

**STUDENT - PARENT  
POLICY BOOK**



**HOLY TRINITY SCHOOL  
WALLINGFORD, CONNECTICUT  
STUDENT - PARENT HANDBOOK**

Dear Parents and Students:

We, the faculty and administration at Holy Trinity, are committed to a program of academic excellence and the development and respect of individual dignity. Our academic program encompasses kindergarten through grade eight. Children need the support of their parents as well as the Christian atmosphere that we have created to ensure a positive school experience.

Christian values and moral principles are not merely taught; they are lived throughout our school days. We attempt to not only live the Gospel, but also to solve our conflicts through them. Our graded curriculum assures the students of the necessary tools which they will need in high school and in their everyday lives.

Children are God's gifts to all of us. At Holy Trinity, we make every attempt to understand and respect our students. We know that these children are the future, and hope that we have prepared them to meet the challenges of their world. They are taught that God walks with them through their entire lives and their faith will sustain them.

It is my hope that this booklet will be helpful and informative to you as a student and/or parent.

We welcome you to the Holy Trinity School community and look forward to providing a very positive and beneficial educational experience.

In Mercy,

Sister Kathleen Kelly, R.S.M.  
Principal

## **ARCHDIOCESE OF HARTFORD MISSION STATEMENT**

### *Education for a Lifetime*

#### **Vision Statement**

*The fundamental purpose of Catholic schools is to advance the educational mission of the Church*

Catholic schools educate diverse student bodies to form Catholic, person-centered learning communities; provide quality teaching through traditional and innovative educational programs infused with Catholic Social Teachings; involve students to serve and support parish life and the local civic communities; graduate students; and recognize and appreciate parents as the primary educators of their children.

#### **MISSION STATEMENT**

Holy Trinity School exists to communicate Gospel values, to provide a quality academic program and to develop a faith community which encourages respect for self, others, and the global community.

#### **PHILOSOPHY**

Holy Trinity School envisions each student as a person blessed with talents by a loving God. The teachers are committed to cultivate these talents in a Christian environment and provide each student with academic knowledge, spiritual formation and social awareness so that each student will be prepared to assume a leadership role in society.

#### **OBJECTIVES**

In accordance with our philosophy our specific objectives are as follows:

- To encourage students to mature in faith and in personal relationship with a loving God
- To build a strong foundation in Catholic doctrine
- To cultivate a genuinely warm and caring environment for students, faculty and parents
- To provide an educational background in all areas of learning
- To instill within the students the love of planet Earth and the desire to protect it
- To prepare the students for the future with technological advances

- To develop an appreciation and respect for self and others

### **ACCREDITATION**

Holy Trinity School is accredited through New England Schools and Colleges.

### **PROGRAM AND CURRICULUM**

The whole environment of the school is focused on the ideals, convictions and actions which help the student to be directed to God. The school's philosophy is to develop and educate the whole child.

### **ADMISSIONS**

As part of the Catholic Church's open witness to and concern for racial justice and integrated education, Holy Trinity School will be guided by the following principles:

1. The inherent and basic purpose of Catholic schools is to assure that Catholic truths and values are fully incorporated in the student's life and academic program. Parents applying should understand and appreciate this religious dimension of HTS.
2. HTS will not accept applicants seeking to avoid the orderly implementation of any desegregation plan.

All children must meet normal entrance requirements. All registration forms will be dated, and children meeting entrance requirements will be accepted in order of application, within the following guidelines:

Since HTS exists primarily to provide an opportunity for Catholic education to children of Catholic families, the admission of students to HTS shall follow this order:

1. Children from families with students in the school.
2. Children of alumni.
3. Children registered at Holy Trinity parish.
4. Children of Roman Catholic parishes.
5. Transfer students from other Catholic Schools.

Every Catholic child has a right to a Catholic education. Holy Trinity School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic, and other school-administered programs. Non-Catholic children are eligible provided space is available.

No child will be accepted in Holy Trinity School if, in the judgment of the school administration, it is felt that the educational/developmental needs of the child cannot be

met. All new students are accepted on a trial period in order to ascertain their social and academic viability for HTS.

### **STUDENT ASSISTANCE**

When parents are notified of tuition rates, they also are notified about the process by which they may apply for student assistance. Parents who request to be considered for financial assistance are sent the necessary forms. The completed forms are returned to the school office, and parents are notified of the assistance that is available for them for the following academic year.

### **PARENTS AS PARTNERS**

As partners in the educational process at Holy Trinity School, we ask parents:

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or a nutritional lunch every day.

To actively participate in school activities such as Parent – Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show an interest in the student's total education;

To support the religious and educational goals of the school;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

## **RELIGIOUS EDUCATION PROGRAM**

### Statement of Purpose

- To help all students love the living Christ within themselves
- To help students relate this living Christ to their own personal lives and their relationship with others
- To expose the students to the Gospel message in an atmosphere of mutual respect, love and understanding

### Objectives

- To create a Christian community within the classroom that is carried out into all aspects of the student's life
- To provide opportunities for individual and group prayer (prayer services, Mass)
- To impart Catholic doctrine to the students through the use of a planned program of instruction
- To enable the children to grow in Christ through the sacraments, specifically to prepare them to receive the sacraments of Reconciliation, Eucharist and Confirmation
- To provide opportunities for parental involvement and instruction through preparatory meetings, introductory sessions, and informal communication throughout the year via phone calls, letters, etc.

## **KINDERGARTEN**

The primary goal of the kindergarten is to provide a strong foundation for the child's academic education. The child's sense of self is broadened and enhanced as he/she grows in awareness of belonging to God's family. At the same time, the young child must learn to value the ideas and contributions of others. He/she must learn, through self-control, to share, to play with others and to live within group rules.

Throughout the year, opportunities are provided to increase the child's vocabulary, attention span, as well as learn to follow directions, recall information, use language effectively and seek answers to questions. In the academic areas, the students will

develop those concepts and skills necessary for success in beginning reading and mathematics.

The readiness text used in kindergarten is Beginning to Read, Write and Listen. The program introduces letter-sound association, develops writing and listening skills, expands conceptual understanding and improves fine motor control. Each student progresses in accordance to his/her level of readiness.

Mathematics Their Way, allows a “hands-on” approach to math in the kindergarten class. The children use manipulatives, graphs and charts to classify, sort, create patterns, count and work with numbers from the conceptual level to the symbolic level. These tasks prepare the students for a more formal math program beginning in first grade.

The social studies program defines and expands the world of family and community and introduces children to their country and the world around them. In the science program, children learn through their own experiences by discovery and problem solving. Social studies and science are often integrated with other subject areas to help children develop an appreciation of God's universe and the way in which people and all living things fit into God's scheme of creation. Kindergarteners also have art, library, music, and physical education each week.

### **PRIMARY DIVISION (1-3)**

The primary division refers to what has traditionally been known as Grades 1, 2 and 3. Since the learning rate varies not only between individuals, but within the individual, the child's best interests are served where he/she can adjust to a learning level suited to his/her particular needs.

#### **Reading**

Decoding, comprehension and vocabulary are systematically and sequentially developed. These skills are reviewed or extended to all levels of the primary grades. Study skills, creativity, language and literature are also introduced in the primary level.

Diagnostic unit assessment tests are employed to determine whether the skills and material of a reading level have been mastered so that a pupil may move on to the next unit.

#### **Language Arts**

Instructions on ways in which language is used are designed to support the child's overall language and reading growth. The language arts program provides activities that will focus on experiences in speaking and listening, writing and composing, as well as

language study. Spelling, writing and English development parallel with the reading series.

### **Mathematics**

Our math series is a balanced program which provides a wide range of learning experiences children require for maximum mathematical growth in concepts, facts, skills and problem solving. It is expected that basic facts be committed to memory. Parental assistance is most helpful in this area.

### **Social Studies**

Grade 1 covers family living and introduces map skills. In Grade 2, family life in other lands is studied and map skills are extended. Grade 3 studies community life and the interaction of people within the community.

### **Science**

The science program teaches the children that in the environment, animals, plants and persons are all dependent to some degree upon one another. The child learns about the needs of plants and animals and how they develop. The elements of weather -- sun, air and water -- are also studied.

### **Art**

The child learns to convey ideas through graphic expression. An awareness and appreciation of art is taught. Through activities, the child is stimulated to set down his own ideas and views with crayon and brush.

### **Music**

Music in the primary grades is intended to help children experience singing as a joyful and meaningful way to express their Catholic faith. Principles of good singing, such as tone quality, pitch and rhythm are stressed while the children are introduced to the concepts of melody, harmony, form and the basics of music reading.

## **INTERMEDIATE GRADES (4-6)**

In the intermediate grades, the children are grouped homogeneously (by similar ability levels) for reading and mathematics. In other areas of the program, they are grouped heterogeneously (by different ability levels). Homeroom classes are heterogeneously grouped.

The children are evaluated for grouping by student performance, end of unit testing, teacher observation and by standardized testing. Basic skills are emphasized in all subject areas. Along with these basics, each child participates in special enrichment activities such as art, music, physical education and computer lab.

### **Reading**

Emphasis is placed upon comprehension and vocabulary development along with continuing development in work analysis skills and phonetics.

### **Language Arts**

The skills of handwriting, listening, speaking, spelling and English usage, in conjunction with creative writing and critical thinking, are combined. Emphasis is placed upon accuracy and correct grammatical usage in all phases of the language arts program. In the intermediate grades, both oral and written modes of communication are strengthened through experience.

### **Mathematics**

Intermediate scope and sequence includes the four fundamental operations, fractional and decimal numbers, estimation, measurement, geometry, graphing, standard and non-standard problem solving.

Holy Trinity School offers an enrichment course which is designed to challenge and enrich the mathematically capable student. Students in grades 5-8 are eligible for this advanced course based upon grade average, standardized testing scores attaining 85 percentile or above, and teacher recommendation.

### **Social Studies**

Our social studies series is a contemporary program which provides an impartial and in-depth coverage of history, geography, civics and economics. A wide range of lessons, including map and globe study, vocabulary development and exercises in inquiry, critical thinking and problem solving are presented within the context of the narrative approach.

Fourth grade introduces the students to the geography of our country. The five regions and their landforms are taught as well as the people who explored, settled and built our country.

Fifth grade covers a presentation of the story of our country stressing the heritage handed down to us by previous generations and tracing the growth of democracy.

Sixth grade enables the pupils to expand their knowledge of the world in which they live and, through the study of ancient civilizations, to better understand and appreciate their various cultural backgrounds and heritage.

### **Science**

The science program integrates the skills and concepts of the life sciences, the physical, earth, space and health sciences into a meaningful, comprehensive course.

### **Art**

The child learns to convey ideas through graphic expressions. An awareness and appreciation of art is taught and through activities, the child is stimulated to express his/her visual representations with various types of art media.

### **Music**

The music program in the intermediate grades continues to emphasize singing as the primary means of musical expression. Students also learn more advanced music reading and listening skills and expand their knowledge of musical instruments. The Spirit Choir is open to students in grades 3 – 8 and Handbell Choir is open to students in grades 5 - 8.

## **JUNIOR HIGH (7-8)**

During the junior high years at Holy Trinity School, a student is introduced to a greater breadth and depth of subject matter commensurate with his/her own ability as well as a full activity program and expanded athletic and physical education format. Our goal is to prepare a well-rounded student with a strong foundation in academic areas, the ability to exercise leadership and values based on sound Christian principles. Grades 6, 7 and 8 are departmentalized to better prepare students for the diversity of teachers that they will meet in high school.

### **Reading**

The program in the junior high follows the organizational pattern of earlier levels but with a change of format to provide for stimulating and increasing student independence and initiative. A more in-depth study of literature becomes an important aspect of the junior high program. Enrichment in literature is provided through the reading of novels and explorations in literature.

### **Language Arts**

The junior high English course consists of reviewing, reinforcing and, in particular, stressing grammar at a higher level. The basic language skills including those of spelling and writing are expanded. Previously learned concepts are put to use in creative writing

as well as in the discovery of poetic verse forms. The study of various authors and their works is also a part of this course.

## **Mathematics**

In grade 7 pre algebra will introduce students to thinking in a more abstract fashion.

Grade 8 will introduce students to algebraic concepts and skills to insure better mastery of the same objectives in an algebra course.

Both junior high grades are dedicated to the review and mastery of operations involving whole numbers, fractions, integers, decimals and percents. Additional concept areas of geometry, ratio of proportions, statistics and probability are also studied. An increased emphasis of mathematics concepts underlying all operations and relationships is applied.

Holy Trinity School offers an enrichment course which is designed to challenge and enrich the mathematically capable student. Students in grades 5-8 are eligible for this advanced course based upon grade average, standardized testing scores at or above 85 percentile and teacher recommendation.

## **History**

Grade 7 students acquire a general knowledge and background in United States history from the time of Columbus to the Reconstruction Period. The time frame studied extends to 1877.

Grade 8 students acquire a foundation in early modern United States history from 1865 to the present. They use basic skills previously acquired to compile, analyze and interpret historical information.

## **Geography**

A dual approach is presented in the study of geography.

- 1) Topically, an understanding that the environment is made up of physical and cultural features, where located and how related.
- 2) Regionally, how the natural environment and people's activities are associated in different continental regions.

Always the focus is on Earth, as the home of all people.

## **Science**

The life science text teaches basic life science principles in a traditional format. A progression from the simplest organisms to the complexity of human behavior and physiology is taught. In class, activities range from proper use of and exploration with microscopes to dissections of plants, squids, sharks and frogs. In class, laboratory instruction and participation reinforces each subject area studied.

The physical and earth science text explores the current technology in such areas as computers, lasers and space. Traditional studies of matter, energy and forces are extensively studied as well.

## **Art and Music**

The child learns to convey ideas through graphic expressions. An awareness and appreciation of art is taught and through activities, the child is stimulated to express his/her visual representations with various types of art media.

The music program in the junior high grades continues to emphasize singing as the primary means of musical expression. Students also learn more advanced music reading and listening skills and expand their knowledge of musical instruments. The Spirit Choir and Handbell Choir are open to the students in the junior high grades.

## **COMPUTER PROGRAM**

The Holy Trinity School computer program is intended to familiarize students with the uses and capabilities of a computer, beginning with the basics and building new skills each year. This is not intended to teach students how to program computers, but rather to feel comfortable with a computer, and in the upper grades develop a working knowledge of databases, word processors and spread sheets. A basic understanding of these areas will prepare our students for the expanded use of computers in high school. The computer concepts will be taught in a combination of on and off the computer activities.

The program is based on goals which are addressed through a series of objectives geared to the specific grade level.

## **INTERNET POLICY**

Holy Trinity School is pleased to offer its students supervised access to the Internet. This computer technology will help propel our school through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning which offers vast, diverse and unique resources to both students and teachers. Training in the appropriate use of the Internet will be provided, and research projects will also become an integral part of the computer program.

While Internet access is intended to further Holy Trinity School's educational goals and objectives, this use is to be considered a privilege, ***not a right***, and inappropriate use will result in a cancellation of that privilege. Technical methods are being implemented to regulate students' access to the Internet. Also, Internet use will not be allowed without the presence, permission and supervision of a Holy Trinity teacher or assigned adult monitor.

By signing the handbook students agree to:

1. use the Internet only in support of education and research (not for game-playing or participation in a recreational chat room)
2. use the Internet only with the permission, and supervision, of the responsible teacher
3. not transmit threatening, obscene, degrading, or harassing messages or materials
4. not download, store, or print files or messages that are profane, obscene, or that use language that offends or degrades others (**no** files are to be downloaded without specific teacher approval)
5. not attempt to gain access to restricted or unauthorized network services
6. not knowingly degrade or disrupt Internet services or equipment; this includes, but is not limited to, tampering with computer hardware or software, vandalizing data, and invoking computer viruses. (No software or disks are to be loaded onto the school computers without specific teacher approval)
7. not knowingly violate copyright laws
8. not divulge personal information, or order products or services, over the Internet.
9. not post anonymous messages
10. not enter chat rooms unless specifically authorized, and supervised, by a teacher

## **PHYSICAL EDUCATION PROGRAM**

Physical education is that phase of general education which contributes to the total growth and development of the child primarily through selected movement experiences and physical activities.

The physical education program at Holy Trinity School encourages each child to take part on a regularly scheduled basis in a variety of activities appropriate to each child's age, physical condition, abilities and social interests.

Each child is encouraged through a program of leadership, social and emotional experiences to develop and preserve the feeling of membership in the group to which he/she belongs. Specific objectives include physical fitness, skill development, social-emotional development and interpretive ability. Holy Trinity School contracts its physical education program through the Family Y. Students in 4-8 are bused to the Y for classes during the winter months.

## **ADDITIONAL LEARNING OPPORTUNITIES**

### **School Psychological Services**

The school psychologist evaluates and consults with those students referred by school personnel, parents and physicians.

The school psychologist sees those children with social and emotional problems as well as those experiencing academic problems.

### **Social Worker**

The social worker works with children individually and/or in groups as well as with the parents. The social worker also works in cooperation with teachers, the principal and any other person involved in the child's well-being at school.

### **Learning Resource Room**

The special services staff includes a qualified learning disabilities teacher who meets with students who have been determined as having a specific learning disability.

### **Math Enrichment**

A math enrichment program which meets on a daily basis is provided for students in grades 5-8 who meet the specified criteria.

### **Speech**

The speech/language pathologist services children who exhibit difficulty with speech and/or language development.

Hearing tests for children in specific grades are conducted in the fall.

### **Nurse**

A nurse is available on a full-time basis.

### **Foreign Language**

In order to familiarize students with a foreign language, the students in grades 5-8 have weekly instruction in Spanish.

### **Library**

A special library period is scheduled for each class once a week. K - 3 students are able to borrow a book for one week. Grade 4 - 8 students are able to borrow two books for two weeks. A fine of \$1.00 will be charged for all books that are overdue for 1 month. Students are liable for the full replacement cost of all library books signed out in their name. Books may be renewed as necessary.

### **Title 1**

Students falling below the 35% in reading and math have the opportunity for remediation by the Title 1 teacher.

## **REPORT CARDS**

### **Kindergarten Progress Reports**

Progress reports are distributed in January, March and June.

### **Grades 1-3, Grades 4-8**

Report cards are distributed four times a year; November, January, April and June. These are distributed directly to the students.

Parent conferences are scheduled in November to assess the student's progress and adjustment to the classroom environment. Additional conferences are scheduled at the teacher's or parent's request.

Interim progress reports are indicative of the possibility of a D or lower on the upcoming report card in a particular subject.

Report cards focus on three important areas reflecting our philosophy of education; academic achievement, attitudes and conduct, effort and study habits.

The marking system of the Hartford Archdiocese is used in all subjects. These marks are determined by class work, independent projects, tests, quizzes, homework and classroom participation.

A+	100-98	C+	79-77
A	97-94	C	76-73
A-	93-90	C-	72-70
B+	89-87	D	69-65
B	86-83	F	Below 65, failing
B-	82-80		

<b>Grades 1 – 3:</b>	
^	Special Program
E	Exceeds Grade Level Expectations
G	Grade Level Expectations
M	Minimum Grade Level Expectations
N	Needs Improvement
O	Outstanding
S	Satisfactory
U	Unsatisfactory

The religion mark is for work in that area of academic study and for knowledge of content presented in religion class.

In reading and mathematics, since individuals mature at different rates and have different abilities, these sections of the report card communicate to the parents the grade level upon which the child is working and his/her achievement at that level. Thus, it is possible for a child working below grade level to receive a high mark indicating good achievement at that particular level.

### **Christian Attitude, Conduct, Effort and Study Habits**

The school has the opportunity to observe and study how the child displays Christian qualities of character and behavior as in living and working with others of his/her age level. For this reason, the report card evaluates general attitudes toward self and others. A check mark will indicate that improvement is needed in the area of social development and work skills. No check indicates satisfactory performance.

### **CRITERIA FOR A DIPLOMA**

Holy Trinity students are expected to work toward their highest potential. However, the criteria for a diploma is the attainment of a passing mark (65/D) in all the major subjects.

### **CRITERIA FOR A CERTIFICATE**

Any eighth grade student failing in the major subjects will be given a certificate instead of a diploma. After successful completion of summer school, the diploma will be presented to the student. The parents of the student are notified well in advance. Confidentiality is maintained.

### **CRITERIA FOR RETENTION FROM NEXT GRADE LEVEL**

Students having the ability to obtain a passing mark, but not achieving it will be considered for retention in a grade. The parents will be aware of this, the student will be notified and if no advancement is made, a meeting of all involved - teacher, parents, student and principal - will be held to review the case. Any child who fails a subject for the year must attend summer school. In accordance with Archdiocesan guidelines, the principal makes the final decision concerning retention.

### **GUIDELINES ON PUPIL RECORDS**

In accordance with guidelines of the State Department of Education, Holy Trinity School maintains three categories of pupil records.

#### **Category A**

Official administration records consisting of minimal personal data for the operation of the education system: name, address, date of birth, parent or guardian, phone number, academic work, level of achievement, attendance data.

#### **Category B**

Verified information for formulation of educational programs: health records, standardized group testing scores, speech and hearing evaluations.

#### **Category C**

Verified information necessary for formulation of prescriptive educational plans designed to meet unique needs of selected student: referrals to other professional staff in school, planning and placement team findings, correspondence and reports with other agencies.

The records of this school concerning individual students shall be used for the promotion of the welfare of the student. In accordance with this principle and with state and federal laws, the policy of the Holy Trinity School shall be:

- That the parent(s) or legal guardian(s) shall have the right to inspect and review the student's record maintained by the school upon written request. Such requests shall be complied with as expeditiously as possible, but in no case shall compliance take more than twenty-five (25) days after receipt of the request.
- This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.
- The written request is to be submitted to the principal of the school.
- Copies of students records are released only to duly authorized persons and only after a release form has been signed by the parent or legal guardian. (P.L. 93-380)
- Students requesting records/transcripts/recommendations must make a five school-day request to the school office. All forms should be submitted to the Holy Trinity School office for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

**No records will be sent to transferring schools of students whose financial commitment is in arrears.**

### **STANDARDIZED TESTING**

In keeping with directives of the Office of Catholic Schools, the following standardized tests are administered in Holy Trinity School each year:

- Cognitive Ability Testing administered in grade 2
- Iowa Test of Basic Skills administered to grades 3-7
- Cognitive Ability Test administered to grades 5 and 7
- Metropolitan Readiness administered to kindergarten

All of these test results become part of the academic record of every student.

## **HOMEWORK**

Homework is an extension of classroom study and is an important phase of the school curriculum. It aims at reviewing, enriching and developing greater understanding of the material presented in class. It helps students to extend what was taught and aids in establishing study habits.

It is the responsibility of parents to provide an appropriate environment for study within the home. Parents are requested to help their children establish timelines for long range projects. Drill and reinforcement in basic skill areas is essential to successful learning. As partners in the educational process, parents are requested to be a catalyst in helping their child secure a firm foundation in the major content areas.

Formal homework assignments are given at the discretion of the teacher and should not usually exceed:

Primary	30 minutes daily
Grades 4-5	60 minutes daily
Grades 6-8	90 minutes daily

Every student in grades 3 through 8 must use the school assigned homework planner.

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities such as clubs, sports, cheerleading and class activities have been established to maintain school spirit, create unity, encourage good relations between school staff and students, instill good citizenship and promote the welfare of the school.

Any student who obtains a grade below a 70 in any subject at report card time will not be eligible to take part in any extra-curricular activity during that marking period.

Students are subject to removal from these programs for a period of time determined by the principal for any of the following reasons:

1. Truancy/Excessive Tardiness
2. Disruptive Behavior
3. Use of Profane/Abusive Language
4. Cheating
5. Smoking
6. Frequency of Detention

Any other act that is considered by the school staff or administration to seriously disrupt the educational process or is deemed to be against the best interest of the school is also cause for removal from the extra-curricular program.

Students who are absent from school on a given day will not take part in sports, dances and/or extra-curricular activities on that day.

### **ATHLETIC CODE OF ETHICS**

Playing sports is a privilege not a right. School officials have a duty to hold athletes to personal, academic and disciplinary standards. Since the athlete represents the school, every effort should be taken to ensure that student athletes are worthy representatives.

Students must maintain a grade of at least a C- in every subject in order to be eligible for participation in the athletic program. Grades of athletes will be reviewed at the end of the first quarter, and then at each interim report time and each quarter thereafter during the school year. Failure to meet the requirement will result in elimination from the team.

Teachers will monitor academic effort of athletes throughout the athletic season. If any teacher observes that any student is not demonstrating sufficient effort in a subject, the principal will be notified. The principal will schedule a conference with that student and will notify parents and coaching staff. Lack of academic effort by any student may result in that student's suspension from team activities.

Parents are responsible for providing prompt transportation at the end of practices or games. If this becomes a serious problem, the student will be removed from the team. Volunteer coaches are doing a great service for HTS, and students should not take advantage of them.

The students and parents are responsible for the safe-keeping and maintenance of uniforms and equipment issued to students as members of the team. Students agree to return uniforms and equipment at the completion of the season or at the time that membership on a team terminates. A student failing to return uniforms will be billed for the replacement cost of items not returned or returned in poor condition.

## GENERAL INFORMATION

### SCHEDULE

School begins at 8:09 a.m. The first bell rings at 8:08 to line up; rings again at 8:09 after which the students enter the building. Any student entering after 8:10 is considered tardy and must report to the office for a late slip.

Students should not be in the school yard prior to 8:00 except for bus students. These bus students are supervised from 7:55 (first bus arrival) every morning by a member of the faculty.

The school cannot provide supervision in the yard for those walkers or car riders who arrive earlier than 8:00. Therefore, the school cannot assume responsibility for these students.

Walkers and car riders are dismissed at 2:25 p.m. through the rear doors (playscape side). Students are to be picked on the playground by the parents. No child should enter the bank parking lot without a parent.

Bus students of all grades are dismissed at 2:25 p.m. through the front doors (parish center side).

### Attendance: Absences and Tardies

**ABSENCES:** The State of Connecticut deems it essential that students attend school on a regular basis in order to maintain continuity of the educational process and to foster the habits of regular attendance, dependability, and responsibility. Connecticut state law requires parents/guardians to cause their children to attend school regularly, and the Board believes a student should not be absent from school without the parent/guardian's knowledge and consent.

The statutory responsibility for regular attendance rests with the students' parents/guardians or with the students themselves when they become of legal age. However, the school shall institute all necessary measures to encourage and ensure the regular attendance of all students.

**TARDINESS:** Holy Trinity School believes that patterns of punctuality and adherence to schedules must also be developed in students. Therefore, tardiness to school and/or class will result in disciplinary action. Three (3) tardies or three (3) early dismissals is considered a one-half day absence. Excessive tardiness has a direct impact on a student's academic success and promotion to the next grade. If your child

is tardy he/she must enter the building through the main entrance on North Whittlesey Ave. The back door will not be open for late arrivals.

**Legal Reference:** Connecticut General Statutes  
10-184. Duties of Parents  
10-185. Penalty  
10-186. Policies and procedures concerning truants

### **LEAVING SCHOOL EARLY**

If possible, doctor's appointments should be made after school hours or during school vacations. Parents must come to the school office to pick up their child. Authorized school vacations are scheduled throughout the year. Please try to schedule family vacations during those times. **Homework will not be given prior to unscheduled vacations.** Missed work must be made up according to the classroom teacher's grading policy.

### **WEATHER**

In the case of severe weather, Holy Trinity School will follow the decision of the Wallingford Board of Education as to whether or not there will be a school session. This decision will be announced over the radio stations. **PLEASE DO NOT CALL THE CONVENT OR THE RECTORY.**

### **EARLY DISMISSAL DUE TO BAD WEATHER**

**Parents should not call the school office.** If bad weather develops once school is in session, please tune in to radio or TV for early closing messages. Parents should not call school when bad weather conditions develop during the school day because doing so ties up the line if there is an emergency or if the Public School Office is trying to make contact. If parents are unable to listen to the radio at work, perhaps a plan can be worked out with a neighbor, friend or relative. Parents must work out plans for students to be picked up and supervised in cases of early dismissal because of bad weather. Parents will be alerted through School Reach which is an automated system.

### **EMERGENCY CARDS**

Emergency cards list the names and telephone numbers of those people other than parents who will respond if a child becomes ill or if there is an emergency and a parent cannot be reached. If changes are to be made, it is the parent's responsibility to update this report throughout the year. ***It is absolutely critical that we know how to contact someone who can make a decision on your behalf when we cannot get in touch with either parent or guardian.***

## **RULES OF BEHAVIOR**

### **General:**

1. Accept leadership and authority of teachers, principal and other staff members.
2. Cooperate with teachers and other students.
3. Be honest and courteous.
4. Be aware of personal safety and safety of others.
5. Use only acceptable language.
6. Assist in keeping the grounds and facilities free of papers and other debris.
7. Refrain from damaging, defacing or destroying school and personal property.
8. Remain on the school grounds until dismissed or given permission to leave.
9. Travel on a school bus only if assigned to that particular bus.
10. Chewing gum is not allowed in the building, bus or on the school grounds at any time.
11. Pay replacement cost of property and books damaged or lost.
12. Be in the school building before or after school only with the supervision of a teacher and expressed permission of his/her teacher.
13. Change clothes in the lavatories only with the expressed permission of his/her teacher.
14. Radios, tape recorders, electronic games, toys and valuable possessions may not be brought to school. The school bears no responsibility for lost or stolen items, including electronic devices.
15. All personal belongings are to be marked with the student's name.
16. The office phone may only be used in case of an emergency. Forgotten items and homework are not considered emergencies.

17. Students are required to walk on school grounds and in the building at all times.
18. Cell phones must be turned off and not used during the school day. If this policy is violated the parent must pick up the item the following day from the principal.
19. Any type of gun or weapon in school or on school grounds constitutes grounds for expulsion.

Violation of any of the preceding rules will result in disciplinary action.

**Verbal or Physical Threats/Actions**

- Children in grades K-2                      Discipline at the discretion of the building principal.
- Children in grades 3-5                      Up to a five day out of school suspension and referral to the Youth Officer.
- Children in grades 6-8                      Up to a ten day out of school suspension, Assessment from a licensed psychologist or social worker, and referral to the Youth Officer or Police Dept. if Youth Officer is not available.

**Bullying Policy**

Bullying is prohibited in all Catholic schools of the Archdiocese. It will not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teaching of Jesus Christ. This behavior is against the fundamental tenet of “Love your neighbor as yourself” and destroys respect for the dignity of the student, undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment.

Bullying means any overt acts by a student or a group of students directed against another student with the intent to ridicule, humiliate or intimidate the other student while on school grounds or at a school sponsored activity which acts are repeated against the same student over time. Bullying includes physical intimidation or assault, extortion, oral or written threats, teasing, putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation. Students who engage in any act of bullying while at school or at any school function are subject to appropriate disciplinary action up to and including suspension, expulsion and/or referral to law enforcement officials.

### **Notice To All Parents Concerning Insurance Coverage**

As stipulated in our General Liability Policy, students are not covered for medical expenses resulting from any injury received at school or in their participation in school-sponsored events away from school premises. Any medical bills or injury claims should be referred to the major medical coverage in effect for your child. Sports injuries should be immediately reported to the principal for referral to the proper insurance carrier.

### **Suicide Statements by Students**

Holy Trinity School values the quality of life for our students. We take seriously any threats/concerns of threats. Holy Trinity School follows the Office of Catholic Schools Policy in this matter.

### **Cheating/Integrity**

In accordance with the mission of Holy Trinity School, integrity and honesty are expected in all aspects of the students' work. Cheating is considered a serious infraction and will result in a 0. The following are examples of cheating: copying, plagiarism, knowingly using another student's work as your own, allowing another student to use your work. Cheating is not limited to these examples. **All** students involved will be punished. Work will not be allowed to be made up.

## **PENALTIES FOR INFRACTIONS**

### **Detention**

1. Detention shall be given by a teacher for infractions of rules and school policies.
2. Detention will be held at the discretion of the teacher. In cases where the child remains after school, parents will be notified in advance.
3. Accumulation of detentions will result in further disciplinary actions.

### **Suspension**

Suspension means that a student is excluded from classes for a given period of time. During this period, the student is under the supervision of the principal in an assigned area. He or she is given school assignments that are to be completed and handed in to the home room teacher. If a student is suspended, this is recorded on their permanent record card. Three suspensions may result in dismissal from Holy Trinity School. During a period of an out-of-school suspension, the student is not allowed on school property and cannot attend school functions.

### **Expulsion (Permanent Dismissal)**

When the spiritual, intellectual, social and physical development of any one of our students is threatened by another child with harmful conduct such as fighting, cheating, stealing, smoking, drinking and the use of drugs, verbal threats, harassment, disruptive classroom behavior, such child is subject to expulsion. Any student who has accumulated three suspensions for any reason, including failure to do assigned work may face permanent dismissal.

The principal of Holy Trinity School reserves the right to expel a student who is unable to adapt to the Christian environment, who presents a danger to the moral or physical well-being of other students, or is guilty of prolonged and open disregard for school authority.

Expulsion will be considered only after conferencing with parents/guardians who have been made aware of the seriousness of the student's conduct. The Superintendent of Catholic Schools, or in his/her absence, the assistant superintendent will be consulted by the principal before the final decision is made.

## **SMOKING, USE OF ALCOHOL, USE OF DRUGS**

No student is to smoke, possess tobacco products, drink alcohol, or use drugs on school grounds at any time. Any student who sells, distributes or proposes to sell, distribute or offer any controlled substance including tobacco, on or off school grounds will be suspended. Students involved in a school function anywhere are bound by this same directive.

Any student disregarding this directive will be subject to suspension and possibly expulsion. The proximity of graduation will not exempt a student from this policy. Parents will be notified immediately when this directive is violated. If necessary, other officials also will be notified in compliance with the law.

Cubbies and desks are the property of Holy Trinity School; therefore, they are subject to search if deemed necessary by the principal. The school also has the right to search students' backpacks and personal belongings.

### **Bus Students - The student shall:**

1. Respect and obey the bus driver.
2. Remain seated while the bus is moving.
3. Keep entire body inside the bus.
4. Refrain from throwing any objects out of the bus.
5. Ride only the assigned bus.
6. Ride the assigned bus daily unless a note of excuse written by the parent has been received in the office. Kindly duplicate the form in the back of the book for this purpose.

Bus students not conforming to the above rules are subject to disciplinary action. According to Wallingford Board of Education policy, any child receiving three warnings will be suspended from riding the bus/van for at least three days. Violations of these rules will jeopardize your child's privilege of riding the bus. Appropriate behavior on the bus and at the bus stop is expected of all Holy Trinity students. The students are to treat the bus driver and each other with respect.

Students exit front side door nearest to parish center. For safety reasons, parents must inform the classroom teacher of a change in transportation for a child who normally takes the bus home. Only written notes containing the date, child's name, bus # and parent signature will be accepted. Please duplicate the form in the back of the book.

### Car rider / Walker Dismissal

Students exit the rear door on the playscape side of the building. Parents greet students on the sidewalk. Parents do not enter the building at dismissal. Students wait for parents inside fenced area. If a parent does not arrive to pick up their child within 5 minutes of dismissal time, the child should re-enter the building to tell the office to contact their parent(s). No child should enter or exit a car parked in the bank parking lot without a parent. Safety in the parking area is everyone's responsibility. Parents should park their cars in a safe and legal manner on the street and Hudson Bank parking lot and walk down to the fence and sidewalk to meet their children. It is unsafe for the students to walk into busy parking lots to meet their parents. Parents are asked to be at school for dismissal on time. For safety reasons, the school requires a written note informing the teacher of a child's change in car dismissal.

### Bicycles

In the interest of child safety, only children in grades 6 through 8 are permitted to ride their bicycle to school and this is only upon the judgement of the parents and the administration. Since the school can not assume responsibility for stolen or damaged bikes, we recommend that a lock be provided. To insure safety, the children are not allowed to ride bikes in the school yard.

### DRESS CODE

Students are encouraged to develop the important qualities of cleanliness and good grooming. Haircuts and hairdos are to be neat and of a sensible style. The school reserves the right to decide whether or not a student's grooming is in accord with the school's norm. Students are to be attired in winter and summer uniforms as published by the school. Sneakers are permitted only for physical education class. Sweatshirts, even HTS ones, are not classroom attire at HTS. Eye shadow, nail polish, etc. are not appropriate during the school day. **Summer uniforms are worn from May 1<sup>st</sup>. through the close of school and for the opening of school through October 15<sup>th</sup>. unless otherwise stated.** If a student is unable to wear any part of the regulation uniform, an explanation from the parent is required. Please expect and obtain a clean and neat appearance from all your students.

Uniforms are to be worn at all times except when students are otherwise informed for some particular reason. School uniforms are purchased from the Dennis Uniform Manufacturing Company, 500 Boston Post Road, Orange, 1-203-795-5457.

### Uniforms

#### GIRLS

Plaid jumper (Gr. K-5)

Skort (Gr. 6-8)

#### BOYS

Polo - Wine with logo, short  
or long sleeve shirt

Pants- Navy Docker style

Vest (Gr. 6-8) Navy with logo  
Polo - Wine logo, short or long sleeve  
Sweater - cardigan - navy with logo  
Socks & Tights - Navy (white for gym)

with belt  
Sweater - Navy with logo  
Socks - Navy or white -(gym)

WINTER – Navy Neil Roberts’ uniform  
slacks with a belt

SUMMER - plaid shorts & wine polo logo

SUMMER - Navy shorts &  
wine polo logo

**SHOES:** Parents are to select an appropriate BROWN, tan or blue shoe. Soles and/or heels are to be less than 1 inch high and shoes MUST have non-marking soles. Shoes with lug soles, sandals, clogs, sneakers, canvas shoes, athletic shoes, flip flops, boots of any kind, moccasins, or slippers are not allowed. The principal reserves the right to determine whether or not a shoe meets the dress code.

Girls’ jumpers, skorts should be worn at a length that is at least three inches below the student’s fingertips when her arms are at her sides. Slacks of any type are not to be worn under jumpers during classes. **The non-negotiable length of jumpers, skorts and shorts is no more than six inches from the floor when kneeling.**

All parts of the school uniform must be purchased from Dennis Uniform Manufacturing Company. The stores are located at 500 Boston Post Road, Orange and at 650 Wolcott Street, Waterbury. They have our full uniform policy on file. Any uniform needs or questions should be addressed to the company at 1-203-795-5457 in Orange and 1-203-597-9246 in Waterbury. Orders may be placed over the Internet: [dennisuniform.com](http://dennisuniform.com) school code: OROOHT.

\*Summer uniforms may be worn from the beginning of the school year to October 15, and from May 1 to the close of the school year.

Make-up is not appropriate. Girls may wear clear nail polish as well as small stud earrings. Dangling earrings are not permitted. Boys may not wear earrings. Jewelry, other than a watch, ring or religious medal, is not allowed.

### **Gym Uniforms**

Plain royal blue sweatpants, white sneakers and Holy Trinity School T-shirts and sweatshirts are the only acceptable gym uniform. These uniforms are worn to school on gym days. All parents must be vigilant that students are adhering to this policy. No exceptions, please. Gym T-shirts and sweatshirts are available only through Neil Roberts. Regulation gym shorts may be worn during the months of September, May and June. White gym socks MUST be above the ankle.

## Physical Education Schedule

K - 3 Tuesday

4 - 8 Thursday

### Casual Day Attire

Jeans may be worn on casual day. They are to be neat, not torn and may not be low-rise. Shorts (not cut-offs) may be worn if they are at least as long as the student's fingertips when arms are straight at the students' sides. Pajama pants are not allowed at any time. On casual day, sneakers are permitted.

Halter tops, tank tops, mesh shirts, athletic tops or any shirt that does not fully cover the torso are not allowed on casual day, field day or field trips. The students may not wear any type of shirt that does not have sleeves. T-shirts must not be vulgar, violent, obscene or be imprinted with drug, alcohol or cigarette logo.

If a child forgets to wear casual clothes, he/she will **not** be allowed to call home for a change of clothing. Sometimes students "sneak" in a phone call home. If this should happen, I personally ask that you respect our policy and do not bring a change of clothing to your child.

Students will not be allowed to wear casual clothes on casual day without the \$1.00 contribution. If your family is experiencing financial difficulty and cannot not afford the contribution, please contact me. Too many of our students conveniently forget the money yet wear the casual clothes. **Students who do not adhere to this policy will have the privilege of casual day revoked for the year.** I ask that you support our efforts in further developing responsible children.

### School Dance Dress Code

Students may not wear jeans (of any color), denim slacks or t-shirts. Boys must wear shirts with collars. Girls must wear shirts that are modest and are able to be tucked into skirts/slacks. Girls may wear slacks. Halter, tank tops (any shirt that does not fully cover the torso) and straps less than 3 inches wide, spaghetti straps, mesh tops are not allowed. Midriffs are to be covered at all times. Skirts and dresses must be at least as long as the student's finger tips when arms are at her side. These rules also apply for Class Night.

### Haircuts

Both girls and boys should have neat and clean hair on a daily basis. Mohawks, shaved heads, designs in hair, tails or any other type of faddish haircuts are not allowed. Hair color, dye and high-lighting is not allowed for either girls or boys.

Frequent violation of the student dress code will result in disciplinary action at the discretion of the teachers and the principal.

## **Lost and Found**

Most articles that are found are placed on the lost and found shelf located in the basement of the school. The only items that should be turned into the school office are money, jewelry or wallets.

Parents of younger children are requested to check periodically for lost clothing. It is essential to mark all clothing and lunch boxes with your child's name.

## **ATTENDANCE AND HEALTH**

Students must be in homerooms before classes begin at 8:10 a.m. There are only two reasons accepted for an excused absence; sickness of the student or death in the immediate family. Frequent absences are extremely detrimental to the student's academic progress. In the event of absence, parents are requested to do the following:

1. Call the school office (269-4476) on the day of the absence and report the reason for the absence. **Calls must be made by 9:00 a.m.** The nurse's voice mail may be accessed at any time by calling extension # 12.
2. When the student returns to school send a note written by the parent, stating the dates of absence and the reason.
3. In the event of an accident or an operation, a written note must be submitted to the teacher/nurse in order to have the student excused from physical education classes.
4. Children absent from school because of contagious diseases must have written permission from their family doctor before being readmitted.

**ALL APPOINTMENTS WITH DOCTORS AND DENTISTS SHOULD BE MADE AFTER SCHOOL HOURS WHENEVER THIS IS POSSIBLE.**

## **Physicals**

It is the policy of the Wallingford Board of Education and Holy Trinity School, in compliance with the State of Connecticut regulation that each child must have a complete physical exam including hematocrit, urinalysis, vision and hearing screening, height and weight, pulse and blood pressure measurements prior to entering kindergarten and in the period of July 1 - June 1 of their 6<sup>th</sup>. grade year. Their immunization must also be completed.

## FIELD TRIPS

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. All grades do not always have the same number of field trips.
3. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
4. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
5. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips are due in the office forty-eight hours after receipt of the permission slip.
6. A field trip permission slip is printed at the end of this book. This is the only format that may be used to allow a student to leave school during school hours. If your child fails to bring his/her permission slip home, you may tear out and use or copy the form provided. Call the school for information needed to complete the form. **Note:** a fax does not take the place of an original signature.
7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
9. Students who are participating in the field trip must ride the bus to and from the field trip with their class. Students not on the bus may not participate in the field trip and will be counted absent for that day.
10. All monies collected for the field trip are **non-refundable**.
11. **Cell phones are not allowed** on field trips unless otherwise directed by the teacher and/or administration.

## Medication

The following is the Wallingford Board of Education's policy regarding the administration of medication during school hours. Since the town provides nursing services to our school, we abide by this policy.

Medication, whether prescribed or over-the-counter, should be given, if possible, before school. A state law requires a PHYSICIAN'S WRITTEN ORDER and a PARENT'S AUTHORIZATION for the school nurse to administer ANY medicinal preparations. In her absence, the principal or designated teacher may administer medication. Medication must be in a pharmacy container, clearly marked with the following information:

1. Student's name
2. Direction for administration

3. Name of medication - dosage format on the label must match the details in the authorization form.
4. Doctor ordering medication - Long term continuing medication is renewed each September.
5. Students may not bring medication to school. Medication must be brought to the school nurse IN IT'S ORIGINAL BOTTLE by a parent.

For **field trips**, the following apply:

- A. If the school has proper authorization (written doctor's order) to administer the medication, the teacher in charge shall carry and administer such medication.
- B. Children who have the appropriate authorization for self-administration of EPI pens may attend field trips without a guardian.
- C. Parents of children with severe asthma, diabetes, or other potentially life-threatening illnesses are asked to discuss field trip needs with the school nurse at the start of the school year.

**Field Trip/Chaperone Expectations:**

- Siblings and/or relatives are not allowed to accompany chaperones on field trips or field day.
- Cell phone use should be limited to emergencies only.
- Everyone remains as a group unless otherwise directed by the teacher in charge of the trip.
- Students are never to be left alone anywhere, including restrooms. Chaperones will escort their group to restrooms and wait until the group is together again. **UNDER NO CIRCUMSTANCES ARE STUDENTS TO BE SENT TO THE RESTROOM ON THEIR OWN WITHOUT AN ESCORT.**
- Report any injuries, illnesses, lost students, etc. immediately to the teacher in charge.
- Parents of students with medical needs must accompany their child. They are given first consideration when planning for chaperones, followed by room parents.

**Guidelines for Crutches and Wheelchair Use in School**

Any student who arrives to school with crutches or requests use of a wheelchair must have a doctor's note indicating the particular medical problem and have included in the note parameters for activity limitations. If a student arrives to school with crutches or a request for a wheelchair and states they have not seen a doctor the school nurse must contact the parent. The parent will be informed that if the student sustained an injury where they need crutches or the use of a wheelchair they need to be evaluated by a physician. If the physician feels the student does not need crutches or a wheelchair the

school nurse needs a note from the doctor for the reason the crutches/wheelchair are being prescribed and any activity restrictions or limitations the student may have. The school nurse will inform the parent that the child should be taught proper use of crutches prior to coming to school and the instruction should include how to use crutches on stairs. Parents are encouraged (not required) to provide transportation to and from school. If a student needs to be on crutches or utilize a wheelchair for an extended period of time van to van transportation is provided if there is a doctors' note requesting the need. Students needing to use a wheelchair must provide their own wheelchair for use during the school day. The school wheelchair should be kept available for school use and emergency needs.

### **LUNCH PERIOD**

All children remain at school during the lunch period. Each student has the option of bringing his/her own lunch and purchasing milk or participating in the hot lunch program.

The cafeteria period is supervised by salaried personnel. Students are expected to show respect and courtesy at all times. In the event that this is not done, the child will be removed from the cafeteria and the parents will be contacted to make other arrangements for the student's lunch period.

### **FOOD POLICY**

#### **Peanut/Nut Allergy**

There are some children at Holy Trinity School who are allergic to peanuts, peanut oil and/or tree nuts. These allergies can be serious and life-threatening. Please do not use any peanut or nut products when baking for birthdays, bake sales and other events. It is recommended that students with food allergies strictly avoid foods not brought from home to prevent possible anaphylactic reaction.

### **COMMUNICATIONS**

When it is necessary to communicate with a classroom teacher, the parents are requested to call for an appointment. Teachers are not available to dialogue with parents during class time. Parents may not confer with a teacher while a class is in progress.

Classroom problems should first be discussed with the teacher. Only after this has been done should a parent request an appointment with the principal.

Parents' comments and questions are welcome on any subject, no matter how seemingly unimportant. Most school communications are posted on our website. The oldest child in the family is responsible for taking the family envelope home and returning it to school the following day. Family Envelopes are an important way of keeping communications open between HTS and the home. Please make a special effort to read the contents carefully each week. If papers need to be returned to the office, please print the appropriate forms and return them in the Family Envelope on Thursday.

Collection of money for any purpose must be cleared through the principal prior to the collection. ALL money sent in to school must be in an envelope with the purpose of the money clearly indicated on the envelope.

### **NOTICES**

Important notices are posted on our website each Wednesday. [www.hts-wallingford.org](http://www.hts-wallingford.org)  
If you do not have Internet access you may request in writing to have this information sent home with your child each Wednesday. Please encourage him/her to deliver these to you. It is a parental responsibility to read the material provided.

### **Birthday Parties/Invitations**

In fairness to all the students in a class, birthday party invitations are permitted to be passed out only to ALL girls in the class, to ALL boys in the class or to the entire class. If invitations are passed out to only a selected few students, they will be collected and given back to the parents. If you wish to choose the students you would like to invite, you must mail the invitations to the students' homes.

### **TELEPHONE CALLS**

Calls to the school to leave messages for students should be only in the case of emergency. Students will not be permitted to call home for forgotten items, lunches, books, etc. Forgotten items that are brought during school hours should be left in the secretary's office and marked with the student's name. Classes will not be interrupted. Changes in transportation need to be made and communicated to the child BEFORE the child comes to school.

### **VISITORS**

Any person visiting school for whatever reason is expected to enter by the FRONT DOOR and report to the school office. No one has permission to go directly to a classroom without first reporting to the secretary and signing in. Our building is locked. Please be patient until you are buzzed in.

### **FAMILY VACATIONS**

When scheduling family vacations during the school year, please remember the school policy.

The school feels very strongly that neither parents nor students should be allowed to adjust the official school calendar for their own convenience. In light of this, absences for vacation reasons are to be avoided whenever possible. Parents who decide to anticipate the beginning or extend the end of a vacation or weekend, or who arrange to take trips and/or vacations during time when Holy Trinity is in session, should note that

such absences are “unexcused.” As such the student will not be excused from any matter that was covered, or from any tests and/or exams that took place during such absences. Teachers need not provide make-up work and tests for such “unexcused absences.”

The policy with regard to family vacations is established with your child’s academic progress in mind. When students miss school because of extended vacations or because the family vacation does not correspond at all to Holy Trinity’s vacation schedule, the absence does affect their academic performance. Please abide by this policy.

### **PARISHIONERS OF HOLY TRINITY PARISH**

To be considered a parishioner, you must be registered with the parish and use the envelope system supplied by the parish. Children and their families are expected to live their faith and worship regularly by attending Mass. The suggested offering per family is \$8.00 weekly.

### **OUT OF PARISH ASSESSMENT POLICY**

This policy of the Archdiocese of Hartford reflects the recognition by the diocese of the importance of shared education. Most parish schools have, in growing measure, become “regional or interparochial” schools, enrolling increasing numbers of students from other parishes. The parish assessment is a substantial help to the operation of the school.

The specific implications of this policy are that the neighboring parishes are billed \$250.00 per pupil for each student from their parish who attends Holy Trinity School. You must, therefore, be registered and a contributing parishioner if your parish is expected to pay this amount. If you are not registered and your parish will not assume the cost, you will be billed by the school for this additional amount which is over and above the established tuition as listed in the schedule.

### **TUITION POLICY**

All students enrolled in Holy Trinity School shall be enrolled on a tuition basis. Payment of tuition is expected of all parents. In the event that parents are financially unable to meet their obligations because of unforeseen circumstances, arrangements may be made, on an individual basis, by contacting the pastor or the principal.

If a parent has not contacted either the pastor or the principal to arrange a satisfactory solution, and tuition remains in arrears on April 15<sup>th</sup> of any year, the child will not be enrolled at Holy Trinity for the following September.

Families may choose from three tuition plans:

- Plan A            Tuition is paid in one payment by June 1.
- Plan B            Tuition is paid in two payments on June 1 & January 1.
- Plan C            The FACTS tuition plan is a direct debit from a checking or savings account each month. Ten

payments are made between the months of June and April.

- A \$30.00 fee will be charged for any checks returned or insufficient funds.

### **INSURANCE**

All students, especially those involved in competitive sports, must be covered by their family insurance policy. Holy Trinity will not be held responsible for any injuries.

### **NON-CUSTODIAL PARENT**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, the school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **RE-REGISTRATION**

In March of each year, each family must re-register their child/children for the next academic year. This \$100.00 re-registration fee is non-refundable.

Deposits for the next school year will not be accepted unless all financial obligations for the current year are met. Therefore, a student will not be guaranteed a seat for a school year when current financial obligations are not being met on a regular basis. A \$100.00 late fee will be charged to families that do not register by the deadline. Families who do not meet their fundraising obligations will have this amount added to their re-registration fees.

*We understand that there are extenuating circumstances at times that may prevent a family from meeting their financial obligations to the school. We encourage those families to speak with the principal personally so that she can assist you. Families may be assured of confidentiality in all financial matters.*

Students will not be allowed to participate in our sports' program or field trips if tuition and/or other financial obligations are not current.

### **Checks Returned for Insufficient Funds**

Checks returned to the school due to insufficient funds will be returned to the parent. A fee of \$30.00 will be charged to the payment. We will not redeposit a check nor will another personal check be accepted. Payment will then be required by money order or cashier's check only. If two checks are returned during the school year for insufficient funds, we will no longer accept checks from that family. All payments will then have to be made by cashier's check or money order.

**TUITION REFUNDS**

When a child withdraws from Holy Trinity School after June 1 two months tuition is withheld to cover the cost of books and materials.

**HOME-SCHOOL ASSOCIATION**

Holy Trinity School has an active Home School Association which strengthens the community life of the school, raises needed funding, plans activities and sponsors numerous school projects. All parents belong to the HSA which is akin to a PTA/PTO in the public school sector.

**TO THE PARENT(S)/GUARDIAN**

The family handbook is designed to acquaint you with the policies and regulations of the school. We ask that you assist us in creating a pleasant learning atmosphere in the school by adherence to school policies. Only in this type of environment can the child realize his/her potential.

**PARENT COOPERATION AS A CONDITION OF ENROLLMENT**

The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

**Holy Trinity Policy and Permission To Use Photo Likeness**

**Group pictures**

Group pictures such as sports teams, clubs, volunteer groups, cast members, etc. will be used in school publications, websites, newspaper or other media formats. Your child may ask to be excused from any group picture. Individual students will ***not*** be identified by name.

\*\*\*\*\*

**SCHOOL/PRINCIPAL'S RIGHT TO AMEND HANDBOOK**

The principal in conjunction with the faculty retains the right to amend the handbook for just cause. Parents will be given prompt notification if changes are made.

Holy Trinity School  
11 North Whittlesey Ave.  
Wallingford, CT 06492  
(203)269-4476

**FIELD TRIP PARENT CONSENT FORM**

Student: \_\_\_\_\_ Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Dear Parents, A group field trip has been scheduled as follows:

Group or Class: \_\_\_\_\_

Day, Date: \_\_\_\_\_, 20\_\_

Destination: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

We will leave school at \_\_\_\_\_ AM/PM, and will return at \_\_\_\_\_ AM/PM

Reason for field trip: \_\_\_\_\_

Transportation: \_\_\_\_\_ School Bus, \_\_\_\_\_ Other \_\_\_\_\_

The cost per student is \$\_\_\_\_\_. Which is for \_\_\_\_\_

Your child needs to bring: \_\_\_\_\_

In order for your child to go on the trip, you must complete the attached permission slip and return it to the school by \_\_\_\_\_.

Thank you.

\*\*\*\*\*

**SPECIAL INSTRUCTIONS: Valuables on Field Trips:**

Students are advised to leave valuables at home as the bus company and the site of the field trip bear no responsibility for lost or stolen articles. Any type of electronics such as a digital camera, I-Pod, cell phone must be carried through the field trip.

----- **Permission Slip** -----

I/We the parent/parents of \_\_\_\_\_ request Holy Trinity School to allow my/our child to accompany his/her class to \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_

Parent Signature

**Holy Trinity School**

**THIS TRIP IS NOT SPONSORED BY THE ARCHDIOCESE OF HARTFORD**

**FIELD TRIP PERMISSION AND WAIVER  
PARENT/GUARDIAN CONSENT FORM AND LIABILITY WAIVER**

\_\_\_\_\_  
Participant's Name

\_\_\_\_\_  
Parent/Guardian's Name

\_\_\_\_\_  
Home Address

\_\_\_\_\_ Home Phone                      \_\_\_\_\_ Business Phone

I, \_\_\_\_\_ grant permission for my child,  
\_\_\_\_\_ to participate in the activity identified below that  
requires transportation to a location away from the school/parish site.

A brief description of the activity follows:

\_\_\_\_\_  
Type of event

\_\_\_\_\_  
Destination of event

\_\_\_\_\_  
Mode of transportation to and from event

\_\_\_\_\_  
Date(s) of event

As parent and/or legal guardian, I remain legally responsible for any actions taken by the  
above named minor ("participant").

**\*ALL PAGES MUST BE COMPLETELY FILLED OUT**

I agree to be responsible for any damages or costs incurred by or on behalf of my child of any nature arising from or in connection with my child attending this event, or in connection with any illness or injury or cost of medical treatment in connection therewith.

I hereby release and discharge Holy Trinity School, the Archdiocese of Hartford, their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs, from any and all liabilities, suits, claims, demands, actions or damages (including attorney's fees) incurred by me or by my child or are in any way related to or arising out of participation in the above event, including, without limitation, all claims for property damage, personal injuries or wrongful death, including any claims which allege negligent acts or omissions of or by Holy Trinity School, the Archdiocese of Hartford, their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs.

I understand that by signing this form I am releasing Holy Trinity School, the Archdiocese of Hartford, their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs from any and all claims, including claims which allege negligence by Holy Trinity School, the Archdiocese of Hartford, their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs.

Should I choose not to sign this form, I recognize that my child will not be able to participate in the above event. If the event takes place on a school day, my child instead will attend school at Holy Trinity School and will participate in the school program of that day.

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

**MEDICAL MATTERS:** I hereby warrant that to the best of my knowledge, my child is in good health, and I assume all responsibility for the health of my child, and for the cost and expense of any medial treatment should such become necessary while my child is participating in the field trip.

I hereby give my consent, in the event of injury or illness, for emergency medical treatment, hospitalization or other medical treatment as may be necessary for the welfare of my child by a physician, qualified nurse and/or hospital or other health care facility while my child is participating in the field trip. Further, I hereby release and discharge Holy Trinity School, the Archdiocese of Hartford, their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs, from any and all liability arising out of such medical treatment.

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