

Holy Trinity School is a Roman Catholic Elementary (K-8) School, one of six member schools of the ACUE Consortium of the Diocese of Covington. It is the primary educational and evangelical apostolate of the parishes of Divine Mercy in Bellevue, St. Bernard in Dayton and Holy Spirit in Newport. Holy Trinity is certified by the Kentucky Department of Education through the Kentucky Non-Public Schools Commission.

MISSION STATEMENT

Holy Trinity School's primary mission is threefold.

- ✠ to educate students in the Catholic faith and to instill Christian values
- ✠ to develop the natural potential of each student
- ✠ to encourage students to embrace the Gospel message of Jesus Christ

HOLY TRINITY SCHOOL PHILOSOPHY

Holy Trinity School is committed to fostering the Catholic way of life and to providing quality education for children in partnership with their parents/guardians.

We believe all persons are called to build up the Body of Christ, especially through the Mass and sacraments, and thus, we willingly collaborate with the pastors and parishes to form a community of faith. We do so by stressing love and respect for God, for each other and for all creation. We foster a spirit of service to others. We are concerned with peace and justice. We place special emphasis on helping the poor both in our own area and also in mission lands. Formal religion classes, active participation in the sacred liturgy, opportunities for the sacrament of Reconciliation, daily prayer, and participation in other religious functions are essential elements in our school.

We strive to maintain a positive, creative learning environment wherein the intellectual, moral, spiritual, emotional, social and physical development of each child is nurtured. Thus, the individual differences of each child and his/her home background are taken into consideration as students develop self-discipline, personal responsibility, and standards of behavior that show respect for others.

At Holy Trinity School we are committed to caring leadership, competent teaching, and cooperative endeavors with students, parents/guardians, and parishes. It is in working together that we share in the privilege of forming children into disciples of Jesus Christ.

OBJECTIVES

To realize the vision of being an authentic Christian Community, Holy Trinity School strives to

- ✠ develop in each student Christian values and teach the truths of the Catholic faith.
- ✠ provide a sound academic curriculum based on diocesan guidelines.
- ✠ involve parents/guardians and to be accountable to them in the education of their children.
- ✠ develop a respect for all life.

ADMISSION and REGISTRATION

RE-ENROLLMENT

Parents/guardians of students currently enrolled are given the opportunity to register for the following school year in the early Spring.

KINDERGARTEN

Parents/guardians of students entering Holy Trinity Kindergarten are encouraged to visit during school hours or at an open house and to meet with the principal and Kindergarten teacher. Parents/guardians are to submit

- ✚ a “Kindergarten Form” provided by the school.
- ✚ a certificate stating that the student has had an eye exam from an optometrist/ophthalmologist.
- ✚ certificates from a licensed physician stating that the child has had a medical exam and has been immunized according to the School Health Code for Kentucky schools.

The principal and/or teacher may discuss the following expectations for the student with the parents/guardians. Students entering Kindergarten should

- ✚ use the bathroom independently.
- ✚ recognize some letters of the alphabet.
- ✚ count to ten.
- ✚ recognize his/her name in writing.
- ✚ loosely write his/her name.
- ✚ communicate in full sentences.
- ✚ have interest in hearing stories.
- ✚ listen to and follow simple directions.
- ✚ recognize basic colors.

REQUIRED FORMS and DOCUMENTS

- ✚ Registration form
- ✚ Copy of the Birth Certificate, Social Security card and Baptismal certificate.
- ✚ Kindergarten and sixth grade students are to have a medical examination and submit a certificate from a licensed physician stating that the child has been immunized according to the School Health Code for Kentucky schools. Valid Kentucky immunization certificates are to be on file for all students at all times.
- ✚ Baptismal Certificate for students intending to receive the Sacraments.

TRANSFER

Parents/guardians of students entering Holy Trinity from another school are encouraged to visit the school and to meet with the principal and teacher(s). Parents/guardians are to fill out a transfer of records form and the registration forms. Transfer students are not normally accepted after the second quarter of the 8th grade.

ACADEMIC PROBATION

All students new to Holy Trinity School are accepted on academic probation. This is a period of time (usually 2 months) given to a student to demonstrate his/her willingness to cooperate with the policies and personnel at the school and to demonstrate his/her ability to meet the demands of the curriculum. If a student’s behavior does not demonstrate this willingness, or if his/her performance does not demonstrate this ability, parents/guardians will be asked to withdraw the student from Holy Trinity. If the parent/guardian does not withdraw the student, the student may be expelled.

“CLOSING” CLASSES

If enrollment is such that Holy Trinity cannot accommodate all the students who have registered in a timely way, admission is given first to eligible children of parents/guardians who are registered and active members of the parishes. Second, admission is given to families whose other children already attend Holy Trinity School. Third, admission is given on a first come, first served basis to those who have completed the registration process. All eligible students are accepted regardless of race, creed, or nationality.

FINANCES

TUITION AND FEES

Our parishes contribute significant time, talent and treasure to our school. The current sacrifices and contributions of parishioners allow us to offer an “in parish” tuition rate to parishioners. Parishioner status is determined by the pastors, but includes weekly participation at Holy Mass on Sundays, participation at Holy Mass on Holy Days of Obligation, and regular use of contribution envelopes.

Tuition is set by the ACUE Consortium in the spring of each year for the following year. Fees are included in the tuition. It is normally collected through FACTS Tuition Management for an annual fee. Tuition may be paid in twelve-month (June – May), ten-month (August – May) or semi-annual (September and February) increments. Tuition may also be paid in full at the beginning of the school year. Tuition payments are due on the 20th of the month. FACTS considers any payments after the 20th of the month to be late and assesses a late payment fee every month until payments are current. If you have difficulty making your payments in a timely manner, please contact the principal so that late fees can be avoided.

TUITION ASSISTANCE/FINANCIAL AID

Holy Trinity is able to offer income based tuition to families in need. Please see the principal for details. Funds for this assistance come from generous donations and from fundraisers made possible by the generous donation of time and effort of our benefactors, parents/guardians, teachers and staff.

DELINQUENT PAYMENTS

According to Diocesan Policy # 5113, report cards and transcripts of students whose parents/guardians have outstanding fees and tuition due to any part of Holy Trinity School are withheld at the end of the quarter. Families owing an outstanding balance will not be invited to return for the next quarter unless they have contacted the principal regarding the delinquent payment. Records will not be released to another school until the outstanding balance is judged current.

RETURNED CHECKS – NON-SUFFICIENT FUNDS

When a check is returned to the school for non-sufficient funds, the account for the family writing the check will be charged a twenty-five dollar fee in addition to the amount of the check.

PARENTAL INVOLVEMENT

In order to promote a community spirit and help promote the mission of Holy Trinity School, each family is expected to do at least twenty (20) hours of school and parish service. The hours of service also help to keep expenses down.

ORDER OF THE DAY

SCHOOL DAY

- 7:15 Buildings open.
- 7:30 Students report to their homeroom.
- 7:50 School begins with Prayers. Classes begin.
- 8:00 Mass on scheduled days
- 9:30 Morning Recess for K, 1, 2
- 11:50 Lunch for K
- 11:55 Lunch for 1, 2,3, 6, 7, 8
- 12:00 Lunch for 4, 5
- 12:20 Recess for K - 5 when they are dismissed from the cafeteria
- 12:25 Recess for 6 - 8 when they are dismissed from the cafeteria
- 12:35 K returns to class
- 12:40 1, 2, 3, 6, 7, 8 return to class
- 12:45 4, 5 returns to class
- 2:45 Classes dismissed.

TWO HOUR DELAY SCHEDULE

- 9:15 Buildings open.
- 9:30 Students report to their homeroom.
- 9:50 School begins with Prayers. Classes begin.
- 9:55 1st period at JH
- 10:25 2nd period at JH
- 10:55 3rd period at JH
- 11:25 4th period at JH
- 11:50 Lunch for K
- 11:55 Lunch for 1, 2,3, 6, 7, 8
- 12:00 Lunch for 4, 5
- 12:20 Recess for K - 5 when they are dismissed from the cafeteria
- 12:25 Recess for 6 - 8 when they are dismissed from the cafeteria
- 12:35 K returns to class
- 12:40 1, 2, 3, 6, 7, 8 returns to class
- 12:45 4, 5 returns to class
- 2:45 Classes dismissed.

ARRIVAL

At the elementary, when students are being dropped off, drivers are to park in the large parking lot on Division Street. Cars are not to pull into the small lot in front of the “new” building. Students enter through the main door to the “new” building.

At the junior high, students may enter through the front door on Washington Avenue or through the main door off the rear parking lot.

Those who arrive before 7:30 should report to the teacher on “Morning Duty.” Students arriving between 7:30 and 7:50 should report to their homerooms. Students arriving after 7:50 are tardy. These students should report to the school office to receive a tardy slip before entering the classroom.

MASS

The students attend Mass with their class twice per week. In recognition that they come into the house of God to celebrate the sacred liturgy in a joyful but reverent manner, the students will:

- ✠ Enter church in silence.
- ✠ Reverence Jesus present in the Eucharist by genuflecting on the right knee.
- ✠ Pray quietly before and after mass.
- ✠ Participate in singing and praying.
- ✠ Refrain from conversations with classmates.

CLASSROOM

In the classroom, students are expected to:

- ✠ Respect the authority of the teacher.
- ✠ Be an attentive listener.
- ✠ Participate in discussion and share ideas.
- ✠ Ask questions for clarity.
- ✠ Cooperate by becoming actively involved in group projects.
- ✠ Complete assignments.
- ✠ Refrain from being a source of annoyance to others.
- ✠ Use learning materials meaningfully and return them to their proper place after use.
- ✠ Respect the rights and properties of others

CURRICULUM

The academic curriculum of Holy Trinity School is in compliance with state and diocesan guidelines. Text books are selected according to diocesan guidelines. Students have regularly scheduled classes in Religion, Language Arts, Math, Social Studies and Science. In addition, they receive instruction on a weekly basis in Art, Music, Physical Education, Library, Computer and Spanish (elementary) or German (junior high).

TEXTS

Texts are rented from the school. The rental fee is included in the tuition. All textbooks must be kept covered, and students must use book bags to carry books to and from school. Parents will be charged for lost or damaged books.

PHYSICAL EDUCATION

PE uniform

- ✠ Students are to wear a PE uniform consisting of navy blue shorts and a red Holy Trinity shirt. Both must be purchased through the school office.
- ✠ In colder weather, students may wear navy blue or black sweat pants over the PE shorts.
- ✠ Each student must have his/her own PE uniform for class.
- ✠ The PE uniform should not be worn under the school uniform.
- ✠ Students will lose points from their Physical Education grade if they do not have their uniform for class.
- ✠ Students in grades K – 5 may wear their PE uniforms all day on days PE is scheduled.

If a student is prohibited from participating in PE due to an injury or for another health reason, parents/guardians are to send a written note to the classroom teacher. If a student is prohibited from participating for an extended period of time, a doctor's note is required.

LIBRARY

The library helps to provide literary enrichment and enjoyment as well as serving as a supplementary source of research materials for regular class work. Students may work in the library with permission and supervision.

- † Students may check out most books from the library for a period of one week. Reference books, such as encyclopedias, may never be checked out.
- † Except for kindergarten students, students may renew for additional weeks.
- † There is a fine for overdue books.
- † Anyone losing or damaging books will be charged for their repair or replacement.

PLAYGROUND

The students will use the time on the playground for relaxation and enjoyment and will allow others to do the same. For the safety and consideration of all, playground activities must be approved by the faculty member on duty.

- † Fighting or rough play that tends to cause personal injury or damage to clothing is not permitted.
- † Throwing or kicking of snow is not permitted.
- † Students are to remain on the school grounds.
- † Balls that go into the street or in a neighbor's yard are to be retrieved by one student, with the permission and supervision of the teacher.
- † Students are to remain in the line of vision of the playground supervisor.
- † Once outside, students may not return to the building without permission.

DISMISSAL

At the elementary, when students are being picked up, drivers are to park in the large parking lot on Division Street. Cars are not to pull into the small lot in front of the "new" building. Students will walk to the parking lot to meet their rides. Students who need to cross Taylor or Division Streets must do so at the intersection where there is a patrol guard on duty before and after school.

At the junior high, when students are being picked up, drivers are to use the large section of the parking lot near Saratoga Street. Students will exit the doors nearest this parking area.

Upon dismissal, the students must leave the school grounds promptly.

BUS

Bus transportation is provided by contract with TANK between the elementary and junior high buildings. The bus leaves the elementary on Taylor Avenue at approximately 2:45 pm. It usually arrives at the junior high on Washington Avenue by 3:00 pm and then returns to the elementary.

Parents/guardians who wish for their child to use this service should inform the office in writing at the beginning of the year or send a note to their child's teacher on the day they are to ride the bus. Every child who signs up to ride the bus will be put on the bus daily. If for any reason your child(ren) will not be riding the bus, please send in a note each day they are not riding the bus. Please do not call the office unless it is an unusual circumstance; we need a written note that morning.

Students who ride the bus are to exhibit exemplary behavior. They are to board the bus and immediately take a seat without disturbing other passengers. The school bus driver is in charge of the bus at all times and must be respected and obeyed. Any bus monitor must also be respected and obeyed. If a student does not behave, he/she may receive a behavioral violation. Continuous misbehavior may result in the loss of the privilege of riding the bus.

In addition to the regular behavioral expectations, the following behaviors are specifically prohibited at all times on the bus:

- Loud talking, laughing, shouting, singing
- Unnecessary conversation with the driver
- Extending any part of the body out of the bus windows or doors
- Littering, spitting
- Eating or drinking
- Throwing articles or objects into or from the bus.
- Moving about the bus when it is in motion.
- Tampering with mechanical or safety equipment, accessories, or controls of the bus.
- Obstructing the doors or aisle in any manner.
- Occupying more space in a seat than required.
- Opening or closing the windows without permission of the driver/monitor.
- Any activity which might damage or cause excessive wear to the bus or other property.

Upon exiting, students who need to cross the street shall cross in front of the bus only on the driver's signal and at a safe distance in order to be seen by the driver.

HOMEWORK

Homework is an educational tool that reinforces the concepts taught in class, or it reviews previously presented material. It is not necessarily written work; studying and reading are also considered homework.

Homework helps the student attain good study habits. It teaches self-discipline. Students learn to budget their time and to meet a deadline. Students are given a planner each year in which to record daily assignments. It is their responsibility to have assignments in on time.

Late assignments will result in a lower grade. Students who do not have their assignments in class on time may be required to stand "on the fence" at recess at the elementary or sit "at the side table" during lunch at the junior high. Repeatedly turning in late assignments may result in a behavioral violation and/or after school detention.

The time a student spends on homework varies with the grade level as well as with the individual student. However, the following is a general time schedule: Grades K – 2: 20 – 30 minutes per day, Grades 3 – 5: 40 – 60 minutes per day, and Grades 6 – 8: 60 – 90 minutes per day.

When a student is absent, assignments may be picked up after dismissal or on the day the student returns. The student is responsible for asking the teacher for assignments that need to be made up. Missed assignments must be made up within the amount of time established by the teacher. Assignments not turned in by that time will receive a grade of "0."

ORDER OF THE YEAR

SACRAMENTS

Students have the opportunity to receive the Sacrament of Reconciliation as often as possible, usually once per month. Parents/guardians should take their child to Confession in the “off” months.

The first reception of the Sacraments of Reconciliation and of the Eucharist and the reception of Confirmation are parish celebrations coordinated with the school. The tentative schedule for the next few years follows:

Event	2012-2013	2013-2014	2014-2015
Reconciliation	Holy Spirit	Divine Mercy	St. Bernard
Communion	Divine Mercy	St. Bernard	Holy Spirit
Confirmation	St. Bernard	Holy Spirit	Divine Mercy
Graduation	Holy Spirit	Divine Mercy	St. Bernard

Holy Trinity highlights the sacraments of Reconciliation and First Eucharist in the second grade and of Confirmation in the eighth grade. The reception of the sacraments is not automatic at these grade levels. The pastors evaluate a student’s readiness in terms of his/her practice, desire, and knowledge of the faith. Parent/guardian participation in the life of the parish and at parent/guardian meetings is also evaluated.

COMMUNICATION

Holy Trinity informs parents/guardians of important events in their child’s school life through our website: www.holytrinity-school.org. Parents/guardians should check the “News” and “Calendar” sections of the website at least weekly. If parents/guardians do not have access to the internet, they should contact the school office.

In addition, the secretaries send home a “blue folder” on the first school day of each week through the oldest student at Holy Trinity. Parents/guardians are asked to read all the information in the folder thoroughly and return it to the school office by Wednesday (at the latest). Any information which a parent/guardian would like to be communicated to other parents/guardians via the next week’s blue folder should be turned in to the secretaries by Wednesday as well.

Teachers communicate with parents/guardians in various ways, depending on the age of the student. Please be familiar with how your child’s teachers return papers, which papers need to be signed and if the teacher communicates progress in addition to progress reports and report cards. Parents/guardians are encouraged to contact the teacher whenever they have a question about their child’s progress.

If parents/guardians are not satisfied with the communication received from the teacher, they may choose to contact the principal. A conference between the parent/guardian, teacher, and principal may be held to further discuss the issues.

PHOTO, VIDEO, WEBSITE RELEASE

From time to time, images of students are used in publications like the website, newspapers and yearbooks. Unless specifically revoked, parents give and grant to Holy Trinity School permission to use their child(ren)’s name, photograph, and/or videotaped image in publications, in video productions, and/or on the school/diocese Internet websites.

SCHOOL TELEPHONE USE

The school phone is for business use. Students will not be permitted to use the phone except in case of an emergency and only with permission. All important messages from parents will be taken by the secretaries and delivered to the student.

ITEMS TO BE LEFT AT HOME

The following items may not be brought to school except with specific permission of the principal or on special occasions with the consent of the teacher: electronic devices, cell phones, trading cards, toys and games. If it is necessary for one of these items to be brought to school, the student needs to take it to the office or give it to the homeroom teacher upon arrival and pick it up at dismissal time.

SPECIAL EVENTS

During the school year, we have programs at the other school building or at the parish properties. We may transport your child(ren) to these buildings for such an activity via school buses. We will inform you of the trip through the blue folder and/or the website prior to the event. This activity will take place under the supervision of employees of Holy Trinity School.

ACADEMICS

PROGRESS REPORTS, REPORT CARDS, AND CONFERENCES

Progress reports are sent with the students to the parents/guardians half-way through each quarter. The report should be reviewed by the parent/guardian with the student. It must be signed by the parent/guardian and returned to school within a few days.

Report cards are distributed at the end of each quarter. First quarter report cards are given at parent/guardian/teacher conferences. The principal and secretaries work with parents/guardians and teachers to establish a schedule for these conferences. Students in grades 6 – 8 are included in the conferences. Second and third quarter report cards are sent with the students to the parents/guardians. They must be signed by the parent/guardian and returned to school within a few days. Fourth quarter report cards are mailed shortly after the last day of classes.

Please note: Signing a report indicates that a parent has seen it, not that a parent agrees with it. Students are penalized for not returning signed reports.

Parents/guardians may request a conference with a teacher at any other time during the year by writing a note or by phoning the office.

QUALIFICATION FOR HONORS (Grades 3 & up)

The following grade scale will normally be used:

A 93 - 100 B 85 - 92 C 75 - 84 D 70 - 74 F 69 AND BELOW

First Honors

1. All A's in Reading, Language, Spelling, Math, Religion, Science, Social Studies
2. Junior High (grades 6-8)
 - a. All A's in Computer, Physical Education, German, Art, and Music
 - b. All grades B or better in Conduct
3. Elementary (grades 3-5)
 - a. Excellent (E) or Good (G) in Computer, Physical Education, Spanish, Art and Music
 - b. Satisfactory or better in Conduct

Second Honors

1. All grades B or better in Reading, Language, Spelling, Math, Religion, Science, Social Studies
2. Junior High (grades 6-8)
 - a. All grades B or better in Computer, Physical Education, German, Art, and Music
 - b. All grades B or better in Conduct
3. Elementary (grades 3-5)
 - a. Excellent (E), Good (G), or Satisfactory (S) in Computer, Physical Education, Spanish, Art, and Music
 - b. Satisfactory or better in Conduct

Teachers may give Extra Effort Awards at their discretion.

GRADUATION, PROMOTION, RETENTION OR “TRANSFER”

A student will be promoted to the following grade if he/she passes all of his/her courses. To pass a course, a student may fail no more than one quarter in that subject. If a student fails one or more subjects, the principal, teachers and parents will consult on whether to retain the student in the present grade or “transfer” the student to the following grade. If the student is in 8th grade, they will also discuss whether he/she will participate in graduation.

If the principal, teachers and parents cannot reach a mutually agreeable decision, the principal may place the student in the grade he/she deems appropriate and/or make the decision regarding graduation.

STANDARDIZED TESTING

The schools in the Diocese of Covington administer the National Catholic Education Association’s ACRE test to students in grades 5 and 8. This test informs teachers of how well the curriculum is being learned and absorbed by the students.

The schools in the Diocese of Covington also administer the Iowa Test of Basic Skills (ITBS) to students in grades 3, 5, 6, and 7. This test has two main purposes. It allows teachers and parents/guardians to monitor the progress of the student as they move through the school years, and it allows the school to monitor how well the curriculum is being learned and absorbed by the students.

Students in the 8th grade take the EXPLORE test published by ACT. They are also encouraged to take the Diocesan High School Placement Test at a Catholic High School in December. The results are reported to the school and used for the same purposes as the ITBS scores.

FIELD TRIPS

Field Trips are scheduled at the discretion of the teachers and the principal. Normally, the school uniform is to be worn. Exceptions will be made at the discretion of the principal. Even though field trips have an educational or cultural purpose, they are a privilege. Students must remain in good standing in order to participate.

Forms on which parents/guardians request that their child may attend trips are sent home prior to the trip. If a student does not have a signed slip, he/she will not be permitted to attend the function.

ACADEMIC CONTESTS

Opportunities to participate in academic contests and competitions, such as oratory and spelling, may be offered to students. Students in grades seven and eight are given the opportunity to take part in the Diocesan Academic Competition.

ATTENDANCE

Regular attendance is expected for students to maximize their success in school. Please make dentist, doctor and other appointments at times other than during school hours. Students with perfect attendance (no absences and no partial days (tardy days, or early dismissals)) will be recognized at the end of each quarter and at the end of the year.

ABSENCE

When a student is sick (with vomiting, hacking cough, fever, etc.), he/she should stay home for at least 24 hours after his/her symptoms have passed to avoid infecting other students and faculty members. When your child will be absent from school, please call the school by 8:00 a.m. and give the reason for the absence. Leave a message, if necessary. When the student returns, please also send a signed note stating the reason for the absence. This note is required by Ky. law. If a student misses five (5) consecutive days or more, a doctor's note is also required upon returning to school.

VACATIONS AND OTHER ANTICIPATED ABSENCES

Neither the principal, the teachers, nor any other school personnel can "excuse" a student's absence. If a parent/guardian decides not to send a student to school due to a vacation or other anticipated event, we appreciate a note in advance. Please understand that it is very difficult to teach a student who is not present at school. Thus, it is unrealistic to expect that reading a text or completing written assignments alone can give the total educational experience. It is also unrealistic to assume that the student can adequately understand and complete homework assignments without having first received the instructional portion of the lesson. ***In these situations, the responsibility of teaching the lesson falls on the parent/guardian.***

EXCESSIVE TARDIES AND ABSENCES

If a student is tardy five (5) times within a quarter, he/she will receive a behavioral violation and serve an in-school school detention on a designated day. If a student is tardy ten (10) or more times within a quarter, he/she will receive another behavioral violation and serve an in-school detention on a designated day. We may report the situation to the Director of Student Personnel ("Truant Officer") for the school district in which the student resides. The student may lose field trip privileges and the privilege of participating in special activities.

If a student is absent ten [10] or more days in any one quarter, even when we have notes from parents/guardians and/or doctors, we may report the situation to the Director of Student Personnel ("Truant Officer") for the school district in which the student resides. This call may result in a home visit, a citation to court, or a referral to the Cabinet for Human Resources. The student may lose field trip privileges and the privilege of participating in special activities. If a student misses twenty [20] or more days of school during the school year, the student may be required to attend summer school or may be retained in the same grade level at the principal's discretion.

SCHOOL CANCELLATION AND DELAYS

School may be canceled or delayed by the principal whenever the health and/or safety of the students is endangered. If parents/guardians believe it is not safe to send their child to school for any reason, they should keep them home and call the school office. School is not normally closed after it begins. If a weather situation develops during the school day, and a parent/guardian wants to pick up a student early, they may sign the student out in the office. Closings and delays will be reported as "Holy Trinity School, Campbell County," on local radio and television stations. When possible, we will also use an automated phone system to alert parents/guardians of changes in the school schedule.

CAFETERIA

BREAKFAST

Holy Trinity School does not participate in the government subsidized breakfast program. If a parent/guardian has difficulty providing breakfast for his/her child(ren), he/she should inform the principal.

LUNCH PROGRAM

Holy Trinity School does participate in the government subsidized lunch program. Every student's lunch is at least partially subsidized. Free and reduced priced lunches are available for families who qualify. Since other government and private donor funds are based on the number of students who qualify for the free and reduced priced lunches, all families are asked to apply for free and reduced priced lunches at the beginning of the year, regardless of their interest in the program. Instructions for paying for lunch are sent home at the beginning of the year.

Packing lunch at home to eat in the cafeteria is an option. Students who do so may purchase milk in the cafeteria. Soft drinks and food from fast food restaurants are not allowed for lunch.

CAFETERIA BEHAVIOR

The students will show respect by exhibiting good manners in the cafeteria. All students are expected to observe the following rules. Students should:

- † Enter cafeteria in an orderly manner, leaving room for those who need access to doors and halls.
- † Ask permission to leave their place at the table and follow the instructions of the adult(s) on duty.
- † Thank those who serve them food.
- † Maintain conversational voice levels.
- † Eat all food in the cafeteria.
- † Clean up their own place at the table and push in their chairs.
- † Dump their garbage in the provided container.
- † Deliver their tray to the designated cleaning station.

NUT ALLERGY

Peanut and/or tree nut allergies are serious and can be life threatening to some students. The school takes measures so that these students are safe. The parent/guardian of each family will sign a form stating that they are aware of the dangers of peanut and tree nut products to some of our students and will abide by the following safeguards.

Snacks that are brought to school classrooms must be free of peanuts and tree nuts. This means

- † The item contains no nuts of any kind.
- † The item was not made where it may have come in contact with peanuts or tree nuts.

Since allergic students do not eat in the cafeteria, nut products (peanut butter, etc.) are allowed there. However, all students are required to wash their hands in the rest room or with the wipes provided before going to the playground.

DISCIPLINE AND BEHAVIOR

Discipline is a hallmark of Catholic education. Self discipline (also called self control or self government) is a goal for every follower of Jesus Christ, and is a necessary trait for a society to remain free and independent. It is ordinarily developed in the young person through external discipline as he/she grows. Thus, any student whose attitude or actions are contrary to the philosophy and objectives of Holy Trinity School will be subjected to disciplinary action. School rules apply on parish property, on the bus and at all school related functions.

Consistency between what the school expects of the student and what the parent/guardian expects of their child at school will result in fewer discipline problems. Thus, we require each parent/guardian and student to agree to comply with the policies in this handbook.

Among the values we hope to instill are respect and politeness to all. Thus, we hope to foster an orderly learning environment in all areas of the school building, not only in the classrooms, but also in the church, cafeteria, hallways, gym, and on the playground.

Teachers are primarily responsible for order in their own classes. With the principal, they are responsible for the overall discipline in the school. Thus, teachers are encouraged to handle situations of misconduct as they arise. Some consequences students might receive include a verbal correction or standing “on the fence” during recess time (at the elementary) or sitting “at the side table” during lunch (at the junior high).

BEHAVIORAL VIOLATIONS

If a case of misconduct is serious enough to be reported to the principal and/or parents/guardians, then the teacher may issue a “behavioral violation.” The behavioral violation is to be signed by the teacher or principal who issues it and by the student. Two copies are given to the student. One copy is for the parent/guardian. The student is to present the violation to his/her parent/guardian for a signature. Failure to have the form signed and returned will result in another behavioral violation. A parents/guardians’ signature only indicates that they have seen the violation. Parents/guardians who do not understand or who disagree with the violation should sign it and contact the teacher who issued it for an explanation.

The following list of behavioral violations is not exhaustive. The final norm for interpreting behavior must be our mutual expectations as Christians.

- | | |
|---------------------------------------------------|--------------------------------------------------|
| A. Disturbance inside or outside the classroom | I. Throwing an object |
| B. Damaging school property | J. Violating the dress code |
| C. Disrespect, disobedience and/or insolence | K. Writing, passing or accepting notes/notebooks |
| D. Talking back or arguing | L. Lying, cheating, stealing |
| E. Eating or drinking in class without permission | M. Physical contact with another student |
| F. Chewing gum | N. Failure to return a signed form |
| G. Falsifying a parent’s signature | O. Improper Church behavior |
| H. Unexcused tardiness for school/class | P. Inappropriate language/gesture |
| | Q. Repeated failure to turn in assignments |

OTHER EXAMPLES OF UNACCEPTABLE BEHAVIOR

Students involved in the following activities may be liable for suspension or expulsion:

Any illegal activity including, but not limited to

- ✦ Possession and/or use of tobacco products, smoking materials, alcohol, or other drugs
- ✦ Unlawful possession of a weapon on school property in Kentucky is a felony punishable by a maximum of five (5) years in prison and a ten thousand (\$10,000) fine.
- ✦ Threatening behavior

Bullying is a word popularly used to describe many behaviors that range from childish teasing to situations in which serious physical harm is inflicted. For the purposes of Holy Trinity School, “bullying” means that all of the following are present:

- ✦ Harm – Someone gets hurt physically, socially or emotionally.
- ✦ Unfair Match – One person or group does not have the physical, verbal, or social skills to contest the other person or group.
- ✦ Repetition - The harm and unfair match are repeated over time.

Conflicts between students in the same grade do not usually involve an unfair match and can be resolved over time. Teachers will deal with minor situations like name calling and playground “meanness” when they observe them. Some students are prone to report every incident like this to a teacher. Teachers must use their judgment regarding when to get involved in these conflicts and when to allow students to settle the conflicts themselves. If a teacher or parent/guardian suspects bullying as described above, they should refer the matter to the principal.

If a student receives inappropriate electronic communications from another student, they are advised to follow these steps:

1. Stop: Do not answer the communication.
2. Copy the communication to their parent.
3. Block the sender from further communication.
4. Report any illegal communication (e.g.: pornography, threats) to the police.

CONSEQUENCES FOR UNACCEPTABLE BEHAVIOR

Any step in this sequence may be by-passed if the situation is serious. Thus, the principal may suspend or expel a student for a serious infraction without going through the other steps.

If a student accumulates

- ✦ 5 behavioral violations in a school year, he/she will be assigned to after school detention.
- ✦ 10 behavioral violations in a school year, he/she will attend a conference with parents/guardians, teacher(s), and principal. As a result of this conference, he/she may be assigned 3 hours of after school detention, a session with the school guidance counselor, and/or other consequences deemed necessary by the principal.
- ✦ 15 behavioral violations in a school year, he/she will be assigned 4 hours of after school detention, a session with the school guidance counselor and/or other consequences deemed necessary by the principal.
- ✦ 20 behavioral violations in a school year, he/she is placed on disciplinary probation. He/she will attend a conference with parents/guardians, teacher(s), and principal. As a result of this conference, he/she may be assigned 5 hours of after school detention, a session with the school guidance counselor and/or other consequences deemed necessary by the principal.

- ✠ 25 behavioral violations in a school year, he/she will attend a conference with parents/guardians, teacher(s), and principal. As a result of this conference, he/she may be assigned an in-school suspension, 5 hours of after school detention, a session with the school guidance counselor, and/or other consequences deemed necessary by the principal.
- ✠ 30 behavioral violations, his/her continued enrollment at Holy Trinity School will be reviewed by the principal and the pastors.

Violations are not cumulative from one year to the next.

DETENTION

Detention at the elementary is usually served for repeated violations. This detention is from dismissal until 3:30 pm and is served with the principal or his/her designee. Parents/guardians will be notified in writing. The notification is to be signed and returned.

Detention at the junior high is usually served for repeatedly failing to turn in homework, repeated tardiness or repeated violations. Detention is usually held on Tuesday. It is served until 4:00 p.m. or 5:00 p.m., depending on the number of detentions to be served, and the number of assignments that are due. Parents/guardians with children assigned to detention will be notified (normally in writing) prior to detention being served. Written notification is to be signed and returned.

DISCIPLINARY PROBATION

This is a period of time given to a student to improve unacceptable behavior. During this time the student shall not participate in any school sponsored extra curricular activities, sports, field trips or other special activities (e. g. Olympic Day). If a student commits a serious violation of school rules during the period of probation, the parent(s)/guardian(s) may be requested to withdraw the student, the student may be suspended, or the student may be expelled.

SUSPENSION

In serious situations, a student is suspended. This is the immediate removal of the child from class for a period from one to five days. Suspension may be In-school or at home, at the principal's discretion. Parents/guardians will be notified. The student is responsible for all material taught during that time. The parents/guardians and student must meet with the principal and teacher(s) in order for the student to gain re-admittance to class. Tuition is still due during the suspension period.

EXPULSION

Expulsion is the permanent dismissal of the student. A student may be expelled with or without prior suspension or probation. The principal and the pastors shall make the final decision concerning the expulsion of the student. No tuition will be refunded.

RIGHT TO APPEAL

Expulsion may be appealed to the Superintendent of Catholic Schools. Parents/guardians wishing to appeal the expulsion to the Superintendent of Catholic Schools must do so in writing within five school days of the local decision to expel. (Diocese of Covington Education Policies Handbook 5434)

DRESS CODE

Students should learn to dress modestly from an early age. Thus, their clothing should not fit snugly and should be of a modest length that allows them to move freely without revealing their undergarments. Neither should their clothes be so thin as to reveal their undergarments.

Holy Trinity School uses SchoolBelles as distributors of the plaid jumper. You can also order direct from Frenchtoast.com, source code QS5WCYR for the elementary and QS52VJB for the junior high. Please check the website or contact the school office for the location of their stores. Some brands can be purchased at other local stores. The items listed below comply with the school dress code.

ALL BOYS AND GIRLS

Athletic/Gym shoes that tie or buckle are to be worn. Plain white or black (no logo) socks are to be worn and are to be visible above the shoe. A belt is to be worn with all slacks and shorts.

A white or light blue shirt, blouse or knit shirt with a collar is to be worn and kept tucked in. Students may wear a navy blue sweater or sweater vest or the approved Holy Trinity, navy blue, three-circle logo sweatshirt over their shirt, blouse or knit shirt.

At the elementary, navy blue dress slacks may be worn. Navy blue dress shorts may be worn from April 1 until October 31. At the Junior High, khaki dress slacks may be worn. Khaki dress shorts may be worn from April 1 until October 31. No corduroy, rivets, sewn on pockets, etc. are appropriate.

Hair should be neatly cut and not distracting to teachers or other students. Hair should not be over the eyes. Coloring, styles such as tails, mohawks or numbers/words cut into the hair are not school appropriate and are not permitted. Boys' hair should be cut above their collars.

No make-up is to be worn. No jewelry is to be worn except that a single, small chain may be worn around the neck. No body piercing is permitted except that girls may wear a single, small, non-dangling pair of earrings.

GIRLS

At the elementary, girls may wear the approved plaid jumper from Frenchtoast or SchoolBelles. They may wear navy blue, black or white tights covering at least the ankle on cold days. Navy blue or approved plaid skorts from Frenchtoast or SchoolBelles may be worn from April 1 until October 31.

At the junior high, girls may wear a khaki pleated skirt. They may wear navy blue, black or white tights covering at least the ankle on cold days. Khaki skorts may be worn from April 1 until October 31.

Students who are out of uniform will be asked to correct the situation. They may be asked to leave class and to call home for the proper attire. Repeated violations of the dress code will result in a behavioral violation.

OUT OF UNIFORM DAYS

As a privilege or reward, students may be “out of uniform” on certain days. On these days, students should still dress neatly and appropriately. Clothes should not have holes or inappropriate slogans on them. Students who do not comply will not be permitted in the classroom. Parents who do not comply will be asked to bring appropriate clothes to school.

DRESS UP DAYS

On certain days (including First Confession, First Communion and Confirmation), students are asked to dress up. They may wear either their uniform or special clothes for the occasion. Students and parents should think of “business dress” rather than “party dress” when planning for such days. Inappropriate clothing for these days includes jeans, t-shirts, low cut tops or dresses, tops that reveal shoulders or midriffs, and short skirts.

HEALTH AND WELFARE ISSUES

EMERGENCY CONTACT FORM

In the beginning of the school year, parents/guardians must fill out an emergency contact and authorization form for each student. This form is kept on file in the school office. If there is any change of address, phone number, or authorization, notification must be given to the office promptly.

MEDICAL RECORDS AND SCREENINGS

Kentucky law dictates certain student immunization and health examinations. In addition, the secretaries or volunteers will be screening students in certain grades for hearing, vision, and scoliosis. These screenings do not replace regular check ups provided by your family’s physician. Parents/guardians and/or teachers may request that a student be screened if they suspect a deficiency, even though the student is not in the grade level to be screened. Parents/guardians will be notified if there is a suspected deficiency based on these screenings.

MEDICINE

Minor first aid (e. g. washing a small cut or applying bandages) is provided for students when necessary. Aspirins, vitamins, antihistamines, or any other medication will not be given to any student, unless a parent/guardian requests medicine to be administered to a student. It must be brought to the school office along with specific instructions for administering the medication. If a student requires an inhaler, a specific form is sent to the office, and the student may keep the inhaler on his/her person.

HEAD LICE

Parents/guardians are to notify the school office immediately if their child/ren has/have head lice. From time to time, volunteers also check for head lice. Any time lice or nits are found, the student is sent home. Students must be nit free before returning to school.

SAFETY DRILLS

In accordance with state regulations, fire drills are conducted regularly. Tornado and earthquake drills are also conducted during the required months. The exit routes and procedures for each type of drill are posted in each classroom. Students are to follow teacher’s instructions and the safety regulations for all drills, including silence during the drills.

SCHOOL SECURITY & SAFETY

The school building doors are usually kept locked. The secretary or a designated person will “buzz” the door open when the doorbell is rung and the “buzzer’s” identity is known.

VISITORS:

All visitors, including parents/guardians, must report to the office and sign in. Please report suspicious persons to the office.

SEARCH AND SEIZURE

Desks, coat areas, school books, etc. are the property of Holy Trinity School and may be periodically checked by the teachers and/or principal. Students’ personal property may be searched for reasonable suspicion.

LEAVING SCHOOL

No student is permitted to leave the school premises without the permission of the principal and a written note from the parent/guardian. This applies from the time he/she has arrived until the time of dismissal. For the student’s safety, written permission must be communicated to the school office if a student is to leave school with someone other than the parent/guardian or on their assigned bus.

If a student has permission to leave school early, the parent/guardian or designated adult must sign out the student in the school office before the student can leave the building. The principal or the secretary will send for the student while that person signs out the student.

CHILD ABUSE

Any school personnel having reason to believe that a student has suffered any wound, injury, disability, or condition indicating abuse or neglect must by law immediately report the situation to the Cabinet for Children’s Services and to the principal.

SEXUAL MISCONDUCT

Holy Trinity follows the Diocesan policies and procedures for addressing sexual misconduct (available online at www.covingtondiocese.org).

AIDS

Each instance of AIDS involving a student or employee shall be treated as a strictly confidential and individual matter. Decisions regarding such occurrences shall take into account Christian concern and compassion, community health as well as individual privacy needs. In accordance with diocesan policy, instructional classes will be provided in these areas.

PROTECTING GOD’S CHILDREN

According to Diocesan policy, all paid employees of the school and all adult volunteers will comply with the Protecting God’s Children (“Virtus”) program offered by the diocese and will complete the monthly on-line Virtus updates. Individuals who do not comply with this policy will not be permitted to interact with our students in any school sponsored program.

ALCOHOL USE BY PARENTS/GUARDIANS

No alcoholic beverages should be consumed by anyone at activities where students may be present without their parents/guardians (e. g. sports practice or games). Special occasions may be exempted only with the principal’s permission. Any school event where alcohol will be consumed should first have the principal’s consent.

SCHOOL RECORDS

Parents may request to review their child's records. The school may ask for a request in writing one day before the parent/guardian or student wishes to view the student's records.

CUSTODY ISSUES

Holy Trinity School sets as one of its major goals the effective communications between the school, the home and the student. Only when all parties are actively engaged in the educational process can we maximize the benefit to the student in our care. There are, however, rules and laws that we must observe in carrying out this communication. Of particular concern is the situation of the student whose parents are divorced and for whom custody has been granted to one parent.

The federal "Family Rights and Privacy Act" (Buckley Amendment) provided that "An educational agency or institution shall give full rights under the Act to either parent, unless the agency or institution has been provided with evidence that there is a court order, state statute, or legally binding document relating to such matters as divorce, separation, or custody that specifically revokes these rights.

In Kentucky, the education of the child upon divorce of the parent has been addressed by the state in a way that impacts on the above federal legislation. KRS 403.330(1) provided that

Except as otherwise agreed by the parties in writing at the time of divorce decree, the custodian may determine the child's upbringing, including his education, health care, and religious training, unless the court, after hearing, finds upon motion by the non-custodial parent that in the absence of a specific limitation of the custodian's authority the child's physical health would be endangered or his emotional development significantly impaired.

Therefore, Holy Trinity School will not grant the non-custodial parent, or their agent, access to the student, except as directed by the custodial parent, and will not permit the non-custodial parent to inspect student records, receive progress reports or participate in teacher conferences unless one or more of the following intervene:

- The divorce decree specifically authorizes such release and/or participation to the non-custodial parent.
- Specific, written permission is granted by the custodial parent and is on file in the school
- A court order is issued granting permission to release the student, or information about the student to the non-custodial parent.

We realize that divorce and separation from participation in the life of one's offspring can be traumatic and emotional. However, Holy Trinity School will not be put in the middle of disagreements between parents. It is the parents' responsibility to come to an agreement on the education of their child(ren) and to decide who will be active participants and to what extent. We ask only that the school be given written instructions by the custodial parent on how we are to proceed with respect to requests from the non-custodial parent. Please do not ask the principal or teacher to take sides to arbitrate family disagreements or to circumvent the stated instructions of the custodial parent. We will do all in our power to keep lines of effective communication open according to the terms of the documents we have on file.

If your child(ren) has/ have a non-custodial parent, the custodial parent or legal guardian must provide the school with specific, written instructions regarding the release of the student, or information about the student to the non-custodial parent or his/her agent. You may send these instructions to school or make an appointment with the principal to discuss your situation. If the divorce decree speaks to this issue, please provide the school with a copy of the terms stipulated in that document. Information will be retained in the student's file for reference upon request by the non-custodial parent or his/her agent. The custodial parent may change these instructions at any time by submitting a signed, dated document stating the change or revision.

STUDENT SERVICES

SCHOOL BASED COUNSELING PROGRAM

The counseling program provides school based mental and emotional health support services. Holy Trinity contracts with Catholic Charities of the Diocese of Covington for these services. The program is subsidized by the Campbell County Fiscal Court and United Way.

The goals of the program are to

- ✚ identify school adjustment difficulties and to prevent them from reaching unmanageable proportions.
- ✚ provide direct services to students who are experiencing mal-adaptive problems.
- ✚ nurture the emotional growth of students through a multi-sensory approach.
- ✚ nurture the meaningful involvement of parents/guardians and teachers in the emotional growth of the students.

Students may be referred to the program by the principal, teacher or parent/guardian. The counselor may see a student upon referral one time without parental permission. If the counselor sees a benefit to ongoing meetings, he/she will request written permission from the parent/guardian.

REMEDIAL PROGRAMS

Eligible students may receive help during school hours in reading, math, speech, and language development through the Title I federal program or through the Independent School Systems. If a parent/guardian is concerned about the progress of his/her child, the parent/guardian may request a multi-factored analysis from the local Independent School Systems.

From time to time, volunteers also provide remedial instruction during and after school hours. At other times, grants may allow the school to provide personnel to give additional instruction during and after school hours.

The parent/guardians of students who qualify for any of these services will be contacted for permission for their child to participate.

COMPUTERS and the INTERNET

Students will be using computers and the Internet during the year for computer classes and various projects. Students and parents agree that

- There will be no obscene or pornographic material either sought for or viewed at school.
- There will be no known viruses or worms transmitted through school.
- There will be no use of an unassigned website or any use of chat rooms without instructor permission.
- There will be no orders placed, no personal information given out, no messages sent, or any website postings without the knowledge of the instructor.
- No threatening, harassing, defaming, embarrassing, or distressing messages of any kind will be composed, printed, or sent through school computers.
- There will be no fraudulent use of material either trademarked or copyrighted.
- There will be no software loaded, files downloaded, or information printed without instructor permission.

SPORTS ELIGIBILITY

Participation in sports aids not only in the physical growth of the student, but it can also teach good sportsmanship, cooperation and teamwork. Since scholastic achievement is a priority, sports must be kept in proper perspective. At the beginning of the school year, every student is eligible to participate in the school sports program. To remain eligible the student must

- ✚ maintain passing grades in academic areas.
- ✚ maintain at least a 'Satisfactory' in conduct.
- ✚ abide by the rules and by laws of the Athletic Club.
- ✚ attend school on the day of the game or practice.
- ✚ not have received detention due to missing assignments for two consecutive weeks

Parents will be notified of ineligibility via regular progress reports, report cards and detention notices. The principal, through the Athletic Club, will notify the coaches if a student does not meet eligibility requirements. After two weeks, parents can request the principal to review eligibility. Ineligibility remains in effect until the requirements are met.

Parents/guardians and coaches are key players in making eligibility rules effective motivators for students to take their studies seriously. Some students have been allowed to practice, but not play in games when they are ineligible. It will normally be left to parents/guardians and coaches to decide if this arrangement properly motivates the student to improve his/her school performance. The principal may override their decision.

At the beginning of the season, the Holy Trinity Athletic Club will send home a set of regulations by which students are expected to abide. If a student fails to follow the rules, that student will receive a warning and the parent/guardian will be notified. If behavior does not improve, the student will be asked to leave the team.

RIGHT TO AMEND

The principal retains the right to amend the Parent/Student Handbook. Parents/guardians will be given prompt notification if changes are made.

TRINITY PRAYER

Love of Jesus, fill us.
Holy Spirit, guide us.
Will of the Father, be done in us.

CONTACT INFORMATION

Holy Spirit Parish
Pastor: Msgr. William Cleves
859-431-2533

Divine Mercy Parish and St. Bernard Parish
Pastor: Father Martin Pitstick
859-261-6172

Holy Trinity Elementary 859-291-6937
Holy Trinity Junior High 859-292-0487
Principal: Mr. James Hubbard, M.E.d
Email: jhubbard@holytrinity-school.org

Website: www.holytrinity-school.org

Parents and students will be asked to sign a copy of this form at the beginning of each school year.

Holy Trinity School
Bellevue/Newport, Kentucky

____ We certify that we have read Holy Trinity Parent/Student Handbook and agree to be governed by this handbook.

____ I/we hereby request that my/our child(ren) be permitted to ride the school bus from the school building to another parish/school property on special days. I/we understand that this activity will take place away from the school grounds, that transportation will be arranged by the school and that my/our child will be under the supervision of the designated school personnel. I/we release and agree to indemnify Holy Trinity School and its representatives from liability for any accident in which my/our child may be involved or any injury to my/our child which may occur in connection with this activity. I/we consent to the conditions of participation in this activity, including the method of transportation. I/we recognize that I/we remain fully responsible for any legal liability resulting from personal actions by my/our child.

____ I specifically agree to the conditions of computer and internet use.

____ I do hereby give and grant to Holy Trinity School permission to use my child(ren)'s name, photograph, and/or videotaped image in publications, video productions, and/or school Internet website. I do further certify that I am of full legal capacity to execute the foregoing authorization and release.

____ I would like my student(s) to ride the bus in the afternoon. Once this is checked, I understand that if I do not want my student(s) on the bus, I need to send in a written request for them not to be put on the bus in the afternoon.

____ Our child(ren) has/have a non-custodial parent. I will send in supporting documentation.

Parent/Guardian name PRINTED

Parent/Guardian Signature

Date

Student's Signature

Grade

Student's Signature

Grade

Student's Signature

Grade

Student's Signature

Grade