street entrance of Holy Trinity. During the school day, this street is a **one-way street heading north**. Parents dropping off form **two lines** of cars. Children are allowed out of the cars when the Crossing Guard has stopped the cars at the stop sign

only. For pick-up, the same two lines are utilized.

Upon dismissal, ALL students will be directed to the barricaded area for pick-up. Students will be instructed to walk to the first 3 cars in both dual lines only. Students **will not** be allowed to walk to other areas to be picked up by parents in waiting cars. Students who live within walking distance from school will be allowed to do so.

Parents of these students must complete a Walking Permission Form at the beginning of each school year. This does not give the students permission to walk to a waiting car a block away.

Parents must sign their student out at the school office whenever they pick up before dismissal.

STUDENT INFORMATION

Pupil Appearance

Students will abide by the Holy Trinity dress code, which has been established to assure that the attire of the students is appropriate and safe. All students from kindergarten through eighth grade will wear the prescribed uniform. Students will begin wearing uniforms on the first full day of classes. In addition, all students having physical education will wear the prescribed outfit for those classes. Preschool students are not required to wear a school uniform. Students whose appearance is not within the specified guidelines will be held accountable by their homeroom teacher.

Uniform Code

Uniforms are available through Dennis Uniform Company in Lombard (630) 932 – 7171.

| Grade | Goal | Maximum |
|----------------|------|---------|
| Pre-School (3) | 10 | 12 |
| Pre-School (4) | 12 | 15 |
| K-4 | 22 | 28 |
| 5-8 | 25 | 30 |

| | |
|---|--|
| - Plaid Jumper | - Navy Blue ¼ Zipper Pullover - long sleeve |
| - Navy blue dress slacks | - Navy/white tights |
| - Navy blue walking shorts | - Navy/white sock w/o designs or logos |
| - Red knit shirt - short or long sleeve | - Navy/white/opaque knee-hi socks w/o designs |
| - Hair accessories - any that are available at Dennis Uniform or a navy headband or a solid ponytail holder | - Dress shoes (black, navy, or brown) with no heels higher than 1-1/2 inches (no clogs). Backless or slingback shoes may not be worn |
| - Small post earrings or small hoops which lie close to | |

Girls: Kindergarten-4th Grade

Girls: 5th-8th Grade

| Grade | Goal | Maximum |
|----------------|------|---------|
| Pre-School (3) | 10 | 12 |
| Pre-School (4) | 12 | 15 |
| K-4 | 22 | 28 |
| 5-8 | 25 | 30 |

| | |
|----------------|---|
| - Plaid Jumper | - Navy Blue ¼ Zipper Pullover - long sleeve |
|----------------|---|

Boys: Kindergarten-8th Grade

Navy dress shorts may be worn in August, September, May and June. All students must wear appropriate dress shoes with their regular school uniform. Students must wear gym shoes during physical education classes. Physical education shirts, shorts, sweatshirts and sweatpants are also available at Dennis Uniform and are to be worn on designated gym days only.

No jewelry (neck chains, bracelets, tattoos), with the exception of one small pair of post earrings or small hoops that do not hang past the ear lobe for the girls only, is to be worn. Make-up and nail polish may not be worn. Faddish hairstyles, including dyed or highlighted hair, are not considered appropriate. Boy's hair length should not touch the collars of their shirts and should be clean-shaven. Boys and girls in grades 4-8 are required to wear belts with their uniform pants. Uniform shirts are expected to remain tucked in for the entire school day and also to be worn under the school pullover. Pullovers are not to be worn tied around the student's waist. Short sport socks are **not** part of the uniform code

Cell Phones/PDAs

Students bringing cell phones or PDAs (including but not limited to Palm Pilots, Blackberries, smart phones, etc.) to school **MUST register** them with their homeroom teacher. These devices must be placed in the OFF position during the school day and may NOT be used during the school day unless the student is given expressed permission by a member of the faculty.

A student found in violation of this policy shall be subjected to the following consequences:

1st Teacher will confiscate the device and deliver it personally to the parent at a mutually agreeable time.

2nd The device will be turned over to the Principal who will return it to the parent at a meeting scheduled at a mutually agreeable time.

3rd Violation The device will be confiscated and returned to the parent on the last day of the school year. If

| Grade | Goal | Maximum |
|----------------|------|---------|
| Pre-School (3) | 10 | 12 |
| Pre-School (4) | 12 | 15 |
| K-4 | 22 | 28 |
| 5-8 | 25 | 30 |

| | |
|---|--|
| - Plaid Jumper | - Navy Blue ¼ Zipper Pullover - long sleeve |
| - Navy blue dress slacks | - Navy/white tights |
| - Navy blue walking shorts | - Navy/white sock w/o designs or logos |
| - Red knit shirt - short or long sleeve | - Navy/white/opaque knee-hi socks w/o designs |
| - Hair accessories - any that are available at Dennis Uniform or a navy headband or a solid nonvtail holder | - Dress shoes (black, navy, or brown) with no heels higher than 1-1/2 inches (no clogs). Backless or |

the parent insists on its immediate return then the student must enroll immediately in another school.

Parent Newsletter

This bi-monthly newsletter is available on the school website: www.holytrinitywesmont.org/school. It contains information for the coming month. Please take notice of the scheduled events and any changes that may have been made from the yearly calendar. Parents are responsible to read and take note of the information contained in the newsletters. Important information and announcements are made through this medium.

School Directory

A school directory will be issued to each family near the beginning of the school year. It contains the names of all school families, grade levels of the children, and addresses and phone numbers. Parents may choose to include some or none of this information in the directory. The directory is solely for the use of Holy Trinity families and staff and is not shared with any outside agencies.

Lost & Found

Lost articles will be placed in a box in the school. Marking articles of clothing, uniform, gym clothes, art smocks, books, and supplies with appropriate identification will enable us to identify the owner of lost articles.

Extended Care

Holy Trinity offers an extended care program for children consisting of before and after school care. A brochure is available in the office which explains the specifics of this program.

Student Pictures

Each year in the fall, a professional photographer takes pictures of the students. Packets of pictures and a class composite are available for parents to purchase. Parents are under no obligation to buy these portraits. Having pictures taken allows us to have a print of each student for use in the yearbook.

Volunteers

In Catholic Schools we depend upon donations and services rendered gratis in order to keep expenses down and tuition reasonable. It is important that each family give of its time and talents for the good of the parish, school, and ultimately for the improvement of facilities and services for the children. **There is a requirement that each family volunteer for a minimum of ten hours over the course of the school year.** In order to participate in volunteer opportunities within the school, all parents must attend a "*Protecting God's Children*" workshop. There are many opportunities and organizations to support: Parent Volunteers, School Board, Parent School Organization, Student Council, and Athletic Booster Club assistance offer many opportunities to fulfill this requirement. Additional opportunities will be highlighted in the Newsletter. All volunteers must stop at the school office to check in. These hours *will* be kept track of by the school.

Custody and Release of School Records

If parents are divorced and custody of the child is part of the judicial decree, it is advisable that the parent with custody provides the principal a copy of the judicial decree. It is important for the principal to know whether one parent alone will have agreed access to the child and to the child's records, or whether both

parents have equal access. It is also necessary that the school have the proper addresses for both separated parents when both have access and to know which parent is responsible for school payments. Arrangements for non-custodial visitation must be made after school hours and away from school property.

Lunch Period

Students bring their lunches to school and eat in their classrooms. The PSO sponsors a “Hot Lunch” program on Wednesdays. Milk is available daily and can be purchased at the time of registration. Students are expected to behave properly during lunch and follow the directions of their teacher. If your child comes to school without packed lunch, you may deliver a homemade lunch. Vendor lunches, such as McDonald’s, Burger King, etc, will not be delivered to school in the spirit of fairness to other children. Please note that lunches dropped off in the office for students will not be delivered until the student’s lunch time.

Bicycles

Bicycle racks are supplied for student use at the Northeast corner of the building on Linden Street. Bikes are to be walked on school property and must be kept under lock.

Bus Service

Through the cooperation of School District 201, bus transportation is provided free to families in District 201 who live one and one-half miles or more from Holy Trinity.

- 1 Upon entering the bus, students will take assigned seats.
- 2 Students remain in their seats. No changing of seats is permitted.
- 3 No eating, drinking or smoking is permitted on the bus. Busses must be kept clean.
- 4 Windows are to be opened only to the safety mark. Arms, hands, and head must be kept inside the bus. No objects are to be thrown from the bus.
- 5 No student may interfere with another student on the bus. No hitting, fighting, or other misconduct among students is permitted.
- 6 Talking is to be in conversational tones only.
- 7 Students remain in their seats until the bus has stopped, then leave in an orderly manner.
- 8 Any unsafe conduct around a moving bus will result in suspension from the bus.

These bus rules apply not only to the daily use of the bus, but also to all field trips. Penalties are:

1st Violation meeting with the principal 2nd Violation 3 day suspension from riding the bus 3rd

Violation 1 month suspension from riding the bus 4th Violation Bus usage will be discontinued

Transportation Reimbursement Form

Families who must transport their children to Holy Trinity School and who live more than 1 ½ miles from school, or live less than 1 ½ miles from school but have a safety hazard due to vehicular traffic may qualify for reimbursement for that transportation from the State of Illinois. An application for Determination of Serious Safety Hazard can be obtained from the Office of the Regional Superintendent of Schools for the county in which they reside. Transportation Reimbursement Forms and additional information are available through the office. Currently, the legislature is NOT funding this program.

Health and Safety

Physical Examination & Immunizations: Illinois State Law requires a complete physical examination for a student before he/she enters school (pre-school, kindergarten, first grade) and again upon the entrance at the fifth grade level. Completed forms must be turned in before the first day of school. Failure to meet this requirement will result in the student not being admitted to school. Immunizations for all students must be up to date.

Illness/Emergencies at School: If a student becomes ill or suffers an injury at school, parents will be contacted. If parents cannot be reached, we will notify the person indicated on the Emergency Information Card. Emergency Information Cards are completed by parents each fall and must be kept updated during the school year. It is imperative that the information on these cards is accurate, complete and current.

Medication at School: If we have written permission from the parent and a medical form completed by the Physician, we will give the child the prescribed medication. All medication (except inhalers) must be kept in the school office and distributed by authorized personnel. Asthma inhalers should be kept in the student's possession at all times to be self-administered as needed. The parents and physician must also complete Self-Administration forms. We recommend that a 2nd inhaler be kept in the office should the student's be misplaced or lost. Epipens should be provided in the case of peanut allergies, etc.

Dental Examination: Students entering Kindergarten, 2nd and 6th grades are required to have an oral health examination performed by a licensed dentist within the previous 9 months according to state law. Proof of this examination, documented on the required State form, must be presented to school by the first day of classes.

Screening Services: Each year vision and hearing testing for state mandated grades are done at school. Students in other grades will be tested at this same time if teachers or parents make referrals. These services are offered by certified testing agencies. After the testing, parents will be contacted only if the testing indicates the need for further professional examinations.

Health Problems: It is important that parents communicate with us if a child has asthma, epilepsy, diabetes, allergies, etc. Teachers should also know if a child is taking daily medication for chronic conditions. This medication or the condition could affect the behavior and work of the child during the school day.

Illness at Home: If your child complains of not feeling well, or has been ill during the night, please keep him/her home. There are very limited facilities for sick children at school. Trying to pay attention and participate in class can be extremely exhausting and frustrating if the student does not feel well.

Parents are required to notify the school immediately if a student contracts a contagious disease such as chicken pox, head lice, H1N1, pink eye, etc.

Fluoride Rinse Program: On a weekly basis, volunteers distribute fluoride to students who have signed up for participation in the Fluoride Rinse Program. This is a voluntary program in which parents enroll their children in the beginning of the school year. Safe, sanitary procedures are followed.

Fire/Tornado Drills: Fire drills are held on a regular basis in the fall and the spring. Tornado drills are held in the spring.

First Aid Kits: All classrooms are equipped with first aid kits. Teachers and staff are trained in the proper sanitary procedures to be followed to insure safety of all participants in an emergency requiring first aid.

Grievance Procedure

Constructive criticism and feedback of our school and the sharing of ideas are welcome and are considered an important way to insure improvement. We trust that any criticism is motivated by a sincere desire to improve the quality of the education program or activities at Holy Trinity Catholic School. It is hoped that any concerns or grievances can be resolved to the mutual satisfaction of the concerned parties through dialogue and prayer. In any situation, a spirit of Christian Charity and civility must be the over-riding principle to be followed, if dialogue is to be fruitful and considered worthwhile. Parents who repeatedly exhibit antagonistic and disrespectful behavior to school staff will lose the privilege of sending their children to Holy Trinity Catholic School.

The following is the required order of appeal:

- a. The teacher, if the complaint is in regard to academics, classroom activities or conduct.
- b. The principal, if the complaint is not resolved satisfactorily by the teacher, or if the complaint is an administrative matter.
- c. The pastor, if the principal does not resolve the complaint satisfactorily.
- d. The Catholic Schools Office in Joliet, if there is not satisfactory resolution at the local level.

Positive Reinforcements

In an effort to recognize the daily efforts, accomplishments, and overall worthiness of our student body, we offer the following methods of reinforcement:

Birthdays: Birthdays are posted on a hallway bulletin board for each month. Summer birthdays are listed during the month, which is six months from their birth month. The staff strongly discourages “birthday treats” and asks that they are NOT sent to school. We support a healthy lifestyle throughout the school year, but support appropriate birthday recognition. Parents may wish to purchase a book for the classroom library.

Student of the Month: This special recognition is designed to seek out and recognize positive contributions made by our students to the school community. It may be used to recognize exemplary student behavior in a variety of areas including academic performance, significant positive change in behavior, extremely positive attitude, acts of citizenship or courtesy, etc. It is our hope to encourage the personal success students experience as well as the positive behaviors that we wish to see in the building. These referrals are meant to recognize performance for a particular student without necessarily judging that student in terms of the student body in general.

Honors Mass: This special recognition is given after the distribution of report cards. Students who have earned a place on the Honor Roll will be awarded a ribbon at the conclusion of Mass. Parents are encouraged to attend this special occasion.

Extracurricular Activities

Student Council: The purpose of this organization is to provide practice in good citizenship, promote school spirit, and provide positive leadership to the student body. It also serves as the official liaison group between the principal and the student body. Because of the prestige and impact of this organization, students who are elected to represent their peers must conform to the highest standards. Elections occur in the fall.

Band: The band program at Holy Trinity Catholic School is conducted by an independent organization, not funded by the parish or school. **Music on The Move** sets the fee for instruction and other materials associated with band membership. The band director works with the school principal in scheduling lessons and rehearsals. Band lessons begin in grade 4. Band students are graded and perform in two concerts each year as well as participate in a solo and ensemble competitions.

Athletic Program: Holy Trinity offers an athletic program for students in grades 5-8 and an Intramural program for students in grades K -4. The athletic director, who reports to the principal, works with the Athletic Booster Club and “volunteer” coaches to develop this program. A specific set of rules and guidelines are distributed to student participants. Each student athlete must have a current physical and a signed athletic contract on file.

Code of Conduct

Holy Trinity Catholic School provides students with a quality Catholic Education. The rules and regulations of the school are instituted to assure a safe educational environment. A mutual respect should exist among students, teachers, staff, and parents. Each student is expected to respect authority, peers, and property at all times, whether in school, in public, or at social or athletic events.

Minor infractions may be dealt with through a warning to the student, a written or verbal communication with the parent, or a detention. Such offenses may include:

- Being disruptive in class or while participating in school activities
- Using foul language
- Being out of school or P.E. uniform
- Chewing gum, eating candy/food during the school day without permission
- Possession of any electronic device that is disruptive to the classroom

More serious violations may result in a detention or more severe punishment, such as an in-school seclusion, suspension, or expulsion. Such offenses include, but are not limited to:

- Being disrespectful or abusive toward other students
- Bullying behavior
- Cyber bullying behavior directed toward another Holy Trinity Student via social network sites or cell phone texting
- Being disrespectful or abusive toward an adult
- Being disrespectful of staff or parents via social network sites or cell phone texting
- Causing or participating in disturbances on the bus
- Leaving school grounds without permission
- Cheating
- Stealing
- Fighting
- Possession of pornographic material
- Vandalizing property
- Smoking or possessing matches or lighters
- Possession of weapons
- Possession of alcohol or drugs

Sexual Harassment/Bullying: It is the policy of this school to provide for its students, while on school property or engaging in school activities or school business, an educational environment free of unwelcome sexual advances, bullying and other verbal or physical conduct or communications constituting sexual harassment as defined and otherwise prohibited by state and federal law.

It is a violation of this policy for anyone to sexually harass students on school property while engaging in school activities or school business. An employee or student engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex that has the purpose or effect of:

- 1 Explicitly or implicitly denying or limiting the provision of educational aid, benefits, services, or treatment;
- 2 Explicitly or implicitly making such conduct a term or condition of a student's academic status;
- 3 Substantially interfering with a student's academic performance;
- 4 Creating an intimidating, hostile, or offensive educational environment;
- 5 Depriving a student of educational aid, benefits, services, or treatment; or
- 6 Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

It shall also be a violation of this policy for any student to abuse another student, an employee, or another person on school property or engaging in school activities, through conduct or communication of a sexual nature.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to report and discuss the matter with the principal or homeroom teacher.

Discipline Procedure

Discipline shall be developed in a positive manner. In keeping with the guidelines of the Joliet Diocese, the following disciplinary procedures are not utilized at Holy Trinity:

- 1 Corporal punishment
- 2 Personal indignities
- 3 Sarcasm and public humiliation
- 4 Indiscriminate punishment of all students in a class for the conduct of some
- 5 Imposition of a fine as a means of punishment
- 6 The requiring of repetitive written exercises

Detention

Detentions are served for a period of time determined by the staff member issuing the detention. In any event, the detention shall not last for more than one hour. The person issuing the detention will be responsible for supervision, or to arrange supervision with another member of the faculty.

A detention form is issued to the student listing the reason for the detention and the date the detention will be served (which will not be the same as the date of the issuance **unless** the parent is contacted by phone and agrees with a same date detention). A parent signature is required on the detention form and a copy of the signed form must be returned to school. The signed form is placed in the student's discipline file in the office.

If the student is not picked up by the agreed upon pickup time, they will be sent to *Extended Car*, where appropriate charges will be levied.

In-School Seclusion

In-school seclusion is a period of time in which the student does not attend class but remains in a supervised study, secluded from other students. The student is responsible for all class assignments, tests and work missed. The student has no contact with classmates, including lunch, recess, assemblies, etc. Furthermore, the student will not be allowed to participate in any extracurricular activities, school-sponsored events, team practices, or athletic events on that day(s).

Suspension

A suspension is the temporary removal of a student from school for a period of up to five days. During the suspension a student may not take part in any classes or school related activity. Parents will be contacted when a suspension is being considered. He/she may not be present on school property unless accompanied by a parent. A conference with the parents, student, Principal, will be conducted before a student is permitted back in regular classes.

Expulsion

Expulsion is the permanent removal of a student from school. The reasons for expelling a student from a Catholic school should be as serious as they are rare. When it becomes evident that expulsion of a student might be necessary, the principal should notify the parents, and the pastor. Before a formal decision is made, the Pastor and will review the expulsion case.

Drugs and Alcohol

- 1 The substance will be brought to the principal.
- 2 The Police will be contacted for identification of the substance.
- 3 If the substance is identified as a drug, drug paraphernalia, or alcohol, the Principal will notify the student's parents, and the Pastor.
- 4 The student will be sent home with his/her parent(s), and is suspended from school.
- 5 The Pastor, Principal, and student's parents will meet to discuss further action to be taken.
- 6 Parents will be required to sign a statement acknowledging their child was found to be in violation of the school's DRUG AND ALCOHOL POLICY and agreeing to their child's enrollment, with their support, in a counseling program. Failure to comply with this requirement may result in immediate expulsion of their child.
- 7 A second violation of the SCHOOL AND DRUG POLICY will result in an immediate expulsion of the student from Holy Trinity Catholic School.
- 8 The final decision rests with the Principal and Pastor.

Transfers

Records of students leaving Holy Trinity School will not be forwarded to another school unless all accounts are paid in full. Parents who are moving and wish for copies of their child's permanent academic records to be sent to another school must complete a *Release of Information* form at the office.

Testing Program

The students take the CogAt and IOWA Test of Basic Skills in the Fall.

Teacher Ease

Teacher Ease is a website that enables the parent to monitor the student's progress and assist in remediation if it is necessary throughout the marking period. It can be accessed at www.teacherease.com. Please contact the teacher directly if you have any questions or concerns, or wish to schedule a meeting to discuss the student's progress.

Report Cards and Parent-Teacher Conferences

Report Cards are distributed three times during the school year. Teachers may also contact parents at other times via phone, e-mail or a note if a child's performance, academically or behaviorally, does not measure up to his/her ability.

Parent-Teacher Conferences are held in late Fall and again in early Spring.

Grading System

The following grades are used to report a student's academic achievement in grades K-2:

Grading Scale:

E = Exceeds Expectations M = Meets Expectations NI = Needs To Improve

- A grade of "E" is given when student work *consistently* exceeds the expectations of the grade level curriculum. Student demonstrates understanding of concepts/ skills in more in depth than presented in grade level curriculum.
- A grade of "M" is given when student work *usually* meets the expectations of the curriculum and is typical for grade level and time of year. Student is able to demonstrate an understanding of the concepts/skills. During evaluation a majority of student responses are correct. **Most of the students will achieve in this range.**
- A grade of "NI" is given when student work needs to improve to meet expectations. Student has little or no understanding of the concepts/skills being taught. During the evaluation they are unable to demonstrate competency.
- A grade of "NG" is used when a particular standard is not taught.

The following grades are used to report a student's academic achievement in grades 3 - 8:

Grading Scale:

A= 100-93 B= 92-85 C= 84-77 D= 76-70 F= 69 and below

- A grade of "A" is given to an active learner who achieves above and beyond grade level expectations. This student has exemplary work habits and a firm grasp of concepts and skills.
- A grade of "B" means achievement is beyond average expectations. This student has a good grasp of concepts and skills and has demonstrated a maturing thinking process.
- A grade of "C" indicates satisfactory progress, achievement at an average level, and meeting grade level expectations.
- There is cause for concern if a student receives a grade of "D" or "F". These grades often reflect poor work habits and/or insufficient effort. An average lower than a "D" would indicate that a student may not possess all of the skills necessary to be successful in the next year's academic program.
- A grade of "I" (Incomplete) indicates missing assignments that must be made up soon (usually within two weeks).

Honor Roll

Every quarter students in grades 6 through 8 are eligible for academic honors.

Highest Honors will be awarded to students who receive A's in all subjects.

Honors will be awarded to students who receive an A in at least $\frac{1}{2}$ of all subjects and have no grade lower than a B.

Commendation will be awarded to students who raise their grades in three or more subjects from the last quarter while maintaining their grades in the remaining subjects.

Homework

Homework assignments have a recognized value in continuing and reinforcing skills and concepts that were presented during classroom instruction. It can also serve as a means of enriching the daily classroom experiences of students. It should also include silent and oral reading of a book of choice in grades 1 & 2. It is recommended that homework be given 3 to 5 times a week depending upon subject content. The following are general expectations for the amount of **nightly** homework:

Grade 1&2 20-30 Minutes

Grade 3 & 4 45-60 Minutes

Grade 5 60-90 Minutes

Grade 6-8 90-120 Minutes

Textbooks

All regular textbooks (including paperbacks and workbooks) are supplied by the Holy Trinity Catholic School, and remain its property. Students are expected to keep the books they are issued in good condition. All books entrusted to a student's care are to be covered, and students are expected to write their name in each book to help recover it if misplaced.

Books lost or damaged beyond ordinary use must be paid for in full.

Work Permits

Work permits are available from the school office. A student must provide a letter from the prospective employer stating his/her intent to hire prior to the permit being issued.