

# **Family Handbook**

## **August 2021**



**Holy Trinity School**  
**11 N Whittlesey Ave.**  
**Wallingford, CT 06492**  
**(203)269-4477**



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# Catholic Schools: Education for a Lifetime

## Purpose and Vision for Catholic School Education

Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups and socio-economic backgrounds.

The fundamental purpose of Catholic schools is to:

- Provide a safe, nurturing and secure environment in which students encounter the living God, who in Jesus Christ, reveals His transforming love and truth;
- Partner with parents to support students in their learning and in their search for knowledge, meaning, and truth;
- Create a Catholic climate that contributes to the formation of students as active participants in the parish community;
- Foster a culture of educational excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service;
- Promote life-long learning that advances the development of the whole person-mind, body, and soul; and
- Graduate students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.



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August 10, 2021

To Holy Trinity School Community:

I want to take a moment to thank the faculty and staff for their dedication, flexibility, and commitment to Catholic education. The support from our parents has been truly remarkable, especially given the ongoing challenges we faced last year. Our students were exceptional as they navigated the continuous hurdles throughout the year. I am personally blessed to continue to be a part of the HTS family.

Last year was certainly a challenging year that tested our resolve, patience, spirit, and fortitude. We all anticipate this school year to look more “normal” than last year which will contribute to yielding a rich educational experience for our school community.

I am blessed that God has put me on the path of Holy Trinity School, and I look forward to continuing this journey with you.

God Bless,

Michael J. Frechette, Ph.D.

Principal



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## **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.

This is a working document, which will be updated due to the rapidly changing response to this pandemic emergency and our ongoing federal guidance related to COVID-19. When enrolling your child in Holy Trinity School, you are agreeing to abide and be governed by the school Family Handbook, August 2021.



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## **I. Mission Statements and Introduction**

*“When enrolling your child in Holy Trinity School, you are agreeing to abide and be governed by the Holy Trinity School Family Handbook.”*

### **ARCHDIOCESE OF HARTFORD MISSION STATEMENT**

#### ***Education for a Lifetime***

#### **Vision Statement**

*Catholic Schools in the Archdiocese of Hartford welcome students of all faiths, ethnic groups and socio-economic backgrounds. The fundamental purpose of Catholic schools is to:*

Provide a safe, nurturing and secure environment in which students encounter the living God, who in Jesus Christ, reveals His transforming love and truth. Partner with parents to support students in their learning and in their search for knowledge, meaning, and truth; create a Catholic climate that contributes to the formation of students as active participants in the parish community. Foster a culture of educational excellence through critical thinking skills, innovative and rigorous curriculum standards, a global perspective, and an emphasis on moral education, community, and service. Promote life-long learning that advances the development of the whole person – mind, body, and soul and graduate students prepared to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.



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## **MISSION STATEMENT**

### ***Faith-Knowledge-Success***

Holy Trinity School exists to communicate Gospel values, to provide an academic program of excellence, and to develop a faith community which encourages respect for self, others, and the global community, establishing lifelong learners who have the skills to succeed beyond the classroom.

## **HISTORY**

In 1914, Holy Trinity School was established as a parish school. The Sisters of Mercy served as teachers and administrators since the founding of the school until 2018. Presently, our school is under the leadership of Michael J. Frechette, Ph.D.

## **PHILOSOPHY**

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



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## **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 and is the only elementary school in the Town of Wallingford of such distinction.





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## **II. Admissions Policies**

### **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 Holy Trinity School.

2. Holy Trinity School 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:

Every child has a right to a Catholic education. Holy Trinity School admits students of any race, color, religion, 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, religion, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic, and other school-administered programs.



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*“Students with special needs will be given the same consideration as all applicants, however; prior to admitting a student with diagnosed special needs, a school shall make a determination as to whether or not it believes it can provide an appropriate education for that child. Each child must be considered as an individual.”*

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 Holy Trinity School. *“Everyone who enrolls is admitted on one trimester probation. If you don't hear from the school after one trimester, you will be considered fully enrolled in Holy Trinity School.”*

### **PARENT COOPERATION AS A CONDITION OF ENROLLMENT**

Education of each child is a partnership between parents and the school. If the administration determines that partnership is irretrievably or irrevocably broken, the school reserves the right to require the withdrawal of their child.

See policy #5.504, which also addresses this issue in similar, acceptable language.

In such cases, it is advised that the school consider returning the tuition back to the parents, as irretrievable damages.



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## **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 for insufficient funds. 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.



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## **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 Archdiocese 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 contributing to your parish, they will not assume the cost; therefore, you will be billed by the school for this additional amount which is over and above the established tuition as listed in the schedule.



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## **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 must apply online and supply the required paperwork. This is listed in the school website. From the home page of [www.hts-wallingford.org](http://www.hts-wallingford.org), under admissions, drop down to tuition, then tuition assistance. Applications must be submitted no later than April 15 or at the discretion of the Principal.

## **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.

If a child withdraws after the first fifteen days of school, the parent is responsible to fulfill the entire amount of the tuition contract.

## **INSURANCE**

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

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.



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### **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 \$175.00 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. 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.



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### **III. EMERGENCY CARDS**

Emergency Cards are given via the summer mailing and must be returned to school the first day of classes. These cards are mandatory and for each child's well-being.

Emergency forms must be renewed each year. The parent/guardian is responsible for informing the school if there are any changes to the emergency contact information.

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 for informing the school if there are any changes to emergency contact information 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.*

### **IV. PROGRAM AND CURRICULUM**

The entire 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. Catholic Christian values are not taught independently in Religion classes, but rather interwoven into all subject areas based on Gospel values.



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## **RELIGIOUS EDUCATION**

### **PRAYER**

The school day shall begin and end with prayer. Traditional prayers of the Church shall be taught. Informal prayers shall also be encouraged.

It is recommended that each class begins with a prayer. This allows the students to recognize that Jesus is the reason for our existence as a Catholic school and thus encouraging a personal relationship with Jesus.

Each classroom will have a prayer table reserved as a sacred space in helping students develop a prayer life and personal relationship with Jesus.

Catholic students shall be encouraged to practice their faith and particularly to receive the Sacrament of Penance/Reconciliation and Holy Eucharist in such a manner that they shall come to realize that spiritual growth is a matter of cooperation with divine grace.

Regular attendance at Mass is expected of all students who are Catholic.

### **ADMISSION TO SACRAMENTS**

#### **Policy**

*Approved: September 1, 2009*

The Pastor shall follow the norms of Church law and the policy of the Archdiocese in determining when the children of his parish shall be admitted to the sacraments.





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### 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 relationships 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.



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## **PRE-K 3 & 4 PROGRAMS**

### **Ages 3-4**

The Pre-K program ministers to the whole child – mind, heart and hands. In a trusting Catholic environment, we enable the child to grow spiritually, emotionally, socially, physically, and intellectually. Awakenning the child's innate desire to learn, we foster creativity and excitement about learning by facilitating a hands-on engaging environment. We understand each child's uniqueness in personality and learning styles. Through our current teacher's training in Montessori teaching, we allow opportunities for the children to discover, explore, question, and succeed, thus providing the proper environment which enables the child freedom of choice. Above all, our setting nurtures the child's spiritual relationship with God and caring attitude for others. In our preschool environment we maintain a low student-to-teacher ratio that permits the teacher to provide support to each child as they proceed at his or her own pace with the chosen work activities and to monitor the progress of each child. Children develop their concentration, fine motor, independence and eye-hand coordination skills by engaging with Practical Life Materials. They increase the acuity of their senses by recognizing similarities versus differences and gain engineering understanding of abstract terms with the Sensorial Materials. Language activities increase vocabulary, conversational, writing and reading skills. Language-based lessons teach early-literacy skills using phonetic sounds. The children are exposed to various types of phonetic awareness activities to build a strong literary foundation. Hands-on experiences with the math materials give children clear, concrete impressions of mathematical concepts. Additional components include language experiences with geographical concepts, peoples of the world, zoology, botany, art, music, science instruction and experiments. Spanish, music, and physical education instruction will be important parts of their educational experiences.



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The Catechesis of the Good Shepherd will be our religious education component embedded into our daily classroom. We will proclaim the message of Jesus to children by presenting His parables in a Montessori-inspired learning environment. Preschool children are attracted to the Good Shepherd's abiding love for His sheep. They develop a special love for Jesus, the Good Shepherd, even before they realize that they are the sheep. The children hear the Bible story in the words of the teacher using actual scripture verses and discuss and reflect on what they heard. Materials that accompany the teachings are available for the children to re-enact the story in a hands-on engaging way.

The children have many different social experiences through one-on-one lessons, small groups, and whole group instruction. We are facilitating cooperative and independent learning throughout the day. Socially we are guiding the children by encouraging unconditional acceptance and respect of others, teaching communication and cooperation skills, instilling a sense of responsibility and fostering positive group behavior. Through indoor and outdoor play, the children will participate as active participants in play that will develop their critical thinking, language vocabulary, and social skills. Play is what will pull together the logical and creative parts of their brain.

## **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.



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Throughout the year, opportunities are provided to increase the child's vocabulary, and 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 reading 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.

The mathematics curriculum 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. Spanish is also taught in kindergarten.



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## **GRADES 1-2**

The primary division refers to what has traditionally been known as Grades 1 and 2. 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.



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## **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**

During the primary grades, students explore such areas as: laws, government, economics, geography, history, map skills, community life and the interaction of people living in 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/her own ideas and views with crayon and brush.



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## **Spanish**

The child learns the colors, numbers, days of the week, etc- including very basic Spanish vocabulary with the purpose of Middle School readiness. Spanish is taught one period per week in grades Pre-K - 5. Research supports that the earlier a child is exposed to a second language the more proficient they become.

## **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.

## **GRADES 3-5**

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.



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## **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.





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## **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, and health sciences into a meaningful, comprehensive course.

## **Spanish**

The fundamentals of conversational Spanish are introduced in the primary grades and expanded upon in the intermediate grades. Spanish is taught one period per week in grades Pre-K - 5.



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## **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 3 - 8.

## **GRADES 6-8**

During the middle school 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.



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## **Reading**

The program in the middle school 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 for students in middle school. Enrichment in literature is provided through the reading of novels and explorations in literature.

## **Language Arts**

The middle school 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**

Middle school 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 mathematical concepts underlying all operations and relationships is applied.

Holy Trinity School offers an Advanced Math Program which is designed to challenge and enrich the mathematically capable student. Students in grades 5-8 are eligible for this advanced program based upon grade average, standardized testing scores at or above 85 percentile and teacher recommendation. In the Advanced Math program for grade 7, pre-algebra will introduce students to thinking in a more abstract fashion. Grade 8 will introduce students to algebraic



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concepts and skills to ensure better mastery of the same objectives in an algebra course.

## **History**

Grade 6 students expand their knowledge of the world in which they live and, through the study of ancient civilizations, better understand and appreciate their various cultural backgrounds and heritage.

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.



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## **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.

## **World Languages**

World Language instruction for grades 6 - 8 at Holy Trinity School implements the Rosetta Stone platform and is aligned with the World Language Curriculum Standards as promulgated by the Archdioceses of Hartford's Office of Education, Evangelization and Catechesis. Spanish will be offered.



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## **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 middle school 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 programs that utilize databases, word processing and spreadsheets. A basic understanding of these areas will prepare our students for the expanded use of computers in high school. Middle School students will use a Chromebook for school work and projects at the discretion of the teacher.

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



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## **INTERNET POLICY & ACCEPTABLE USE OF TECHNOLOGY**

Use of all available technologies such as the Internet/Intranet by students, faculty, and all school personnel must be in support of education and research consistent with the educational goals and objectives of the school, or other appropriate school use.

Users must not reveal personal information about themselves or others, including, but not limited to the following: their images, home addresses, telephone numbers, passwords, social security numbers, or credit card numbers. Any publication of personal information must be on the basis of a signed release waiver by the subject or in the case of a minor, the parent/guardian.

Users shall comply with all state, federal, and local laws, including copyright laws and laws prohibiting harassment via computer, technological devices, and practices.

Users must not interfere with others' work or with the performance of the computers, neither hardware nor software. Prohibited actions include, but are not limited to the following: attempting to illicitly obtain or use passwords or screen names, entering closed areas of the network, introducing computer viruses or committing acts of vandalism, and/or any attempt to modify, harm, or destroy data of another user.

Users may not establish any official representation of the school (i.e., on an Internet/Intranet home page) without obtaining prior approval of the Principal.



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Each user shall abide by the generally accepted rules of etiquette and applicable school policies, which include, but are not limited to the following:

- Not writing or sending abusive messages or those which contain vulgarities, violence, or threats.
- Not sending chain letters or participating in pyramid schemes.
- Not bulk posting to individuals or groups to overload the system; i.e., “spamming” is prohibited.
- Not using intrusive devices or programs, such as keystroke loggers, spyware, hacking facilities, or any means of identity theft.

Electronic mail may be used for educational or administrative purposes. Electronic mail is not private. Those who operate the system have access to all mail and it may be monitored at any time by designated staff to ensure appropriate use. Any electronic communication between school employees or between students or their family members must be copied for available review by the Principal.

Each school must obtain the written permission of a student’s parent/guardian before the student may access the Internet/Intranet relating to its acceptable use. The school shall use the required forms developed by the Office of Catholic Schools regarding the acceptable use of technology. These forms are to be signed and kept on file in the school’s office for three years.

Use of school Internet/Intranet facilities is not private. Each user’s use of the school’s technology may be monitored or reviewed for appropriateness.





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## **ELECTRONIC INFORMATION RESOURCES**

The school's connection to the Internet/Intranet shall provide access to local, national, and international sources of information and collaboration opportunities that are vital to intellectual inquiries in our classrooms and media centers.

On a global information network such as the Internet/Intranet, however, it is impossible to restrict access to all controversial or potentially inappropriate materials or to predict with certainty what information the user might locate. The availability of such electronic information does not imply endorsement of the content by the school or the Office of Catholic Schools nor of the use of such information by students and staff.

Electronic information resources, such as local area computer networks, CD-ROMS, software programs, and the Internet/Intranet shall be used in the schools to educate and inform.

It is the responsibility of students, parents, and staff to learn and abide by this Electronic Information Resources Policy to ensure that the access to electronic information resources provided by the school is undertaken for educational and research purposes only and is not abused.

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.



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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

## **RIGHTS OF ACCESS AND REVIEW**

### Policy

*Approved: September 1, 2009*

All material, including electronic mail, which is electronically stored on a school's computer, is the property of the respective school.

The Principal and the Superintendent and his/her designee retain the right to access, review, edit and delete all user files and any material stored on any system.



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Staff shall always be notified of deletions.

### Procedure

*Approved: September 1, 2009*

Each school reserves the right to monitor the use of any school electronic or technological equipment. Users of any school electronic or technological equipment have no expectation of privacy in the use of any school electronic or technology equipment. School computers, e-mail, voicemail, the Internet, etc., may be monitored for appropriate use, and anyone found using such equipment inappropriately may be subject to discipline, including expulsion or termination.

Any employee who installs any password protection must register that password with the appropriate school administrator.

Each school shall ensure that any software installed by it is being used legally, according to that software's license. Any individual who wishes to install a particular piece of software on a school computer may do so only with permission of the school Principal, and must represent that the installation is in conformance with any software license and appropriate use, and shall not harm the school's computer system. The appropriate school official may remove unauthorized software.

## **USE OF ELECTRONIC COMMUNICATION**

### Policy

*Approved: September 1, 2009*

Whether occurring within or outside of school, when a student's use of electronic communication jeopardizes the safe environment of the school, or is disruptive to the school environment, or is contrary to Gospel values, the student may be subject to the full range of disciplinary consequences, including expulsion.



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The policy applies to communications or depictions through e-mails, blogs, text messages, or website postings, whether they occur through the school's equipment or connectivity resources or through private communication, which: (1) are of a sexual nature, (2) threaten, libel, slander, malign, disparage, bully, harass, or embarrass members of the school community; or (3) cause harm to the school community.

## **INTERNET ENGAGEMENT**

### Policy

*Approved: September 1, 2009*

*Revised: May 24, 2012*

Engagement in social networking, online blogs or postings shall result in disciplinary actions, including expulsion, if the content of the student's blogs or postings includes defamatory comments regarding the school, a person's dignity, bullying, harassment, threats, or other inappropriate comments that are contradictory to Catholic teaching.

## **USE OF TECHNOLOGICAL DEVICES**

### Policy

*Approved: September 1, 2009*

*Revised: May 19, 2011*

Use of any technology-oriented device in schools must have an educational focus and purpose.

The use of electronic communication devices during normal school hours is prohibited.



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Teachers reserve the right to allow communication devices (e.g. cell phones, laptops, iPods, personal digital assistants (PDAs) during instructional time for specific instructional purposes. If a particular electronic communication device is to be used for educational purposes, the school administration and/or teacher will provide parameters for its use. The school retains the right to confiscate these devices if they interfere with the learning environment.

Users must adhere to local school policy regarding the use of additional electronic devices including but not limited to (PDAs), calculators, gaming devices, cell phones, and pagers. Access will be determined by the administrator of the school.

The use of camera features on any electronic or communication device to take unauthorized pictures and/or videos at any time is prohibited.

The use of any electronic communication device during a test shall be considered and treated as cheating.

*Procedure*

*Approved: September 1, 2009*

*Revised: May 19, 2011*

If a parent needs to contact a student during school time, such communication shall be through the school's office or before or after school hours via electronic communication devices.

Schools assume no liability for technological devices that may be confiscated, lost, or stolen from the classroom, school grounds, or school events.



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## **Device Policy**

Holy Trinity School uses technology to further enrich lessons in the classroom. However, students are expected to be responsible when using these devices and not abuse the privilege.

## **IPad Use**

Students in grades Pre-K through fifth are given the opportunity to use the school's iPads at the teacher's discretion.

### **General Care**

- iPads are to stay at school and not be taken home.
- Heavy objects should never be placed or stacked on top of the iPad.
- Any inappropriate or careless use of the iPad should be reported immediately.
- Students may not alter the iPad in any way.
- iPads should always stay on top of the student's desk, except if the teacher expressly allows something different.
- Students know that any inappropriate use of the iPad will result in a school discipline that may include the loss of iPad use, school suspension, and/or financial reimbursement.
- Inappropriate use includes, but is not limited to:
  - Visiting inappropriate websites
  - Off-Application Task
  - Inappropriate pictures or media files
  - Installing applications
  - Deleting applications
  - Deleting or changing another student's work in any application.



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## **Chromebook Use**

Students in grades sixth through eighth are given the opportunity to use the school's Chromebooks at the teacher's discretion.

### **General Care**

- Chromebooks are to stay at school and not be taken home.
- Heavy objects should never be placed or stacked on top of the Chromebook.
- Any inappropriate or careless use of the Chromebook should be reported immediately.
- Chromebooks should always stay on top of the student's desk, except if the teacher expressly allows something different.
- Students know that any inappropriate use of the Chromebooks will result in a school discipline that may include the loss of Chromebook use, school suspension, and/or financial reimbursement.
- Inappropriate use includes, but is not limited to:
  - o Visiting inappropriate websites
  - o Off-Application Task
  - o Inappropriate pictures or media files
  - o Installing applications
  - o Deleting applications
  - o Deleting or changing another student's work in any application.
  - o Downloading inappropriate content.



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## **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 bussed to the Y for classes during the winter months. Students in grades Pre-K-3 continue with classes at Holy Trinity School during the winter months in the school's lower level.

## **ADDITIONAL LEARNING OPPORTUNITIES**

### **School Psychological Services**

The school's social worker evaluates and consults with those students referred by school personnel, parents and physicians.

The services of a school psychologist are provided by the Town of Wallingford on a case-by-case basis. Students must meet certain criteria to be eligible for testing. The school psychologist is available for educational testing on a case-by-case basis. Students must meet certain criteria to be eligible for testing.





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### **Student Academic Center**

Students who have a determined specific learning disability will have additional help determined by the principal in conjunction with the Town of Wallingford Personnel and will be assigned to meet regularly with the Student Academic Center coordinator for additional academic support.

This center will also be available for students who may require additional support in certain academic subjects but especially with regards to reading and math skills.

### **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. This will take place in the Student Academic Center.

### **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.



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## **Compensatory Education**

Standardized Test scores are reviewed by the teacher and students below grade level in reading and math will be recommended for additional help in the Student Academic Center.

## **ESL**

Students in need of ESL help will be aided by the town of Wallingford Personnel and a Holy Trinity School ESL specialist. ESL help will be available twice per week by a specialist and other days by the Student Academic Center coordinator.

## **REPORT CARDS**

### **Pre-K and Kindergarten Progress Reports**

Progress reports are distributed in January, March and June.

### **Grades 1-8**

Report cards are distributed three times a year: November, February, 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. An interim may also be given if a student is working below their ability.



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Report cards focus on three important areas reflecting our philosophy of education: academic achievement, attitudes and conduct, and 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		

#### **Grades 1 – 3**

- 5 Consistently exceeded grade level expectations
- 4 Consistently achieved developmentally appropriate skills
- 3 Approaching mastery of developmentally appropriate skills
- 2 Approaching proficiency toward appropriate skills
- 1 Difficulty meeting developmentally appropriate skills

* Special Program	O	Outstanding
	S	Satisfactory
	U	Unsatisfactory

The religion grade 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.



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**On-Line Grading** is now available for families of grade 6 – 8 students. Through the school website link to Educonnect, parents can enter their username & password that they are provided and view progress reports throughout the marking periods.

### **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.



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## **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 -the 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.

## **HONOR ROLL**

To recognize high academic achievement, an honor roll program is established based on the following criteria for Middle School students:

All A's in the following subject areas: religion, language arts, literature, history/social studies, math, science/health, World Language. Any grade lower than a B- in a major academic area and lower than an S in special academic subjects (Physical Education, Art, Music, and Geography) will negate honor roll status.

Behavior and attitude will also be considered in determining Honor Roll Status.

## **JUNIOR NATIONAL HONOR SOCIETY**

### **The Holy Trinity Chapter of the Junior National Honor Society**

Eight Grade Honor students are encouraged to apply via their teacher, A selection committee of five faculty members review the student submitted applications Each applicant must submit a 250 word essay explaining how he or she has shown



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character, citizenship, leadership, and service. Grades, attitude, and behavior are all important attributes that will be reviewed for entry into the NJHS.

Students are reviewed based on:

Scholarship -students must have a cumulative average of 85 or better to be eligible with no grade less than a C.

Leadership-students must be able to exhibit some form of leadership in either school or extracurricular activities

Service- students should be able to exhibit actions undertaken that they have done on the behalf of others without any direct compensation.

Character- based on six qualities; trustworthiness, respect, responsibility, fairness, caring and spirituality (Christ like).

Citizenship- demonstrates mature participation and responsibility through community and parish activities.

Information on this will be announced and distributed via the grade 8 teacher. An induction ceremony will be held in the fall.

### **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 consist 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.



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## **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 the unique needs of selected students: 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.



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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 must allow for five school-days. 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.

Recommendations by teacher/principal require a two-week window.

Records will not be sent to transferring schools of students whose financial commitment is in arrears. Any family experiencing financial difficulties should contact the principal.

### **STANDARDIZED TESTING**

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

Iowa Test of Basic Skills administered to grades 3-7

Cognitive Ability Test administered to grades 5 and 7

Gates-MacGinitie Metropolitan Readiness administered to kindergarten & grade 1.

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





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## **HOMEWORK**

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

Grades K-2	30 minutes daily
Grades 3-5	60 minutes daily
Grades 6-8	90 minutes daily

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



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## **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 an interim report which indicates any grade below a 70 will not be eligible to take part in any extra-curricular activity for two weeks, giving the student the opportunity to improve grades.

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.



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## **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. Students with a lower than C average at midterm grading will be suspended from extracurricular activities including athletics until the grade improves to a C or higher.

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



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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.

Students have the right to try out and be fairly evaluated. Students do not have the right to play on a team or have a part in a play. Students have the right to attend school-everything else is a privilege. The coach/AD makes the decision if the student/athlete can play in a game, not the doctor's note. Doctor's note can attest if the student is healthy to play, but it is the coach's decision whether or not to play him/her.

## **V. Expectations of the Student**

The faculty and administration of Holy Trinity School expect the students of our school community to behave in a responsible and caring way. The students shall:

1. Accept the leadership and authority of teachers, principal, and other staff members.
2. Cooperate with teachers and other students.
3. Cooperate with parent volunteers.
4. Be courteous.
5. Be honest in all class work and homework.
6. Use acceptable language.
7. Remain on school property until dismissed by a teacher or the principal.
8. Not chew gum in the building, on the school bus, or on school property.
9. Not eat or drink in bus lines, the library, or hallways.
10. Be in the school building before or after school only with the permission of a teacher or the principal.
11. Be in proper school attire while on school property.
12. Show consideration and care for school property.
13. Be aware of personal safety and safety of others.
14. Assist in keeping the grounds and facilities free of papers and other debris.
15. Refrain from damaging, defacing or destroying school and personal property. Students will be held liable to pay replacement cost of property and books damaged or lost.



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16. Change clothes in the lavatories only with the expressed permission of his/her teacher.
17. Valuable possessions may not be brought to school. The school bears no responsibility for lost or stolen items, including electronic devices.
18. All personal belongings, especially uniform accessories, are to be marked with the student's name.
19. The office phone and classroom phones may only be used in case of an emergency. Forgotten items and homework are not considered emergencies.
20. Students are required to walk on school grounds and in the building at all times.
21. Cell phones and all electronic devices must be turned off and not used during the school day. If a student violates this policy, the teacher must bring the student and cell phone to the principal. The principal will keep the cell phone until the end of the day. If the occurrence happens again, a parent must pick up the cell phone from the principal at the end of the day.
22. Complete all assignments on time.
23. Return any test or assignments requiring a parent's signature.
24. Not carry matches, knives, guns, tobacco, alcohol, or illegal substances of any kind. (Failure to comply may result in expulsion.)
25. Obey all rules and regulations pertaining to transportation rules, including traveling on a school bus only if assigned to that particular bus..
26. Not verbally or physically abuse another student at any time. If an act is severe, with the intent to humiliate, harass, ridicule or intimidate a child, it may be reported in a log that may be used over time to prevent and/or identify a pattern of bullying behavior. Information in the log is confidential and will not be part of a student's school record.
27. Assume responsibility for learning:
  - a. Be attentive in class.
  - b. Come to school prepared and ready to learn.
  - c. Be organized.
  - d. Use time wisely
  - e. Cooperate with peers and teachers.



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Inappropriate behavior may be handled in a variety of ways. Based on the misdeed, the student may:

1. Be assigned a writing assignment, which may require a parent's signature.
2. Be removed from the class for a specified period of time.
3. Be required to remain after school to complete work (parents will be notified).
4. Receive a detention.
5. Receive an in-school suspension.
6. Be suspended from the school.
7. Face expulsion.

### **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.



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## **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 and 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.



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## **Off Campus Conduct**

The administration reserves the right to discipline a student for off campus behavior that is not in line with the behavior expectations of students during the course of the school day or that is detrimental to the reputation of the school. This includes Social Media and conduct with any electronic devices.

Conduct whether inside or outside the school that is detrimental to the reputation of the school, including social media, may result in disciplinary actions including suspension, expulsion or withdrawal from school.

### **Social Media**

Conduct whether inside or outside the school that is detrimental to the reputation of the school, including social media. May result in disciplinary actions including suspension, expulsion, or withdrawal from school. See policy # 5.504 and 5.510, which address this issue with similar, acceptable language, which forbids any harmful actions conducted through electronic means.

### **Search and Seizure**

Educators may check personal belongings, phones, emails, photos, messages, and other information on students' electronic devices while on school property when there is suspicion of inappropriate activity.

Policy 5.502 specifies language below regarding search and seizure.

Upon reasonable suspicion of inappropriate activity that may subject a student at any level of discipline, or in the interests of safety of students and staff, the Principal/Chief Administrator and/or his or her designee, may search students





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desks, lockers, personal belongings, and anything brought onto school property including, but not limited to, handbags, briefcases, purses, backpacks, clothing, cell phones, or other electronic devices and the content within such devices such as emails, photos, messages, or other information. The school administration may seize any such items and retain them until the end of the school day or longer. The school administration will have the prerogative to turn over any such items to the police if there is evidence of illegal activity.

The local police, using drug detecting dogs, may be invited into the school on a random basis to search lockers as a proactive, preventative measure.

### **Verbal or Physical Threats/Actions**

- Children in grades Pre-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 a Youth Officer is not available.



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## **BULLYING POLICY**

### **Introduction**

Bullying is prohibited in all Catholic schools of the Archdiocese. It must 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 teachings 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.

### **Scope of Policy**

This bullying policy is to be applied to Kindergarten through Grade Eight at Holy Trinity School. It addresses bullying and does not replace any policies that deal with individual student misconduct or behavior. Student behavior is already addressed in the “Expectations of the Student” section of this policy.

### **Definition of Bullying**

"Bullying" is defined as any overt acts by a student or a group of students directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, at a school sponsored activity, or on a school bus, in which acts are repeated against the same student over time. Bullying includes but is not limited to physical intimidation or assault, extortion, oral or written threats, teasing and putdowns, name calling, threatening looks, gestures or actions, cruel rumors, false accusations, and social isolation.



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In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of school policy. The determination that conduct does not constitute bullying under state law and school policy, however, does not restrict the right of the administration to impose appropriate disciplinary consequences for student misconduct.

### **Repeated Misconduct**

Bullying in violation of school policy must be “repeated against the same student over time.” An isolated incident, however egregious, is not “bullying” under state law and school policy. Similarly, numerous acts of misconduct against different students do not constitute “bullying” under state law and school policy. While serious, both isolated incidences of bullying behavior and numerous acts of misconduct against different students will be appropriately addressed under the school’s discipline policy and will be entered in a log to ensure a pattern of bullying behavior does not develop.

### **Ridicule, harassment, humiliation, and/or intimidation**

Bullying is more than misconduct. Bullying is marked by the intent to ridicule, harass, humiliate, or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken in private or online, whether such conduct occurred in front of others or was communicated to others, how the student accused of bullying interacted with the victim, and the motivation, either admitted or appropriately inferred, of the alleged violator.



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## **Complaint Process**

### *Formal complaints*

Students and/or their parents or guardians may file written reports of conduct they consider to be bullying. These written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. These reports can be filed with any teacher, who will forward them to the principal, or directly to the principal, for review and action.

### *Informal complaints*

Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of the suspected bullying, and the names of any potential student or staff witnesses. The individual who receives the informal complaint shall promptly forward a written complaint, including the information provided to the principal for review and action.

### *Anonymous Complaints*

Students who make an informal complaint as set forth above may request that their name be maintained in confidence by the teacher(s) or administrator(s) who receive the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintaining anonymity of the complaint may have on the investigation of the complaint and/or possible remedial action. At such a meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint.



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Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

### **Staff responsibilities and intervention**

Teachers, administrators and other professional staff such as teacher's aides, the school nurse, and librarian who witness bullying, as defined above, shall promptly notify the principal of the events observed, and shall promptly file a written incident report concerning the events witnessed.

Teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. They may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Teachers and other professional employees should intervene promptly (unless intervention would be a threat to the staff member's safety) whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "bullying."

### **Investigation of Complaint**

Once a complaint has been reported, the principal shall promptly investigate to determine if bullying has occurred. The principal will review the log referred to in #17 of the "Expectations of the Student" section to also see if there is a pattern of bullying behavior and will use that as a tool of investigation. Investigation of alleged bullying may also include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying),



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parents, faculty, staff, and review of school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation.

An investigation of an anonymous complaint shall be limited as appropriate. Such limitation of the investigation may include restricting action to a simple review of the complaint, discussing the complaint (with or without discussing it with the alleged violator) subject to further receipt of information and/or the withdrawal by the complaining student of the condition his/her report be anonymous.

A written report of the investigation shall be prepared when the investigation is complete. Such a report shall include findings of fact, a determination of whether acts of bullying were verified, and, when acts of bullying were verified, and a recommendation for intervention, including disciplinary action.

### **Consequences of Actions**

Once the investigation is complete, the school principal shall determine the consequences for the individual(s) on a case-by-case, age appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of “bullying,” as defined above, will generally warrant disciplinary action against the student responsible for bullying, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the principal. It is the goal of the administration, faculty, and staff to have the child achieve redemption, learn, and stop the bullying. The following are possible interventions to enforce the prohibition against bullying.



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### *Non-disciplinary interventions*

When verified acts of bullying are identified early and/or when acts do not reasonably require a disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

### *Disciplinary interventions*

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts may be asked to perform some type of community service within our School/Parish, make amends with the child(ren) that are victims of bullying acts, and will be issued an age appropriate consequence. Community service may include but is not limited to tasks in the classroom, cleaning up grounds or the building. Making amends shall include, but are not limited to, making a card or writing a letter to the child, apologizing to the child and performing an act of kindness. Punitive action may include the loss of recess, detention (grades 5 – 8), in-school suspension, suspension at home, and expulsion. An in school/out school suspension given as a result of bullying shall be reported to the Assistant Superintendent for Elementary Schools, Office of Catholic Schools. Parents of all disciplined children will be notified of the consequences.

Depending upon the severity of the situation, the administrator may also take steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff support for students as necessary, requesting a parent conference, requiring that a student/family obtain professional counseling, developing a supervision plan with parents, and notifying law enforcement in the most severe cases.



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## **Educational Measures**

The faculty of Holy Trinity School will include education about the harm, culture and injustice caused by bullying into their curriculum where it is possible and appropriate. The Religion Program in grades K -8 will integrate issues about bullying behavior into the classes.

## **Reporting Obligations**

*Report to the parent or guardian of the student involved in acts of bullying*

If after investigation, acts of bullying by a specific student are verified, the principal shall notify the parent or guardian of the student in writing of that finding. If disciplinary consequences are imposed against the student, a description of the discipline shall be included in the notification.

*Reports to the victim and his/her parent or guardian*

If after investigation, acts of bullying against a specific student are verified, the principal shall notify the parent or guardian of the victim of such finding. In providing notification, the statutory privacy rights of the person responsible for bullying must be respected. The specific disciplinary consequences imposed on the violator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.





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## **HARASSMENT**

### *POLICY*

*Approved: September 1, 2009*

The schools of the Archdiocese do not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

Sexual harassment includes unwelcome sexual advances. Requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly; (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile, or offensive learning environment.

Verbal harassment includes derogatory comments, jokes, or slurs; it also can include belligerent or threatening words spoken to another individual.

Physical harassment includes unwanted physical touching, contact, assault, and deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual harassment includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

A student who harasses another student shall be disciplined and may be expelled from the school.



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## ***PROCEDURE***

*Approved: September 1, 2009*

Upon learning about the harassment incident, the administrator shall thoroughly investigate the circumstances. His/her investigation may include interviews with students, parents/guardians, and school staff; a review of school records; and identification of family issues.

If it is concluded that an act of harassment has occurred, the parents/guardians of the student who committed such acts and the parents/guardians of the student against whom such acts were directed shall be notified. Consequences for a student who harasses other shall depend on the results of the investigation and include a parent conference, professional counseling, detention, suspension, or expulsion. Depending on the severity of the incident, or the series of incidents, the administrator may also take appropriate steps to ensure student safety. This may involve reporting incidents to law enforcement if appropriate.

Harassment incidents that demand suspension or expulsion shall be reported to the Assistant Superintendent before any final decision is reached.

## **SUBSTANCE ABUSE**

### ***POLICY***

*Approved: September 1, 2009*

No student shall possess, use, or attempt to possess, use, or be under the influence of a prohibited substance on school premises during any school term or off school premises at a school-related activity, function, or event.



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A “prohibited substance” is defined as:

1. Any controlled substance or illegal or dangerous drug as defined by law, including but not limited to, marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate;
2. Alcohol or any alcoholic beverage;
3. Any abuse of glue, aerosol paint, or any other volatile chemical substance for inhalation;
4. Any other intoxicant or mood- changing, mind-altering, or behavior altering drug; and
5. Any prescription drugs used in amounts or purposes not contemplated by the prescription.
6. The transmittal, sale, or attempted sale of a prohibited substance is also prohibited under this policy.

Students who violate this policy shall be subject to disciplinary action, including expulsion.

#### *PROCEDURE*

*Approved: September 1, 2009*

“Use” means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

“Under the influence” means a student’s faculties are noticeably impaired, but the student need not be legally intoxicated.

An interview with the parent/guardian of the student is required before a decision is made regarding the student’s readmission to school.

The school reserves the right to require professional counseling as a condition of maintaining a student’s enrollment.



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Under no circumstances should the student be sent home from school or a school-related function without the knowledge and permission of his/her parent/guardian. Under no circumstances are students to be sent home alone.

### **ALCOHOL, DRUGS, & TOBACCO**

The state of Connecticut prohibits alcohol possession, distribution or consumption by those under the age of 21. Federal, state and local laws prohibit the possession, manufacture, distribution, and sale of illegal or harmful drugs and drug paraphernalia.

Use or possession of tobacco products, alcohol, illegal drugs, alcohol or drug paraphernalia, or misuse of prescription drugs and/or inhalants on school grounds is prohibited. In addition, students found to be under the influence of alcohol, drugs or inhalants or a substance which is represented as such on or off school grounds will be addressed per Holy Trinity School and Archdiocesan policy and protocol. This policy applies to all school-sponsored activities, regardless of location.

Any student disregarding this policy will be subject to disciplinary action which may include suspension and/or expulsion. The proximity of graduation will not exempt a student from this policy. Parents of students found responsible for violating this policy will be notified immediately. If necessary, other officials also will be notified in compliance with the law.

Cubbies and desks and lockers are the property of Holy Trinity School; therefore, they are subject to search if deemed necessary by the principal. The school reserves the right to search students' backpacks and personal belongings when on school grounds and/or during school-sponsored activities.



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## **VI. Transportation and Dismissal Policies**

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

1. Respect and obey the bus driver.
2. Remain seated while the bus is moving.
3. Keep the 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 the front side door nearest to the 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 a parent signature will be accepted. Please duplicate the form in the back of the book.



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### **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 their parents inside the 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 TD 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 bicycles 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 ensure safety, the children are not allowed to ride bikes in the school yard.



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## **VII. 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 Holy Trinity School ones, are not classroom attire at Holy Trinity School. Make up is not appropriate during the school day. Nail polish: Only nude and pink will be permitted for girls in grades 6-8. 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 Company, 500 Boston Post Road, Orange. 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. Orders may be placed over the Internet: [dennisuniform.com](http://dennisuniform.com) school code: OROOHT.



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## **Uniforms**

**Pre-K:** Students wear navy sweatpants and grey Holy Trinity t-shirts with the Holy Trinity logo.

### **GIRLS**

Plaid jumper (Gr. K-5)

Skort (Gr. 6-8)

Polo – White with logo, short or long sleeve

Fleece Vest & Fleece Jacket (Gr. K – 8)  
- navy with logo

Socks & Tights - Navy  
socks must be over the ankle length

SUMMER - Khaki shorts  
White polo logo

### **BOYS**

Polo - Navy with logo, short  
or long sleeve shirt

Pants- Khaki uniform pants  
with belt

Fleece Jacket - Navy with logo

Socks - Navy  
socks must be over the ankle

SUMMER - Khaki shorts &  
Navy polo logo

Girls' jumpers and 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.

### **Gym Uniforms**

Gym uniforms are purchased through Dennis Uniform and sneakers are worn. Holy Trinity School gym 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





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T-shirts and sweatshirts are available only through Dennis Uniform. 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

**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.

Make-up is not appropriate. Girls in grades 6-8 may wear clear, nude, or pink nail polish as well as small stud earrings. Only one ear piercing is allowed. Dangling earrings are not permitted. Boys may not wear earrings. Jewelry, other than a watch, ring or religious medal, is not allowed.

#### **Casual Day Attire**

Jeans may be worn on casual days. 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 days, 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



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logos. Casual Day attire needs to be properly fitted and should never be too tight. The Principal, in consultation with faculty, has the final word on determining appropriate casual attire.

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, we 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 days without the \$1.00 contribution. If your family is experiencing financial difficulty and cannot not afford the contribution, please contact your child's teacher or principal. Too many of our students conveniently forget the money yet wear casual clothes. Students who do not adhere to this policy will have the privilege of casual day revoked for the year. We 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 fingertips when arms are at her side. These rules also apply for Class Night. If parents are not sure if a dress is



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appropriate they can consult with the principal and his advisory board of teachers who will make the final decision.

Body contour dresses are not allowed at any school functions or during casual day attire.

### **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. Eyebrows should not be covered. Hair on boys must be above the collar.

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.



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## **VIII. 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.**

### **Suicide Statements by Students**

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



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## **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 Pre-K and kindergarten and in the period of July 1 - June 1 of their sixth grade year. Their immunization must also be completed.

All students must have required immunizations prior to being allowed to attend school unless exempt by law. Law and policy #5.601 states that such exemptions are possible only if the child presents a certificate from a physician stating that in the opinion of such physician, such immunization is medically contra-indicated because of the physical condition of such child. This law and policy also states that an exemption could be considered in a statement from parents/guardians of such child that such immunization would be contrary to the religious beliefs of such child. It should also be noted that the Catholic Church teaching is fully in accord with the use of vaccinations. Therefore it is difficult to justify a religious exemption in a Catholic school.

## **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



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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 ITS 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.

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

Any student who arrives at school with crutches or requests use of a wheelchair must have a doctor's note indicating the particular medical problem and have it included in the note parameters for activity limitations. If a student arrives at



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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.

## **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 bake sales and other events. The policy set forth by the Wallingford Board of Education recommends that students with food allergies strictly avoid foods not brought from home to prevent possible anaphylactic reaction. Students with nut allergies eat in the hot lunch room which is a peanut-free zone.



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## **IX. 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.
- Monitor outside of school activities (homework, use of electronic devices, social media)

Education of each child is a partnership between parents and the school. If the administration determines that partnership is irretrievably or irrevocably broken, the school reserves the right to require the withdrawal of their child.

See policy #5.504, which also addresses this issue in similar, acceptable language.

In such cases, it is advised that the school consider returning the tuition back to the parents, as irretrievable damages.

To actively participate in school activities such as Parent – Teacher Conferences and Home School Association meetings which are equivalent to a PTA/PTO. We ask that all parents be actively involved in school activities as parents

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;





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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 and school personnel with respect and courtesy when discussing student problems.

## **COMMUNICATIONS**

When it is necessary to communicate with a classroom teacher, the parents are requested to call or email 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.



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It is the parent's responsibility to be able to access the Google Classroom for each class. Important information and assignments are available for parents to see on these sites.

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.

Please make a special effort to read the contents carefully each week.

Collection of money for any purpose must be cleared through the principal prior to the collection. ALL money sent into 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 [www.hts-wallingford.org](http://www.hts-wallingford.org). It is a parental responsibility to read the material provided.

### **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



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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.

### **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.

### **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.



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## **TELEPHONE CALLS**

Calls to the school to leave messages for students should be only in the case of an 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.

### **How to become an authorized user of the Holy Trinity School website**

[www.hts-wallingford.org](http://www.hts-wallingford.org)

Please log onto the website and click onto the "register" spot.

Fill in the required fields in the registration. This will send an email to the Holy Trinity School to ask for your authorization. \*Please remember the username and password that you choose.

The school office will authorize you as a Holy Trinity community member and you will receive an email announcing your authorization.

From then on, when you log onto the website, click onto the "login" spot and put in your username and password.



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This will give you full access to the secured pages of the website. This has been set up for the safety of our children. We do not want the general public knowing where games are played, students are walking to, etc.

### **BACKGROUND CHECK & VIRTUS TRAINING**

The Archdiocese of Hartford mandates that any adult who volunteers in the school or acts in the role of chaperone must be background checked and participate in the Virtus Training program. Virtus is a three hour program that is offered in many sites throughout the state.

Any parent volunteering must also complete a volunteer form. Due to the large number of volunteers, Holy Trinity School is not able to cover the expense of \$18.50 per person. I regret that this expense will be the responsibility of the volunteer. Checks are made out to the Archdiocese of Hartford and will be submitted with the volunteer sign up form. If two parents are volunteering, both parents must submit this paperwork. Forms are available upon request from Holy Trinity School.

Parents who have previously coached have completed this process. If you wish to coach, be a scout leader, work a bake sale, be a room parent or chaperone a trip this process must be completed.

To register for Virtus Training, log onto: [virtus.org](http://virtus.org)

Go to Protecting Children

Go to registration

Select your organization: Hartford, CT Archdiocese

Proceed to Most Holy Trinity School

Create a user I.D.

Create a password

After completion of this training, a card will be issued. This card must be submitted to the Principal.



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## **X. GENERAL INFORMATION**

### **SCHEDULE**

School begins at 8:09 a.m. Students enter the school through the rear door adjacent to the playscape. Any student entering after 8:10 is considered tardy and must report to the office through the main front door, with a parent, for a late slip.

Students should not be in the school prior to 7:55. Supervision of students begins at 8:00 a.m. when they enter the building through the rear door next to the playscape.

The school cannot provide supervision 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. 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).



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### **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 Holy Trinity School 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.

If a student has ten excused absences due to illness or injury, death of a family member or another emergency beyond the control of the student's family, mandated court appearances, school sponsored activity, lack of transportation that is normally provided by the Town of Wallingford for Wallingford residents, extraordinary educational opportunities pre-approved by the principal or suspension., a conference will be held with parents to assure that proper attendance continues. Many missed days could result in loss of credit for the year, incomplete grades and failure to be promoted to the next grade level.

**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



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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. After three tardies or early dismissals, the principal will give written notice to the family of the over the limit amounts of tardies or early dismissals.

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

### **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.

Students in kindergarten through grade six are not allowed to use the microwaves. Lunch personnel are not authorized to heat students' lunches.

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.

### **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





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prior to unscheduled vacations. Missed work must be made up according to the classroom teacher's grading policy.

## **WEATHER**

Given our beautiful New England setting, it is important that we plan for severe weather that could impact travel to and from school. When there is an early dismissal (12:30, but possibly different on a case-by-case basis), or closing due to weather, the following means of notification will take place:

- Local News Stations - please follow the Wallingford Public Schools (WPS) directives
- ONE CALL NOW - our school-based notification system via phone and email (It is important that you keep your information current with the school office to ensure that you receive these notifications.)

Here are some important items to note in the event of weather-related schedule adjustments:

- Students should know their dismissal plans, as phone calls will be difficult to make on busy days like these. Please remind them each time there is the possibility of a schedule adjustment.
- Extended Day After Care will not be in session during weather-related early dismissal or weather-related closings. If there is a delay, Extended Day Before Care will open 2 hours later than normal.
- In the event that WPS calls a delayed opening on a day that HTS already has a 12:30 dismissal, school at HTS will be cancelled.

The following form is for Inclement Weather Dismissal Directives. Please make sure that a copy of this form is filled out and returned to school.

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**2021-2022 Inclement Weather Dismissal Directives Form**

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Please Circle Dismissal Directive:**                      **BUS**                                      **PICK-UP**

**If you circled "PICK-UP," please list all adults who will be permitted to pick up your child, including yourself:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Parent/Guardian Signature & Date:** \_\_\_\_\_

\*Revised 7-20-2021

**ASBESTOS POLICY**

In compliance with AHERA regulations, we are required to inform all of the above-mentioned individuals associated with Holy Trinity School of the Asbestos Inspection Report and Management Plan.

This Report/Plan is on file in the school office and is available for review by any parent, teacher, etc. during normal business hours of the school.

Please make your request for reviewing this file to the Principal.



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## **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, newspapers or other media formats. Your child may ask to be excused from any group picture. Individual students will ***not*** be identified by name.

### **FIELD TRIPS**

Field trips are designed to correlate with teaching units and to achieve curricular goals.

1. All grades do not always have the same number of field trips.
2. Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
3. 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.
4. 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.
5. 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 or e-mail does not take the place of an original signature. These will not be accepted.
6. A telephone call will not be accepted in lieu of the proper field trip permission slip.
7. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form.
8. 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.
9. All monies collected for the field trip are non-refundable.
10. Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.



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## **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.
- Adults may not consume alcohol on a field trip. All chaperones must be background checked and Virtus trained.

## **XI. 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.



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**FIELD TRIP PERMISSION AND WAIVER**

**PARENTAL/GUARDIAN CONSENT FORM AND LIABILITY WAIVER**

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

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

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

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

Cell Phone \_\_\_\_\_

I \_\_\_\_\_ (parent/guardian name) request that my child \_\_\_\_\_ be

included in the field trip and I grant permission for him/her 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

\_\_\_\_\_ Expected Time of Departure Expected Time of Return



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

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 the 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 Hartford Roman Catholic Diocesan Corporation ( the Archdiocese of Hartford,) its/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 by Holy Trinity School, the Hartford Roman Catholic Diocesan Corporation ( the Archdiocese of Hartford), its/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 Hartford Roman Catholic Diocesan Corporation (the Archdiocese of Hartford,) its/ 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 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 medical 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 Hartford Roman Catholic Diocesan Corporation ( the Archdiocese of Hartford,) its/ their officers, directors, agents, employees, chaperones, volunteers, successors, assigns and heirs, from any and all liability arising out of such medical treatment.



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### 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

The field trip supervisor should be aware of the following special medical conditions of my child: (Describe condition with particularity, including any warning signs, medications, or special instructions.)

- Allergic reactions
- Asthma
- Diabetes
- Medically prescribed diet
- Medications that may need to be taken on an emergency or routine basis while my child is at the site
- Physical limitations
- Other conditions

Type of insurance – Please check \_\_\_\_\_ Blue Cross/CMS \_\_\_\_\_ Connecticare \_\_\_\_\_  
Other \_\_\_\_\_

Membership # \_\_\_\_\_

Name of child's regular physician \_\_\_\_\_

Telephone # (        ) \_\_\_\_\_

Emergency contact name: \_\_\_\_\_

Home phone: \_\_\_\_\_

Business phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

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



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**TRANSPORTATION CHANGE REQUEST FORM**

CHILD'S FULL NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_ BUS NUMBER: \_\_\_\_\_

REGULAR STOP: \_\_\_\_\_

REQUESTED STOP: \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_

**TRANSPORTATION CHANGE REQUEST FORM**

CHILD'S FULL NAME: \_\_\_\_\_

GRADE: \_\_\_\_\_ BUS NUMBER: \_\_\_\_\_

REGULAR STOP: \_\_\_\_\_

REQUESTED STOP: \_\_\_\_\_

PARENT'S SIGNATURE: \_\_\_\_\_

PRINCIPAL'S SIGNATURE: \_\_\_\_\_





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## **Inclement Weather Dismissal Directives**

Dear HTS Family:

Given our beautiful New England setting, it is important that we plan for severe weather that could impact travel to and from school. When there is an early dismissal (12:30, but possibly different on a case-by-case basis), or closing due to weather, the following means of notification will take place:

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- Extended Day After Care will not be in session during weather-related early dismissal or weather-related closings. If there is a delay, Extended Day Before Care will open 2 hours later than normal.
- In the event that WPS calls a delayed opening on a day that HTS already has a 12:30 dismissal, school at HTS will be cancelled.

Please complete this form for each child, and submit to school immediately to indicate your plan in the event of a weather-related dismissal.

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### **2021-2022 Inclement Weather Dismissal Directives Form**

**Student Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

**Please Circle Dismissal Directive:**                      **BUS**                      **PICK-UP**

**If you circled "PICK-UP," please list all adults who will be permitted to pick up your child, including yourself:** \_\_\_\_\_

**Parent/Guardian Signature & Date:** \_\_\_\_\_

\*Revised 7-20-2021