



Holy Trinity School Parent and Student Handbook 2024-2025

“ For this very reason make every effort to supplement your faith with virtue, and virtue with knowledge, and knowledge with self-control, and self-control with steadfastness, and steadfastness with godliness, and godliness with brotherly affection, and brotherly affection with love. For if these things are yours and abound, they keep you from being ineffective or unfruitful in the knowledge of our Lord Jesus Christ. “ 2 Peter 1:5-8

July 2024

Welcome to Holy Trinity Catholic School!

We are so glad that you are entrusting us with your child to explore their God-given talents to share with the world! One way that our school is truly Catholic or "universal" is that it provides for the whole person by not only meeting academic needs, but also spiritual, emotional and physical needs.

We take great pride as a school in our Catholic Christian identity. Our motto for 2024-2025 is: "The greatest virtues are those which are most useful to others" (Aristotle) We build on our goal to "Know Christ + Love Christ + Share Christ".

With daily prayer, Mass twice a week, and spiritual formation, we are blessed to live in a community where the teachings of Jesus Christ are proclaimed and lived out by faculty and staff. Students who are not Catholic can also benefit from this Christ-centered framework where peace, love and forgiveness are fostered as a way of life.

Mrs. Michele Carle-Bosch
Principal

ADMISSIONS

Non-Discriminatory Policy

Holy Trinity School admits students of any race, color and national or ethnic origin and does not discriminate based on race, color and national or ethnic origin in the administration of its policies and programs. In some special need's cases, the School cannot guarantee admission as it may not be able to provide all accommodation or all necessary services for all students. In special needs cases, the student records will be reviewed, in addition to observation and determination of services.

Admission to Holy Trinity is prioritized to children of parents or guardians, who are registered and considered active members in good standing of St. Bernard, Divine Mercy, and Holy Spirit parish. (i.e., parents or guardian attend Sunday Mass on a regular basis and participate in parish activities and contribute to the Sunday collection)

When there are too many applicants who are eligible for admission based on the above criteria, admission will be made in the following order.

1. Children already in Holy Trinity School whose parents or guardians are members of one of the three parishes and who have other children in Holy Trinity School.
2. Children not in Holy Trinity School whose parents or guardians are members of one of the three parishes and have other children in Holy Trinity School.
3. Children not in Holy Trinity School whose parents or guardians are a member of one of the three parishes and who have children who already graduated from Holy Trinity School.
4. Children not in Holy Trinity School whose parents or guardians are members of one of the three parishes and who wish to enroll a child in Holy Trinity School for the first time.
5. If classroom space is still available, admission will be given to children whose parents or guardians come under none of the above categories.

ADMISSION and REGISTRATION

Kindergarten Admissions

Any child who turns 5 years of age no later than August 1st following the opening of school may be enrolled in kindergarten for the upcoming school year. The school may make a decision to assess student readiness to ensure teachers are prepared to meet student needs.

Registration

The following forms are required for registration:

- 2024-2025 Registration Form
- Copy of Baptismal Certificate
- Copy of Birth Certificate
- Copy of Social Security Card

- Proper and current immunization records are necessary for Kentucky schools according to the State Health Code.
- **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.
- The Kentucky Eye Exam performed by an optometrist is required for all incoming kindergarten students.

Transfer

Parents/guardians of students entering Holy Trinity School from another school are required to meet with the principal. Parents/guardians are to fill out a transfer of records form and the registration forms. Academic Probation will apply to incoming students.

All students new to Holy Trinity School are accepted on academic probation. This is a period of time (8 weeks) 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 School. If the parent/guardian does not withdraw the student, the student may be expelled.

All Student Expectations

All students attending Holy Trinity School are asked to abide by the following school-wide and classroom expectations, especially during the probationary period.

- Breakfast is served 7:15-7:30AM
- Students will arrive **before 7:40 AM**. Attendance is monitored.
- All conversations (oral, written and digital) must be school appropriate and educationally relevant.
- Students will use the computer strictly for educationally appropriate purposes.
- Students will complete both in-class assignments as well as homework.
- Students will follow the directions and always show respect for all adults in Holy Trinity School.

Withdrawals

When withdrawing a student(s) from Holy Trinity School the principal is to be contacted in writing. Please provide the last day of school your child will be attending Holy Trinity School, the reason for withdrawal, and provide the name of the school that your student(s) will be attending. A copy of academic records will be sent to the new school when a "Release of Records" has been received. The original records remain at Holy Trinity School. **This request will be honored if no delinquent school bills exist**

TUITION AND FEES

Every family is required to have a FACTS account for tuition payments unless tuition is paid in full at the beginning of the school year

Tuition Rates

Families in which at least one parent or guardian is an active member of the following parishes are eligible to pay **tuition at the *reduced In-Parish Tuition rate.**

Divine Mercy Church- Bellevue

St. Bernard Church (Dayton)

Holy Spirit Church (Newport) .

Active members attend Mass on Sunday and support all manner of parish activities.

Volunteering is a natural part of being a member of any group.

TUITION ASSISTANCE/FINANCIAL AID

Holy Trinity School offers income-based tuition to families. To apply for tuition assistance, tax documents from the previous year showing the families adjusted gross income must be turned in to the principal.

DELINQUENT PAYMENTS

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, please contact the principal/school secretary immediately so that late fees can be avoided.

According to Diocesan Policy # 5113, report cards of students whose parents/guardians have outstanding fees /tuition due to Holy Trinity School are withheld. Families with an outstanding balance will not be invited to return the next year unless they have contacted the principal regarding the delinquent payment.

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 \$25 fee in addition to the amount of the check.

CURRICULUM

Holy Trinity School will provide a stimulating and supportive education in accordance with Diocesan Curriculum Guidelines.

STEPS FOR STUDENT SUCCESS

Student Expectations:

- Regular and on time attendance
- Organized - desk, personal items, work
- Actively participate in the classroom -ask questions, respond, complete work in timely manner

Each student 3-8 is given a planner at the beginning of the school year in which daily assignments are written. Each Wednesday, parents are to sign/note their child(ren)'s planner.

(Consequences for not having a signed planner are decided in the classroom)

HOME and SCHOOL Communication

The most effective way for students to succeed in school is to have open lines of communication between home and school. Parents are encouraged to contact the teacher when there is a need to discuss their child's progress or if there is a concern. The principal may be involved in reaching a satisfactory conclusion after the parents have communicated with the teacher.

There are many opportunities for parents, teachers, administrators, and students to connect.

- Website - www.holytrinity-school.org Our school website is useful for current information about our school.
- Sycamore - This web-based system is a service for parents (3-8) and students to access current information regarding student behavior, attendance, and academic progress.
- DOJO – School News, Principal News, Teacher News will be sent regularly on DoJo. Each parent is to have a Free App to receive the information in real time.
- Parent-teacher Conferences – **November 26 12PM -7PM One parent must attend!** Alternate date can be requested at any time by a teacher or parent.
- Notes/phone calls - Teachers and parents may communicate through notes, planner email, Dojo and/or phone calls. Teachers do not have direct lines, so parents should call the school office and leave a message for the teacher.

Response to email will be within 24 hours.

Religious Education and Formation

The Religious Education Program at Holy Trinity follows the Diocesan Religious Education Curriculum Guidelines and National Catechetical Directory for Catholics of the United States. All students attending Holy Trinity School participate in daily religion classes of catechetical instruction, prayer, and worship so that they may be led to a further knowledge and experience of God. As per diocesan policy, non-Catholic children in a Catholic school are required to take religion classes with their class.

Classes attend Mass two times per week. Each child will participate in the Mass that is being offered. Posture, responses and attention is required of each student. The children will have the opportunity to receive the Sacrament of Reconciliation periodically throughout the school year. Catholics Students will have the opportunity to become servers in grades 4-8.

+++Please contact the school office if your family is interested in learning more about the Sacramental life of the Catholic Church.

Sacraments

If your child is of the age to receive a sacrament, it is best to reach out to the pastor **in August** to ask of the requirements for reception of Baptism, Eucharist, or Confirmation. All school families must complete the Faith Inquiry Form

Appropriate Age to receive Sacraments

Baptism - any age 0-99. If you are interested in learning about the Catholic faith, we welcome you to inquire! Please contact Mrs. Bosch for more information.

Reconciliation/First Communion - Typically prepared and received in 2nd Grade.

Confirmation - Typically prepared in 7th or 8th Grade

Academics

The school year is divided into 3 Trimesters. Report cards are issued at the end of each trimester. Academic achievement in grades 3-8 is graded using the following:

1 = Excellent	A= 93-100
2 = Good	B= 85-92
3 = Satisfactory	C= 76-84
4 = Problem Area	D= 70-75
5 = Unacceptable	F= below 70

Kindergarten, 1st and 2nd graders use a separate model for report card that measures more specific skills. **Parents and guardians of 6th, 7th & 8th Graders are encouraged to check their student(s) progress weekly on Sycamore School.**

Informal Progress Reporting

Parents are encouraged to contact the teacher if they feel the need to discuss their child's progress. Parents who wish to meet with the teachers should:

- Call the school office during school hours (859)291-6937 .
- Write a note in the assignment book.
- Email the teacher.

It is recommended that parents first discuss any concerns regarding their child with the teacher involved. If a satisfactory conclusion is not reached after this discussion, parents should contact the principal for an appointment.

*****All parents are required to attend a Parent Teacher Conference November 27.**

STANDARDIZED TESTING

The schools in the Diocese of Covington administer the ARK Religious Knowledge Assessment. This test informs administration of how well the religion curriculum is being learned and absorbed by the students.

Holy Trinity School assesses the achievement and cognitive skills testing of students three times per year through MAP testing, as recommended by the Diocese of Covington Catholic Schools Office. MAP testing is a computer adaptive test, which means every student gets a unique set of test questions based on responses to previous questions. MAP covers reading, language usage, and math. Results are reported to parents. There is a parent test interpretation evening at a Parent Club Meeting.

PROMOTION/RETENTION

Students are promoted to the next level on an annual basis. If a student cannot attain satisfactory achievement, a teacher-principal conference will be held with the parents. **Parents will be informed of concerns for retention by the end of the 2nd trimester.**

ATTENDANCE

State requirements for classroom instruction are **177 days**. If a student must be absent parents/guardians should notify the school via email or phone (859-291-6937). When a student is sick (with vomiting, cough, fever, etc.), he/she should stay home for at least 24 hours **after** his/her symptoms have passed. When the student returns, please send a signed note stating the reason for the absence. **This note is required by Kentucky law.** If a student misses *five (5) consecutive days* or more, a doctor's note is also required upon returning to school. Please make every effort to schedule dentist, doctor and other appointments at times other than during school hours.

EXCESSIVE TARDIES AND ABSENCES

If a student is **tardy five (5) times within a trimester**, he/she will receive a behavioral violation and serve an in-school detention on a designated day.

Being **tardy ten (10) or more times within a trimester** is unacceptable and will require a Parent/Student meeting with the principal to create an action plan.

Action plans may include detention, removing privileges including field trip privileges and the privilege of participating in special activities. The situation will be reported to the Director of Student Personnel ("Truant Officer") for the school district in which the student resides.

If a student is **absent ten [10] in any one trimester**, a report will be submitted 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.

If a student is **absent twenty [20]** or more days of school during the *school year*, the student will be required to attend summer school or may be retained in the same grade level at the principal's discretion.

GYM/Physical Education Class 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.

FIELD TRIPS

Field Trips are scheduled at the discretion of the teachers and 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.

Parents/guardians Permission Forms are sent home prior to the trip. If a student does not have a signed slip returned 2 days prior to the event, he/she will not be permitted to attend.

AFTER SCHOOL CARE

After School Care care is provided for a weekly fee of \$35 per child for preK (4yr olds) - 8th Graders. Regardless of the number of days per week a child attends, the entire fee is assessed. Attendance fees are expected to be paid on Mondays - All fees may be paid in cash or check on the Monday of the week that the child will attend. Care is offered Mon - Fri 2:50 PM 5:30 PM.

Please note: Parents who arrive on any day after 5:30 PM to pick up their child, will be assessed \$5 for each 10 minutes late. If payments are delinquent, a child will be unable to attend until fees are paid.

Please note: A family may disqualify itself from the After School Program by repeated delinquencies in payment of fees. The decision on disqualification from the Program will be made by the principal. Holy Trinity School reserves the right to remove any child from the After School Program at the discretion of the director/principal.

CAFETERIA

Each student receives free breakfast and lunch. Extras are available for any student who has money in his/her account. Snacks and ice cream are offered weekly. Money can be brought in the day of or put in the account prior. ****No fast food is allowed to be brought in for lunch****

SCHOOL DAY DROP OFF/PICK UP

- All car riders will pull into the large lot at the Enter sign and will be directed to Exit on Division Street. Walkers must enter at the small pedestrian gate on Division Street. Students may be dropped off at 7:15AM and proceed to the cafeteria. **Students arriving after 7:45 are tardy and report directly to the office. These students will receive a tardy slip before entering the classroom.**

School is dismissed at 2:45. Car riders will be dismissed at 2:45. Parents should remain in their car. Walkers will be dismissed through the pedestrian gate next to the junior high building.

Parents are expected to pick up students promptly. At 2:55 students will be escorted to the After Care Program and parents will be charged \$15. If an emergency arises, please contact Mrs. Bosch.

PARENTAL INVOLVEMENT

For Holy Trinity School to thrive we need the help of parent volunteers. From the 2022-2023 school year, all parents of kindergarten students will need to be VIRTUS compliant. The Diocese offers training at your convenience. We ask all parents to attend training.

VIRTUS

ANYONE volunteering in a classroom or cafeteria, going on a field trip, or having contact with our children in any way must be fully trained and in compliance. Consult the diocesan website, www.covdio.org for all necessary information.

In a continuing effort to provide a safe environment for our children, the Diocese of Covington has several employee/volunteer mandates in place as part of its Child and Youth Protection program. Please visit Child & Youth Protection on the diocesan website and:

1. Click on Diocesan Policy. Read the policy, then print out and fill in the Acceptance Form. Return the form to the school office.
2. Register for a training class at www.virtus.org under "Registration".
3. Click on Volunteer Application. Fill out the form and return it to the school office and we will process it.

SCHOOL CANCELLATION AND DELAYS

School may be canceled or delayed by the principal whenever the health and/or safety of the students is endangered. School is not normally closed after it begins. It is the belief that the children are safe where they are and need not be on roads during difficult travel. If a child is picked up early, this will reflect in their attendance.

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 and social media to alert parents/guardians of changes in the school schedule.

DRESS CODE

Schoolbelles Taylor Mill, KY 41015 859-581-3111 www.schoolbelles.com School code: S2587

6041: Blue/Navy Polyester Cotton Plaid

Frenchtoast.com source code QS5WCYR. Girls' plaid from French Toast is called the "Blue/Red Plaid"

GIRLS

- K-5 Plaid jumper; must be no shorter than 2 inches above the knee. Solid blue or plaid skorts are acceptable during warm weather (until October 15 and After March 30)
- Plaid skirt for girls grades 6-8; must be no shorter than 2 inches above the knee.
- Navy blue school shorts during 1st and 4th quarter - school length only
- Navy slacks all year K-8; dress, navy blue twill. No cargo or faded pants or stretch cotton/spandex material

Shirt- Collared knit polo shirt, blouse, or banded shirt (available at Schoolbelles); Shirt must be white, red or light blue. Shirts must be tucked in so that the student's belt or waistband can be seen (banded shirt does not need to be tucked). Long or short sleeves are permitted.

- Sweater- Navy, white or gray uniform cardigan.
- Tights- black or navy-blue tights.
- Leggings (tight fitting to the ankle) -black or navy may be worn under a jumper or skirt in winter months only
- Sweatshirts- Crew neck navy sweatshirt or Uniform sweatshirts with the *Holy Trinity School logo*
- Hair- Hair must be well kept and clean. No distracting extremes in style or color are permitted.
- Small earrings that **do not extend below the earlobe.**
- Nails must be kept clean and short. Nude or soft pastel fingernail polish is permitted. (No acrylic nails permitted.)
- **No makeup.**

BOYS

- Shirt - Knit polo or Oxford cloth shirt with button down collar - long or short sleeve - is permitted. Shirts must be white, red, or light blue. Shirts must be tucked in and the belt or waistband must be visible.
- Pants- Navy blue uniform (i.e.. twill). No cargo or faded pants.
- Shorts- Navy blue uniform twill shorts may be worn 1st and 4th quarter.
- Sweatshirts- Crew neck navy sweatshirt
- Hair- Hair must be no longer than the shirt collar. Hair must be above the eyebrows in front and kept neat and clean. No distracting extremes in style or color are permitted.
- Earrings -**not permitted.**
- Boys must always be clean shaven.

ALL STUDENTS

Name tags must be worn throughout the day.

Undergarments- must be completely white and not visible.

Socks- White, black, or blue socks. A small logo on the sock is permitted.

Shoes- Gym or dress shoes must fasten or tie. Due to safety, shoes must be appropriate for recess and gym. Slip on shoes are not appropriate for school (for example: boot, croc, sandal). The principal may decide if shoe type is appropriate/ safe to wear to school.

Belt- Belts (black, brown, or navy) must be worn with pants that have belt loops for 3rd through 8th grade. The waistband of the uniform bottom must be worn at or near the waist.

No tattoos are permitted.

Oversized clothing is not appropriate.

8th Grade Uniform Privilege

8th graders vote upon a design for their own t-shirt to be worn as their uniform t-shirt. This shirt may be worn on a designated day given by the principal in place of their school uniform shirt.

Out of Uniform Privilege Days

Students should learn to dress modestly from an early age. Thus, their clothing should not fit snugly or be transparent, but should be of a modest length that allows them to move freely without revealing their under-garments. Students who do not comply will be asked to call their parents for a change of clothes.

- Shorts must be no shorter than 2" from the knee.
- Shirts may not have inappropriate logos or language.
- No spandex or legging pants unless a shirt or dress covers the knee.
- No rips, holes or tears in jeans and pants.
- No tank-tops may be worn, or spaghetti strap tops or dresses may be worn unless a sweater covers the shoulders for the entire day.

BEHAVIOR MANAGEMENT

Holy Trinity bases our academic atmosphere on these five principles because self-discipline correlates more strongly with success than IQ:

Classroom Discipline (1978) by Dr. Laurel Tanner

1. The aims of education and classroom discipline are the same: to help children and youth to become self-directed people.
2. Discipline is inseparable from teaching.
3. Discipline should change with the child's stage of development and help him/her to move to the next step.
4. Socialization requires redirection of destructive behavior into socially useful behavior.

5. Ways of dealing with misbehavior should be consonant with developmental goals.

Self discipline is described as being able to wait, think, and act.

Each teacher in K-8 Grade will have three rules. The students will learn these rules and learn the value of following these community rules. Please see communication form your child's teacher regarding discipline.

1. Listen
2. Follow Directions
3. Respect: People, places, things, time and ideas

Verbal or Physical Assault and Harassment

If a student verbally or physically assaults or harasses a student or staff member, the parent of the student will be called by the principal. A Behavior Plan will ensue. In addition to consequences, the student may be required to meet with the school guidance counselor.

If there is a second occurrence, the student will be faced with the possibility of the following:

- Suspension until the student's parent(s) or guardian are interviewed by the principal
- Withdrawal of the student's right to participate in school activities
- Dismissal from school

Bullying

Holy Trinity has a zero tolerance for bullying.

If a student or group of students is determined by the school to be bullying the parent(s), or guardian(s) of the student(s) will be called by the principal for a face to face meeting to address the issue. The victim's parents will also be informed of the incident and repercussions. A behavior Plan may ensue.

If there is a second occurrence, the student(s) will be faced with the possibility of the following:

- Suspension until the student's parent(s) or guardian are interviewed by the principal
- Withdrawal of the student's right to participate in school activities
- Dismissal from school

In addition to consequences, the student may be required to meet with the school guidance counselor.

Social Media

Any parent or student who makes negative or inappropriate comments about another family, student, or teacher via the Internet (a social network or blogging site, etc.) will be held accountable. Holy Trinity School reserves the right to discipline students for off-campus conduct.

Internet Acceptable Use

The internet is an electronic communication network which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff and ultimately students is to provide educational excellence at Holy Trinity School by facilitating resource sharing, innovation and communication. Internet access is a *privilege*. Students must agree to obey specific standards of online behavior, language, content, and security. Internet access to students will be given by parent permission only. Parents may decline access for their child. Violations of Internet rules may result in loss of access privileges and even criminal prosecution in cases of state or federal law violations. Students may not reveal their phone number, address, or any other personal information, use profanity or post anonymous messages on the internet. Both parents and students must sign the Responsible Use Policy and take full responsibility for compliance.

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 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.

Photo, video, website

From time to time, images of students are used in publications like websites, newspapers, and yearbooks. Unless specifically revoked, parents give and grant 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.

Cell Phones and Electronic Games or personal items

Cell phones and electronic games are not to be used at school 7:15AM- 5:30PM.

- First offense – the phone or game will be taken and returned at the end of the day.
- Second offense – the phone or game will be taken and returned to the parent following a conference with the principal.

ANY hand-held device (cell phone, hand-held games, mp3 player) is not permitted to be out or visible during the school day. If a cell phone must be brought to school, it **must be turned off and kept in the child's backpack.**

Pregnancy

In addressing the concerns of individuals and families in pregnancy situations, the school recognizes its responsibility as a Christian community to provide for those in need. If it becomes known that a student is pregnant, a conference will be scheduled to explain the conditions which must be observed.

Damage to School Property

School exists for the students. They in turn are expected to respect the property of Holy Trinity School both during and after school hours. Writing on books, desks, walls, damaging ceilings, etc...is prohibited. All floors are to be kept clean of paper, etc. Damaging school property is a very serious offense, and the student may be subject to disciplinary action and financial repercussion by the school.

TEXTBOOKS

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.

Chewing Gum

Chewing gum on school premises. Any student seen chewing gum during the school day will be subject to disciplinary action by the school. Any exceptions to chewing gum need to be approved by the principal.

Smoking

Smoking is not permitted. Any student seen smoking or carrying cigarettes during the school day will be subject to disciplinary action by the school. This includes e-cigarettes, juuling and vaping, and its associated paraphernalia.

Alcohol and Drug Abuse

The following measures are put into writing so that the actions of the school will be clear to all. In the case of any student found intoxicated with alcohol or under the influence of drugs, and/or any student found in possession of any type of alcohol or any drug, the parents will be called to take the student home. The child will not be re-admitted until the parents have taken appropriate action to help the student. The student will also be subject to disciplinary action.

If the student is again found intoxicated or under the influence of drugs and/or in the possession of alcohol or drugs, the student may not be re-admitted to school

Students undergoing a form of rehabilitation will be given whatever consideration and help the school can render. Any student at Holy Trinity School supplying alcohol or drugs to other members of the student body while at school or at a school related function will be faced with the possibility of the following:

1. Suspension until the student's parents are interviewed by the principal.
2. Withdrawal of students' right to participate in school activities.
3. Dismissal from school.
4. Prosecution by the law.

The exact penalties in each case will be determined by the principal. Acceptance for Entry of Students with Substance Abuse - Students dismissed from our school or any other school due to drug or alcohol abuse will be considered for re-entry into our school under the following conditions:

Possession or Use of Instruments of Harm (Weapons)

In the case of any student found in the possession of a weapon the parents will be called to take the student home. The child will be faced with the possibility of the following:

1. Suspension until the student's parent(s) are interviewed by the principal.
2. Withdrawal of the student's right to participate in school activities.
3. Dismissal from school.

SCHOOL SECURITY AND SAFETY

During the school day all exterior doors will be kept locked. Visitors must use the main door by the office and buzz to gain entrance. All visitors must report to the main office. **All visitors must sign-in.** Students will never open the school doors for anyone during the school day. *No parent will enter the building or cafeteria to talk with a teacher without first checking into the school office.*

Security cameras are in place and monitored during the school day for further security.

Child Custody

The school office must have current written documentation regarding custody and visitation rights for each child. Unless the office has documentation to the contrary, the school will contact only the custodial parent. Kentucky law provides that "the custodial parent/guardian may determine the child's upbringing including his/her education." However, a non-custodial parent may have access to the child's records under one or more of the following conditions:

1. Access is granted by divorce decree.

2. The custodial parent has given written permission for limited or total access to the child's records.
3. A court order has been issued granting access of the child's records to the non-custodial parent. In the case of joint custody, both parents' signatures must be on file. All documentation will be kept in the student's file in the school office.

EMERGENCY CONTACT FORM

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.**

Medicine

All medicine is to be dispensed from the office under the supervision of the principal and/or secretary. Medicine may not be given out by teachers.

According to diocesan and state regulations, aspirins (this includes Tylenol, Motrin, etc.), vitamins, antihistamines, or any other medication may not be given to any student, nor may such medication be part of first-aid supplies. (Diocesan Handbook, 5141.1).

On occasion, a student may be on medication that must be taken during the school day. This medication should be brought to the office where the student may come to take it at the prescribed times. Parents must send in a note with the following:

- Parent's signature (or physician's)
- Directions for administering (time, frequency, amount, latest possible time to take)
- Parents should also clearly mark the medication with student's name
- Medicine will be disposed of if not picked up by the last day of school

Student Injury or Illness

In case of injury or illness, parents will be called at the judgment of the principal. The child will be dismissed from school only in the company of his/her parent, guardian or another adult named on the emergency form. Extreme emergencies will be dealt with at the discretion of the principal until parents are reached.

Emergency

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 in the event of an emergency during the school day, the principal will initiate the appropriate procedures. All faculty, staff, and volunteers will focus on protecting the students. Should there be a situation that is a potential threat to anyone inside the building, the school will follow the planned

procedures to account for all students and ensure their ongoing safety until the police give an “all clear” or direct the classes to evacuate.

Lockdown drills are in place as directed by the Local Police Department and practiced throughout the school year.

Parents should follow these directives:

1. **DO NOT COME TO SCHOOL** - Listen to the Emergency Broadcast system on the radio or TV. Unnecessary traffic and people will slow down the police/fire response and increase the number of emergency personnel needed to aid in the emergency.
2. **DO NOT CALL THE SCHOOL** - When it has been determined that parents may pick up their children, the media will be used to inform you. If possible, the school website, or phone notification system, and email will be used.
3. **PICKING STUDENTS UP** - This will take place at a designated evacuation area and may only occur with a photo ID and signature of the parent or legal guardian. Students will not be released at the sight without both in place.

Head Lice

Children found to have head lice will be sent home with information on how to provide treatment. Parents will be notified if there is one case per class.

SEARCH AND SEIZURE

Desks, coat areas, schoolbooks, 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.

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).

SPORTS eligibility (Holy Trinity including Newport Central Catholic Teams)

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.

Parents will be notified of ineligibility via regular progress reports, report cards, detention notices and eligibility reports from the principal. The principal, through the Athletic Club, will notify the coaches if a student does not meet eligibility requirements. Eligibility will be checked weekly beginning at the time of the first quarter report card. 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. It is the Athletic Club's policy that ineligible students are not allowed to participate in practices or games until they become eligible.

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.

- If a child is absent from school due to illness, he/she may not participate in the sport that night.
- All students participating on either a recreational or competitive team will be required to pay a fee.

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.

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.



2023-2024 Handbook Acceptance Form

Return the completed form to the school office

Family Last Name _____

As a parent of a student in grades K-5, I have read and understand the Holy Trinity School Handbook and abide by all statements within.

Parent's Signature

Date

Please have each student in your family in 6,7,8th Grade sign below.

As a student in grades 6-8, I have read and understand the Holy Trinity School Handbook and abide by all statements within.

Student in 6-8 Grade Signature

Date

As a student in grades 6-8, I have read and understand the Holy Trinity School Handbook and abide by all statements within.

Student in 6-8 Grade Signature

Date

As a student in grades 6-8, I have read and understand the Holy Trinity School Handbook and abide by all statements within.

Student in 6-8 Grade Signature

Date