

Family Handbook

August 2026



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



Educating tomorrow's leaders since 1913

Make known to me your ways, O Lord; teach me your paths. -
Psalm 25: 4

August 2026

Dear Holy Trinity School Community,

Welcome to the 2026-27 academic year! Throughout this period of learning, as the psalmist tells us, God will make known his ways and paths to administration, faculty, staff, parents, guardians and students of Holy Trinity School. Serving as an outreach of Most Holy Trinity Parish since 1913, the school extends the parish's mission to share the gospel with all. The parish and school have an incredibly rich foundation and, I assure you, a hope-filled future. My sincere thanks to all who have made the gift of Catholic education possible in the past and all who carry that mission on for our current students.

Holy Trinity School's Mission Statement links gospel values with an academic program of excellence. How that is done is most important: with respect for self, for others, and the global community. All we do is in light of Christ's teaching. We are blessed to support our students' growth in intellect but just as importantly, in faith and compassion. The formation of youth in the model of Christ is our work and our joy.

My hope is that the adventure of this school year will be filled with new learning, strong growth, friendship and fun, but most of all, that each of us comes to know Christ ever more deeply. We journey this school year with the Lord at our side.

Sincerely,

Rev Andres Mendoza Floyd
Pastor



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Dear Holy Trinity Family,

With great enthusiasm and heartfelt gratitude, I am honored to introduce myself as the new Principal of Holy Trinity School. I am excited to become part of this faith-filled community and look forward to partnering with you in the important work of educating and forming your children.

At Holy Trinity School, we recognize that parents are the first and most influential teachers of their children. Catholic education thrives when school and family work hand in hand to nurture not only the minds of our students but also their hearts and souls. I am grateful for the trust you place in our school and in the dedicated faculty and staff who serve our students each day.

Our Mission Statement is at the center of everything we do:

“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.”

This mission speaks to our commitment to providing an education grounded in faith, excellence, and service. Fr. Mendoza, Fr. Lane and I know what a privilege it is to help students grow academically while developing the virtues of kindness, integrity, compassion, and respect that will guide them throughout their lives.

As your new Principal, I am committed to fostering a welcoming and joyful school environment where every child is encouraged to grow in confidence, deepen their relationship with God, and reach their fullest potential. I believe that each student is a unique gift from God, and it is our shared responsibility to help them discover their talents and use them to make a positive difference in the world.

I look forward to meeting each of you and building strong relationships throughout our school community. Together, we will celebrate our Catholic traditions, embrace new opportunities for growth, and continue the proud legacy of Holy Trinity School.

May the Lord bless your families with peace, joy, and abundant blessings throughout the coming school year.

Warmly in Christ,

Ms. Theresa Napoli



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
- Prepared students to become productive, virtuous citizens and church leaders who will fashion a more humane and just world.



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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.

GOVERNANCE AGREEMENT

When enrolling your child in Holy Trinity School, and by receiving this document electronically, and by signing the HOLY TRINITY SCHOOL 2026-2027 TUITION CONTRACT and REGISTRATION FORM, you are agreeing to follow, abide, and be governed by the HOLY TRINITY SCHOOL FAMILY HANDBOOK AUGUST 2026 and agree to follow, abide, and be governed by the school policies and procedures as stated.



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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 1913, 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 Ms. Theresa Napoli.

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.

Holy Trinity School, 11 N. Whittlesey Ave., Wallingford, CT 06492 www.hts-wallingford.org 203 269-4477



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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

The education of your child is a partnership between you and the school. If, in the opinion of the administration, the partnership is irretrievably (or irrevocably) broken, you may be required to withdraw your child from HTS.

See policy #5.504 In such cases, it is advised that the school consider returning the tuition back to the parents, as irretrievable damages.

- The most basic rights of students in Catholic schools is the right to receive a Catholic education.
- Schools exist for students; that is the primary principle upon which all action will be judged.
- Constitutional rights are left outside the doors of Catholic schools.



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Parent Rights:

- Their children will receive a quality Catholic education for their tuition;
- They will be able to present their concerns and discuss them in a respectful atmosphere;
- They will receive timely responses to written requests and phone calls during the school day;
- They will be allowed to visit their children's teachers and classrooms - by scheduled appointment - only;
- They will be notified of their children's academic and behavioral progress or lack thereof;
- Their children will be treated fairly, always preserving their dignity; ● They will be promptly informed of changes in result and regulations; ● All actions and decisions reflect HTS' school mission and primary purpose - schools exist to educate students, distinguished by academic excellence, committed to forming the whole child, in a community that embraces a Catholic worldview.

On occasions when the partnership does not work, nothing that is done will ever please the parent, a parent may demand an inordinate amount of a teacher's or administrator's time, a parent refuses to accept the discipline meted out to his/her child, or a parent or child refuses to follow the rules, the school administrator may ask the parent to withdraw the child from school and, if warranted, require the withdrawal.



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III. TUITION POLICY

All HTS Families are required to complete and submit each year a Tuition Contract/Registration Form.

The Tuition Contract/Registration Form and Fee are due April 1st each calendar year: Fee \$250 per family.

Please note: A Completed Tuition/ Registration Form is due for ALL new and current families.

The Application Fee (\$100) and Registration Fee are non-refundable.

TUITION CONTRACT TERMS

In consideration of Holy Trinity School, Wallingford, CT, accepting my child I hereby agree to the following conditions:

1. I agree to pay Holy Trinity School the tuition amount as per the Tuition Schedule for said child for the academic year 2026 - 2027 in accordance with the tuition payment plan chosen.

TUITION REFUNDS

2. I understand that if I withdraw my child from Holy Trinity School: a)
- Withdraw after June 1 st – two months tuition is withheld (due) to cover the cost of books and materials.
 - b) Withdraw after the first fifteen days of school - the parent is responsible to fulfill the entire amount of the tuition contract.
 - c) Infractions with regard to financial status with the school, ranging from missed tuition payments, late payments, and overdue fees will result in HTS withholding school records.
 - d) Rolling Admission: The tuition will be prorated for enrollments after October 1st.

FUNDRAISING FEE \$500

3. In addition to all other payments specified in this agreement, I agree to contribute to the fundraising activities of Holy Trinity School's Home School Association by selling merchandise **PER FAMILY** from the fall catalog fundraiser, Munson's chocolate, Zuppardis Pizza and cookie dough/ pie sale from which the school receives a profit percentage, or by participating in the \$500 buy-out program **PER FAMILY**. I understand that if I do not meet the minimum the \$500 family requirement, the balance is due in the spring at the conclusion of all fundraisers. Our fundraising chairperson will send out a letter of clarification and will be available during the year to update your balances due.

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 on the school website. From the home page of 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.

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.

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 \$250 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.

TRANSCRIPTS/REPORT CARDS

HTS reserves the right to withhold transcripts/report cards if your financial status is in question. Any infractions with regard to your financial status with HTS, ranging from missed tuition payments, late payments, and overdue fees or missing equipment that your child signed out but never returned, may result in HTS refusing to release academic records. All obligations, financial, etc., must be fulfilled by May 1st.

IV. EMERGENCY CARDS

Emergency Cards are given to your oldest child and must be returned to school the second 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.*

V. 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.

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 encourages 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.

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.

PRE K- 3 & PRE K-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. Awakening 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. Above all, our setting nurtures the child's spiritual relationship with God and caring attitude for others. In our preschool environment we maintain a 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, art, music, PE, library, and science instruction will be important parts of their educational experiences.

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.

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.

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.

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.

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.

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 and teacher recommendation.

Social Studies

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

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

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

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

Science

The science program integrates the skills and concepts of the life sciences, the physical, earth, 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 PreK - 5.

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 4 – 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.

Reading/Literature

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 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 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.

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 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 during the students' World Language designated class time.

MIDDLE SCHOOL COMMUNITY SERVICE

Service is an integral part of Catholic education. In recent years, there has been a growing trend that schools, both public and private, offer students opportunities to engage in community service. For many, the experience helps to develop important skills such as teamwork and a sense of compassion for others. But for Catholic schools, community service is more than an admirable option or a nice addition to one's high school application.

Service activities are fundamental to Catholic education and core to Catholic discipleship. Participation in food pantry drives, Church Bingo, and working with homeless shelters, are some of the multiple opportunities our 7th & 8th grade students have to give back to their communities. Studies have shown students from Catholic education ranked among the highest in terms of participating in community service and civic engagement.

We encourage our students to share in a sense of mission and service and to make a difference in the lives of others. Every year, students and families throughout the country contribute thousands of hours of service and donations to those in need in our local communities. HTS requires 12 hours per school year of approved community service. Our 7th & 8th grade homeroom teachers will approve each student's community service plan.

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.

Computer Lab

The Holy Trinity School computer lab is utilized for NWEA testing and group projects during the school year. Middle School students will use a Chromebook for school work and projects at the discretion of the teacher.

INTERNET POLICY & ACCEPTABLE USE OF TECHNOLOGY

All unauthorized technological devices will be confiscated at the discretion of the Principal. The devices, such as, but not limited to, cell phones, iPads, smart watches, chromebooks, etc., will be given to the Principal. The confiscated devices will be kept by the Principal and the length of time will be at his sole discretion.

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. 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.

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.

By receiving 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.

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.

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.

Teachers reserve the right to allow communication devices (e.g. cell phones, smart watches, 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.

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.

5.509B Personal Mobile Electronic Devices for STUDENTS

Policy

Approved: July 3, 2026

Students in grades Kindergarten through 12 enrolled in a Catholic school in the Archdiocese of Hartford are prohibited from possessing or using personal devices during the regular school day.

All personal devices must be powered off and stored in a designated area, e.g., student lockers, secure pouches, or backpacks, upon entering the school building. This ban applies strictly to devices owned or controlled by students or their parents/guardians. It does not apply to devices issued to students by the schools for instructional purposes.

To ensure reliable communication without reliance on third-party platforms, a school shall not use social media as the sole method of communicating essential information to students, parents, or guardians.

Use of a personal device shall be permitted if the school administration determines it is necessary in the following circumstances:

Situations as authorized by administration (e.g. travel, field trips, etc.)

Procedures:

Approved July 3, 2026

Catholic schools in the Archdiocese of Hartford are committed to fostering a focused, safe, and engaging learning environment. This policy aims to minimize digital distractions, reduce instances of cyberbullying during school hours, and promote face-to-face social interaction among students.

Personal Mobile Electronic Devices or “Personal Devices” shall be defined as any handheld or portable electronic equipment capable of data communication between two or more people. This includes, but is not limited to:

STUDENT POLICY RE: PERSONAL MOBILE ELECTRONIC DEVICES

- o Cell phones and text messaging devices including wearable and ocular devices, or similar devices capable of messaging, recording, or transmitting data
- o Laptops and tablets not issued by the school
- o Handheld gaming equipment
- o Digital cameras or imaging devices

“Regular school day” is defined as the period of time between the arrival of the first student and the dismissal of the last student or final bell, including lunch periods and passing times.

Personal Mobile Electronic Devices Policy

To foster a focused, safe, and engaging learning environment, minimize digital distractions, reduce cyberbullying during school hours, and promote meaningful face-to-face social interaction, all students in grades K–8 are prohibited from

possessing or using personal mobile electronic devices during the regular school day.

Definition of Personal Devices & Personal Mobile Electronic Devices include any handheld or portable electronic equipment capable of data communication between two or more people. This includes, but is not limited to:

Cell phones and text messaging devices (including wearable smartwatches and ocular devices).

Laptops and tablets not issued by the school.

Handheld gaming equipment.

Digital cameras or imaging devices.

Note: This policy applies strictly to devices owned or controlled by students or their parents/guardians. It does not apply to educational devices issued directly to students by the school.

Violations and Disciplinary Consequences

Compliance with the Personal Mobile Electronic Devices Policy is essential to maintaining a safe, focused, and respectful learning environment. Unauthorized possession or use of a personal device during the regular school day will result in progressive disciplinary action as outlined below:

First Offense (Warning):

- o The device will be confiscated by a staff member and kept in the main office until the end of the school day.

- o The student may retrieve the device at dismissal.

- o A formal warning will be logged in the student's record.

Second Offense (Parental Retrieval):

- o The device will be confiscated and held in the main office.
- o A parent or guardian must come to the school to retrieve the device.
- o The student will receive an administrative detention.

Third Offense (Loss of Privilege & Parent Conference):

- o The device will be confiscated and held in the main office for parental retrieval.
- o A mandatory parent-administrator conference will be scheduled to discuss the student repeated non-compliance.
- o The student will lose the privilege of bringing any personal mobile electronic device onto school property for a designated period (e.g., two weeks or the remainder of the academic term).

Subsequent Offenses (Insubordination):

- o Repeated violations will be treated as defiance of school authority (insubordination).
- o Consequences may include Saturday detention, in-school suspension, or out-of-school suspension, alongside an extended or permanent ban on bringing personal devices to school.

Refusal to Surrender a Device If a student refuses to surrender a personal device to a staff member upon request, the action will be treated as immediate insubordination. The student will be referred to administration, a parent will be

contacted, and automatic suspension (in-school or out-of-school)

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.

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.

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.

Advanced Math

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

Library

A special library period is scheduled for each class once a week. PreK - 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 \$5.00 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.

ESL & Speech/Language

Students in need of ESL and Speech/Language help will be aided by the town of Wallingford Personnel and a Holy Trinity School.

REPORT CARDS

Pre K and Kindergarten Progress Reports

Progress reports are distributed in January 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. Students must maintain a grade of at least a C- in every subject in order to be eligible for participation in the athletic program as well as extracurricular activities. Grades will be reviewed at interim report times and at the end of each term thereafter during the school year. Students with a lower than C- average at interim grading will be suspended from extracurricular activities including athletics (and all practices) until the grade improves to a C- or higher.

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.

On-Line Grading is now available for families of grade 6 – 8 students. Through the school website link to FACTS, 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.

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.

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.

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.

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.

Holy Trinity School, 11 N. Whittlesey Ave., Wallingford, CT 06492 www.hts-wallingford.org 203 269-4477

STANDARDIZED TESTING

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

Who is NWEA?

NWEA™ (Northwest Evaluation Association) is a global not-for-profit educational services organization located in Portland, Oregon. NWEA partners with over 3,500 educational organizations worldwide to provide research-based adaptive assessments and professional development. NWEA's mission is partnering to help all kids learn. As a result of NWEA tests, educators can make informed decisions to promote your child's academic growth.

What are the adaptive MAP assessments?

NWEA's assessments are called Measures of Academic Progress (MAP). The MAP tests are tailored to each student's current achievement level. It provides each student with a fair opportunity to show what he or she knows and can do. When taking these adaptive tests, the difficulty of each question is based on how well a student answers all the previous questions. As the student answers correctly, questions become more difficult. If the student answers incorrectly, the questions become easier. In an optimal test, a student answers approximately half the items correctly and half incorrectly. The final score is an estimate of the student's achievement level.

What subjects does MAP assess?

In the Archdiocese of Hartford, students in grades 2-8 are assessed in reading, language usage (better known as grammar) and mathematics. Science is optional.

When will my child be tested and how often?

In the Archdiocese of Hartford, elementary schools are expected to administer the MAP once a trimester – once in the fall, again in January, and then again in late spring.

How long does it take to complete a test?

Although the tests are not timed, it usually takes students about 25--35 minutes to complete each MAP test.

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.

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.

SCHOOL CALENDAR

The school calendar is published yearly in the FACTSmgt.com FAMILY PORTAL. Holy Trinity School cooperates with the Town of Wallingford in planning vacations and early dismissal days. The school calendar is submitted to the Archdiocese of Hartford Center for Education and Formation for approval, prior to being published to the school community.

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 as well as extracurricular activities. Grades of athletes will be reviewed at the interim report times and at the end of each term thereafter during the school year. Students with a lower than C- average at interim grading will be suspended from extracurricular activities including athletics (and all practices) until the grade improves to a C or higher.

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

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

The students and parents are responsible for the safe-keeping and maintenance of uniforms and equipment issued to students as members of the team. Students agree to return uniforms and equipment at the completion of the season or at the

time that membership on a team terminates. A student failing to return uniforms will be billed for the replacement cost of items not returned or returned in poor condition.

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. A 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.

VI. Expectations of the Students

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.

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.

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 detention.
5. Receive an in-school suspension.
6. Be suspended from the school.
7. Face expulsion.

All disciplinary actions administered at HTS are at the sole discretion of the administration.

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 at home. Work may be made up during in-school suspension for cheating.

PENALTIES FOR INFRACTIONS

Detention

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

Suspension

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

Expulsion (Permanent Dismissal)

When the spiritual, intellectual, social and physical development of any one of our students is threatened by another child with harmful conduct such as fighting, cheating, stealing, smoking, drinking and the use of drugs, verbal threats, harassment 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.

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.

Any and all personal belongings and electronic devices confiscated at HTS, will be kept at the sole discretion of the administration.

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 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.

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.

CYBERBULLYING POLICY (5.513)

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.

Definition of Bullying

"Bullying" is defined as unwanted and aggressive behavior among children in grades Kindergarten to eight, inclusive, that involves a real or perceived power imbalance 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. 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.

LOCATION

Bullying in violation of school policy must occur on school grounds, or at a school sponsored activity (which includes transportation services). Conduct that occurs off campus, e.g. harassment over the Internet, physical intimidation in the community, is not bullying under this policy unless it has a direct and negative impact on a student's academic performance or safety in school.

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.

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.

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),

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.

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.

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 PreK-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.

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.

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 others 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.

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.

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.

VII. 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.

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 the upper Municipal 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.

VIII. 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 or pale pink will be permitted for girls in grades 6-8 only. Summer uniforms are allowed from August through October 9th and May 15th through June. Winter uniforms are required from October 12th through May 15th. If a student is unable to wear any part of the regulation uniform, an explanation from the parent is needed.

Uniforms are to be worn at ALL times except when students are otherwise informed for some particular reason. School uniforms are purchased from the Tommy Hilfiger company.

Uniforms

Pre-K: Students wear navy sweatpants and gray Holy Trinity t-shirts and gray sweatshirts with the Holy Trinity logo. Sneakers may be worn in PreK.

GIRLS

Plaid jumper (Gr. K-5)

Skort (Gr. 6-8)

Pants- Khaki uniform pants

Polo - Navy with logo, short or long sleeve shirt

BOYS

Pants - khaki uniform pants with belt

Polo – Navy with logo, short or long sleeve shirt

GIRLS & BOYS

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

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

SUMMER (August-10/9 & 5/15-June)

Khaki shorts & Navy polo with logo (Boys & Girls)

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 Tommy Hilfiger Uniform company 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 uniforms for all students grades Pre-K - 8: gray T-shirt with logo, gray sweatshirt with logo, navy sweatpants with logo, navy shorts with logo worn in September, May, & June, and white gym socks.

Gym t-shirts and sweatshirts are available only through Tommy Hilfiger School 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, Crocs, 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. This includes casual days.

Make-up is not appropriate. Girls in grades 6-8 may wear clear, nude, pale 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 (other than pajama day). On casual days, sneakers are permitted.

Halter tops, tank tops, crop 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 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 or \$5.00 contribution. If your family is experiencing financial difficulty and cannot 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, crop 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 appropriate they can consult with the principal and her 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 , FADE/FAB Haircut style - Long, 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.

IX. 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 (269-4477) 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.

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 medicine.

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

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.