

# *“Hear My Prayer O Lord”*

*“Listen closely to my prayer, O God. Hear my urgent cry. I will call to you whenever trouble strikes, and you will help me.”*

*Psalms 86:6-7*

*Holy Trinity School  
2610 Nagel Road  
Avon, Ohio 44011*

**Phone:** 440-937-6420  
440-937-6081

**Fax:** 440-937-1029

[www.holytrinityavon.org](http://www.holytrinityavon.org)

School and student information in this directory was compiled from Holy Trinity records. We regret any inconvenience caused by errors or omissions. We worked diligently to make the contents as accurate as possible with the information available.

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*“May the God of hope fill you with all joy and peace as you trust in Him, so that you may overflow with hope by the power of the Holy Spirit.”*

*Romans 15:13*

## **Telephone Numbers**

Parish Office	440-937-5363
School Office	440-937-6420 440-937-6081
Auxiliary Services Office	440-937-6627
School Cafeteria	440-937-6420 Ext. 231
Religious Education Office	440-937-5363

### **Pastor**

Parish	Father John Misenko
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### **Principal**

School	Mrs. Mary Marunowski
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### **Youth Minister**

Parish and School	Mrs. Tammie Frank
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# Faculty and Staff

## **Principal**

Mrs. Mary Marunowski [mmarun@leeca.org](mailto:mmarun@leeca.org)

## **Kindergarten**

Mrs. Amy Akosi [aakosi@leeca.org](mailto:aakosi@leeca.org)

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## **Grade 1**

Mrs. Mary Cay Feters [mfette@leeca.org](mailto:mfette@leeca.org)

Ms. Cindy Webster [cwebst@leeca.org](mailto:cwebst@leeca.org)

## **Grade 2**

Mrs. Jennifer Hess [jhess@leeca.org](mailto:jhess@leeca.org)

Mrs. Laura Waltos [lwaltos@leeca.org](mailto:lwaltos@leeca.org)

## **Grade 3**

Mrs. Sharon Lynch [slynch@leeca.org](mailto:slynch@leeca.org)

Ms. Paula Jasper [pjaspe@leeca.org](mailto:pjaspe@leeca.org)

## **Grade 4**

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## **Grade 5**

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Mrs. Sandy Gorenc [sgoren@leeca.org](mailto:sgoren@leeca.org)

## **Grade 6**

Mrs. Beth Davis [bdavis1@leeca.org](mailto:bdavis1@leeca.org)

Ms. Jessica Smith [jsmith2@leeca.org](mailto:jsmith2@leeca.org)

## **Grade 7**

Mrs. Donna Leigh [dleigh@leeca.org](mailto:dleigh@leeca.org)

## **Grade 8**

Mrs. Nancy Wild [nwild@leeca.org](mailto:nwild@leeca.org)

Mr. Kenneth Mitskavich [kmitsk@leeca.org](mailto:kmitsk@leeca.org)

## **Educational Aide**

Mrs. Jeanmarie Spinazze

## **Preschool Teachers**

Mrs. Megan Dietz [mdietz@leeca.org](mailto:mdietz@leeca.org)

Mrs. Cherilyn McCann [cmccan@leeca.org](mailto:cmccan@leeca.org)

## **Preschool Educational Aides**

Mrs. Tracey Boeye [tboeye@leeca.org](mailto:tboeye@leeca.org)

Mrs. Karen Boehm

Mrs. Karen Boyson

Mrs. Beth Gassman

Mrs. Anne Ginley

Mrs. Michele Ward

## **Computer/Technology**

Mrs. Patricia Sas [psas@leeca.org](mailto:psas@leeca.org)

## **Computer Technician**

Mrs. Laurie Lynch [lynchz@earthlink.net](mailto:lynchz@earthlink.net)

## **Physical Education**

Mrs. Diane Cover [dcover@leeca.org](mailto:dcover@leeca.org)

## **Music**

Mr. Matt Hess [mhess@leeca.org](mailto:mhess@leeca.org)

## **Junior High Art**

Mrs. Jennifer Joyce [jjoyce@leeca.org](mailto:jjoyce@leeca.org)

## **Librarian**

Mrs. Kim Millar [htes\\_km@leeca.org](mailto:htes_km@leeca.org)

## **Youth Minister**

Mrs. Tammie Frank [tfrank@leeca.org](mailto:tfrank@leeca.org)

## **Secretary**

Ms. Joanne Klocek [jkloce@leeca.org](mailto:jkloce@leeca.org)

## **Office Aide**

Mrs. Paula Gambacciani

[pgamba@leeca.org](mailto:pgamba@leeca.org)

## **Cafeteria Director**

Mrs. Roxane McGervey [rmcger@leeca.org](mailto:rmcger@leeca.org)

## **Cafeteria Assistant**

Mrs. Beth Hopkins

## **Business Manager**

Mrs. Anne Smith [anne31641@aol.com](mailto:anne31641@aol.com)

## **Custodians**

Mr. Steve Uhas [holytrinity@leeca.org](mailto:holytrinity@leeca.org)

Mr. Stan Vitovich [holytrinity@leeca.org](mailto:holytrinity@leeca.org)

## **Psychologist**

Mrs. Susan Lebold

[lebolds@avonlocalschools.org](mailto:lebolds@avonlocalschools.org)

## **Speech Language Pathologist**

Mrs. Caroline Richardson

[richardsonc@avonlocalschools.org](mailto:richardsonc@avonlocalschools.org)

## **Intervention Specialists**

Mrs. Marie Arndt

[arndtm@avonlocalschools.org](mailto:arndtm@avonlocalschools.org)

Ms. Myra Dvoroznak

[dvoroznakm@avonlocalschools.org](mailto:dvoroznakm@avonlocalschools.org)

## **Auxiliary/Modular Unit Clerk**

Mrs. Laura Morahan

[morahanl@avonlocalschools.org](mailto:morahanl@avonlocalschools.org)

## **Latchkey Director**

Mrs. Laura Morahan

## **Latchkey Assistants**

Mrs. Beth Hopkins

Mrs. Laura Menser

## **School Nurse**

Mrs. Linda Duellley

[lduellley@loraincountyhealth.com](mailto:lduellley@loraincountyhealth.com)

# School Calendar

<b>August</b>	6: New Teacher In-service 15: Family Folder Sunday 23-25: Faculty Meetings/Retreat 26: <b>First Day of School</b> <i>(Kdg. ½ day 8/26; 8/27; 8/30;            and 9/1)</i> 27: Magazine Drive Kickoff 30: Preschool Open House 30: Junior High Open House 31: Magazine Post Card Turn In 31: Music Night <i>(Band/Orchestra Interest)</i>	<b>November</b>	1: All Saints Celebration 1-12: CAT Testing (Grade 1) 5: Report Cards 5: Night at the Races 10: Picture Day "Make-ups" 14: Mother/Daughter Tea 24-26: Thanksgiving Vacation <b>(No School)</b> 29: Classes Resume
<b>September</b>	2: First Full Day Kindergarten 2: Intermediate Open House 6: Labor Day <b>(No School)</b> 7: Primary Open House 7: Preschool Begins (staggered entry) 10: Family Fun Cookout 13: Preschool Begins (regular classes) 21: Picture Day (Gr. K-4) 24: Picture Day (Gr. 5-8) 25: Parish Steak Roast	<b>December</b>	3: Interim Report Online 7: Santa Shop 14: Christmas Concert (K-3) 12/20 to 1/3: Christmas Vacation <b>(No School)</b> 3: Classes Resume 17: Martin Luther King Day <b>(No School)</b> 20: End of 2 <sup>nd</sup> Quarter 21: Teacher In-service <b>(No School)</b> 28: Report Cards 30: Open House/Registration 30: Spaghetti Dinner
<b>October</b>	1: Interim Report (online) 4: Blessing of Animals 5: Picture Day (Preschool) 7: Picture Day (Preschool) 7: High School Night at HTS 8: Grandparents' Day 12: Parent Conferences 13: Parent Conferences 14: Parent Conferences 14: Kalahari/PTU Family Fun 15: Kalahari/PTU Family Fun 15: <b>No School</b> 22: Living Rosary 29: End of 1 <sup>st</sup> Quarter	<b>January</b>	3: Classes Resume 17: Martin Luther King Day <b>(No School)</b> 20: End of 2 <sup>nd</sup> Quarter 21: Teacher In-service <b>(No School)</b> 28: Report Cards 30: Open House/Registration 30: Spaghetti Dinner
		<b>February</b>	1-5: Catholic Schools Week 11: Father/Daughter Dance 7-22: St. Jude Mathathon 21: President's Day <b>(No School)</b> 25: Interim Report Online 26: Reverse Raffle 2/28 - 3/18: IOWA/CAT Testing (Gr. K, 1, 3, 5 & 7)

- March**
- 9: Ash Wednesday (8:00 and 10:00 a.m. Masses)
  - 15: “New” Kindergarten Meeting
  - 18: “Dads and Donuts” Fathers’ Mass (8:00 a.m.)
  - 18-19: School Play
  - 25: End of 3<sup>rd</sup> Quarter
  - 26: 5K Run/Pancake Breakfast
  - 27: Pancake Breakfast
  - 30: Confirmation (Grade 8)
- April**
- 1: Report Cards
  - 6: Kindergarten Screening **(No Preschool)**
  - 7: Kindergarten Screening **(No Preschool)**
  - 8: Kindergarten Screening **(No Preschool)**
  - 13: Poetry Contest
  - 14: Writing Proficiency Test (Gr. 3, 5, 7 & 8)
  - 16: Women’s Night Out (Silent Auction)
  - 18: Earth Day
  - 21-29: Easter Vacation **(No School)**
- May**
- 2: Classes Resume
  - 6: Interim Report Online
  - 6: “Moms’ & Muffins” Mothers’ Mass (8:00 a.m.)
  - 7: First Communion
  - 20: May Crowning
  - 24: Spring Concert (Gr. 4-8)
  - 25: Field Day
  - 27: **Last Day of Preschool**
  - 30: Memorial Day **(No School)**
  - 31: Field Day (Rain Date)
- June**
- 1: HTS Walkathon
  - 2: HTS Walkathon (Rain Date)
  - 3: Grade 8 Graduation
  - 6: Kindergarten Graduation/Transition Day (1/2 day)
  - 7: **Last Day of School** (Report Cards will be issued)
  - 8: Teachers’ Last Day (if needed)
  - 8, 9 & 10: Three “Emergency Days” are built in just in case we go over our three allotted Emergency Days.

## Fundraising Events

**Magazine Drive:** School fundraiser in which family and friends renew or buy new magazine subscriptions. Provides students with the opportunity to earn rewards for the number of subscriptions sold. Held during first few weeks of school. **Contact:** Karen Boehm

**Night at the Races:** Action packed night for the adults. Bet on horses that are racing via videotape. November 5, 2010. **Contact:** Dawn Havrilla and Karin McNulty

**Mother/Daughter Tea:** November 14, 2010. **Contact:** Colleen Stalla

**Spaghetti Dinner:** Enjoy great Italian Cuisine catered by Borelli's Taste of Italy. Will be held on January 30, 2011 to kick off "Catholic Schools Week." **Contact:** Tanya Boling and Ann Patterson

**Father/Daughter Dance:** February 11, 2011. **Contact:** Anne Kemer and Tracey Boeye

**Women's Night Out/Silent Auction:** This event takes the place of the Spring Fling. April 16, 2011. **Contact:** Ami Casper

**HTS Walkathon:** A day to walk to raise money for the school and a day to have fun to celebrate the end of the school year. June 1, 2011 (Rain Date is June 2.) **Contact:** Meg Nieberding and Carol Morris

**Dinners with a Purpose:** **Contact:** Anne Battistoni

## School Programs

**Playground Monitors:** Moms and Dads are asked to assist a school faculty member in keeping students safe during indoor and outdoor recess. **Contact:** Michelle Flando

**Meet the Masters:** Introduces various artists and art styles to students. Each grade will learn about three artists per year and will have a project to complete after each lesson. **Contact:** Jen Joyce

**Poetry Contest:** Every student participates in this event by reciting either a published poem or an original poem. Children in grades K-1 perform as a class. Trophies are awarded to the winners in the finals! **Contact:** Mary Price

**Academic League:** Team of 7th and 8th grade students who compete in academic matches against other schools. **Contact:** Colleen Dillon

**Spanish Club:** After school program for grades K-8 to introduce students to the study of a foreign language. **Contact:** Colleen Dillon

**Book Fair:** Held twice a year to benefit the school library. Gives children and adults the opportunity to browse through an assortment of books to purchase. **Contact:** Susan Howard, Mara Pogson and Karen Boyson

**Market Day:** National food service program where families can purchase delicious food and the school receives a portion of the profits. Order forms go home in the family folder and pick-up days are one Saturday morning each month. **Contact:** Amy Burke and Lori Wendt

**Yearbooks:** Yearbooks are designed by the eighth graders and Jen Joyce. Planning meetings begin in January (after school). Orders are placed in May, and books are distributed in August on "Family Folder Sunday." **Contact:** Jen Joyce

## Service

**Sunshine Committee:** Provides a variety of kindnesses, including meals, to Holy Trinity families and staff in a time of need. **Contact:** Erika Temple and Jen Kappler

**Hospitality Committee:** Helps in coordinating meals for staff (Teacher Breakfast, Conferences, and Volunteer Appreciation Dinner). Baked goods will be needed for our Cookie Walk. **Contact:** Kate Kalvitz

**Mass Cards:** Cards are sold after Masses for Mother's Day (May) and Father's Day (June). **Contact:** Terry Carney

**Santa Shop:** Children can purchase gifts for special loved ones. Parents send in money, and volunteers shop with the children for people on their lists. **Contact:** Lisa Coloian, Eileen Hamm and Julie Keller

## Social

**Family Fun:** Organizes family events including the Family Fun picnic in September, Kalahari trips and bowling parties. **Contact:** Donna Wells

## Holy Trinity Parish

We, the parishioners of Holy Trinity, since 1833 under the guidance and power of the Holy Spirit, have been on a Christ Centered journey to our Father.

With faith, vision and commitment, our ancestors cleared the wilderness, tilled the earth, and built our Church and our school to pray, praise and pass on our religious heritage to our children.

We acknowledge that our reason for being flows from the loving of the Father who created us, the giving of His Son who redeemed us and the sending of the Holy Spirit who empowers us.

We are a family of faith, courage and love, people diverse, yet united in community, joining in harmonious collaboration with our Holy Father, our bishop, pastor and religious in prayer, worship and service; sharing knowledge, talents, and resources to build up the Body of Christ, Our Catholic Church.

Holy Trinity parishioners respond to their gift of faith, by proclaiming God's living word, by witnessing to God's presence in their daily lives, by reaching out with compassion to their brothers and sisters in need, and by celebrating God's love in prayer and worship.

The unique gifts possessed by each member of our parish must be appreciated and nurtured. Every person has the right and duty to exercise his or her gifts through shared responsibility in our parish community.

Relying on the Providence of the Father, Love of the Son, and the Power of the Holy Spirit, the parishioners of Holy Trinity blessed with Faith, Hope and Love respond to the needs and challenges of the future as we await the second coming of Christ.

# Philosophy of Catholic Education

Office of Catholic Education

Diocese of Cleveland

## **SOURCES**

WE BELIEVE that a philosophy of Catholic education begins with faith. God, in creating us, gifted us with life, became one of us in Jesus, and in the Person of the Spirit awaits our response to this unconditional love. Jesus remains within the human community witnessing and sharing the Good News in every age and with all people. We return God's love by a sincere response to conscience and by membership in the Church. It is from this perspective that the education ministry of the Catholic community flows.

## **CATHOLIC EDUCATION**

WE BELIEVE that education, which is Catholic, begins with life in the heart of the family. Parents, the primary educators, seed and nourish values deeply human, deeply spiritual. Affirmed, treasured, and supported by the loving witness of Christian faith communities, the child continues a lifelong response to God's love through involvement in the academic, cultural, social and civic concerns of daily life.

## **CATHOLIC SCHOOLS**

WE BELIEVE the Catholic school exists to teach the mandate of Jesus: "Love one another as I have loved you." This is the goal of all Catholic education. The school community, in sharing a global vision within an atmosphere designed to celebrate and practice love of God and neighbor, is the most effective means available to the Church for the education of youth. This vision motivates students to grow academically, physically, culturally and socially. Among the values prized in the Catholic school are self-worth, self-discipline in the search for a moral way of life and appreciation for the American heritage. With deep concern for their sisters and brothers, young people in Catholic day schools form their personal response in truth, peace, justice and love.

## **Belief and Mission of Holy Trinity School**

- We believe... parents are the primary educators.
- We believe... students need to take ownership of the learning.
- We believe... teachers need to collaborate with other resource teachers.
- We believe... that students need to be encouraged to love, respect and value themselves and others as children of God – this will enhance learning.
- We believe... students should feel comfortable taking risks.
- We believe... students must have access to technological tools to enhance their learning potential.
- We believe... schools need to assimilate the technological growth of society and and commerce.
- We believe... assessment and instruction need to incorporate the scientific research findings of multiple intelligence and differentiated instruction.

## **MISSION STATEMENT**

The mission of Holy Trinity School is to challenge all students to demonstrate love of God by respecting individual differences, and being actively involved in the broader community while achieving academic excellence.

## **Parental Responsibility**

You, the parent/guardian, have chosen to send your child(ren) to Holy Trinity School because you want them to be educated in a Christian environment. This environment is to be a continuation of the Christian upbringing the children have received and are continuing to receive at home. Having chosen this school, it is vital that you support our educational efforts by your cooperation and involvement. This handbook is one means we use to keep you informed of school matters.

## **Business Hours**

The Holy Trinity School office is open from **7:00 a.m.** until **3:00 p.m.** on school days. **NO ONE** is permitted in the building without permission *before* or *after* these designated hours. This includes any parent/guardian or student returning to school to retrieve textbooks, to drop off information, to pick-up forgotten or lost articles, to schedule a conference, etc. This should be done during appropriate hours. It is the responsibility of the student to take home anything that will be needed for homework that day or to remember to bring home a jacket, lunch box, etc. For the safety and security of our children, **ANYONE** found to be in the building, without permission, outside of regular school hours, will be reported to the authorities.

Additionally, no students involved in CYO sports or any other after school activities may leave the gym or meeting place to retrieve items left in their classrooms before or after the stated times (*this includes Saturday games or practices*).

## **Admission Policy**

Holy Trinity School accepts students of any race, religion, color or ethnic origin with first choice being given to active, registered members of the parish. An active parishioner is one who is:

- a. Registered in the parish.
- b. Attending Mass each week.
- c. Using church envelopes each week.
- d. Involved in our parish and school activities.

Admission is made through formal registration. At this time the following is required: evidence of active membership in a supporting parish, birth certificate, baptismal certificate, record of physical examination and all required immunization and health forms. In the case of students transferring from other private schools, all financial obligations must be met at the previous school before acceptance.

## Admittance

The State of Ohio Department of Health requires all students to have received the following immunizations: (5) doses of Diphtheria, Pertussis and Tetanus; (4) doses of IPV, Inactivated Poliovirus; (2) doses of Measles, Mumps and Rubella (MMR); (3) doses of HBV, Hepatitis B and (2) doses of Varicella (Chicken Pox). The Ohio Revised Code 3313.67 and 3313.671 for school attendance are the mandates.

Pupils will not be admitted to school unless the parent/guardian has submitted written evidence that requirements have been met. **No students on any grade level are permitted to begin school without the proper immunization records. All immunizations must be current by September 30th of the year of entry.** Noncompliance will result in the student's denied admission to school (forms available in school office or on Edline).

Immunizations may be obtained from your private physician or from the Lorain County General Health District, 9880 South Murray Ridge Road, Elyria, OH 44035, 440-322-6367.

Acceptance of a child into Holy Trinity School is based upon a) professional input from former teachers, principals; b) current report card information; c) evidence of normal character formation and social skills development; d) professional judgment of staff and principal at Holy Trinity School; e) successful completion of a probationary period the length of one semester from the child's entry into Holy Trinity School. The final decision regarding admission to Holy Trinity School belongs to the principal of the school with the approval of the pastor.

### **KINDERGARTEN**

Children entering kindergarten must be five years of age by August 31<sup>st</sup> (*beginning 2010-2011 school year*).

### **GRADES K-8**

Transfer students are required to present their previous report card(s). Acceptance will not be final until academic and health records are received from the former school and reviewed by Holy Trinity School administration. Transfer of students in Grades 6, 7 and 8 for reasons other than moving into the neighborhood will be examined and judged on an individual basis. Interviews will be held with the student, parents/guardians and principal.

## Tuition

The annual instructional fee is paid in full upon registration and/or re-registration for the current school year in order to claim a place in the school for the following year. The instructional fee is non-refundable.

Tuition payments are made monthly, semi-annually, annually, or by special plan approved by the Office. Tuition payments are not tax deductible.

Parents sign an agreement for type of payment (monthly, semi-annual, or annual). It is expected that payments will be made.

School records and quarterly report cards are issued only if all payments (including library fines and cafeteria fees) are kept up-to-date.

Payments that are sent to the office by way of a student should be in an envelope marked with the family name, the amount and the purpose of the payment.

***Separate checks are written for each fee that is due.*** *These fees include instructional fee, milk money, hot lunch money, tuition, etc. This separation enables the office staff to be efficient in matters of bookkeeping.*

## **Payment of Fees**

**ALL fees** (tuition, latchkey, library, cafeteria, etc.) must be paid in full before report cards and diplomas will be presented and transcripts to other schools will be sent out.

## **Child Custody**

In the case of a divorce or separation, a certified copy of the court order, stating who has custody of the child, must be sent to the school. The child will be released only to the custodial parent/guardian or persons designated by him or her. The information form regarding legal custody must be completed and returned to the school office. This information will be kept in a locked file.

## **Transfers**

When a child transfers to another school, the principal is to be notified by the parent/guardian. All school books and library books are to be returned to the teacher. The child takes the purchased consumable books with him/her.

In the case of transfers, records are not forwarded to the new school unless tuition payments, instructional fees, etc., are paid up-to-date.

A student enrolled in the public school system for a special program may return to Holy Trinity School at the termination of the program. (This is generally determined through the I.E.P. evaluation with the educational professionals involved.)

A transfer in order to avoid a specific teacher with the intent to return to Holy Trinity School the following year is deemed academically and socially unsound.

## **Faculty**

Holy Trinity School staffs qualified professional faculty, deeply interested in and dedicated to the Catholic education of youth. The faculty consists of lay teachers who are certified by the State of Ohio for their respective areas of instruction.

## **Teacher Certification**

All teachers employed at Holy Trinity School are of good moral character and are certified by the State of Ohio. Professional competency and efficiency are stimulated through attendance at in-service workshops and monthly faculty meetings.

All teachers are certified in Religious Education and meet the academic and professional standards set by the Diocesan Office of Catholic Education.

All school employees, teaching and non-teaching, are fingerprinted and have background checks performed by BCII, FBI, and also are CPR and VIRTUS trained.

## **Curriculum**

Religion is the integrating factor in the school curriculum. Religious instruction is given daily. Opportunities for preparation and participation in the celebration of the Mass are provided on a regular basis. Other religious activities include various prayer services and seasonal devotions. Parents/guardians are invited to participate in these activities.

Holy Trinity School meets the standards required for the State of Ohio with regard to student attendance days, length of school days, time allotments for subjects, and the basic curriculum.

The basic curriculum consists of the following: religion, language arts, mathematics, social studies, science, health, directed physical education, music, art, computer and citizenship. An effort is made to address the topics of career education, human relations education, multi-cultural education, energy and resource conservation education, and study skills throughout the basic curriculum. The Diocesan Curricula and the approved textbooks are used at Holy Trinity School. Besides the basic textbooks, a variety of supplementary textbooks and materials are utilized at all grade levels.

## **Physical Education**

All children participate in Physical Education classes weekly. The Physical Education uniform is a requirement and must be worn for each Physical Education class. Parents/guardians are to see that their children have gym clothes on their respective class days.

All children participate in the Physical Education program unless there is a written note from a doctor excusing the child. Because of illness or accident, a note from a parent/guardian is sufficient to excuse a child from ONE class.

Note: No jewelry may be worn during Physical Education classes.

## **Sacramental Programs**

Parents/guardians are required to participate in the parent meetings prior to their child's reception of the Sacrament of Reconciliation, First Eucharist and Confirmation. It is the parents'/guardians' privilege, as well as serious responsibility to assist their child in preparation for the reception of these sacraments.

## Auxiliary Services

Holy Trinity School receives state money that provides for auxiliary personnel and services. These staff members, employed through Avon Local Schools and Lorain County, provide services to the students at Holy Trinity School. Through these state funds, a School Nurse, a Speech Pathologist, a School Psychologist, two Intervention Specialists and a Clerk are employed.

A speech program provides complete diagnostics in the following areas: articulation, language (receptive and/or expressive), stuttering, auditory perception and voice problems (remediation only after otological evaluation). A student may be referred for a routine speech/language screening (done by the Speech Pathologist) by a parent/guardian, the classroom teacher, school nurse, or family physician. The school nurse provides routine hearing screenings. Intervention services and accommodations are provided by the special education staff to students who require academic or other types of assistance. An Intervention Assistance Team meets to discuss students who are referred for interventions by parents, teachers or other educational staff members. This team can include: the principal, teachers, parents, intervention specialists, school psychologist, speech pathologist and students. A student may be referred for a multifactorial evaluation if the Intervention Assistance Team determines that the student is not responding to interventions and a disability is suspected.

## Federally Funded Programs

Holy Trinity School participates in those Federally Funded Programs that are provided to Avon Local Schools. A federal program makes lunch and/or milk available each day to qualifying students.

### Lunch Program

Holy Trinity School participates in the government lunch program through the supervision of the Diocesan Nutrition Services Department.

Students participating in the government lunch program purchase lunches monthly and are issued a monthly lunch ticket. Milk can also be purchased monthly for those students bringing their lunch. **Students are not to bring pop to school with their lunch.** Beverages in glass bottles are not permitted.

Forms are available in the office for those families who might qualify for free/reduced lunches. Applications are accepted throughout the year if for some reason you encounter some financial difficulty.

Holy Trinity School abides by the **Wellness Policy**. Parents are asked to pack healthy lunch and snack items and should not pack candy items in the lunchbox. Candy and pop are treats students may enjoy at home.

## **Testing Program**

The testing program is designed to serve the needs of all students. Both basic skills tests and aptitude tests are administered. The basic skills tests measure the student's mastery of skills while the aptitude tests seek to measure the student's capacity to acquire knowledge and skills. All formal tests are administered during school time.

Grade 1: Cognitive Abilities Test  
IOWA Test of Basic Skills

Grades K, 3, 5, 7 & 8: Combined form for IOWA Tests of Basic Skills and Cognitive Abilities Test. Students in Grades 3, 5, 7 & 8 also take the Writing Proficiency Test.

Competency is determined by analysis of the IOWA Tests of Basic Skills in grades K, 1, 3, 5, and 7.

## **School Supplies**

Each teacher provides a list of school supplies needed for each particular grade level. Supplies are purchased according to this listing of requirements. Supplies need to be replenished during the school year. Schoolbags on wheels are **NOT** permitted in school.

## **Library**

Each class has a weekly assigned time to visit the library. Other times are set aside for students to do research or to pursue special interests. The librarian oversees the selection and charging out of books for the students and provides students with classes in library use and reference skills. No student is to be in the library unless the librarian or another adult is present. A late fee is charged for overdue books. Lost or damaged books are to be replaced by the family of the child responsible.

## **Computers**

Computer technology is part of the regular classroom curriculum. We have the PTU and our generous parents to thank for our updated Computer Lab. The lab is used by students in grades Pre-K and K-8. No student is to be in the Computer Lab unless the computer teacher or another adult is present.

## **Field Trips**

Field trips of an academic nature are planned for each grade level. Fees are charged to cover admission and transportation costs. Field trips are a privilege that may be denied to any student at the discretion of the principal and teacher. No child may participate in a field trip without a signed permission/liability slip that is signed by the custodial parent/guardian and submitted before the assigned trip. Information about each trip will be provided prior to the event.

Bus transportation is the main form of transportation for the majority of our field trips. On certain occasions, the classroom teacher may request a parent/guardian to drive. In this case, a week before the field trip takes place, a copy of the driver's license and current car insurance card need to be on file in the school office. On the day of the field trip or earlier, the parent/guardian driver will need to sign a Volunteer Driver's Statement.

## **Assemblies**

Assemblies of an educational and cultural nature are held periodically. Guest speakers are invited to speak to the students on topics of general or specific interest. Special assemblies are planned to give children the opportunity to learn acceptable behavior in audience situations and to broaden their experiences.

## **Volunteers**

Volunteers are a vital part of the school's program. Volunteers assist in the operation of the hot lunch program, the library, schoolyard supervision, and as classroom helpers. **Volunteers who work with students on a regular basis must be fingerprinted and attend VIRTUS training.** Volunteers who come to help in a specific school classroom or on a school-related project must sign the book in the office and wear a name tag from the office. Volunteers are asked to indicate the area in the school where they are working. Please do not interrupt any other classroom/teacher, as teaching is going on.

## **Student Report Cards**

The quarterly report cards are given to the students as a measure of their academic progress. Each student is evaluated according to his/her own performance, progress, and ability. Daily class participation, home and class assignments, tests, study habits, and effort to improve are also taken into consideration. Report cards are to be returned, signed by parent or guardian, within one week.

Any difficulties that may arise concerning a child's schoolwork or discipline should be discussed with the child's teacher. Parents/guardians are *encouraged* to contact a teacher or staff member by email or written note. **Dropping by without an appointment is not regarded as an appointment to be honored by any teacher or staff member.** Teachers are contacted during working hours only. Parents/guardians may email teachers and staff through Edline. **Please do not call/contact teachers at their home by phone.**

## **Progress / Interim Reports**

Progress or interim reports can be found online each quarter of the school year. These reports indicate student progress: if a student is in danger of failing a subject; if a student has dropped significantly in a subject; or if behavior or other factors are affecting the student's education.

## Records

Parents/guardians may request to see their child's records. In regard to child custody, the parent with custody receives all reports and school communication, but may request a copy for the non-custodial parent.

## Parent Conferences

Parent conferences are held toward the close of the first grading period. All parents have a right to be scheduled for this conference.

A second optional conference, usually offered early in the third quarter, is only for parents/guardians whose children have demonstrated significant academic deficiencies.

Additional conferences may be requested and scheduled at any time by contacting the school office.

## School Communication

Other school communications, calendars, CPO envelopes, lunch menus and newsletters are sent home with the children. Generally, this occurs once a week, usually on Wednesdays. The oldest child - or the only child - in the family brings the communications home in the FAMILY FOLDER. Parents/guardians are encouraged to look for this information and return the folder and any forms to school by *Friday* of the same week. Most of the forms and communication sent home can also be found on our school website.

**Teacher Availability** – Parents/guardians are asked **NOT** to enter any classrooms from 7:00 a.m. - 7:35 a.m. to talk to teachers (even briefly), due to the fact that the teacher is there for the students and their safety. Please make arrangements by letter, phone or email to meet with the teacher at a more convenient time and day.

**As of January 24, 2011, no child will be allowed to call home for gym clothes or any missing materials. If a forgotten item is delivered to the office, it will be placed in the teacher's mailbox. Students should check the school office for a delivered lunch, text book, library book, etc.**

## Changes in Transportation Routine

If a student is a regular bus/car rider or attends latchkey and a parent/guardian has a change in plans for the student, a note **must** be sent to the classroom teacher.

Parents/guardians who come to school to pick up their children at dismissal time **MAY NOT** take other children home. A signed note from the parent/guardian of the child(ren) must be presented in the school office **in the morning** if other arrangements have been made.

Due to liability factors, **no student may ride a bus that is not in his or her own district.** (If you live in Avon you may only ride on Avon buses, etc.). Also, **no student may ride a bus that is not his or her normal bus.** (If you ride bus #38 home you **MAY NOT** ride any other bus, etc.).

NO parent/guardian is to drive between the school, parish office and modular buildings during hours of operation.

## **Calling in Messages**

The telephone is considered a vehicle for immediate and emergency communication only. The school is not expected to deliver telephone messages to faculty/teachers or students unless there is a serious emergency.

**No child is to have a cell phone on his/her person, in school or in their schoolbag/lunchbox.** ALL messages are to be received in the office. Cell phones will be taken away. If there is a dire need that a student brings a cell phone to school, the parent **MUST** call the principal to make arrangements for placement of the cell phone.

Transportation and dismissal changes are to be planned with the child before he/she comes to school in the morning. If there is an emergency change in transportation that unexpectedly arises, we ask that you notify the office **BEFORE 12:00 noon** to assure prompt communication to the child.

In general, it is preferred that you contact a teacher or staff member in writing. This allows them to follow up as their schedule allows. The office is only available to take messages for them.

## **Grading Scale**

### **GRADING SCALE**

#### **Grades 4-8**

98-100 = A+	90-92 = B+	82-84 = C+	75-76 = D+
95-97 = A	87-89 = B	79-81 = C	72-74 = D
93-94 = A-	85-86 = B-	77-78 = C-	70-71 = D-
			69 and below = F

#### **Primary Grades**

O Outstanding      N Needs Improvement  
S Satisfactory      U Unsatisfactory

O, S, N, U will be used for effort and conduct and may be used for Music, Art, Physical Education and Computer.

## **Honor Roll**

Honor students reflect a desire to learn, achievement in learning, and exceptional personal and social skills. Students are eligible for honor roll at the end of each quarter rather than at the completion of the entire year. There is no honor roll for grades K, 1, 2, 3, 4, 5 or 6

A record of suspensions disqualifies students from the honor or effort rolls. Check marks on the report card are for the parents'/guardians' information.

Each grade is worth the following points:

Grades 7 and 8:

A+ = 4.33	B+ = 3.33	C+ = 2.33	D+ = 1.33
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A - = 3.67	B - = 2.67	C - = 1.67	D - = 0.67

This point value for grades received in the subjects listed below is added together and averaged by the number of subjects. The average determines the honors received. The point average needed is as shown:

- 3.6 to 4.0 - First Honors
- 3.0 to 3.59 - Second Honors

### **Grades 4-8 Subjects:**

Religion, Reading, Math, English, Spelling, Science, Social Studies, Art, Computer, Music, Physical Education and Health.

## **Other Awards**

**In addition to First and Second Honors, the following awards may be awarded to students:**

**Religion Award:** Any student in each classroom may earn this award (each quarter) for outstanding participation in and knowledge of Religion.

**Attendance Award:** This is awarded at the end of each quarter for perfect attendance. This means No Tardies, No Absences.

**Effort Award:** Students may earn this award for exceptional effort, even if First or Second Honors are not earned.

## **Retention**

If a student receives an F (69% and below) average in three or more main subjects (Math, English, Reading, Science, Social Studies) at the end of the academic year, the student is retained in the same grade during the next academic year. Parents/guardians are notified about possible retentions at the end of the first semester (second grading period) or early in the third quarter.

Though some students receive passing grades in academic subjects, their total development appears hindered by circumstances unique to the individual. In some cases, these students profit by retention.

If a student fails one major subject (Math, English, Reading, Science, Social Studies), the student is expected to correct the failure by attending summer school for that particular subject.

## School Attendance

Regular and punctual attendance at each class is important for a child's academic achievement and the promotion of a good spirit within the classroom. Throughout the entire day foundations are learned, upon which the child builds and develops skills and habits that will insure his/her progress.

It is the responsibility of the home to have students in regular attendance. Holy Trinity School hours are 7:35 a.m. until 2:05 p.m. In accordance with the Ohio Revised Code 3313.205, THE FOLLOWING PROCEDURE WILL BE EFFECTIVE. The parent and/or legal guardian must notify the school by **8:30 a.m.** if the child is absent (not in school at 7:35 a.m.) **with the reason for the absence.** If a call is not received, the school will try to contact you. **If the parent/guardian and school do not have telephone contact the day the student is absent, the student will not receive permission for make-up work (unexcused). Notes are not accepted.**

The school telephone number for absence is 440-937-6420. A student is considered truant until the parent/guardian contact has been made. A call to the local police will be made if the office has not been made aware of the reason for the child's absence by 8:30 a.m. This is done for the safety of the child. The Ohio Revised Code 3313.205 requires the parent/guardian to provide the school with the current address (not P.O. Box), telephone number, parent/guardian employment number, and an emergency number. Failure to comply with attendance procedures will result in disciplinary action or referral to the Lorain County Juvenile Court.

### **Excused Absence**

The school administration is the determining agent for excused absences. Parents/guardians may request that a student be excused for the following:

1. Personal illness
2. Illness in the immediate family
3. Death in the immediate family
4. Quarantine
5. Religious holiday
6. Assisting parents/guardians in emergency work
7. Extenuating circumstances excused by administrator

Any student arriving at school **after** 7:35 a.m. but **before** 9:45 a.m. is considered **tardy**. Students who arrive at school but go home **BEFORE 9:45 a.m.** will be considered absent one (1) whole day. Students who attend school but go home **AFTER 9:45 a.m.** will be considered absent ½ day. Students who attend school but go home **BEFORE 1:30 p.m.** will be considered absent ½ day. Any student absent from school for **more than two (2) hours** due to a medical or dental appointment will be considered absent ½ day.

Students absent from school all day will not be permitted to participate or spectate in any extracurricular activities for that day. Students entering school after 11:00 a.m. or leaving school before the school day ends will not be permitted to participate or spectate in extracurricular activities unless permission is granted by the principal.

The State of Ohio report card standards require school districts to average an attendance rate of 93% or better. In order to meet this standard, students of Avon local schools are allocated a sick bank of 13 days per year. A student who has been absent from a class 13 times or from school 13 days during a school year (including vacation) will not be permitted to make-up for assignments or tests unless a doctor's excuse or funeral visitation verification is provided. They will be considered unexcused (no make-up). If your child(ren) has exceeded or is close to exceeding the allocated number of absences, a letter will be sent home by the school notifying you of this.

### **Doctors Note/Funeral Verification**

Doctor's notes and medical authorization for absences, and/or funeral verification for absences must be submitted to the office within two school days in order for students to receive make-up work. Those verifications received after two school days will only change the student's attendance status (i.e. unexcused to excused, excused to doctor's excuse, etc.)

### **Unexcused Absences**

Senate Bill 181: A copy of the Summary of Major Provisions of this Bill is available in the school office.

### **Tardies**

Tardies are excused with proper written verification ON THE DAY OF medical or dental appointment, funeral visitation, court appearance, etc. This means that if your child(ren) are tardy due to a medical or dental appointment, funeral visitation etc. written verification MUST be submitted to the school office at the time of your child(ren)'s admittance or re-admittance into school. If verification IS NOT submitted at that time, your child(ren)'s tardy will be marked as unexcused. After the fifth unexcused tardy, students without proper notification as stated above, will be handled in this manner: a call is made to the home by the principal.

### **Assignments**

When a child in Grades K-8 is out sick one day, it is recommended that the child stay home and rest and recover and not worry about homework. There may be some exceptions to this policy.

When a child is going to be absent more than one day due to illness, **please call the office (440-937-6420) by 9:00 a.m.** to make arrangements for pick-up of homework (or earlier when you call your child out sick). Homework can be picked up between 2:00 p.m. – 2:30 p.m. **in the office** by the parent or a sibling or classmate, as long as a call has been made to the office. It is NOT the responsibility of the school office to make arrangements for pick up of homework. Siblings should not go to a sick sibling's homeroom during the day when a teacher is teaching and expect work to be ready. The work will be in the office.

### **Make-up Work**

While it is the responsibility of the student and the teacher to see that make-up work is completed, make-up work is primarily the **responsibility of the student**. The student is responsible to get make-up assignments and to complete and submit work assigned within the designated time.

## **Vacation Policy** (Outside of the School Calendar)

Vacations, other than those scheduled on the yearly school calendar, are **NOT** encouraged. If you, as parent/guardian, choose additional times for vacation while school is in session, **YOU** are responsible for the make up work with your child. Work is expected to be completed two weeks after his/her return. Teachers are **NOT** obligated to assign work during an extended vacation that is **NOT** on the school calendar.

*A copy of the vacation request form can be obtained on Edline or in the school office and is required to be forwarded to the school office one week prior to the vacation.*

## **Medical and Dental Appointments** **Early Dismissals**

A parent/guardian may present a note requesting early dismissal for medical or dental appointments, as well as special emergencies. The note must be signed by the parent/guardian. Students **must** wait in the school office until called for by the parent/guardian. (See “School Attendance” – “Excused Absence.”) This policy is made for the protection of the child.

If your child(ren) must leave early due to a medical or dental appointment, written verification from the doctor **MUST** be submitted to the school office at the time of your child(ren)’s admittance or re-admittance into school. If verification **IS NOT** submitted at that time, your child(ren)’s early dismissal will be marked as unexcused.

Medical and dental appointments are **NOT** to be scheduled during the school day while the achievement tests are being administered.

## **Sign In/Out Policy**

Whenever a child **leaves** or **returns** to the school due to an appointment, tardiness, illness, injury, etc., the parent/guardian signs the child in/out on the “Student Sign In/Out Book” in the school office. This policy is meant for the protection of each child.

**If a child is tardy - you must sign in at the office so as not to be marked absent.** No student is to be just “dropped off.” Parent/guardian signature is necessary. This also applies to students who may leave during the school day for an appointment and then return to class.

## **School Nurse/Medication**

The school nurse is only available to give attention to students for accidents or illness occurring during the hours she is on duty. If a student is ill or injured, the school nurse may not be able to treat the child. When it is necessary for school personnel to administer prescribed medication, the following guidelines are observed:

1. “*Action Plan for Health Concern Form*” - This form should be completed **IF** your child has a health issue the school should be aware of (i.e. asthma, diabetes, etc.). If your child has a medical condition, please complete and return this form to the school nurse on or before the first day of school. New/updated forms **MUST** be submitted each school year. This form is available in the school office or on Edline.
2. “*Medication Form*” - This form is required if your child will need to receive **ANY** medication during school hours. It is a two-sided form and **MUST** be completed by both parent/guardian and the physician. This request includes information including the medication name, dosage, route, administration times and dates and side effects. This form is available in the school office or on Edline.
3. “*Authorization to Self-Administer Form*” - The State of Ohio now allows students to carry asthma inhalers and Epi Pens on their person with parent and physician consent. In order to do this, you **MUST** complete this form, **IN ADDITION** to the two-sided medication form. This form is available in the school office or on Edline.

**Other important issues include:**

1. Medication **MUST** be in original containers with the pharmacy label affixed, which lists the student’s name, name of medication, dosage, route and frequency of medication.
2. Medication and the signed permission form **MUST** be brought to and from school by parent/guardian (exception would be an inhaler or Epi Pen with proper authorization to carry and self-administer).
3. New request forms **MUST** be submitted each school year or if changes are necessary.
4. **ALL** over-the-counter medication, including non-prescription drugs (i.e. cough drops, cough syrup, eye drops, Tylenol, Midol, aspirin, etc.) are **NOT** permitted to be dispensed by school personnel **OR** carried by the student without a written authorization form completed by parent **AND** physician. It is the responsibility of the parent/guardian to administer these types of medications, if needed during school hours, **IF** the proper request form is not completed and submitted.

**Allergies and Procedures:**

Epi Pens and medications are always kept in small plastic storage boxes in the office. Each box also contains the parental and physician authorization form and directions for usage/administration of medication. Items are also locked in the clinic for some students. The office cupboard is locked every evening.

We have students who are allergic to peanuts, tree nuts, fructose, soy milk and are lactose intolerant. You can easily see why we need to be so careful in the classrooms when we have celebrations, etc. Our faculty and staff have been trained to use the Epi Pen (for allergic reactions) if needed for specified children. We also have a few students who experience seizures. Our faculty and staff have also been trained as to what to do and how to administer medication if a seizure should occur.

## ***Peanut Free Table and Procedures***

At Holy Trinity School we have a “Peanut Free” table in our cafeteria for lunchtime. The table bears a sign noting that it is PEANUT FREE. Children who are allergic to peanuts sit at this table and others who bring a “safe lunch” are welcome to eat there also. A “safe lunch” has no peanut items in it. Parents, who help in the cafeteria during lunch, please note that this table is washed with a separate wash cloth found in the peanut free wash tub containing water and antibacterial solution. This tub is on the “Peanut Free” table.

## **New Immunization Requirements**

Schools will have new immunization requirements for the 2010-2011 school year from the Ohio Department of Health (ODH). The Ohio Revised Code (ORC) 3313.67 and 3313.671 indicate that schools are responsible for ensuring that students who enroll in school have immunizations required by ODH. The statute also states that schools are to keep records of the immunizations. The requirements do not include new immunizations; rather, the schedule for when students receive them has been changed. The changes in requirements are:

- Addition of a diphtheria, tetanus and pertussis (Tdap) booster for seventh grade students;
- Addition of a second dose of varicella (a progressive requirement starting with kindergarten for 2010); and
- Fourth dose of polio vaccine being administered on or after the fourth birthday.

The most significant change is the Tdap booster for seventh grade students, because currently only 30 percent of these students have received this inoculation. For more information, call the Ohio Department of Health Immunization Program hotline at 1-800-282-0546. Further information, including a summary of all required immunizations, can be found on the ODH website: [www.odh.ohio.gov](http://www.odh.ohio.gov)

## **Discipline Code**

Discipline is a necessary factor in creating an atmosphere conducive to reflective and intelligent behavior. Respect for God, self, and others is what motivates us to make choices that contribute to a Christian learning environment. Students are assisted in learning that self-discipline is part of total growth and that they have responsibility for their choices.

Misconduct disrupts the learning process of other students, infringes on the rights of others and can cause a threat to the safety of others. Destruction of the property of others is never tolerated. Parents are the primary educators of their children, and we believe that the support, cooperation, and involvement of parents/guardians are vital to the growth of students as individuals and as part of a Christian school community. In order to maintain a Christian learning environment, Holy Trinity School firmly and fairly endorses the following discipline code. It is operative on school property, the playground, cafeteria, bus, and at all school sponsored functions, including sports.

The classroom teachers ordinarily handle discipline. It is positive in nature and based on classroom and school rules of which the students have been informed.

Discipline problems arise more often as a result of a series of minor, but aggravating offenses (e.g. talking, gum chewing, failure to complete assignments, being out of uniform, etc.). When unsuccessful efforts have been made to correct these behaviors, students are referred to the school office.

On the first occasion of a serious offense, students are referred to the principal. Some reasons for referral are: fighting, truancy, cheating, stealing, physical or verbal abuse of staff or students, profanity, smoking, drugs, fireworks, alcohol, possession of weapons, damage to school property or the property of others, or any criminal behavior. If necessary, the student will call his/her parent. Parents will be informed of classroom policies at the school's Open House.

## **Disciplinary Measures**

*The following disciplinary measures are used, depending on the offense or frequency of the offense:*

**BEHAVIORAL CONTRACT:** This document is completed by the student and signed by student, parent/guardian, principal, and teachers. Five behavior contracts require a suspension.

**PROBATION:** When reasonable measures have been taken to correct a problem and no significant improvement is noted, a student may be placed on probation by the principal. The terms of the probation will be clearly stated in writing.

**SUSPENSION:** After parents/guardians are notified of an offense, students may be suspended from school by the principal. Regular suspension excludes the child from school. The student, not the teacher, is responsible for work missed. This work, done in an acceptable manner, is required to re-enter the classroom. In-school suspensions may be given whereby the student works in the school, but is excluded from classes.

**EXPULSION:** In cases of extreme offense, or lack of parental support, students may be removed from school. The principal makes this decision after conferring with the pastor and the teacher(s).

**DAMAGES:** If a student is at fault and responsible for property damage, or loss to any extent (school or personal), the student is required to pay for or replace it.

**OTHER OPTIONS:** In some instances, (*such as in the case of bullying or extensive meanness*) in addition to the disciplinary measures above, students are referred to assisting agencies for additional help or counseling. Any drug related problem requires an assessment. Students who pose a serious threat to self or others or who make threats to a student or parent will be removed from the classroom and school premises immediately. He/she will require a professional assessment.

## **Classroom Assignments**

Students are assigned to classrooms by the principal and teachers with consideration of academic, social and psychological needs. Parents are **NOT** to request a teacher or specific class assignment. Parents are **NOT** to go to the teachers for consideration of placement for the following school year.

## **Conference Policy for Concerns**

When there is a need to register a concern regarding a child's educational experience or progress, the following steps are taken in this order:

1. The parent or guardian makes an appointment with the child's teacher to discuss the situation and formulate a plan of action.
2. The parent or guardian makes a second appointment with the child's teacher within 4-6 weeks to review and, if necessary, modify the plan of action.
3. The parent or guardian makes an appointment with the principal and the child's teacher to discuss the situation and the plan of action, formulating a new plan, if necessary.
4. The parent or guardian makes a second appointment with the principal and the child's teacher within 4-6 weeks to review the concern and the plan of action, revising if necessary.
5. The parent or guardian makes an appointment with the pastor, the principal and the child's teacher to discuss all steps previously taken and to come to a decision on a plan of action.

## **General Uniform Dress Code**

*The uniform policy is for all students in Grades K-8 at Holy Trinity School.*

Students are expected to come to school neatly dressed and well groomed. Clothes are to be in appropriate sizes.

Overall, school uniforms are to be worn each day unless there is special permission given for a "Dress-up" Day, a "Dress-down" Day or a "Spirit wear" Day. Other than special days, if your child cannot be in full uniform, then a written note should be sent to the office indicating the reason.

### **Hair:**

Faddish haircuts or hairdos are unacceptable. Boys' hair is to be cut evenly (no shaved or layered or spiked portions). Length is above the collar. Any student who comes to school with a fad haircut will be sent home immediately. When an acceptable haircut is given, the student may return.

### **Shoes:**

Girls and boys are expected to wear sturdy tennis shoes during the school day (secured by laces or Velcro) with non-skid, non-marking soles.

If your child prefers to wear sturdy dress shoes (secured by laces or Velcro) with his/her uniform, PLEASE only purchase shoes with non-skid, non-marking soles to avoid black marks on the flooring.

No sandals, flip-flops, clogs, stack shoes, wedge shoes, crocs or "fashion shoes" are permitted.

### **Boots:**

Boots (**all styles**) are **NOT** to be worn **during** the school day for obvious health reasons. This includes “dress-down” and “dress-up” days. Of course, boots need to be worn to and from school and during outdoor recess on wet, slushy, snowy and icy days. However, once inside the school building, boots **MUST** be removed and shoes are to be then worn.

### **Dress-Down Day:**

One day per month is designated a “Dress-down” Day, and this will be indicated on the monthly calendar.

A Dress-down Day is a non-uniform day. Only those students who have “Dress-down” passes may participate. Appropriate attire must be worn. Blue jeans must be in good repair. Shorts may be worn from the beginning of the school year in August to October 31<sup>st</sup> and from May 1<sup>st</sup> until the end of the school year in June. Tee shirts may bear no negative advertisements. No tank tops, muscle shirts, midriff shirts, sleeveless shirts, etc. are permitted. No “hoodies” or any clothing bearing a hood may be worn during the school day inside the school. This includes a hood on jackets, sweaters, sweatshirts, etc. Skirts and dresses worn on Dress-down Days must be of uniform length.

### **Dress-Up Day:**

A Dress-up Day is a non-uniform day. Appropriate attire must be worn. NO denim items may be worn. Skirts and dresses must be of uniform length. If leggings are worn with the skirt or dress, they **MUST** be worn with socks and the socks must cover the part of the leg that the leggings do not cover. A special Dress-up Day is permitted on Birthdays. Picture Day is also a Dress-up Day.

### **Spirit Wear Day:**

One day per month will be designated as a “Spirit Wear” Day, and this will be indicated on the monthly calendar. Spirit Wear items will be a Holy Trinity sport team shirt, a “Followers of Jesus” shirt, or the Spirit Wear shirt designated for this purpose. Jeans, loose sweat pants, loose sport pants or dress slacks may be worn with the Spirit Wear shirt.

### **Holiday Attire:**

A few days before a holiday, socks bearing décor of that holiday or patterned socks may be worn. (Example: Valentine’s Day – red socks, socks bearing hearts or any patterned socks may be worn.) Santa hats may also be worn during the week before Christmas break.

### **High School Sweatshirts:**

Students in the eighth grade may wear the sweatshirt of the high school they have chosen to attend with their school uniform, as of January 15<sup>th</sup> of each year. Sweatshirts must have no hood.

## **Summer Uniform:**

The summer uniform can be worn from the first day of school up to and including October 31<sup>st</sup> of each school year. Students may also wear the summer uniform from May 1<sup>st</sup> until the end of the school year in June.

The walking shorts are not mandated, meaning, if you prefer to have your child wear the dress uniform the entire school year, that is perfectly fine.

## **Girls' Uniform Dress Code**

### **Girls' Summer Uniform:**

On days that students attend Mass, the DRESS uniform is to be worn. Shorts are not to be worn in Church

Walking shorts: The length of these shorts comes to just above the knee. The walking shorts for girls are distinguished from the boys by a small cuff.

Colors: Shorts may be purchased in the following colors only: khaki, black, navy or hunter green.

Blouse/Knit Shirt: The girls may wear a soft, rounded or pointed collar white blouse. In addition to the above, girls may also wear the white knit shirt with the HTS emblem. All blouses/shirts are to be tucked in, unless it is a banded knit shirt, which is worn out.

Colors: Knit shirts may be purchased in the following colors: White and Red. (*Red knit shirts **must** be purchased from Schoolbelles due to the variety and shades of the color red*).

Socks: Any type of sock may be purchased in the following colors: white, navy, black or khaki and should coordinate with the uniform. Socks **MUST** be worn with shoes.

Shoes: Tennis shoes are to be worn with the shorts. A separate pair of tennis shoes is to be worn for the gym classes.

### **Girls' Dress Uniform:**

K-3 - Plaid uniform jumper/white blouse or white knit shirt with/without HTS emblem.

3-8 - Plaid uniform skirt/white blouse or white knit shirt with the HTS emblem.

K-8 - May wear the school sweatshirt, cardigan sweater or a long sleeve crew pullover sweater. These are to be solid in color and may be in white, black, navy, red, yellow or hunter green.

Socks: Any type of socks may be purchased in the following colors: white, navy, black or khaki and should coordinate with the uniform. Socks **MUST** be worn with shoes. If leggings are worn during the winter, they **MUST** be worn with socks, and the socks must cover the part of the leg that the leggings do not cover.

During the winter months, girls may also wear dress slacks in the colors of khaki, black, navy or hunter green with their blouse or white knit shirt with/without HTS emblem **and** the school sweatshirt.

Banded knit shirts may be worn out of skirts and dress slacks. Belts are to be worn if slacks have belt loops. If a camisole is worn under the uniform blouse/knit shirt, it must be tucked in at all times.

**Makeup** including eye shadow, eyeliner, mascara, blush, colored lip gloss etc. **and nail polish** (other than *clear or natural*) **are not to be worn.**

**No jewelry** is to be worn, as it is a safety hazard for choking. Post earrings only may be worn. A religious chain may be worn if tucked in a shirt or blouse. Please refer to the "Physical Education" section concerning jewelry.

**No body piercing** is permitted.

**No tattoos** visible or symbolic in nature!

Please note: On days that students attend Mass, the dress uniform is to be worn. Shorts are not to be worn in Church.

## **Boys' Uniform Dress Code**

### **Boys' Summer Uniform:**

On days that students attend Mass, the DRESS uniform is to be worn. Shorts are not to be worn in Church.

Walking shorts: The length of these shorts comes to just above the knee. Boys walking shorts do not have a cuff. (Cargo shorts are **not** permitted due to excessive number of pockets.)

Colors: Shorts may be purchased in the following colors: khaki, black or navy.

Shirts: Knit shirts w/three buttons or dress shirts may be purchased. All shirts are to be tucked in.

Colors: Shirts may be purchased in the following colors: white, light blue, navy and red. (*Red knit shirts must be purchased from Schoolbelles due to the variety and shades of the color red*).

Socks: May be purchased in the following colors: white, navy, black, gray or khaki and should coordinate with the uniform. Socks **MUST** be worn with shoes.

Shoes: Tennis shoes are to be worn with the shorts. A separate pair of tennis shoes is to be worn for the gym classes.

### **Boys' Dress Uniform:**

K-8 - The school sweatshirt, cardigans or crew neck long sleeve pullovers, or sleeveless v-neck sweater vests may be worn. These are to be solid in color and may be white, black, navy, red, or hunter green.

A white, light blue, navy or red colored knit shirt with collar and three buttons, long or short sleeves, may be worn. (Red knit shirts must be purchased from Schoolbelles. Please adhere to this policy.)

Dress pants or corduroys may be khaki, black, navy, gray or hunter green. **No** jeans, cargo pants, bombers, bugle boys or other fad is permitted. Belts are to be worn if the pants have belt loops.

A religious chain may be worn if tucked in a shirt.

**No body piercing** is permitted.

**No tattoos** visible or symbolic in nature!

Please note: On days that students attend Mass, the dress uniform is to be worn. Shorts are not to be worn in Church.

## **Gym Clothes for Grades K-8**

Plain navy shorts bearing no insignia/no stripes may be worn. Shorts may be mesh or knit and of appropriate modest length. A plain red tee shirt or a red HTS shirt may be worn.

Solid navy nylon sweats with or without white stripes may be worn in cooler weather. Plain navy sweatshirts or navy HTS sweatshirts may be worn or a plain red short sleeve tee shirt or HTS tee shirt may be worn with sweatpants.

Shoes for gym class must have white soles to prevent the marking of the gym floor.

**PLEASE NOTE:** Students in grades K-3 are permitted to wear their gym uniform on gym days, as the changing facilities are limited. Students in grades 4-8 change into gym clothes and back into their uniforms following gym.

## **Identification**

All articles of clothing, boots, lunchboxes, etc. are to be marked clearly with the child's name. The school is not responsible for articles left on school property.

## **Lost and Found**

Lost articles are kept for a few days and then discarded or given to the needy. Parents/guardians are invited to check the lost and found at the school during school hours.

## **Materials Brought to School**

If inappropriate or harmful materials are brought to school, they are taken from the student. Materials need not be returned in such instances. These materials include (but are not limited to) anything that resembles a weapon (including toy guns, swords etc.), cleaning solutions, "Wite-Out" or any kind of over-the-counter medications, including cough drops.

## **Health, Safety and Emergency**

It is mandatory for parents/guardians to complete the "*Emergency Medical Authorization Form*" for each child in the family. This form indicates which doctor to contact in case of accident or severe illness, and whom to call in case parents/guardians cannot be reached.

<p>If telephone numbers or addresses are changed during the school year, it is the responsibility of the parents/guardians to notify the school office about the change. This is a protection for the child in case of emergency.</p>
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**CHILDREN WHO ARE SICK SHOULD NOT BE IN SCHOOL. CHILDREN WHO HAVE A FEVER SHOULD NOT BE IN SCHOOL. IT IS THE RESPONSIBILITY OF THE PARENTS/GUARDIANS TO EXERCISE GOOD JUDGMENT IN THIS REGARD.** *Any child sent home with a fever, MUST NOT come back to school for 24 hours. If an illness occurs during school hours, school personnel will assess the student and the parent/guardian **may** be requested to pick up the student if deemed necessary.*

**NO** student is to be in any classroom, resource room, lab room etc. unless an adult (teacher, staff member, parent helper etc.) is present in the room.

**NO** child should be inside for recess (if recess is outdoors) unless there is a physical injury that warrants it. A doctor's permission is required.

The school has neither the responsibility nor the authority to give medical treatment to students except limited treatment (first aid) and emergency care.

## **School Safety**

The school takes normal precautionary measures (reasonable care) to insure the safety of all students. Supervision of students in the classroom, in the lunchroom, in the schoolyard, and on school property in general, is provided. Should accidents occur on the school property, parents/guardians assume the responsibility for the accidents.

No small toys (plastic cars, trucks, etc.) are to be brought to school for recess. These are safety hazards. MP3 players, iPod players, CD Players, Radios, Gameboys, Nintendos, Cell Phones and any other electronic equipment are **PROHIBITED in school**. These are expensive items, and the school will **not** be responsible for their loss or theft. These items are also **PROHIBITED on the bus**, as they interfere with CB communications. No playing cards, sports cards or Pokeman cards may be brought to school. Stuffed animals are not to be brought to school.

Bicycles that are ridden to school are to be walked on the school property. Bicycles are to be parked only in the bike racks provided on the property. All bicycles are to be chained and locked while they are parked in the bike racks. The school assumes no responsibility for stolen bicycles.

Parents/guardians who drive students home after school are expected to use the established parking lot procedures. No cars are parked in the Church lot during the school day. (The parking lot serves as a playground and as an emergency vehicle area.) Parents/guardians who come to school during the day are to park in the south parking lot or the lot in back of the school. There may be times when it is necessary to park in the north lot close to the Church.

## Extreme Weather Policies

In the event of extreme weather, listen to the radio station WEOL (AM 930) or the television - Channels 3, 5 or 8. Holy Trinity School is **CLOSED** when **Avon Local Public Schools** are closed. **Do not** call the school, the rectory or the parish office to inquire about school closing. If school is cancelled due to weather or an emergency, families will be notified by our Edline emergency system (phone and computer alert).

Children are to wear boots when the weather is snowy or wet. Students have outdoor recess unless the temperature is below 18° F. All students have outdoor recess unless they have a note from their physician.

## Emergency Procedures

Fire drills, tornado drills, and/or emergency evacuation of the building, are held once a month.

## Visitors to the School (This includes Parents and Relatives)

For the safety and security of our children, ALL visitors to the school are to report to the school office. A visitor is expected to explain the purpose of his/her presence in the building, sign in and obtain a visitor badge. Any visitor found in the building, in the cafeteria or on the field, playground or blacktop for recess **without** permission from the office or a visitor badge will be asked to leave. Visitors are **NOT** permitted to go directly to any classroom to pick up a child for an appointment, drop off lunches, gym clothes, books, homework etc. Items are to be dropped off in the school office. If your child has an early dismissal, he/she will be picked up in the office.

## Transportation

The bus driver is responsible for the management and safety of pupils and is responsible for enforcing these rules:

1. Students must obey the bus driver's instruction.
2. Changing from seat to seat while the bus is in motion is prohibited.
3. Students must ride the assigned bus. No unauthorized passengers are permitted. (If a change is necessary, a written note, signed by the parent/ guardian, is required to be presented at the school office.)
4. Students must carry sport balls in a sport bag or school bag.
5. It is prohibited for a pupil to extend any part of his/her body through an open bus window.
6. Students must observe rules for crossing the street when exiting from a bus.
7. Spitting or throwing any object from the bus window or inside the bus is prohibited.
8. Transporting any animals, pets, or glass containers is prohibited.

9. Any conduct that could endanger any passenger or driver, or could result in the damage of the vehicle is prohibited.

10. Due to liability issues, no child may ride a bus from another school district. (i.e. Avon students may only ride Avon buses, etc.)

If a child receives a written note of misbehavior from the bus driver, this note is signed by the parents/guardians before the child may ride the bus again. Three written notifications result in a suspension from the bus. (Length of suspension is determined by the gravity of the offense. The school principal makes this decision along with the district bus coordinator.) Parents/guardians must provide transportation to and from school during this period of time.

## **School Bus Route**

School bus routes and pick-up times are published in the local newspapers. Further information is available by calling the district bus coordinator (Avon 440-937-0503; Avon Lake 440-933-9802; Sheffield/Sheffield Lake 440-949-4215; Westlake 440-835-6348).

## **Other Policies**

### **AIDS POLICY**

Holy Trinity School does not discriminate against students with Acquired Immune Deficiency Syndrome, AIDS related Complex or Conditions, or those who carry the Human Immunodeficiency Virus (HIV). Each case is treated individually with charity and compassion. The school recognizes its obligations to the common as well as the individual welfare of the students and personnel. This requires decisions that respect both the person with AIDS and the welfare of students served in the school. A detailed explanation of this policy is available through the office.

### **DRUG POLICY REGARDING POSSESSION, SALE, USE, OR ABUSE**

We recognize that alcohol and drug abuse is a serious societal problem which does not respect any age or group, and that the dependency stage of alcohol and drug abuse is a treatable illness. Health and social problems of youth are primarily the responsibility of the family.

As educators in the church, we, in an effort to provide a drug free environment, call ourselves to charity and compassion for the sick and concern for each student. We also recognize that we have an obligation to the common as well as the individual welfare of our students. Continuing educational programs for parents/guardians, teachers, and students convey the message that drug and alcohol abuse is harmful and usage is not permitted. Prevention programs are implemented at all grade levels. Appropriate sanctions are to be imposed on those who violate any of the provisions of this policy or any local law or statute concerning illegal substances. These sanctions are listed as disciplinary measures in the Discipline Code.

Under **NO** circumstance is a student ever permitted to carry or give an over-the-counter medication. This includes, but is not limited to, Tylenol, Motrin, Advil, Midol and cough remedies. This constitutes a dispersment of **DRUGS**.

## **PREGNANCY POLICY**

Holy Trinity School is convinced of the values and dignity of human life. If a girl becomes pregnant while in school, she is dealt with individually and treated with charity. Every measure is taken to preserve this life and the reputation of the students involved. *This is derived from the Diocesan policy that is available through the office.*

## **ANTI-BULLYING POLICIES**

No student has the right to harass or bully another student for any reason. No student deserves to be bullied or harassed.

Bullying is against Our Lord's command: Love One Another.

Bullying substantially disrupts the orderly operation of the school.

If a student is bullied, he/she should report the incident to a faculty/staff member and his/her parent immediately.

### **Anti-Bullying Policy for Kindergarten – 3rd Grade**

**Step 1:** Teacher will call out inappropriate bullying behavior one-on-one with the student. A verbal warning will be given. Student will lose 15 minute morning recess privilege as a logical consequence. Teacher will communicate to parents/guardians through writing on student's behavior tracker.

**Step 2:** Teacher will stop inappropriate bullying behavior, and the student will lose both morning and afternoon recess as a logical consequence. Student will phone home to parents and communicate how he/she violated the anti-bullying prevention contract he/she signed at the beginning of the year. Teacher will document on incident form. Teacher will communicate to parents through writing on student's behavior tracker.

**Step 3:** Teacher will stop inappropriate bullying behavior. Recesses will be lost for one week. Teacher will document on incident form to be signed by the parents/guardians. Parents/guardians will attend a meeting with the principal. The consequence for the student's bullying behavior will be issued at the principal's discretion. Teacher will communicate to parents through writing on student's behavior tracker.

**Step 4:** Teacher will stop inappropriate bullying behavior. Recesses will be lost for two weeks. Teacher will document on incident form to be signed by parents/guardians. Teacher will communicate to parents/guardians through writing on student's behavior tracker. A detention will be issued to the student who displayed the inappropriate bullying behavior.

## **Anti-Bullying Policy for Grades 4 - 8**

When there is a bullying incident that occurs, a faculty/staff member will need to do the proper documentation. This includes filling out a bullying referral form and any additional paperwork that may be needed by the administration. The faculty/staff member will be asked to call the parent of the students involved as well.

### **The following is the progression of consequences for students involved in bullying:**

First Offense: A bullying referral is given to the student(s)

Second Offense: Detention

Third Offense: In-school suspension

Fourth Offense: At principal's discretion

The administration will keep track of the number of incidents for each child. When there is a bullying incident, we will know what consequences the child receives.

On the converse, if a faculty/staff member witnesses a positive behavior that prevents bullying, he/she will give the student a ticket which the student will be able to use at the end of the year to receive a prize.

## **SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY**

Upon receiving a complaint from either a student or a school employee, the principal shall discuss the allegations with the complainant-victim to obtain a statement of the facts (e.g., what occurred, when, where, by whom, names of witnesses). All complaints are to be taken seriously. It is the responsibility of the principal to investigate promptly and impartially all claims of sexual harassment and to take appropriate and equitable action.

Parties shall be given an opportunity to present witnesses or other evidence during the investigation.

Information regarding an investigation of sexual harassment shall be confidential to the extent possible, and those individuals who are involved in the investigation shall not discuss information regarding the complaint outside the investigation process.

No one shall retaliate against any employee or student because he/she filed a sexual harassment complaint, assisted or participated in a sexual harassment charge or because they have opposed language or conduct that violates this policy. Retaliation will result in discipline.

If the investigator is the alleged harasser or witness to the incident, an alternate investigator shall be designated.

When a crime has been committed, the designated administrator shall immediately notify the local police department.

After the investigation is complete, notice of the outcome shall be given to the complainant(s) and alleged harasser(s) consistent with the mandates of the Family Educational Rights and Privacy Act.

Appropriate disciplinary action shall be taken when harassment has occurred, and appropriate efforts shall be taken to prevent reoccurrence of the harassment. Procedures for filing a sexual harassment complaint are located in the school office.

## **SEXUAL ABUSE POLICY**

### ***Protecting God's Children***

Students and/or parents need to report the abuse to a teacher or principal.

State laws mandate that certain persons report suspected incidents of child sexual abuse to civil authorities. All clergy, staff and volunteers, even those not mandated by state law, **must** report knowledge or belief that a child is the victim of abuse to child protection or law enforcement authorities and the appropriate Church official or supervisor.

## **STUDENT HARASSMENT POLICY**

The administration and staff of Holy Trinity School believe that all employees and students are entitled to work and study in school related environments that are free of sexual harassment.

Holy Trinity School will **NOT** tolerate harassment of **any type**, and the appropriate disciplinary action will be taken. Disciplinary action may include suspension or expulsion.

Examples of peer harassment include, but are not limited to, verbal or written taunting, bullying, or other offensive intimidating, hostile or offensive conduct, jokes, stories, pictures, cartoons, drawings or objects which are offensive, annoy, insult, abuse or demean an individual or group.

## **STUDENT THREATS POLICY**

Since the mental health professionals are continually addressing the area of risk assessment for violent or potentially violent behavior, these guidelines will be reviewed periodically or as needed:

1. Any and all student threats to inflict any harm to self or others must be taken seriously immediately.
2. Whoever hears the threat should report it immediately to the principal.
3. Police should be notified immediately.
4. Student is to be kept in the principal's office under supervision until the police arrive.
5. The parent/guardian of the student who has made the threat shall be notified immediately.
6. Any adult or the parent/guardian of any students who have been verbally mentioned as potential victims or listed in writing as potential victims shall be notified immediately.
7. The student should be suspended and not be considered for re-admission to school until a comprehensive mental health evaluation/risk assessment has been conducted by a Psychiatrist/Psychologist (Ph.D.). If a Psychiatrist performs the primary evaluation, he/she shall determine the necessity to utilize a Psychologist (Ph.D.) for psychological consultation and/or testing. If a Psychologist (Ph.D.) performs the primary evaluation, he/she shall determine the need for psychiatric consultation. The evaluation shall comply with the provisions of the Ohio Revised Code 2305.51. (Refer to Release Form - copy available in school office).

The principal shall provide the mental health care professional (Psychiatrist and/or Ph.D. Psychologist) with all relevant facts, including, but not limited to, aggressive behavior, details of the threat as known to the principal, copies of any drawings or writings, disciplinary history of the student, behavioral concerns, and the names of any known victims or potential victims.

The principal shall receive a written comprehensive, detailed evaluation and report and a documented treatment plan in accordance with Ohio Revised Code 2305.51 from the mental health care professionals stating the basis (factual and risk factors and testing results) upon which he/she determined that the student is not/does not pose a danger to self or others. The report shall also address the concerns raised by the principal to the mental health care professional. The evaluation and report shall be made available to the principal who will share them with legal and/or mental health care consultants and administration assisting the principal in his/her education regarding the re-admission of the student to school.

The mental health care professional (Psychiatrist and/or Ph.D. Psychologist) shall provide a follow-up assessment of the student to the principal if the student is re-admitted to school. The mental health care professional shall provide the principal with a copy of the follow-up assessment and/or evaluation and shall inform the principal if therapy, counseling and/or treatment will be needed and/or provided.

8. Counseling should be made available to children who are victims of the threatening behavior or who observed the threatening behavior if it is determined that such counseling is needed and parental permission is granted.
9. Documentation from the mental health care professionals concerning any student is to be placed in a separate, confidential file and should not be a part of the student's academic/disciplinary file with access only by the principal and/or pastor. This documentation may be kept for a period of one year beyond the time when the child leaves the school as a result of expulsion, withdrawal by parent/guardian, graduation or non re-admission before being destroyed.

**This policy should be communicated clearly to all faculty, staff, volunteers, parents/guardians and students.**

## **WEAPONS POLICY**

In furtherance of the overall philosophy, goals and objectives of the Catholic educational experience, the Diocese of Cleveland has proposed a policy that expressly prohibits the use, possession, sale, or discharge of any weapons or explosive devices in the school, on school grounds, or at school sponsored activities. This policy shall apply to all students, participants in parish programs, teachers, administrators, and other personnel in the school or parish.

This policy includes, but is not limited to, any firearm, knife, deadly weapon, explosive or incendiary device. As defined by State law, a deadly weapon is "any instrument, device, or thing capable of inflicting death, and designed or specifically adapted for use as a weapon, or possessed, carried or used as a weapon" (Ohio Revised Code 2923.11A). Firearms shall include any loaded or unloaded gun of any caliber or type. This prohibition also includes any pistol, rifle or other device that uses air or gas propelled projectiles.

Violations of this policy will warrant notification of the police, immediate suspension, and possible expulsion. If possession of a weapon is suspected, the principal or other administrator will immediately contact the police department and the Diocesan Legal Office (216-696-6525) before confronting the individual. If it is determined that this policy has been violated, the parents/guardians of the offender shall be immediately contacted and must cooperate with the disciplinary process.

### **YOUTH GANGS AND GANG RELATED ACTIVITY POLICY**

Youth gangs and gang related activities are prohibited. A gang is defined as any non-school sponsored group, usually secret and/or exclusive in membership, whose purpose or practices include unlawful or anti-social behavior or any action that threatens the welfare of others. Holy Trinity School follows the policy of the Diocese in regard to gangs. This policy is available through the office.

### **BIRTHDAY AND OTHER CELEBRATION INVITATION POLICY**

Unless each child in the classroom is being invited to a party, invitations to celebrations should not be passed out in school during the school day.

## **Safety/Security Policy**

1. Our school doors are locked throughout the day.
2. Visitors can only enter the building through the door nearest the secretary's office, which will be unlocked for them by the secretary or office aide.
3. There are signs posted on all of the entrance doors, stating that only authorized visitors can enter the premises, and that they must go to the School Office upon entering the building.
4. The teachers know our school emergency code, in the event that a stranger is seen in our building. That code is announced on the PA, all classroom doors are immediately locked/closed, and the principal makes the appropriate calls.
5. The students have a monthly fire (evacuation) drill, so that if they ever need to evacuate the building because of any threat, they can do so in an orderly fashion.
6. Backpacks may not be worn or carried from class to class. They are emptied in the morning during homeroom period, and the students proceed to carry their books and supplies in their arms, so that nothing can be concealed in a backpack.
7. Purses may not be carried from class to class as part of the uniform.

## **Searches**

School lockers and desks are the property of Holy Trinity School. These lockers and desks are subject to random searches at any time, regardless of whether there is a reasonable suspicion that a law or school rule has been broken.

## **Crisis Plan**

In the case of a Crisis/Intruder, parents/guardians **WILL NOT** be permitted in the building. It is mandatory for parents/guardians to complete the “Emergency School Closing Form” for each family. This form is handed out in the first family folder and is to be returned immediately. A crisis is defined as:

- A. **NATURAL:** Gas, water, heat problems - students are dismissed to the Church until the problem is remedied or parents/guardians are contacted for pick up.
- B. **INTRUDER:**
  - 1. See #4 under “Safety/Security Policy.”
  - 2. School lock down. Students will not be dismissed to any parent/guardian until ordered to do so by authorities. Students will be transported to Veterans Park, if necessary.

**The information contained in this handbook/directory is solely for the benefit of the members of Holy Trinity School. Any other use is expressly prohibited. Under no circumstances may this directory be used as a mailing list or sales tool for any individual, group or organization. The administration of Holy Trinity School reserves the right to amend this handbook at any time and will promptly notify parents in writing of any changes in policies or practices.**