

Academic Excellence since 1830

# HOLY TRINITY CATHOLIC SCHOOL

225 South Columbus Street Somerset, Ohio 43783

740-743-1324 - [www.holytrinitycs.org](http://www.holytrinitycs.org)

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STUDENT HANDBOOK

2018 – 2019

Pastor: Father Stephen Carmody, OP (Holy Trinity Church/St. Joseph Church)

Principal: Mr. William C. Noll

Middle school Staff-Grades 6-8

Mrs. Karen Young, Mrs. Colleen Bowen, Mrs. Sally Balser

Grade 5

Mrs. Cynthia Caswell

Grade 4

Mrs. Julie Preston

Grade 3

Mrs. Ronna Pickering

Grade 2

Mrs. Pamela Thomas

Grade 1

Mrs. Mary Hannan

Kindergarten

Mrs. Tiffany Hupp

School Secretary: Mrs. Kathleen Shonk

Food Service/Cafeteria Bookkeeper - Mrs. Brenda Eltringham

Library/Media Center-Mrs. Theresa Stevenson

Auxiliary Clerk/Nurse's Aide: Mrs. Cathy Schrider

School Nurse: Mr. Lester Wolfter

Pre-K Director – Mrs. Tiffany Hupp

Pre-K Teachers – Ms. Rae Taylor/ Ms. Kalena Tyo

## **Welcome To Holy Trinity School**

At Holy Trinity School, you will experience academic excellence in a Christ-centered, family atmosphere. We share our Catholic doctrine and traditions with all students, leading them to lives of service to God, their families, and the community. All students learn best when they are actively involved in the learning process.

- Every student should be provided with instruction that supports their unique learning style.
- Students need to see that what they are learning is meaningful and important.
- Students learn to make social justice and service part of their life when they experience it in a Catholic school environment.

**Mission Statement:** Holy Trinity School provides an excellent academic education in a Christ-centered, family environment.

### **Attendance and Absences**

1. Students should arrive at school between 8:45 am and 9:00 am. All students arriving at the beginning of the school day should enter through the downstairs, double gym doors. A school staff member will be on duty beginning at 8:45am.
2. The school day begins at 9:00 am. Students arriving after 9:05 am will be marked tardy (except bus).
3. Students arriving at school after 10:00 am will be marked ½ day absent.
4. Students leaving school before 3:00 pm will be marked ½ day absent.
5. Students with 3 or more tardy marks during a grading period will not be eligible for perfect attendance. Excessive tardiness may result in lost recess time and after school detention time.
6. Students who are not present at the beginning of the school day will be marked absent, regardless of the reason. Parents must call the school office before 9:30 am on the first day of the absence to report that their child will be out of school. This includes students arriving late because of an appointment. If parents do not call the office, the school staff will be calling you. This is mandated by state law.
7. When students return to school after an absence, parents must send in a written note explain the reason for the absence.
8. Students may make up work for excused absences. This would include absences because of illness, appointments, and others approved by the principal. This must be done in a timely manner as agreed upon by the classroom teacher, the principal, and the parents.
9. Students arriving late or leaving school early for any reason must be signed in/out in the school office by a parent, legal guardian, or authorized adult.
10. The school office and each homeroom teacher will keep accurate attendance records.
11. The principal is the final authority on any decisions involving the attendance policy.

## **Parent Cooperation at Holy Trinity School**

The Catholic Church and Holy Trinity School recognizes parents as the primary educators of their children. The education of students at our school is a partnership between parents and the school. If, in the opinion of the administration, the partnership is irretrievably broken, the school reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly.

## **Admission to Holy Trinity School and Child Custody**

Parents are required to provide a certified copy of the most current custody orders or decrees that pertain to their children at the time of registration.

## **Behavior**

1. Behavior is the manner in which one acts. In choosing to misbehave, a student takes upon himself/herself the consequences of that behavior.
2. All teachers will uphold the Code of Conduct established for the school and will follow all procedures and policies regarding school rules.
3. All teachers will work to establish a positive classroom environment where there is continuous instruction regarding acceptable behavior.
4. Corporal punishment in any form is not an acceptable form of punishment for a student's misbehavior.
5. Physical response used to obtain possession of weapons or dangerous objects for the purpose of self defense or the protection of others from harm is permissible. (Ohio Law)

## **Bullying**

Bullying shall not be tolerated at Holy Trinity School at any time or at any school activity on or off school grounds. Consequences for students who bully others will be determined by the principal after investigation of the situation and consultation with the classroom teachers.

## **Behavior Off Campus**

The Diocese of Columbus has a concern with conduct by students at school or away from school that may bring discredit or harm to the school or the reputation of the student body. Conduct at school or away from school that is inappropriate to our Catholic, Christian moral standards, conduct that is a violation of law, conduct that is detrimental to the common good, threatening, harmful, or offensive to other students or school staff or conduct that is of such nature as to jeopardize the good name of the school, may subject a student to discipline. Discipline for such conduct shall be at the sole discretion of the school principal.

## **Holy Trinity School Student Code of Conduct**

Holy Trinity School strives to provide an excellent academic education in a Christ-centered, family environment. Our teachers work to help each student reach their full potential. In order to do this, we expect our students to adhere to the following **Code of Conduct**.

1. All students are expected to listen to directions given by the adult in charge and follow them the first time they are given.
2. All students will treat all teachers and school staff members with respect.
3. Students will treat each other with respect. Bullying, sexual harassment in any form, name calling-teasing, and other forms of harassment will not be tolerated. **Students experiencing harassment should report it to their teacher or the principal immediately.**
4. Students will use school property with care and respect. Students will use their personal property with care and will show respect for the property of others.
5. Chewing gum is not permitted any place on the school grounds.
6. Appropriate indoor voices are to be used when students are in the classrooms, school hallways or the cafeteria.
7. **All students are expected to follow the Holy Trinity School Dress Code.**
8. Holy Trinity School students are expected to follow the classroom rules and policies established by their classroom teachers at the beginning of the school year.

Students who choose not to follow the above Code of Conduct will be subject to the consequences outlined in all classroom behavior/discipline plans. When students are sent to the principal's office for a discipline issue, a Life Skills report will be written and sent home so that parents/guardians are kept aware of the situation. Parents may also be called.

Serious violations of the Code of Conduct may include, but are not limited to: fighting, bullying, destroying school property or the property of a teacher or another student, causing injury to another student or a school staff member, and cheating on school assignments or projects. Serious violations of the Code of Conduct may result in detention, in-school suspension, out of school suspension, or expulsion. A student may be expelled from Holy Trinity School for repeated or very serious violations of the Code of Conduct. The school principal has the final decision in all disciplinary matters.

### **Care of Books**

Textbooks and library materials are to be carried home in a book bag. It is suggested that all students cover their textbooks. Students will be held responsible for damaged or lost textbooks and library materials.

### **Classroom Maintenance**

Teachers and students should make sure that whiteboards and chalkboards are cleaned nightly. The classroom floors should be swept and left free of textbooks and trash at the end of each school day. The cleaning service will take care of emptying trash cans and sweeping the hall each night. The students, along with the teachers, staff, and anyone else who uses the building, should take care to keep the school and school grounds clean and in good condition. Any maintenance issues or repairs that need to be made should be reported to the school principal right away.

### **Crisis Plan/Emergency School Dismissal Procedures**

If an emergency evacuation becomes necessary, the school staff should walk with the student body along the sidewalk, going north towards Underwood's Hardware Store. Students should stay with the teacher whose class they were in at the time of dismissal until reaching the hardware store. The teachers will direct the students to form homeroom groups and will take attendance, notifying the principal of any students missing from their homeroom. Students should remain with their homeroom teacher until they are released to their parent /guardian or the student body is returned to the school. Parents who pick their students up at Underwood's should come to the front door to sign out their children. NO student may leave unless a parent/guardian or other authorized adult signs the student out.

### **Communication**

Communication between the school and parents is very important to a student's success at school. Holy Trinity School uses several types of media to communicate with our school families. Each week a weekly "email bag" is sent electronically to each of our families. Print material is sent home every week in our Thursday Mailbags. School families can also access important information about our school on our school webpage at [www.holytrinitycs.org](http://www.holytrinitycs.org). Phone messages and reminders can be sent out to all school families. Notices about school delays and closures are also sent out through our phone messaging system. All teachers can be reached by calling the school office or by their school email account.

**Dispensing Medication**

If a student needs to take prescription medication, parents are encouraged to discuss with the doctor a schedule that allows them to take the medication outside of school hours if possible. When it is necessary for prescription medication to be taken at school, the school must have a medical authorization form, signed by the prescribing physician and parents, on file in the school office. Prescription medication taken at school must be in its original container and include the pharmacy label with the student's name on it. All prescription medication taken at school will be kept in the school office and administered by the school nurse, nurse's aide, the principal, or the school secretary. The school office (nurse, nurse's aide, secretary, or principal) will administer over the counter medication (acetaminophen, ibuprofen, antacids, cough drops) if parents provide a signed, written request that includes the dosage to be given.

**Drug and Substance Abuse Policy**

Banned substances include drugs, alcohol, tobacco, and all illegal drugs and drug paraphernalia. At Holy Trinity School we work to help each student develop a positive self image, self discipline, and an awareness of how using illegal substances can harm them. From Kindergarten through eighth grade, students participate in drug education during their Health classes.

Banned substances are not to be used, possessed, or sold on the property of Holy Trinity School. This also applies to all school related events and activities held off of the school property. Any student who is using, selling, or has in their possession an illegal substance will immediately be suspended from school until the situation is investigated by local law enforcement authorities. In the case of possession or use of illegal substances by a Holy Trinity School student, parents will be notified as soon as possible. Law enforcement authorities will be notified immediately. If a second offense for possession or use of an illegal substance occurs, immediate suspension from the school may be followed by expulsion or transfer of the student to another school.

**Dress Code**

Uniforms are to be worn to school by all Holy Trinity School students unless a special announcement has been made. Students who come to school out of dress code will be sent to the school office to call and ask a parent to bring appropriate clothing to school. Continued failure to follow the school dress code policy may result in loss of recess time, detention, and loss of special privileges on non-uniform days.

### Girl's Uniform

Grades Kindergarten-5

**Shirts/Blouses;** White, navy blue, or light blue polo shirt. Shirts may be long or short sleeved. **All shirts must have a collar.** Girls may also wear an oxford blouse (white, navy blue, or light blue).

**Jumpers, skirts, or skorts** must be the school plaid, or solid navy blue. All jumpers, skirts, or skorts may be no shorter than 2 inches above the top of the knee.

Pants or shorts: Solid navy blue pants. In grades 5-8, all pants or shorts must have belt loops. Grades K-4 may wear elastic waist pants. Girls may wear pants year round. Shorts may be worn from the start of school until October 1<sup>st</sup> and from April 1<sup>st</sup> until the end of the school year. Capri style pants will be considered shorts.

**Grades 6-8 please note! Ladies in grades 6-8 only may also choose to wear khaki colored pants, shorts, jumpers, skirts, or skorts in addition to navy blue as part of their school uniform. Uniform blouses or polo shirts for grades 6-8 may be white, navy blue, or light blue. All shirts and blouses must have a collar.**

### Boys Uniform

Grades K-5

Shirts; Polo style shirt, or oxford shirt in white, light blue, or navy blue. Shirts may be long or short sleeved. All shirts must have a collar.

Pants or Shorts: Solid navy blue pants or shorts. In grades 5-8 all pants and shorts must have belt loops. Grades K-4 may wear elastic waist pants or shorts. Shorts may be worn from the beginning of school until October 1 and from April 1 until the end of the school year. Elastic waist pants and shorts are not permitted.

**Grades 6-8 please note! gentlemen only may also choose to wear khaki colored pants or shorts in addition to navy blue as part of their school uniform. Shirts for boys in grades 6-8 may be white, navy blue, or light blue. All shirts must have a collar.**

### All Students

All students must wear a plain black, brown, or blue belt with all uniform pants or shorts.

Boys and girls may wear turtleneck shirts in the above listed uniform colors.

All uniform blouses and shirts should be plain, solid colors (as noted above) without lace, ruffles, or other decorations.

**Sweaters-** Sweaters must be a solid navy blue or white. **Sweaters that are to be worn all day in the classroom may not have hoods.**

Sweatshirts- Solid navy blue or dark grey sweatshirts may be worn at school. Holy Trinity School sweatshirts in navy blue or grey may also be worn at school. Students should wear a blouse or shirt under the sweatshirt. **Sweatshirts intended to be worn all day in the classrooms may not have a hood.**

**Socks-All socks should be a plain black, white, or navy blue color. Socks must be worn at all times.**

(Striped socks and no-show socks are not permitted.) Socks must show at the top of the shoe. Ladies may wear tights in the above mentioned colors.

**Shoes:** Shoes may be an athletic or dress shoe that is appropriate and safe for wearing at school. All shoes must have a back and toes. (Sandals and clogs are not permitted.) High top shoes should only be worn with pants. Boots are not to be worn in the classroom. High heeled shoes should not be worn to school.

Parents are asked to consider if a shoe will be a distraction when purchasing school shoes for their student. Consideration should also be given to the fact the shoe will be part of a school uniform.

**Jewelry and Makeup:** Girls may wear a wristwatch, small post earrings, small bracelets, and religious medals only. No other jewelry is permitted. Boys may wear a wristwatch, small bracelet, and religious medals only. No other jewelry (including earrings) may be worn by our male students. Girls in grades 7-8 only may wear light makeup at school.

**Hair:** All students must wear hair in **a natural hair color only**. Hair should be kept neat and clean. Gentlemen should not wear hair styles longer than their collar. Extreme hair styles (for example Mohawks) are not permitted. Hair extensions are not to be worn to school.

The school principal has the final decision on all dress code issues and should be contacted with any questions or concerns regarding dress code.

### **Non-Uniform Day Dress Code**

On days when students are permitted to be out of uniform, the following rules apply.

- 1). All pants and shorts, including jeans and sports clothing, must fit well and be in good condition. Low rise pants or shorts are not permitted.
- 2). Unless a special pajama day is announced, flannel pajama pants or fleece sweatpants may not be worn to school on non uniform days.
- 3). Flip flops, sandals, and other shoes without backs or toes are not permitted to be worn to school at anytime. Socks must be worn at all times.

4). Shirts worn to school on non uniform days must have **sleeves**.

5). Policies regarding wearing jewelry apply on non uniform days.

**Dress Code Violations:**

1<sup>st</sup> Offense: Warning

2<sup>nd</sup> Offense: Call to parents

3<sup>rd</sup> Offense: Loss of a Non-uniform day privilege

**Emergency Care**

Every student at Holy Trinity School must have an emergency medical release card on file in the school office. They are sent home on the first day of school and should be completed and returned the next day. Copies of the card are shared with the homeroom teacher. The original cards are kept in the school office. Parents are asked to keep this information up-to-date and to inform the office right away of any changes in addresses, phone numbers, email addresses, etc.

If a child is involved in an accident on school property during school hours, an accident report form is filled out by the adult in charge. These forms are kept in the student's school health files. The school office may also call the student's parents. In the case of a serious injury, emergency help will be called right away and the student's parents will be notified. In the instance that a parent cannot be reached and a child needs to be transported for treatment, the school principal will travel with the child and remain with them until a parent or guardian arrives.

**Feeder Schools**

Holy Trinity School is a feeder School for WV Fisher Catholic High School (Lancaster), Newark Catholic High School (Newark), and Bishop Rosecrans High School (Zanesville).

**Field Trips**

Field trips are planned to reinforce standards being taught in our classrooms. All field trips should be approved by the school principal before definite plans are made. Holy Trinity School will follow Diocesan policy concerning transporting children by private vehicles during school sponsored field trips.

Any adult responsible for the care, custody, or control of students, in any school or school sponsored activity must submit to a criminal background check (finger printing) and must attend a Protecting God's Children session as required by the Diocese of Columbus, prior to their involvement in any school activity.

### **Fire and Tornado Drills**

Fire drills are conducted each month that school is in session. During these drills, children should remain silent and walk to their assigned spot as they exit the building.

Tornado drills are required every month from March to June. When they hear the signal, students should proceed silently to the assigned places on the ground floor. They should sit on the floor and cover their heads.

### **Homework**

Holy Trinity School assigns homework at all grade levels. Teachers assign homework that requires students to practice the skills learned in class. All homework is expected to be completed and returned on the day it is due. Students who are absent have one day for each day they are absent to return homework they have missed. If possible, parents should pick up homework the day a student is absent or have it sent home with a sibling. **Completed homework assignments should be neat and reflect only the child's work.**

Homework is assigned to help a student learn skills and material needed to meet grade level standards. Many factors may affect the time it takes a child to complete homework. At Holy Trinity School we expect all students to complete homework. Any questions or concerns about homework should be directed to the teacher as soon as possible.

### **Harassment ( Student / Parent Code of Conduct)**

1. The Catholic schools of the Diocese of Columbus shall maintain a professional working environment in all school programs and activities which are free of all forms of harassment and intimidation. No student, teacher, staff member, or volunteer (male or female) should be subject to harassment in any form. This specifically includes any unsolicited or unwelcome sexual overtures or conduct, verbal or physical.
2. Harassment is defined as verbal or physical conduct that embarrasses, denigrates, or shows hostility toward a person because of his/her race, color, gender, sex, national origin, age, disability, or other protected characteristics. It can happen at any school activity on or off school grounds.
3. Conduct which constitutes sexual harassment is prohibited. Sexual harassment includes, but is not limited to, the following:
  - A). Sexual flirtations, advances, or propositions.
  - b). Continued or repeated verbal abuse of a sexual or gender based nature.

- c). Explicit or degrading sexual or gender based comments about another individual or his/her appearance
- d). The display or circulation of sexually explicit or suggestive writing, pictures, or objects
- e). Any offensive or physical conduct which shows hostility or aversion toward an individual because of gender
- F). Graffiti of a sexual nature
- g). Fondling oneself sexually or talking about ones sexual activity in front of others
- h). spreading rumors about categorizing others as to sexual activity

Sexual harassment also includes the taking of, or refusal to take, any personnel or academic action on the basis of a person's submission to or refusal of sexual overtures. No person should so much as imply that an individual's cooperation or submission to unwelcome sexual activity will have any effect on a person's employment, assignment, compensation, advancement, development, academic evaluation, participation in school programs, or any other condition of employment or academic achievement.

Not all physical conduct is necessarily considered sexual in nature. For example a teacher consoling a child after an injury would not be considered sexual in nature. However, peer-based sexual harassment (student to student) can be a form of prohibited conduct where the harassing conduct creates a hostile environment.

Gender-based harassment is conduct that would not occur except for the sex of the person involved. Examples include referring to women by or as a female body part, using a demeaning sex-based term, or treating people differently because of their gender. Gender Harassment is prohibited. The same prohibitions also apply with regard to inflammatory or offensive comments or conduct which is based upon race, color, age, religion, disability, or national origin. Working relationships between employees and volunteers at Holy Trinity School must be based on professionalism and mutual respect.

4). A sexually hostile environment can be created by a school employee, volunteer, another student, or a visitor to the school.

5). Any person who believes that he/she has been subjected to harassment or intimidation must contact either the principal or pastor. A complaint must be filed in writing. In the case of harassment involving a student to student, the parent or guardian of the respective students must be notified as soon as possible. In the event that the person alleges harassment by a principal, assistant principal, or pastor, the individual may file the complaint with the Diocesan superintendent. All complaints will be promptly investigated and the person instigating the investigation will be advised of the outcome. A student, who believes that they have been sexually harassed or a parent who feels their child has been sexually harassed, should contact the school principal to file a complaint.

6). When it is determined that harassment has occurred, the appropriate authority will take immediate disciplinary action against any administrator, teacher, staff member, or student who has engaged in harassment. Such action may include, depending on the circumstances, termination of employment. No retaliation against anyone who reports harassment will be tolerated. The Diocese of Columbus prohibits such retaliation and will take appropriate responsive action if retaliation occurs.

7). Holy Trinity School will periodically train administrators, teachers, staff, and volunteers on the types of behavior that constitutes harassment and how they should respond in the event of experiencing such behavior. Records will be kept of the training dates, including the names of those in attendance.

### **Life Skills**

Life skills are the habits of mind and work that are important to successful higher-level work. A Life Skills Report is designed to be a tool for communication with parents. Major topic areas on the report are Thinking and Reasoning, Self Regulation, Life Work, and Working with Others. When a student is using developmentally appropriate skills, no report will be sent home. When a parent receives a Life Skills Report for child, they should read and discuss it with them. The report should be signed and a copy returned to the school the next day.

### **Lunch Procedures**

The Holy Trinity School Cafeteria serves a prepared lunch each school day. Our school participates in the National School Lunch Program. Free and reduced lunches are available to families who qualify. Applications are available upon request.

Lunches should be paid for weekly, preferably on the first day of the week. Parents will have online access to their child's lunch account so that they can see what their child is ordering. Menus are published monthly and are available on the **school webpage**. The cost for a school lunch will be announced at the beginning of each school year.

**Please Note: Student's whose lunch account is delinquent by one week will be notified by the cafeteria manager and a note will be sent home. These students will not be allowed to order extras. If the account balance is not up-to-date by the end of the second week, a note will be mailed home and a payment will need to be made before the child can continue to use the cafeteria lunch program. In order to continue to provide good meals at a minimum cost, the cafeteria needs all accounts to be paid on time.**

### **Phone Use**

The school phone is to be used for school business. Students will be permitted to use the office phone only after receiving permission from the principal or school secretary.

### **Cell Phones**

**Student cell phones must remain in their lockers or book bags during school hours and must be turned off. The student may not use their phone to text or make a call during the day without permission of the principal. If the principal, a teacher, or a school staff member sees a student with their cell phone out during the school day, it will be confiscated and kept in the school office until a parent or guardian can pick it up. Students may not have their cell phones out for use during indoor recess periods.**

### **Publishing Student Information**

Holy Trinity School may publish student information in various formats including the school web site. At the beginning of the school year each family will be asked to sign a form giving the school permission to publish directory information about their child. Directory information includes names of students, grade level, honor roll, school activities and awards, sports, and the date of graduation. This form will also give the school permission to publish personally identifiable information. Personally identifiable information includes pictures with or without names, the school name, and parent name. Parents and legal guardians may also decline the school permission to publish personally identifiable information about their child.

### **Playground / Recess Rules**

1. All students will go to lunch at 12:00 noon. At 12:25pm, Grades Kindergarten -5 will be dismissed to line up for recess. Grades 6-8 will line up to return to afternoon classes at 12:30pm. Grades 4-8 will take turns helping with clean up in the cafeteria.
2. No eating or chewing gum is allowed on the playground during recess.
3. Students may play in the fenced in area during recess time. Students do not have permission to play on other areas of the school grounds unless directed to do so by the school staff member on duty.
4. Students may not leave the playground area during recess time without permission from the teacher on duty.
5. Rough play and contact sports will not be allowed on the school playground. Students should follow the directions of the teacher on duty at all times. Young students will be encouraged not to infer with games that older students may be playing. All students will be asked to use the playground equipment in a safe manner.
6. The decision about whether recess is inside or outside will be made by the principal. In the event the principal is not at school, the teacher on duty will make the decision. Decisions about whether to use

the grassy area for recess or the parking lot area will be made by the teacher on duty. The teacher on duty will also determine if sweaters, jackets, long sleeved shirts, etc., need to be worn outside.

7. When the bell rings at the end of recess time, all students should line up with their class in the designated area. The teacher on duty will dismiss classes by grade to return to the classrooms. Students should follow the directions of their teacher with regards to drinks and restroom breaks after recess.

8. Each classroom will have rules and policies for activities allowed during indoor recess periods. Students will be encouraged to use appropriate indoor voices during indoor recess.

### **Participation in School Sponsored Sports and Athletics**

Participation in athletics as part of a Holy Trinity School team should provide our students with a healthy, enjoyable experience. Students are taught the skills needed to grow and develop as a team player. The Holy Trinity School Athletic Association sponsors the school's sports programs and raises the funds needed to provide equipment and uniforms for our athletes. Athletes and parents who have questions about any Holy Trinity School sports program should contact the coach, followed by the school principal and the athletic director.

All student athletes at Holy Trinity School must maintain academic eligibility in order to participate in practice and team contests and games. Any student in grades k-8 who is not meeting the standards for their grade level in Math, Science, Health, Language Arts, Social Studies, or Religion will become ineligible to participate in athletics. Parents and coaches will be notified when ineligibility occurs. A conference including the student, their teacher, and the school principal will be held. Goals for academic performance and achievement will be established along with a timeline for accomplishing these goals. The principal and teachers will monitor this plan and inform the coach and teachers of a student's eligibility to begin participation again.

Our student athletes are representatives of Holy Trinity School and are expected to maintain high standards for behavior and sportsmanship as part of our sports programs. Inappropriate or misbehavior during practices and games may result in ineligibility and should be reported to the school principal. All student athletes are expected to follow all school rules and policies. Failure to do so may also result in ineligibility to participate in Holy Trinity School athletic programs.

# **SPORT PARENT CODE OF CONDUCT**

Preamble The essential elements of character-building and ethics in sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring, and good citizenship. The highest potential of sports is achieved when competition reflects these "six pillars of character."

I therefore agree: 1. I will not force my child to participate in sports.

2. I will remember that children participate to have fun and that the game is for youth, not adults.

3. I will inform the coach of any physical disability or ailment that may affect the safety of my child or the safety of others.

4. I will learn the rules of the game and the policies of the league.

5. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.

6. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.

7. I will not encourage any behaviors or practices that would endanger the health and wellbeing of the athletes.

8. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.

9. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.

10. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.

11. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.

12. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.

13. I will emphasize skill development and practices and how they benefit my child over winning. I will also de-emphasize games and competition in the lower age groups.

14. I will promote the emotional and physical well-being of the athletes ahead of any personal desire I may have for my child to win.

15. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.

16. I will demand a sports environment for my child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.

17. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

o Verbal warning by official, head coach, and/or head of league organization

o Written warning

o Parental game suspension with written documentation of incident kept on file by organizations involved

o Game forfeit through the official or coach

o Parental season suspension

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Volunteers**

Holy Trinity School is blessed with many volunteers who help us provide important programs and fundraising for our school. All school parents are encouraged to give as much volunteer time as possible to our school and parish. Volunteer opportunities include the Holy Trinity School Advisory Board, the Holy Trinity Home and School Association, the Holy Trinity Athletic Association, our Lunch Program, and our office and classrooms.

In order to volunteer in any of our school programs, including field trip chaperones, room parents, working in the cafeteria, etc., our volunteers must attend a session of Protecting God's Children. These sessions are required as part of Diocesan policy and are intended to recognize and prevent child sexual abuse. There will be no exceptions with regards to following this policy. All school volunteers must also have a BCI/FBI finger print check on file in the school office.

## **Technology**

Holy Trinity School, through the generosity of many supporters, continues to provide students with as much access to technology in our building as possible. Students and staff are expected to use this technology in a safe, courteous manner. All families will be required to sign the Diocesan Technology Acceptable Use policy at the beginning of each school year.

## **Tuition Payment Policy**

1. A tuition contract, signed by the parent/legal guardian and approved by the pastor must be on file in the school office before a student may start classes each year.
2. FACTS Tuition Management will be used to collect all tuition and instructional fee payments. All families must enter information in the FACTS Tuition Management system.
3. Tuition payments must be made according to the tuition contract signed between the family and the school. Families choosing to make ten monthly payments must make payments beginning in July, 2015 and each month thereafter, with the final payment being made in April, 2016. The family will be choosing a due date of the 5<sup>th</sup> or the 20<sup>th</sup> of each month when they sign up for a FACTS account. Families who wish to receive a \$50.00 discount on tuition must make payment in full through their FACTS account by August 1, 2015. Any family who chooses this option but does not make payment in full will be put on a 10 month payment plan.

Please Note: The \$50.00 discount does not apply to Kindergarten tuition.

Agreed upon payment schedules, with the bulk to be paid at the end of the school year, will be required to make regular monthly payments in order to maintain regular cash flow for the school.

4. A late fee of \$10.00 per month will be added to accounts that are delinquent. Report cards will be held for any families whose tuition accounts are delinquent at the end of each quarter.

5. If a tuition account is delinquent at the end of the school year and the family has not made payment arrangements with the pastor, students will not receive their final report card. These students will not be permitted to return to Holy Trinity School the following school year and records will not be transferred to another school until the tuition is paid in full.

## **Holy Trinity School Non-Discrimination Policy**

### Holy Trinity School Non-Discrimination Statement

In accordance with US Federal law, Holy Trinity School does not discriminate against any student based on race, color, national origin, sex, English proficiency, or disability in student admissions and/or administration of its educational programs and extra-curricular activities. Admission preference shall be given to members of Catholic parishes financially supporting the school, and all others shall be welcomed solely on the basis of availability of space in each individual classroom at the discretion of the principal.

### Department of Agriculture Lunch Program Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](http://www.ascr.usda.gov/complaint_filing_cust.html), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

The local procedure for complaints alleging discrimination within the school meal program will be handled as follows:

A written complaint will be submitted to the principal delineating the alleged discrimination. The principal will conduct an investigation and provide a written response back to the complainant within two weeks. If the complainant feels the issues have not been resolved, a formal written complaint will be submitted to the principal's boss (senior pastor at the parish office), and the complaint will be forwarded and reviewed by the impartial School Advisory Board. The school advisory board will provide a written response to the complainant, principal and the parish council within 30 days.