

# **Family Handbook 2016-2017**

**305 Main Street  
Kewaskum, WI 53040  
262-626-2603**

**HYPERLINK "http://www.htschool.net"  
www.htschool.net**

**Dear Holy Trinity Families:**

**Welcome to the 2016-2017 school year!**

**This Family Handbook is an agreement between parents/guardians of minor students and Holy Trinity School. Please keep this copy at home for reference. Forms at the back of the Family Handbook are samples for your information. Ask the school office for a copy if you need a specific form.**

**In your Family Folder, you will find a Student Handbook and Option C Sign-off Form, which verifies that you have received and read the related materials. Please sign and return to the office.**

**Thank you for your cooperation in upholding these rules and policies. I wish your family an excellent school year filled with growth spiritually, academically, emotionally, and physically.**

**God Bless,**

**Jodi Casetta**

**TABLE OF CONTENTS**

**Topic**  
**Page/Appendix**

**Page/Appendix**

**Topic**

Accidents/Illnesses/Injuries		11
Accreditation Processes		11
Admission	11	
Alcohol/Drugs/Smoking		11
Athletics and Extracurricular Activities		11
Athletic Board Members		9
Attendance	10	
Bicycles		11
Birthday		11
Bullying Policy		28
Bus and Bus Ridership		12
Calendar	13	
Cancellations	13	
Cell Phones	13	
Child Abuse	13	
Child Custody	13	
Clothing/Dress Code	13	
Code of Conduct		27
Communication		15
Conferences/Report Cards		15
Confidentiality		15
Conflict Procedures	16	
Counselors	16	
Curriculum	16	
Discipline	16	
Holy Trinity Code of Conduct		27
Field Trips	18	
Fire, Stranger in the Building, Playground Emergency and Tornado Safety Plan		18
Foundational Statements:		
Holy Trinity Parish	5	
Holy Trinity School	6	
Financial Assistance	18	
Food Allergies	18	
Graduate Expectations		4
Harassment and Non-Discrimination	19	
Health Screenings	19	
Home and School Board Members		9
Homework	19	
Hot Lunch	20	
Human Sexuality and Family Life		20
Immunizations	20	
Leaving Before Dismissal		21

Library	21	
Liturgical Preparation/Religious Education		21
Lockers and Desks	21	
Lost/Stolen Items		21
Medication Distribution		21
Nuisance Items		22
Parent/Guardian Education Programs	22	Phone Use
	22	
Physical Education Attendance		22
Promotion, Retention, and Acceleration		22
Public School Relationship	23	
Recess	23	
Safety at School		23
Safety Plan	18	
School Advisory Board		23
Members/Subcommittees		8
Structure and Function		23
School Schedule		23
School Staff	7	
Scrip	23	
Standardized Testing	24	
Student Computer Use		24
Student Council		24
Student Pictures		24
Student Records		24
Textbook Care	24	
Transferring of Student		24
Tuition	25	
Vacations	25	
Visitors		25
Volunteerism	25	
Weapons Policy		25
Website		26

### **Appendices and Forms**

Extracurricular Activities Student		
Participation Policy	A	
Wellness Policy		B
Calendar	C	
Volunteer Enrollment Form	D	
Pre-Arranged Absence		E
Student/Family Confidentiality Form	F	
Volunteer Driver Information	G	

School Health Examination	H	
Acceptable Use Policy for Computers and Telecommunications	I	
Student Network Responsibility Form		J
Technology Acceptable Use		
Middle School	K	
Elementary School	L	

## **GRADUATE EXPECTATIONS**

### **FAITH AND VALUES**

Personal love of God and love of neighbor

Commitment to a lifelong faith journey as a Catholic Christian

Commitment to lifelong values of respect for self and others

Appreciation of Catholic teachings on the gift of life

Responsibility for the common good and the communal nature of faith

Faith knowledge rooted in

scripture  
liturgy  
Catholic tradition  
sacraments  
prayer  
moral decision making



Involvement in parish community

### **ACADEMIC PROFICIENCY**

Creative thinking skills  
Math and computational skills  
Oral and written communication skills  
Appreciation of art and music  
Understanding of the role of history in influencing current events  
Decision-making skills and problem solving  
Knowledge of scientific concepts and scientific process  
Love of learning  
Use of technology in service of learning and research  
Growth in physical skills and fitness

### **LIFE SKILLS**

Flexibility in adapting to a changing world  
Interpersonal and technological communication skills  
Self-confidence and sociability  
Strong work ethic  
Consideration of others  
Appreciation of one's self, life, others, and the beauty of creation  
Ability to work cooperatively with others  
Appreciation of diverse racial, social, ethnic, and socio-economic traditions  
Appreciation of diversity among peers

### **COMMUNITY RESPONSIBILITY**

Lifelong commitment to stewardship of time, talent, and treasure  
Willingness to share one's gifts with others in service  
Willingness to work for social justice as a responsible citizen  
Recognition of one's self as a contributing member of a worshipping community  
Peacemaking skills  
A commitment to social responsibility rooted in prayer and spirituality

**HOLY TRINITY PARISH MISSION STATEMENT**

We, the people of Holy Trinity Congregation responding to the call we received through baptism to follow Christ, and recognizing our reliance on the guidance of the Holy Spirit, understand this to be our mission:

+++++

WE GATHER TOGETHER TO ESTABLISH A CHRISTIAN COMMUNITY AND TO REACH OUT TO ONE ANOTHER.

WE PROVIDE A VARIETY OF OPPORTUNITIES FOR OUR PEOPLE TO GATHER TOGETHER IN AN ENVIROMENT OF

WARMTH AND RESPECT

+

TO HEAL HURTS

+

TO PRAY

+

TO LISTEN

+

TO MINISTER

+

TO BE SUPPORTIVE

+

TO BE ENCOURAGED

+

TO SERVE

+

TO SOCIALIZE

## **HOLY TRINITY SCHOOL VISION STATEMENT**

The vision of Holy Trinity School is the development of Catholic values through continued faith formation consisting of prayer, learning and stewardship toward the Church and world community. Focusing on adult and child spiritual development, our accredited school promotes academic excellence, fosters leadership, and instills the values embraced by our Catholic faith.

## **HOLY TRINITY SCHOOL MISSION STATEMENT**

Our mission is to spread the Gospel of Jesus Christ, to provide a high-quality education, and to guide children in living the Catholic faith.

### **PHILOSOPHY**

As a school community based on the Gospel message, our teaching efforts and concerns focus on the spiritual, moral, and intellectual growth of the students. We consider it our responsibility to assist parents/guardians in developing the whole child for Christian living.

Students are unique individuals. We promote an atmosphere conducive to inspiring students to recognize and attain their goals through the development of their God-given talents and abilities.

We strongly urge parent/guardian and community cooperation and support in our spiritual and educational endeavors.

### **GOALS**

To nurture the child in the Catholic faith and to promote a deeper reverence for the Liturgy and the Sacraments through participation and prayer.

To instruct in a manner which provides continuity between religious and academic areas.

To provide an opportunity for self-improvement through intellectual, physical, and social responsibilities.

To promote and incorporate religion, mutual respect, and personal responsibility into everyone's daily interactions.

To establish a curriculum that would allow for differences in our instructional procedures and methods of evaluation.

To encourage communication between parents/guardians, students, principal, and teachers, especially through conferences and the weekly family folder, and Home & School Association membership and participation.

## **SCHOOL STAFF**

Pastor	Father Edwin Kornath	HYPERLINK
	"mailto:ekornath@archmil.org" <a href="mailto:ekornath@archmil.org">ekornath@archmil.org</a>	
DRE	Mrs. Mary Breuer	
	HTSMreligiousd@hotmail.com	
Principal	Mrs. Jodi Casetta	HYPERLINK
	"mailto:casettaj@archmil.org" <a href="mailto:casettaj@archmil.org">casettaj@archmil.org</a>	
3K		Mrs. Peggy Kriefall
	prekteacher34@yahoo.com	
4K		Mrs. Wendy Schuetz
	w_schuetz@archmil.org	
K5		Ms. Katie Tillmann
	kt.tillmann@gmail.com	
Grade 1	Mrs. Elisabeth Simon	simone@archmil.org
Grade 2	Mrs. Melissa Buechel	
	m_buechel@archmil.org	
Grade 3	Ms. Maggie Leitheiser	
	mleitheiser08@gmail.com	
Grade 4	Mrs. Rosanne Hefter	r_hefter@archmil.org
Grade 5	Mrs. Amanda Longden	
	longdena@archmil.org	
Grade 6 HR	Mrs. Jean Hubert	j_hubert@archmil.org
Grade 7 HR	Ms. Arielle Huiras	
	arielle.huiras@gmail.com	
Grade 8 HR	Mrs. Ellen Westphal Kuphal	kuphale@archmil.org

Art		Mrs. Cheryl
Hofschulte	HYPERLINK "mailto:hofschul@hawb.org"	
<a href="mailto:hofschul@hawb.org">hofschul@hawb.org</a>		
Music	Mrs. Angela Geydoshek	
ageydoshek@gmail.com		
Physical Education	Mr. Leonard Riemersma	HYPERLINK
"mailto:l_riemersma@archmil.org"	<a href="mailto:l_riemersma@archmil.org">l_riemersma@archmil.org</a>	
Band Director	Dr. Walter Rich	tubaflute@wi.rr.com
Secretary	Mrs. Shawn Roberts	
s_roberts@archmil.org		
Scrip	Mrs. Kelly Marquardt	htscrip2charter.net
Janitorial Services	Mr. Andy Pesch	
Food Service	Mrs. Wendy Muckerheide	
		Mrs. Nancy Leister
		Mrs. Sandy Pasbrig

## **School Advisory Board Members**

Principal	Jodi Cassetta
Chairperson	Heidi Butler
Vice Chairperson	Paul Sebo
Secretary	Joanne Geidel
Parish Council Liaison	Bill Kurer

Members

Lynn Quissek  
Brian Staehler  
Sandy Krautkramer  
Pat Adelman  
Carolyn Leister  
Andrew Dahlberg  
Fr. Ed



**School Advisory Board Subcommittees**

**Advancement**

Chairperson	Brian Staehler
Secretary	Jackie Wildt
Members	Lisa Heltemes

**Technology**

Chairperson	Ben Schickert
Members	Brian Kober
	Joel Fleischman
	Pat Adelman
	Jeremy Geidel
	Andrew Dahlberg

**Spirit Wear**

Coordinator	Jackie Wildt
-------------	--------------







## **Home and School Board Members**

President	Michele Okrent
Vice President	Lesa Staehler
Treasurer	<i>Seeking a person</i>
Secretary	<i>Seeking a person</i>
Active Members	All Parents/guardians

## **Home and School Sub-committees and Membership**

(Chairpersons are noted with an \*)

**Ways and Means** Sharyl Zillmer\*  
Megan Sargent  
Lynn Quissek

**Christmas Parade** Grades 5-6  
**Chili Dinner** Grades 7-8  
**Thanksgiving Feast** K-2  
**Game Night** Grades 3-4

**Library** Amy Trayner  
**Scrip** Kelly Marquardt\*

**Social Fest**  
Donations Sharyl Zillmer  
Donations Megan Sargent  
Tony Fleischman  
Julaine Luedtke  
Tammy Rohlinger  
Games Shelly Schulteis  
Tim Rohlinger  
Ticket Coordinator Sarah Amerling

**Wellness Committee** Wendy Muckerheidi  
Pam Fleischman  
Sarah Amerling

**Hospitality/Teacher  
Appreciation** Marea Dricken  
Lori Yogerst

## **Athletic Board Members**

Athletic Director

Tim Butschlick

Members

Brian Butschlick

Hilda Krueger

Kevin Marquardt

## **Coaches**

## Volleyball

Girls' A Jean Sebo, LeeAnn Butschlick,  
Julie Schickert,  
Girls' B Leeann Butschlick, Kelly Marquardt

## Basketball

Girls' A Tim Butschlick/Tony Butschlick  
Girls' B Kelly Marquardt/Heidi Butler  
Boys' A Tony Fleischman/Ben Schickert  
Boys' B Chad Cook

Dance  
Carmen Butschlick, Becky Van Beek, Jessica Daniels

## **ATTENDANCE**

Student attendance is an important factor to the success of the educational program at Holy Trinity School. Regular attendance at school is expected and is essential for children. Parents are urged to enforce and support this expectation. When a child is absent from school, more than just assignments are missed –namely, the actual instruction and class work on which the assignments are based. Frequent absences interrupt the continuity of the educational process and can lead to undesirable habits and poor grades. For this reason, students' absences shall be limited to special circumstances such as illness. Slight irritations (e.g. sniffing) should not keep a child from attending school. On the other hand, children who are genuinely ill (having a fever of 100 degrees or higher, vomiting, or suffering from diarrhea) should not be sent to school, as they are unable to concentrate on their studies and may spread their illness to others. Children should be free of a fever for 24 hours before returning to school, and they should generally be ready to participate fully in school activities. Students absent from school part or all of that day may not participate in extra-curricular activities after school; the only exception is a funeral or pre-planned appointment. The only excused absence from school is for illness, a death in the family, doctor/dental appointments, family emergency, or a previously approved absence. Holy Trinity School will follow all Archdiocesan policies for absences and tardiness (policy numbers 5113, 5115, and 5117).

### **Excused Absences**

When a student is going to be absent a parent must:  
Notify the school by telephone (262-626-2603) or by written note prior to 8:00 a.m. An attempt will be made by the school to contact families of absent students who have not called the school by 8:00 a.m.  
Send a note or e-mail to the school on the day of the child's return explaining the reason for the absence. These notes will be dated, signed and include the name of the teacher to whom the note is addressed. These notes are necessary to support absences recorded on the report card.  
Notify the school concerning any communicable diseases or parasitic infestation that does or does not result in an absence.  
Remain in contact with the school during a prolonged absence due to illness.  
Homework for an excused absence can be sent home with a sibling or a neighbor as requested by the parent. Homework can also be picked up in the school office after school or if arrangements are made for an earlier pick-up time. Students are responsible for making up any lessons or work missed. The student will have the number of days absent to make up all the work.

The school discourages taking students out for vacations during the regular school

year. If a vacation is planned, please follow the guidelines on vacation the form in the family handbook. Teachers are not required to assign homework in advance for trips. It is the responsibility of the child to make up missing work within the time line set up by the teacher.

When removing a child for all or part of a school day parents must:

When possible, contact the school in writing in advance of the event.

When picking your child up from school prior to dismissal time, come into the building and sign the child out from the office.

No child will be released to anyone but a custodial parent or an adult who has been given written consent by the parent for that adult to remove that child. The school reserves the right to ask for identification and confirm any adult's right to pick up a child. Missed school work will be given to the child upon his or her return to school.

### **Tardiness**

**The school doors will open at 7:15 a.m. Classes will begin promptly at 7:30 a.m., so children need to be in their seats and ready to learn by that time.** Those who have not yet arrived in their rooms by this time will be marked tardy. Only late arrivals are considered tardy and tardiness does become a part of the child's permanent record. Habitual tardiness is a serious problem and will require a conference including the student, parent, teacher, and principal to resolve issues that may be causing this problem. Continued excessive tardiness may result in consequences such as becoming ineligible for extracurricular activities, field trips, and other special activities. Students late due to bussing will not be marked tardy.

### **Extended or Excessive Absences**

In the event of frequent absences, conferencing with the family may be necessary. Students absent 3 or more consecutive days must have a doctor's excuse upon returning to school. In addition, patterns of routine absences for illness (more than 10 days per semester) will result in a need to submit medical documentation in order to be considered as excused absences. The school will enforce state and archdiocesan policy with respect to unusually frequent absences, which may include referral to the local school system officers (public school Central Office), social service representatives, or the police department.

### **Truancy**

Truancy is defined by state law as "absence from school for one or more days where the school has not been notified by the parent of the student or intermittent consistent absences that have the appearance of attempting to circumvent the compulsory attendance law". Holy Trinity School will attempt to contact parents concerning an unreported absence or when a pattern of absence is observed. Holy Trinity School will comply with the truancy policy of the county social services agencies where the family resides.

### **Partial Absences**

Students who are gone from class for more than 1 ½ hours but less than three hours in any one day will be marked absent for half a day. Students who are gone for more than three hours in any one day will be marked absent for the whole day. No absence will be counted for children who are gone for less than 1 ½ hours, but a child can still be marked tardy depending on the circumstances.

### **ACCIDENTS/ILLNESSES/INJURIES**

Office personnel respond to a student illness and/or accident as needed. The school office is able to dispense bandages. If further care is deemed necessary, the information updated by a parent/guardian on Option C will be used. Parents/guardians will also be contacted when a child has a fever of 100<sup>0</sup> or higher or vomits, and the child is expected to be taken home from school. (If there are any changes in your home, work, or emergency information during the school year, it is vital that you update the information at [HYPERLINK "http://www.optionc.com/"](http://www.optionc.com/)www.optionc.com school code 7127.) If a child is sent home with a suspected communicable disease, the Washington County Health Department will be notified.

### **ACCREDITATION PROCESSES**

Holy Trinity School fulfills the mission of Holy Trinity and St. Michael Parishes. Holy Trinity School is an Archdiocese of Milwaukee school. Being a part of the Archdiocese, we are to follow its directives and accreditation standards. As a member school of the Archdiocese of Milwaukee, Holy Trinity School is involved in yearly planning and accreditation. During the first year of the process, an on-site inspection of standards is done. As a Catholic school, we are accredited by two organizations: WCSA (Wisconsin Catholic School Association and WRISA, (Wisconsin Religious and Independent School Accreditation). Holy Trinity School is fully accredited by WCSA, WRISA and the Archdiocese of Milwaukee.

### **ADMISSION**

Holy Trinity School is an elementary school of the Milwaukee Archdiocese. As such, we have an open door policy to all families and students. Non-Catholic students are required to follow the same classroom, church attendance, and religious curriculum as our Catholic students. Registration begins in January for students that will be attending Holy Trinity School the following year. Dates will be announced in the parish bulletin and through letters sent home to the families. Before entering school, a child should have a physical examination, eye examination, and, specifically, all immunizations must be updated according to State law. Visual and auditory defects should be taken care of so that the child's scholastic progress is not hindered.

### **ALCOHOL/DRUGS/SMOKING**

It is the responsibility of Holy Trinity School to educate students in a safe, drug-free environment. Drug use in school poses a threat to the safety and to the academic, social, and emotional health of the school students and staff. The school and administration will

maintain appropriate counseling, referral, and disciplinary policies and procedures. When appropriate, administration will involve law enforcement personnel.

Our Holy Trinity School students are not allowed to possess, use, sell, distribute, ingest, or be under the influence of tobacco, alcohol, drugs, or other controlled substances. These restrictions apply while on school property, in a school-chartered vehicle, or participating in a school sponsored event. Students who violate this policy shall be subject to disciplinary action in accordance with established procedures as outlined below. Staff members who suspect a violation of this policy will refer the student(s) to the school principal.

**Possible Disciplinary Actions:**

- Attempt to confiscate alcohol, tobacco, or drugs
- Contact parent(s)/guardian(s)
- Contact law enforcement officials
- Suspension for up to 5 days
- Contact appropriate student assistance services
- Possible expulsion

**ATHLETICS/EXTRACURRICULAR ACTIVITIES**

Holy Trinity School offers a number of sports and activities for its students. Please read and fill out Appendix A if participating in any sports or activities.

**BICYCLES**

All bicycles are to be placed on a bike rack and locked, if possible. Holy Trinity School is not responsible for any stolen or damaged bikes. No bikes are to be ridden during recess times.

**BIRTHDAYS**

Students' birthdays are recognized with the morning announcements. Many students enjoy bringing a small treat for their classmates on their special day. While these small celebrations are appreciated, please refrain from sending class lunches, flowers, balloons and gifts, as these distract from the learning environment. When inviting children to parties, please be sensitive to all the children's feelings. Consider inviting all the girls or all the boys if not the whole class.

**BUS AND BUS RIDERSHIP**

Our students are bussed by the Johnson Bus Company (262) 626-4414 of Kewaskum, Wisconsin. The bus company can handle any questions or problems that occur on the bus. Any CHANGE in procedure of riding to or from school must be in writing to the school office.

When it is not feasible to rent a bus for field trips, parent/guardian volunteers will be asked to drive students to events. Proper documentation of insurance (Appendix G Volunteer Driver Information Sheet) must be given to the office prior to driving students anywhere. If a van or car is used to transport students, seat belts or child booster seats must be used by all passengers as appropriate. Use of private vehicles for school



activities require that the passengers be belted and/or in booster seats as prescribed by law.

### **BUS RIDER RULES & REGULATIONS**

#### **PRIOR TO LOADING (on the road and at school)**

Students should report to the designated loading zone 5 minutes before scheduled time. THE DRIVER CANNOT WAIT FOR STUDENTS AND KEEP ON A SCHEDULE.

Stay off the road while waiting for the bus.

Wait for the bus to stop completely before moving forward to enter. If you must cross the road, wait for the driver to signal.

Enter the bus single file and immediately be seated.

The back seats will remain empty until all the seats have at least two students in them.

#### **SPECIAL CIRCUMSTANCES**

If you are not going to ride, call the bus company or have a student at the previous stop relay the message to the driver.

If a student fails to ride for three (3) consecutive days without proper notification, transportation will cease until the parent/guardian contacts the school or bus company.

If you would like your child picked up or dropped off at a different location, you must request this change in writing to the school office. Approved requests will be issued by the school office and the student will submit the form to the bus driver.

Permanent pick-up or drop-off arrangements must be made to the bus company on a "Parent/Guardian Request for Transportation Change" form available in the school office or Johnson Bus Company. Only one place for pick-up and one place for drop-off will be allowed and should be the same each day. Changes in normal everyday pick-up and drop-off will have to be authorized by the school office.

#### **WHILE ON THE BUS**

Be Safe.

Sit in your seat.

Keep the aisle clear.

Keep hands and feet to yourself.

Keep hands and objects inside the bus.

Be Respectful.

Use a quiet voice.

Listen to the bus driver.

Be kind to others.

Share your seat.

Be Responsible.

Keep your materials in your backpack.

Wait in line to get on and off the bus.

Report problems to bus driver or appropriate adults.

Be Ready.

Walk on and off the bus.

Know my bus stop.

Have your coat and all materials to go home.

## **LEAVING THE BUS**

At the stop before yours, move up to the front seat(s) to show the driver that you are the next one to get off the bus.

Do not get up to leave until the bus has stopped.

If you need to cross the road when getting off the bus, walk around the crossing gate.

Cross only after the driver signals that it is safe.

The principal of the school is responsible for discipline when notified, in writing, by the driver. First misconduct will result in a letter being sent home to the parents/guardians.

A single serious rule violation may result in expulsion from riding the school bus. Parent/guardians are responsible for making full restitution for any property damage incurred by the student. In such cases, the bus company will bill the parents/guardians.

## **AT ALL TIMES**

Pupils shall obey the chaperones appointed by the school.

Older students should help look after the safety and comfort of small children.

Any action that endangers the safety and welfare of any person is forbidden.

Bus routes are determined by the Bus Company and approved by the school district.

**FAILURE TO ABIDE BY THESE RULES COULD RESULT IN A REMOVAL FROM THE BUS FOR ONE OR MORE DAYS.**

## **CALENDAR**

We at Holy Trinity School follow the Kewaskum School District school calendar as closely as possible. For a complete calendar of dates, see calendar provided in your handbook.

## **CANCELLATIONS**

Holy Trinity School will follow the decisions of the public school in the event of an emergency, weather conditions, or an event requiring closing of the system. You will receive a call from an automated system indicating school is closed. In addition, the following TV stations will give information regarding the closing of the public schools and the private school, Holy Trinity School: TMJ 4, CBS 58, FOX 6, and WISN12.

On occasion, Holy Trinity School might have to close early or not open at the regular time. If such a situation should happen, we will start an emergency telephone tree to contact parents/guardians. If a situation, such as a heating breakdown or a water problem, was to happen, we will use our emergency telephone through Option C to inform all parents/guardians. Therefore, please be sure contact information is up to date. Students will be sent home as directed on the Emergency Information Form should this occur during the day.

## **CELL PHONES/ELECTRONIC DEVICES**

There will be a bin in the office for all cell phones and electronic devices to be kept throughout the day. Student cell phones/electronic devices are prohibited in class at Holy Trinity School. Any device visible to teachers or staff will be confiscated and sent to the office. On the first offense the student will be able to pick the phone up at the end of the school day. On subsequent offenses a parent/guardian will need to pick the phone up.

Random checks will be made in backpacks and lockers to ensure the rule is being followed.

## **CHILD ABUSE**

School personnel are required by law to report suspected incidents of child abuse. Faculty and staff are mandatory reporters of abuse of any kind. Social Services of Washington County will be notified under the following conditions:

The **Archdiocese Policy 5140 (a)** addresses the issue of child abuse. The state of Wisconsin says the following about child abuse.

According to Wisconsin State Law, Sec. 48.981 states, any pastoral or school administrator, teacher, counselor, or related professional (which includes functions exercised within priestly or pastoral ministry) who has reasonable cause (that set of facts which would cause a reasonably prudent person to conclude that abuse or neglect will occur or has occurred) to suspect child abuse or neglect or who has reason to believe that a child has been threatened with abuse or neglect and that the abuse or neglect will occur, is obligated to report the case immediately (as soon as possible, but not more than 24 hours) by telephone or personal visit to the local County Child Welfare Agency, the office of the County Sheriff, or the City Police Department.

All personnel and volunteers are required to have a criminal background check, read and sign a Code of Ethical Standards, and take Safe Environment Education (S.E.E.) training. This training is a specially designed program to help individuals involved in schools to identify warning signs of sexual abuse. For further information regarding dates and times of training, watch the Weekly Folder or go online to [HYPERLINK "http://www.archmil.org/"](http://www.archmil.org/) [www.archmil.org](http://www.archmil.org) and click on "Safeguarding All God's Family" and choose "Events."

## **CHILD CUSTODY**

When school authorities learn that a student is the subject of a court decree which restricts the placement or contact of either parent/guardian with the child, a request (Appendix F) shall be given to the parent/guardian who maintains primary physical placement of the child to submit a copy of the court decree. Alternately, a letter from an office of the court stating the requirements of the court in this manner will suffice.

If a court has issued an order affecting the physical placement of a child pursuant to Wis. Stat. 767.24 (or a comparable statute of another state), copies of the student progress report (report card) shall be issued to both parents/guardians in conformity with Wis. Stat 118.125 (2) (a) unless one parent/guardian has been denied periods of physical placement with the child by the court under Wis. State 767.24 (4) in which case, no student information will be provided to the parent/guardian who has been denied periods of physical placement, in conformity with Wis. Stat. 118.125 (2) (m).

## **CLOTHING/DRESS CODE**

We expect all students to:

Dress in a manner that is modest and acceptable under HTS dress code.

Wear clothing that is neat, clean, not torn or cut, unstained, and supports the values and mission of Holy Trinity School and our Christian values.

Follow the dress code at all events that are related to school functions, such as athletic banquet, drama/forensics, concerts, and graduation.

The following are guidelines to clarify what is and isn't acceptable under the HTS dress code:

Non-Liturgy Days

A. SHIRTS MUST

- have sleeves
- show no cleavage or bra straps

cover the midriff area whether the student is standing upright or bent over

- have acceptable wording and pictures

not be tied or rubber banded

B. PANTS MUST

- be free of holes or holes must be patched
- sit at, or just below, natural waist line

fit appropriately: oversized and tight fitting are not permitted

- free of wording on backside

not be "snap" or "breakaway" (athletic pants are permissible)

C. LONG SHIRTS, SKIRTS AND DRESSES MUST

**3K-Grade 3**

**Grades 4-8**

skirts sit at or just below natural waist line

fit appropriately: oversized and tight fitting are not permitted

- be **mid-thigh** (front and back) when worn with leggings or pants.

**be to the top of the kneecap** (front and back) when worn without leggings or pants

have a short sleeve shirt underneath or a sweater over (that is worn all day) when wearing sundresses or spaghetti straps

- be worn with nylons, tights, or leggings October 15th-April 30<sup>th</sup> (and be of acceptable length as noted above)

not be tied or rubber banded

- skirts sit at or just below natural waist line

fit appropriately: oversized and tight fitting are not permitted

- **be to the top of the kneecap** (front and back) even when worn with leggings

have a short sleeve shirt underneath or a sweater over (that is worn all day) when wearing sundresses or spaghetti straps

- be worn with nylons, tights, or leggings October 15th-April 30th (and be of acceptable length as noted above)

not be tied or rubber banded



D. SHORTS AND CAPRIS MUST

- follow the acceptable wearing period of May 1st through October 15th.
- be to the top of the kneecap

E. FOOTWEAR MUST

- not be open-toed, unless gym shoes are provided for recess

sandals should have a strap around the back of the ankle

- have heels no higher than 1 ½”
- not be Crocs® or Heelies

F. ACCESSORIES

- Only piercing permitted is ears.
- Make-up/cosmetics are permitted for students in grade 7 and 8, but must be used in moderation and not be distracting to the classroom/school environment.

G. PHYSICAL EDUCATION

Dress code guidelines must be followed for physical education with the following exceptions:

- 5th-8th grade students must change clothes

Weather permitting, or when inside, shorts to the kneecap may be worn

“Snap” and “breakaway” pants are permitted ONLY for Phy. Ed

H. WINTER WEATHER

During the cold months, we expect all students to come with the following:

- Hats, mittens/gloves, scarves, and winter outerwear.
- Students who wish to play on the snow piles must have boots and snow pants.
- All students are expected to wear boots.

## LITURGY DAYS

This includes Mass, Prayer Services, Rosary, Stations of the Cross, and Communal Penance. We are also clarifying our expectations of what is different and acceptable for students when we are gathering in church.

- Dressier pants, skirt, or dress: no jeans of any color, athletic pants, or flight pants, (Knee-length, dressy shorts are acceptable on very warm days.)
- Boys-Collared shirt (tucked in) or sweater: no t-shirts, jerseys, hoodies or sweatshirts.
- Girls-Blouses, sweaters or collared shirts: no t-shirts, jerseys, hoodies or sweatshirts.
- If sweatshirts are worn as jackets, they must be taken off.
- These clothes will be worn all day in honor of our Lord Jesus Christ, changing into and then out of gym clothes is the only exception.

*The dress code will be enforced by the principal or teacher. The School Advisory Board and Parish Council give the principal the authority to make judgment decision when a question arises pertaining to questionable dress code attire.*

## **COMMUNICATION**

School communication that cannot be sent home via e-mail will be sent via a weekly folder. The folder includes a weekly update and information to keep parents/guardians informed about school events. The weekly update is our primary source of communication and should be kept for reference in regards to special events, activities, student recognition, etc. For copied items received from community groups, a physical folder will be sent home.

Parents/guardians and teachers also keep in close contact by way of notes, journals, phone calls, and visits. We are confident that parents/guardians will notify the classroom teacher of any situation that may affect a child's day. If there is a disagreement regarding something happening at school, the first step at the resolution is contact the teacher or staff member directly involved with the situation. If a situation cannot be resolved at this level, then the principal or pastor can be involved. When trying to reach a resolution, a face-to-face meeting or phone conversation is recommended.

Holy Trinity School also uses a learning management system for all students and parents/guardians. Option C will allow parents to view class schedules, attendance records, grades, report cards, progress reports, a lunch menu and a school events calendar. Please access the system through HYPERLINK "<http://www.optionc.com/>"[www.optionc.com](http://www.optionc.com/) using our school code 7127. Then enter your user name and password to obtain school information and update information about your child. Option C can also be used for emergency alerts and event updates. Please be sure your contact information is up-to-date.

## **CONFERENCES/REPORT CARDS**

Report cards are issued on a quarterly basis. Grades are available on Option C throughout the quarter. Conferences will be held twice a year. Fifteen minutes will be designated for each conference to be used for parent/teacher communication. The conferences are a wonderful way for students to showcase their progress and for parents/guardians and teachers to compare notes and to set new goals and strategies. They are a win-win situation for all involved, especially the student.



## **CONFIDENTIALITY**

To guarantee the privacy of students and staff and potential activities of the school, volunteers and staff members are not to share goings on in classrooms, hallways, cafeteria, or meetings. Information from meetings will be shared when minutes are approved and published. Any information related to students is never to be shared outside of official meetings. Concerns raised regarding staff shall be reported to the administration and left with that authority to handle as a personnel situation. A confidentiality disclosure and more detailed policies are available for staff and volunteers to read and sign.

## **CONFLICT PROCEDURE FOR PARENTS/GUARDIANS and STUDENTS**

The first step at resolution of a problem or situation is contact the person directly involved with the situation. For example, if a parent/guardian or student has difficulty in the classroom, contact the teacher, if the problem is regarding a school issue, contact the principal. Please use the following procedures. It is assumed that in a case where a student has the difficulty, the parent/guardian will act on his or her behalf.

The parent/guardian shall submit his/her concerns orally to the teacher (or principal in school matters outside the classroom) within a reasonable time--no longer than 10 days.

If the situation is not adjusted in a manner satisfactory to the parent/guardian, or if no steps have been taken toward improvement, a formal, written complaint must be filed. The complaint must be made within ten (10) teaching days and be signed by the parent/guardian. The complaint should be submitted to the teacher and principal if the difficulty is with a teacher or to the principal and the pastor if the difficulty is with the principal. The letter should contain:

- \*the date/time/place of the informal meeting
- \*the name and position of the employee with whom the disagreement exists
- \*factual information and background regarding the disagreement
- \*specific recommendations for resolution of the issue.

If the matter is not adjusted in a manner satisfactory to the parent/guardian, or if no steps have been taken toward improvement, then, within the next five (5) teaching days the concerned parent/guardian shall submit a written statement to the pastor. Within the next five (5) teaching days, the parents/guardians shall meet with the pastor, the principal, and the teacher to clarify issues.

If the matter is not adjusted in a manner satisfactory to the parent/guardian, or if no steps have been taken toward improvement, then, within the next five (5) teaching days the concerned parent/guardian shall submit a written statement to the local School Advisory Board.

Within thirty (30) teaching days, the School Advisory Board shall hold a group meeting or meetings of resolution, including all parties involved. If the matter is not resolved, all parties shall draft a written statement to provide and request a hearing

with the Conciliation Committee of the Child and School Ministry Office of the Archdiocese of Milwaukee. Any request for a hearing with the Archdiocesan Committee shall contain all statements of the parties concerned. If the local Conciliation Committee does not support the parent/guardian, the parent/guardian may appeal to the Conciliation Committee of the Archdiocese on his/her own behalf. Should the parent/guardian decide to appeal to the Archdiocesan Conciliation Committee, then procedures outlined in Archdiocesan Policy 1312a and 1312b shall be followed.

In all cases above where there is a reference to five (5) or ten (10) teaching days, this shall be revised to fifteen (15) total days whenever summer vacation time would come into this span.

## **COUNSELORS**

Although we do not have certified counselors on staff, we have experienced teachers who are highly capable to talk with and counsel our students. Catholic Social Services and Washington County Social Services are available to us if the need should be determined. We are also able to call the counseling services of the Kewaskum School District.

## **CURRICULUM**

Being a school of the Archdiocese, we are required to meet specified minutes for each subject area. Textbooks and curriculum are always available for our parents/guardians to preview. Our curriculum reflects the mission, philosophy, and goals of Holy Trinity School. In our school planning and accreditation process, we submit a written curriculum plan that is continually evaluated and revised as necessary.

## **DISCIPLINE**

Holy Trinity School is embracing PBIS (Positive Behavior Intervention and Support). We truly believe “Through These Doors Faith and Knowledge Meet”, which is why we are using the PBIS approach. Holy Trinity is a place where academic achievement soars, discipline problems are reduced, and student self-confidence is enhanced by maintaining a positive, safe, predictable and enjoyable environment for all students and staff by having a common culture, vision and language.

Establish *RESPECT* as a core value

Maintain positive and caring relationships between staff and students

Create an effective and efficient school-wide behavior system

Develop clarity and consistency in behavior expectations so that all students are respectful, responsible, safe and ready to learn

Use data to guide decision making

Identify all students needing behavior acknowledgement and support

Teach students the social skills to be good citizens

Strengthen family partnerships

### What is Positive Behavior Intervention and Support?

PBIS is a process for creating safer and more effective schools. It is a systems approach to educating all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. PBIS includes school-wide procedures and processes intended for all students and all staff in all settings. PBIS is not a program or a curriculum. It is an approach to creating a safe and productive learning environment where teachers can teach and all students can learn.

### Why PBIS and our school?

We have designed a behavioral expectation system (called the Behavioral Expectation Matrix) which displays expected behaviors in all areas of the school. These behaviors are discussed and taught in all classes. Posters are displayed throughout the school in each area reminding students of expected behaviors. Please review the matrix on the next page. Students have the opportunity to earn individual and class rewards that contribute to a school-wide reward.

As a school, we have adopted four core values that are an integral part of everything we do at Holy Trinity:

Be Respectful.

Be Responsible.

Be Safe.

Be Ready to Learn.

To better understand what each of these requires in various settings throughout school, please see our Behavior Matrix on page 28. All students will be asked to sign a Code of Conduct that outlines the overall behavior expected of students in 6 character traits. Please refer to the Code of Conduct on page 27.

Although our focus is to be on the positive behaviors students are displaying, parents and students do need to be aware of procedures for severely inappropriate behavior. The following outlines the Milwaukee Archdiocese's and Holy Trinity's procedures for serious inappropriate behavior:

### **Probation, Suspension, and Expulsion**

When serious situations arise, **Archdiocesan policy #5114** will be followed exactly as written. If a student's conduct is such that it demonstrates repeated refusal to obey rules, endangers property, health, or safety of others, or consistently disrupts the learning environment, action may be taken to restrict his/her privileges and rights of school attendance. These actions are as follows:

1. Probation
2. Suspension, and/or
3. Expulsion.

Suspension or expulsion must be preceded by internal school procedures and supported by defensible records. A final decision to expel a student rests with the pastor.

### **Probation**

The principal may place a student on probation for a trial period. After conferences are held with the student's parent/guardian and relevant school personnel, the principal sets conditions for release from the probation. The principal's decisions are final.

## **Suspension**

1. Suspension is justified only in unusual circumstances and is normally an in-school suspension.
2. Prior to any suspension, the student must be advised of the reason for the proposed suspension. The parents/guardians of a suspended student are given prompt notice of the suspension and the reasons for the action.
3. In-school suspension conditions are to be determined by the principal, but not to exceed five days. In-school suspension students remain the responsibility of the school.
4. Out-of-school suspension is considered a rarity and is the responsibility of the principal. A maximum of five days can be imposed unless a written notice of an expulsion hearing is scheduled. Such notice shall allow not more than a total of fifteen consecutive school days to be served in suspension until the expulsion hearing is held. The principal may give out-of-school suspension immediately following a serious disciplinary offense. Such a suspension is for investigative purposes.

## **Expulsion**

As a definition, expulsion is considered a termination of enrollment, permanently or for an extended period of time. Expulsion is a rarity and used only as a very last measure.

Expulsion results from repeated refusal to obey school rules or from conduct which endangers property, health, or safety of others, and is deemed to be in the best interest of the school. An extremely serious single offense may also be cause for expulsion. Students asked not to return the following year for behavior reasons are considered to be expelled.

The Archdiocese Superintendent of Schools designee is to be consulted before any action leading to expulsion is taken. The actions and procedures for probation, suspension or expulsion are as follows:

### **Expulsion Procedures**

1. The actions and procedures for probation, suspension or expulsion shall be published in the school handbook.
2. Actions taken to suspend or expel students shall be preceded by internal school procedures and supported by defensible records.
3. Expulsion can take place only after an expulsion hearing has been held. Parents/guardians shall be notified in writing at least five days before the hearing is to take place; this notification period can be waived by mutual consent of the parents/guardians and the school if an expedited hearing date is advisable.
4. The hearing committee makes a recommendation to the school principal or school pastor. The recommendation will be

to:

- Expel
- Suggest other disciplinary actions in lieu of expulsion
- Exonerate the student of any wrongdoing.

5. Before the hearing is held, the parents/guardians and student are informed that the parent/guardians voluntarily withdraw the student from the school up until the time that the final disciplinary action that is approved takes effect.
6. If the decision to expel the student is made, parents/guardians are notified in writing of the action. The right to appeal is made known to the parents/guardians.

### **Appeal**

The student, or his/her parent/guardian, may within five school days following notification of the expulsion, appeal to the Superintendent of Schools in writing with rationale for appeal. The Superintendent will investigate that correct procedures were followed as defined by Archdiocesan policy. If they were not followed, the Superintendent will refer the issue back to the parish/school with a recommendation about which step of the procedure needs to be further processed.

### **FIELD TRIPS**

Through field trips students experience a “real” educating experience of life. Field trips are planned with the educational value in mind. The principal may and will place restrictions upon a student’s participation in the out-of-school experience. Permission slips will be given to each student; a student will not go on the field trip if a signed permission slip is not returned to the office. A phone call will not be an accepted method of permission from a parent/guardian.

All overnight field trips will be approved by the School Advisory Board.

### **FIRE, STRANGER IN THE BUILDING, PLAYGROUND EMERGENCY and TORNADO SAFETY PLAN**

We are required by the state of Wisconsin to hold monthly fire drills and submit a report to designated authorities. We are required to conduct two tornado drills, however at Holy Trinity School we participate in the monthly drills conducted by the Village of Kewaskum. Escape routes are posted near the doorway in each classroom. Stranger and playground emergency drills are also conducted. Students, with teacher assistance, should study these plans and become familiar with them.

When an alarm sounds, students should immediately begin the designated safety plan. All students must WALK during all safety drills.

**FIRE:** The first student to reach an outside door is to hold it open until the last child from the class has exited the building. Students are expected to remain a minimum of 50 feet from the building until the signal is given to re-enter.

**TORNADO:** All students walk to designated safety areas in the school. While facing the wall, they will take a crouching position and cover their heads until the all-clear is given. If the threat of bad weather occurs at dismissal, a tornado watch will allow

dismissal of students while a tornado warning will require students to remain at school until the threat is over.

**STRANGER IN THE BUILDING:** Upon hearing the signal, students should immediately go to the designated corner of their classroom. Teachers are to shut doors and close blinds.

**EMERGENCY ON THE PLAYGROUND:** If there is an emergency/injury on the playground the children are to alert the supervisor if he/she is not aware. The supervisor must remain on the playground with the injured student and contact the office by walkie-talkies. Office personnel will assist with the injured child and will dismiss the rest of the students to their homerooms.

If the emergency warrants it, the school or authorities will phone you with specific instructions for reuniting with your child(ren).

### **FINANCIAL ASSISTANCE**

If there is a need for financial help, contact the school office for the forms to request tuition assistance through the Hope Ignites Fund. Catholic Financial Life has a \$200 tuition grant for its policy members. Through the Scrip Program, tuition can be lowered. Use of Scrip DOES NOT require you to spend any money above and beyond what you would normally spend for gas, groceries, dining out, shopping, or vacationing. Contact the school office for more information.

### **FOOD ALLERGIES**

The school staff will do all that is reasonable to ensure the safety of the children with severe food allergies. The parent/guardian of the student with a severe food allergy must submit to the school a health care plan (Appendix F). The health care plan will be kept on file in the health room/office and in the cafeteria. For a student whose severe food allergy may result in anaphylaxis, an EpiPen must be provided by the parent/guardian to the school.

The school does not guarantee elimination of any and all food products that may cause the student to have an allergic reaction.

The school will in good faith provide accommodations to provide an environment that is as free as possible from the allergy producing food products. When there is a student with food allergies, the school will send a letter of notification to parents/guardians in that grade level requesting snacks, lunches and treats that do not contain the allergen.

If necessary, the school will provide an allergy controlled table in the lunchroom for students with severe food allergies.

### **HARASSMENT AND NON-DISCRIMINATION**

Holy Trinity School is committed to equal educational opportunity for all students. It is the policy of this school that no person shall, on the basis of race, color, national origin, sex, or handicap, be excluded from participation in, be denied the benefits of, or be

subjected to discrimination under any program, activity, or employment. It is also the policy of the school, pursuant to section 118.13, Wis. Stats. and P19, that no person, on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental/guardian status, sexual orientation or physical, mental, emotional, or learning disability, may be denied admission to Holy Trinity School or be denied participation in, or be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, athletic, recreational, or other program.

Harassment is defined as a single incident or a pattern of behavior wherein the purpose or effect is to create a hostile, offensive or intimidating environment. Harassment encompasses a broad range of physical or verbal behavior which can include, but is not limited to, the following:

- Threatening behavior
- Racial insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments, jokes or gestures
- Physical or mental abuse

### **Reporting Procedure**

Any student who feels she/he has been subjected to harassment should contact any adult on the school or parish staff. The person who has been notified of the incident must immediately report this information to the principal, pastor, or appropriate supervisor. According to Archdiocesan protocol, any case involving sexual misconduct must also be reported to the director of the Archdiocesan Response to Sexual Abuse (414-769-3436). An investigation shall be conducted immediately. If the allegation is confirmed, appropriate action will be taken. Appropriate action could include, but is not limited to:

- Written documentation of the incident
- Disciplinary sanction(s)
- Peer mediation
- Professional counseling
- Referral to outside agencies
- Probation/Suspension/Expulsion
- Probation/Termination

To the extent a complaint of sexual harassment involves sexual contact or the apparent infliction of physical or emotional damage on the student, the appropriate civil authorities will be notified pursuant to Section 48.981 of the Wisconsin Statutes. No retaliation against a student or adult for reporting harassment will be tolerated.

### **HEALTH SCREENINGS**

In accordance with the law (s.118.135, Wis. stats), Holy Trinity School requests each student entering kindergarten have a physical and an eye examination by a physician or optometrist and provide the school with a copy of Appendix H. There is a vital link between academic success and visual health.

### **HOMEWORK**

Homework is developmental in nature and increased in scope with the maturity and capabilities of the student.

Homework should:

Deepen students' understanding and skills relative to content that has been initially presented to them

Prepare students for new content or have them elaborate on content that has been introduced

Help students develop good study habits and organizational skills

Foster positive attitudes toward school

Communicate to students that learning takes work at home as well as at school

Communicate to parents/guardians what is being emphasized in class, what is expected of students, and how students' work will be evaluated

The Milwaukee Archdiocesan Policy 6154 suggests the following amount of time per day:

<b>Level</b>	<b>Time</b>
3K/4K/5K	0-15 minutes
Grades 1-2	15-30 minutes
Grades 3-5	30-60 minutes
Grades 6-8	60-90 minutes

To ensure the success of each student, the following procedures will be adhered to:

\*Grades 1-8 will purchase an assignment notebook from the school office to be signed **daily** by a parent/guardian when work is completed. (Notes to teachers can be written in the notebook to inform the teacher of difficulties or concerns the parent/guardian has.)

\*Positive reinforcement will be given to students accomplishing a homework goal.

\*A reprimand will be given to those not completing work.

\*If homework is not completed, a parent/guardian-teacher conference will take place to set up a plan for homework completion.

## **HOT LUNCH**

Hot lunch is served five days a week. To receive hot lunch or milk a student will need to purchase a ticket. A note will go home to notify parents/guardians when a child's ticket has run out. The lunch items will be listed on the monthly calendar that is sent home in the Weekly Folder and posted on Option C.

## **HUMAN SEXUALITY/FAMILY LIFE**

Education in human sexuality shall be part of the curriculum in all elementary and secondary schools, and religious education programs in the Archdiocese of Milwaukee.

A Family Life program component must be offered in alignment with the current **Grade**



*Specific Religious Education Curriculum*, during the normal daily instructional schedule, in elementary/middle schools (K-8).

The schools shall follow the guidelines presented in *“The Truth and Meaning of Human Sexuality,”* February, 1996, and *“Human Sexuality, A Catholic Perspective for Education and Lifelong Learning,”* December 12, 1990, National Conference of Catholic Bishops, United States Catholic Conference, and *“Educational Guidance in Human Love,”* 1983 Vatican Congregation for Catholic Education, and the *Grade Specific Religious Education Curriculum*, Archdiocese of Milwaukee, current edition, the *General Directory for Catechesis*, 1998, and the *Catechism of the Catholic Church*.

The Office for Schools, Child & Youth Ministries, in collaboration with Adult and Family Ministry, serves as a resource for the development of human sexuality programs.

In order to comply with the United States Conference of Catholic Bishops’ *Charter for the Protection of Children and Youth* as applied in the Archdiocese of Milwaukee through its “Safeguarding All of God’s Family” initiative, the parish/school will provide education on Safe Environment programs for children and youth in the School and Catechetical programs, and annually verify these programs by June 15. In addition, educational opportunities for parent/guardians and the community at-large on Safe Environment issues shall be provided as appropriate, with verification of these opportunities submitted annually by June 15.

In order to ensure the development and acceptance of a program of sexuality instruction that meets the needs of the learners as well as the concerns of parent/guardians and professional educators, three rules must be scrupulously observed in the planning process, whether in a parochial or a public education setting:

Create a broad based committee of teachers and parents/guardians to support the principal in the development of the program.

Include parents/guardians throughout the planning and implementation phases of the program.

Have parents/guardians integrally involved in the evaluation process after the program is complete.

To enhance the possibility for a successful program and to merit general community support, any program in human sexuality must be planned carefully. It is better to move cautiously and to consider the needs and sensitivities of all involved. Even after their reasonable requirements and specifications have been met, however, some parents/guardians may remain anxious about education in sexuality. They should not let their feelings express themselves in indiscriminate opposition to all classroom instruction in sexuality, for that would not be consistent with the position of the Second Vatican Council and the bishops of the United States. To the extent that such opposition might impede or disrupt responsible efforts along these lines, it would violate the rights of others. These parent/guardians are not to overstate their personal objections, lest the rights of equally sincere and responsible parents/guardians and the responsibility of competent church leaders be infringed upon.

Students may/may not be a part of the Family Life class; this decision is up to the parent/guardian. Parents/guardians will be notified when Family Life class is being taught and

parent/guardian permission will be sought. The principal will provide supervision for the children in a manner appropriate for these situations. Policy 6141.11(a) P5140.

## **IMMUNIZATIONS**

Wisconsin state law requires immunizations of all students. This law also requires that proof of immunizations be submitted to the Holy Trinity School Office. Students who do not meet the immunization requirements on the opening day of school shall be notified of compliance standards. Transfer students shall be granted thirty days in which to submit proper evidence of required immunizations. Exemptions to the immunization requirements shall be granted only for medical, religious, or personal convictions. The administrator shall establish administrative guidelines to implement this policy and comply with State Law and shall report to the County Corporation Council the names of any students who have not completed the immunization requirements or submitted a written waiver within 60 days of admission.

## **LEAVING BEFORE DISMISSAL**

Holy Trinity School requires all parents/guardians taking children out of school before the day's end to sign their child(ren) out. Please send a note stating the time and reason the child will be leaving.

## **LIBRARY**

Check out time for a book is for 2 weeks. Students may renew their book for another 2 weeks (unless the book is in high demand). No books can be checked out until all overdue books are returned and fines are paid (unless it is for a class project). If the book that is overdue cannot be found, the current replacement cost of the book will be due. Once the replacement cost of the book is received, library privileges will be reinstated. Books being checked out for class projects are due at the end of the project. The librarian must be informed that the book(s) is for a project.

Borrowing policies for students are as follows:

K5-1<sup>st</sup>: one (1) book at a time

2<sup>nd</sup>-3<sup>rd</sup>: two (2) books at a time

4<sup>th</sup>-8<sup>th</sup>: three (3) books at a time

The replacement cost for overdue books not returned at the end of the school year and outstanding fines will be added on to the following year's tuition. All students are responsible for the care of the books they borrow from the school library. Students can have their library borrowing rights revoked, at any time, due to lack of care for our library books.

## **LITURGICAL PREPARATION/RELIGIOUS EDUCATION**

Children and staff pray together at Mass on Wednesdays with the parish members. Children are involved in preparation and participation of the weekly Liturgy. Liturgy, either in the form of a Mass or a prayer service, is prepared by homerooms on a rotating

basis under the direction of the teachers.

Students will be required to be in religion classes based on the number of minutes or percentage of time as directed by the Archdiocese of Milwaukee. Parents/guardians who do not want their children to participate in religion class must contact the classroom teacher. Prayer during the day is done at the beginning of the day as a whole school and in each classroom at the end of the day. Our students are prepared for their First Reconciliation and First Eucharist. Both sacraments are celebrated with the Holy Trinity Parish community. There is a Sacramental Fee for each Sacrament.

### **LOCKERS AND DESKS**

Students are expected to keep an orderly desk or locker. Since students are using the school's property, therefore Holy Trinity School reserves the right to search desks, lockers, or hallway shelves if an occasion to do so becomes necessary. The principal and staff members specifically delegated by the principal shall inspect the student desks, lockers, or hallway shelves and any items in the lockers and desks periodically. The principal/designee shall have the right to access any content, including phones (and the contents of), photos, or other electronic devices (and the contents of) confiscated from students. No locks are to be placed on lockers. Locks will be confiscated by school authorities if put on lockers.

All contraband items such as alcoholic beverages, controlled substances, knives and weapons shall be deposited with the principal. Officers of the law, appearing with duly processed search warrants, will be accorded the right to inspect lockers or desks as per the court's order. The school will seek legal advice as soon as possible and consulted in regard to any questions of legality.

Since some classrooms and hallways are shared by outside groups, Holy Trinity School is not responsible for the loss or damage to personal articles belonging to our staff or students.

### **LOST/STOLEN ITEMS**

Students are not to bring items of value to school. Holy Trinity School is not responsible and is not to be held accountable for lost or stolen items taken from desks, lockers, shelves, backpacks, or those things left in the school office. Lost and found items will be held in the school office for a reasonable period of time.

### **MEDICATION DISTRIBUTION**

According to Archdiocese Policy 5140.2(a)

1. No medication will be administered by school personnel without the Medication Consent Form or the Physician Order for Medication Administration Form being filled out and returned to school office.
  - a. Medication Consent Form (Appendix I) must be filled out by the parent/guardian and returned to the school office for over-the-counter medications.
  - b. For prescription medication, the Prescription Medication Form (Appendix H) must be filled out by the prescribing physician and returned to the school office.
  - c. Accurate medication file, which includes all of these necessary forms on each

- student receiving medication, will be maintained by the school.
2. Medication, whether over the counter or prescription, sent to school must be in its original container.
  3. Medication to be given in the school must have the following information printed on the container:
    - a. Child's full name;
    - b. Name of the drug and dosage;
    - c. Time to be given, and
    - d. Physician's name.
  4. Medication will be taken by the child at the designated time administered by the individual who has been identified to do so. It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time. Schools recognize the importance and necessity of students being allowed to carry certain emergency prescription medications, such as asthma inhalers, glucagon, and EpiPens. Students in grades K-12 may self-administer these emergency prescription medications while at school only under the supervision of school staff. An elementary student who carries an emergency medication on his/her person will need to have an Archdiocese of Milwaukee release form completed and signed by the student's physician, parent/guardian, principal, and homeroom teacher (Appendix G). The form states that the student has been instructed in and understands the purpose, appropriate method and frequency of use of his/her inhaler/medication. The school is absolved from any responsibility in safeguarding the student's emergency prescription medication. The parent/guardian must provide to the school a copy of a health care plan (Appendix F) for a student who requires an emergency prescription medication, such as EpiPens.
  5. Only limited quantities of any medicine are to be kept at school.
  6. All medication administered at the school will be kept in a locked cubicle, drawer, or other safe place.

### **NUISANCE ITEMS**

Students shall not bring/wear any items that interfere with the educational process. Therefore, iPods, MP3 players, cell phones, laser pens, wallet chains, toys, video games, trading cards, and tape/CD players are not appropriate and will be taken away if used during the school day. A parent/guardian may be contacted if the situation deems it necessary. Students are permitted to wear hats to school, but must not wear them in the building. Holy Trinity School is not responsible for lost or stolen items.

### **PARENT/GUARDIAN EDUCATION PROGRAMS**

The Home and School Association of Holy Trinity School on occasion sponsors educational evening programs or workshops. The parish also has available adult scripture classes.

### **PHONE USE**

Use of the school phone is permitted. However, this generosity is not to be abused.

### **PHYSICAL EDUCATION ATTENDANCE**

Physical activity is an important part of child development. Therefore, all students are expected to participate in physical education. If a child is injured or too ill to participate in gym class, a student may miss one class with a written note from a parent/guardian. If the injury or illness persists and causes a student to miss more than one class, a doctor's note excusing the child from class is required. The note should indicate the reason for missing class and the anticipated date the student may return to class. During the time the student is not participating in physical education, he/she may be asked to assist the teacher with clerical or other duties that will not harm the child.

### **PROMOTION, RETENTION, AND ACCELERATION**

Criteria for Promotion - Promotion decisions shall be based upon a combination of observations of students' development in relation to their respective needs and abilities. The combination of observations shall include academic aptitude, academic achievement, physical maturation, age, and social-emotional development.

Promotion - Students will be promoted to the next grade level as academic achievement and physical and social development together permit effective learning at that level.

Retention - Students may be retained in a grade level in exceptional cases in which the combination of observations listed above indicates that the student's needs likely are best met by repeating the grade. Parents/guardians will be contacted as soon as possible when retention seems likely. All aspects of the child--the physical, social, academic, and emotional needs--are considered before a final decision is made relative to retention. Recommendations for retention can be made, but parents/guardians have the final say.

If there is a concern for an area of specific skills or a subject area that a student cannot seem to grasp, teachers may contact the public school to make a recommendation for additional teaching strategies. Teachers, parent/guardians, and public school specialists will meet to determine a course of action if the problem persists.

Acceleration - Students may be accelerated in specific subject areas or by one or more grade levels when the students have demonstrated intellectual and academic capacities to learn at a faster rate and in greater depth than their age cohorts. (See Rule 5123 for acceleration procedures)

Procedures for Promotion and Retention - Principal shall assign students to grade levels best suited to their total educational development with recommendations from staff. Teachers shall make recommendations to the principal for potential retention, special assignment, or acceleration by the end of the third quarter. For each student recommended, a committee including the teacher(s) and special needs consultant shall review the criteria listed above and report a recommendation to the principal. The group shall consult with parents/guardians and determine grade placement by the end of the school year. When special educational needs can be best met by the public school, the principal and staff of both buildings shall be involved.

Legal Reference: WI Statutes 121.02

## **PUBLIC SCHOOL RELATIONSHIP**

If Holy Trinity School is not able to offer special education services, should the need arise, our local public school, the Kewaskum School District, is most responsive to our questions and able to provide assessment and services when it is deemed necessary to meet requirements of PL 142 and Milwaukee Archdiocesan Policy 6164.3(a). Additional information is available in our Special Needs Handbook located in the office.

## **RECESS**

All students are supervised outside for recess when weather conditions permit. (Exceptions are: parent's/guardian's note, teacher request, and doctor's note.) Students will play on the parking lot, playground equipment and field across the street; however, if the grass is wet, children will remain on the parking lot. In order to keep the playground safe, skateboards, roller blades, hardballs, tackle football, and snowballs are not allowed. Students should bring appropriate cold weather clothing during the winter months because students go out until temperatures are below zero. If weather/temperature/conditions do not allow outside recess, students remain in their classrooms with supervision. In the classroom students are to walk and play appropriately. If a child needs to be picked up during recess time, a parent/guardian must sign the child out at the office. School staff will get the child from the playground, cafeteria, or classroom.

## **SAFETY AT SCHOOL**

We provide a locked school environment for our students and staff. Visitors need to ring a bell before access is provided to the building. Visitors are to make contact with the office upon their entering the building. Fire drills, tornado drills, and evacuation drills within the building add to our safety for the students and staff.

## **SCHOOL ADVISORY BOARD**

Holy Trinity School has a School Advisory Board, which is an advisory body to the principal. Parents/guardians of school children are invited and strongly encouraged to become active in the leadership role of this organization and attend meetings as guests. The School Advisory Board meets in the School Conference Room at 5:30 pm on the first Thursday of each month. For a list of members and additional committees, see page 8.

## **SCHOOL ADVISORY BOARD STRUCTURE AND FUNCTION**

The School Advisory Board is an extension of the parish council; it is a subcommittee of the Christian formation committee. The School Advisory Board is a group of lay people who, along with the clergy and principal, are dedicated to the promotion and welfare of Catholic education. This advisory body is responsible for identifying and expressing the educational goals and objectives of the parish community. The committee has its own set of bylaws and is responsible to the parish council.

## **SCHOOL SCHEDULE FOR STUDENTS AND STAFF MEMBERS**

7:15 Doors open

7:30 School begins and doors are secured  
11:45 Lunch Grades 5K-4/Recess Grades 5-8  
12:10 Lunch Grades 5-8/Recess Grades 5K-4  
12:35 Classes Resume  
2:45 Dismissal

### **SCRIP**

Each week the Great Lakes Scrip Center buys gift cards (SCRIP) at a discount from grocery, restaurant, retail, department, and specialty stores all over the United States. A percentage of this discount is passed on to participating nonprofit organizations when they purchase SCRIP from the national center. Holy Trinity School sells SCRIP at face value to its members and supporters and receives financial income from these transactions. The financial profit is divided into a 50/50 split: 50% of the profit goes to the school and the other 50% in profit is taken off of a family's tuition the following school year.

### **STANDARDIZED TESTING FOR STUDENTS**

In the Archdiocese of Milwaukee, the following are required to be administered in all elementary schools,

according to (Policy 5120.1.)

Iowa Test of Basic Skills (ITBS)—grades 1, 3, 5, and 7

Cognitive Abilities Test, in conjunction with ITBS— grades 1, 3, 5, and 7

Please see the school calendar to avoid taking a vacation during the testing dates.

\*\*Holy Trinity School reserves the right to test more grades than mandated by the Archdiocese of Milwaukee.

### **STUDENT COMPUTER USE**

The computer lab and classrooms are equipped with numerous computer stations. Signed forms (Appendix I) are required for students and staff to have Internet access. Students are given instruction on proper use of the computer. A firewall protection has been installed to block possible inappropriate materials from being viewed. Please note that even the strongest security may occasionally fail.

### **STUDENT COUNCIL**

Any student in grades 1-8 interested in learning about leadership and having a direct

input into the running of Holy Trinity School may run for Student Council. Students will be voted into Student Council by their peers.

### **STUDENT PICTURES**

Students at Holy Trinity School are often photographed and those pictures may appear in the newspaper or on newsletters, the website, and documents put out by the school. A yearly form (Appendix O) must be filled out to inform the school as to whether or not your child(ren)'s photo can be used, as well as other personal information.

### **STUDENT RECORDS**

The school has the responsibility to keep educational records for each student which will reflect the interrelationships of the physical, emotional, social, and intellectual aspects of the student's development. Cumulative records shall be maintained for each student in the school. Upon the student's entrance into the school, the school record is started and the student's history is recorded. After the student has graduated, transferred or terminated his/her education, the permanent record shall be maintained for 65 years. Thereafter, the permanent records may be offered to the parish for the archives.

Information about students shall be used judiciously and shall always contribute to their welfare. All reports, tests, and evaluations, upon the request of an alumnus (18 years of age) or parent/guardian of minor students, will be shown to them in the presence of a professional person qualified to explain and interpret the records. Such alumnus or parent/guardian shall upon request, be provided with a copy of the records.

Schools will follow State and Archdiocesan guidelines governing the collection, maintenance, administration, and dissemination of student records with utmost care and responsibility. An alumnus and/or parent/guardian of minor students may have full access to and the right to challenge the accuracy of data collected. If parents/guardians disagree, they may add a written statement of disagreement to the file. No one but school personnel, alumni and parents/guardians of minors shall have access to student data without a subpoena or written permission of the parent/guardian.

### **TEXTBOOK CARE**

Textbooks and other special materials are loaned to students free of charge. Damaged or lost books/materials are the students' responsibilities. Students will be assessed a fine for damaged or lost books/materials. To prevent damage and loss of items, Holy Trinity School requires that all students have a book bag or backpack to carry things in. It is also required that textbooks be covered at the beginning of the year with brown paper bags. Please do not use book socks; they ruin the binding in the books.

### **TRANSFERRING OF STUDENT**

If a student is transferring to a new school, notification two weeks before the move is required. The student's records will be sent upon request of the new school. Textbooks and other items that are the property of Holy Trinity School must be returned to the office before the move. Any consumable books will be charged to parents/guardians.



## **TUITION AND FEES**

A per student, non-refundable registration fee is due prior to the new school year. A financial contract is made between the school and each family for tuition. Tuition monies pay such things as salaries, maintenance, books, and supplies. Non-payment of a prior year's tuition may result in non-admission for the following year.

When it's necessary for a family to leave Holy Trinity School, the cost of tuition will be figured out on a per day basis and the family will be charged for the number of days in attendance. The non-refundable registration fee will be added to the total amount owed the school for partially used books and supplies.

The playground supervisor will receive a stipend of \$10 per day.

## **VACATIONS**

See appendix E. This form will need to be filled out and signed by each teacher on a per student basis.

## **VISITORS**

We are always delighted to have parents/guardians and parishioners visit us. Please contact the teacher to set up a time that is mutually acceptable. This is your parish school, and we are happy to be here and share our classroom activities with you. However, in order to ensure the safety and well-being of students and staff, the principal shall regulate all visitors to the building. All visitors to the school shall report to the school office when entering and must receive authorization before visiting classrooms and other parts of the building. This requirement does not apply when visitors are attending a school program in areas typically used for large group assembly when parents or grandparents are attending activities clearly for the purpose of family involvement such as an open house or parent-teacher conferences.

The school principal or other authorized school representative has the discretion to request that a visitor leave the school premises if he/she believes that the visitor's presence presents danger to students, staff or school property or if their presence is disruptive to the operation of school. Law enforcement shall be called if persons refuse to comply. Students may not bring guests unless the student's parent/guardian and authorized school representative have granted permission to do so.

## **VOLUNTEERISM**

As a private school, we depend heavily on volunteers. We could not exist without the loyal and dedicated parish and community members who help us and give very freely of

their time, talents, and their special love for the school and our children. We need 100% of our parents volunteering in some capacity to make our school a greater success.

The Holy Trinity Home and School Association conducts all fund raising activities and promotes social and academic growth through special events. Monies raised help to offset the cost of educating students at Holy Trinity School. As parents/guardians of our school children, you are expected to actively volunteer your time, talent, and treasure as Jesus would.

The money raised by the school through both tuition and fundraising amounts is only a small portion of the school's actual expenses. By reaching or exceeding fund raising goals, the school lessens the subsidy Holy Trinity Parish must provide to balance the budget. This brings the school closer to meeting the Milwaukee Archdiocesan mandate of a school funding 60% of its total budget.

Occasionally, parents/guardians will need to drive short distances for various events. The Archdiocese requires a volunteer driver information sheet (Appendix G or available in the school office) to be filled out by each volunteer driver. If you are asked to drive for an event, please fill out and return the volunteer driver form before the day of the activity. All drivers must make riders wear seat belts and/or use booster seats as prescribed by law.

A second Archdiocesan requirement is to complete background checks on all volunteers. You will be asked for pertinent information so a background check can be performed. All volunteers having direct contact with students are also required to take Safe Environment Education (S.E.E.) training. This requirement protects all of God's children from being victims of abuse. In addition, all volunteers must also read and sign a Code of Ethical Standards and sign a confidentiality statement.

See the Volunteer Handbook for additional information about our volunteering program.

## **WEAPONS POLICY**

It is a felony for any person to knowingly possess a weapon, concealed or otherwise, on school grounds. Firearms, dangerous weapons, or look-alike weapons are prohibited from school property, school vehicles, or at any school related events. This prohibition does not apply to law enforcement officers discharging their official duties or military personnel who are armed in the line of duty.

Any person in violation of this policy shall be immediately reported to the police. A student or employee violating this policy shall be subject to further disciplinary action up to and including expulsion or termination of employment. The principal shall notify the parents/guardians of any student who is in possession of a weapon and advise them of pending disciplinary action.

## **WEBSITE**

Holy Trinity School's Website is [www.htschool.net](http://www.htschool.net). You can like us on Facebook. Certain pieces of information can be found on Option C ([optionc.com](http://optionc.com), school code 7127).

Photos of students may be used on School websites under the following guidelines:

- Identified photographs of students may be published with written and dated permission from parents. Such photos would usually be for special reasons such as winning scholarships, contests or athletic achievements.
- No publication of students' addresses, phone numbers or other personal information is permitted.
- Group photos are permitted without permission as long as the caption identifies the activity or class, not the individual students in the photo.

Archdiocese Policy 1112.1

# Holy Trinity Student Code of Conduct

## Responsibility

(Think of what jobs you are in charge of)

Think before you act; use self-control  
Be on time and at school ready to learn  
Complete your work on time  
Be organized  
Keep promises & commitments  
Always try your best

## Friendship

(Think of acting with your heart)

Be kind in words and actions  
Help people in need  
Take turns and share  
Talk things out and forgive others  
Be open minded – listen to others' points of view

## Honesty

(Think of building trust in each other)

Tell the truth – even if it isn't easy  
Do what you say you will do  
Return items in a timely fashion  
Play by the rules  
Honor confidentiality  
Admit your mistakes

## Perseverance

(Think of how the turtle won the race; you can do it!)

Encourage each other to work hard and do your best work  
Set goals and strive to achieve them  
Challenge each other to top performance  
Complement each other on successes

**Respect**  
**(Think of The Golden Rule)**

Use your manners  
Honor and celebrate differences  
Consider others' feelings  
Resolve conflict and problems peacefully  
Treat others the way you want to be treated  
Treat your mind and body as gifts from God.

**Citizenship**  
**(Think of a box of crayons; all different yet work together quite nicely!)**

Take care of your classroom and school  
Cooperate with all others  
Be a good sport participant in school activities  
Obey rules and expectations  
Respect students, families and staff

I understand my education is very important to my future. It will help me develop skills I need to become a faithful follower of God, as well as a successful and productive citizen. I know my education now is preparing me to be a life-long learner.

Student Signature \_\_\_\_\_ Date

Parent Signature \_\_\_\_\_ Date

Teacher Signature \_\_\_\_\_ Date

# **Holy Trinity School Bullying Policy**

## **What is bullying?**

Bullying is when somebody says or does something negative or hurtful to someone else on more than one occasion. This is an unpleasant pattern, when repeated.

### **Physical Bullying:**

- Hitting or kicking
- Pushing
- Pulling hair
- Poking or pinching
- Spitting

### **Verbal Bullying:**

- Threats
- Name-calling
- Teasing
- Bribery
- Blackmail
- Extortion

## **Are you being bullied?**

If so:

- DO tell an adult
- DO write down what has happened
- DO keep away from the source of the problem
- DO say stop
- DON'T accept the situation
- DON'T retaliate.

If you see someone being bullied:

- DO tell an adult
- DO be kind and listen to the victim
- DON'T ignore it, it won't go away!
- DON'T be provoked into taking part or taking the law into your own hands.

**NOBODY SHOULD HAVE TO PUT UP WITH BULLYING! HELP STOP BULLYING BY TELLING SOMEONE. IT HURTS EVERYBODY.**

## **Holy Trinity School and Parish Extracurricular Activities Student Participation Policy**

### **Mission Statement**

The mission of the Holy Trinity School and Parish (both St. Michael and Holy Trinity Parishes) Extracurricular Activities is to provide parish and school families with extracurricular activities for their children to teach the values of our Catholic faith through example and bring together parish and school families in a community of activities while encouraging participation in the ministries of the Church.

### **Philosophy and Definition**

Extra-curricular activities are school- and parish-sponsored activities that are not directly related to instruction, but may have an indirect relation to some areas of the curriculum. They offer worthwhile and significant contributions to a student's personal, physical, and social development. Participation in extracurricular activities is a privilege and not a right, and students must meet specific requirements in order to participate. Activities may include, but are not limited to, practices, performances, demonstrations, displays, and club meetings and activities. **For the purpose of definition, extracurricular activities are all parish sanctioned programs including, but not limited to: athletics, cheerleading, forensics, and all school sanctioned, related, or directed student clubs and organizations grades 5-8.**

## **Goals**

The goals of Holy Trinity School and Parish Extracurricular Activities programs are to:

Bring together parish and school families by participating in activities.

Achieve evangelization by actively proclaiming our faith through activities.

Encourage families to participate in the ministries of the church by volunteering in the activities program, and/or connecting with other adults who serve the church in various other ministries.

Produce distinctive groups with coaches/advisors and students who reflect Christian principles of integrity, hard work and excellence.

## **Policy**

Participation in Holy Trinity School sponsored activities requires participants to be students at Holy Trinity School. Participation in Parish-based athletics and dance team requires participants to be members of either St. Michael or Holy Trinity Parishes.

The academic achievement and religious formation of students is the first priority of the activity ministry. Students participating in any activity program sponsored by the parish or school are expected to show and maintain an academic level corresponding with their abilities. In addition, all students are expected to conduct themselves in an appropriate manner in the classroom. Any student failing to perform to his/her academic ability, or whose class behavior is unacceptable, will not be allowed to participate until the failure has been rectified or punishment served. The following procedures will ensure compliance with this policy.

Any student in grades 5 through 8, who has earned a suspension for disciplinary infractions, will receive a one meeting/ game/meet suspension.

Academically a student must have a grade point average of 2.0 or higher and no failing grade in any one subject in order to participate in any school related activity. If one or both of these instances occurs, a probationary period will be put in place so the student has time to improve grades. A plan of action will be made with parents, student, teachers and principal with the onset of probation. The calling of this meeting will serve as the notification to parents. Students will be able to participate in all activities including practices, meetings, and competitions during the probationary period. If the list of expectations is not met within the agreed upon timeframe, the student may be suspended from activities, including practice, meetings, and competitions. Suspensions will be carefully reviewed by the principal and staff, taking into consideration any special needs or situations that a student may have.

The Athletic Director/Activities Supervisors will communicate with the Principal of Holy Trinity School on a weekly basis regarding the status of students.

Arrangements for transportation to away games/meets/tournaments are the sole responsibility of the parents.



Fees for participation in extra curricular activities will be provided in advance of the commencement of the said activity. Standard fees include:

Athletics participation fee

Fee for not returning uniform

\*Clubs and extracurricular activities may also charge a fee or require carpooling.

All students participating in an extra curricular activity must have a signed copy of the Student Participation Policy on file with the person in charge of said activity; e.g., Athletic Director, activity supervisor. In addition, student athletes must provide:

A current physical examination form.

Medical Information & Emergency Consent Form (copy to be with coach at all times)

Risk Acknowledgment & Consent to Participate Form.

Athletic Agreement

Concussion sign-off

Each student has the responsibility to care for and keep up all materials/equipment/uniforms issued to him/her, as well as return those materials/equipment/uniforms to the coach/Athletic Director/supervisor upon request.

Each student is responsible for maintaining good physical condition, attending all practices and games/meets, and attending faithfully to all academic and religious responsibilities. Furthermore, each student is to conduct him/herself at all times in a Christian like manner. Failure to comply with any of these responsibilities may result in the suspension of a student's participation in activities at the discretion of the coach/supervisor, principal and/or the athletic director.

A student missing school due to illness cannot practice or participate in an activity later that evening.

Students, coaches/supervisors, family members and spectators represent Holy Trinity Parish. Consequently, proper conduct is expected at all games/meets/tournaments, whether home or away. Good conduct must be demonstrated at all times.

Revised January 2011

***We have read and understand the Student Participation Policy and accept it.***

Student Participant Signature \_\_\_\_\_

Student Participant Signature \_\_\_\_\_

Student Participant Signature \_\_\_\_\_

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

E-mail address \_\_\_\_\_

**Please fill out and turn in this page to the Holy Trinity School office.**

## **Holy Trinity School Wellness Policies / Goals**

Holy Trinity School promotes good health in students by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. Holy Trinity School supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, Holy Trinity School contributes to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

### **Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.**

The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs, and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat, low-nutrient foods to support school programs.

### **B. Support and promote proper dietary habits contributing to students' health status and academic performance.**

All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed Holy Trinity School's Nutrition Standards. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety, and packaging to ensure high quality meals.

### **C. Increase the amount of time students are engaged in physical activity.**

Our goal will be to provide opportunities for physical activity during the school day through physical education (PE) classes, daily recess, and the integration of physical activity into the academic curriculum. We will foster and communicate all available opportunities for community, private, and school-based physical activity, such as teams, events, camps, etc. Our entire staff will encourage the students to be active in outdoor play and to include outdoor/indoor activities as an enhancement of instruction when appropriate. The PE curriculum and instruction will emphasize lifelong fitness and wellness as a personal goal for each student. Extracurricular – Holy Trinity School encourages the use of the building and grounds outside of school hours for physical activity.

### **D. Holy Trinity School is committed to improving academic performance in high-risk groups so that no child is left behind.**

Educators, administrators, parents, health practitioners, and communities must all acknowledge the critical role student health plays in academic stamina and

performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. Research highlighting the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn should be highlighted to ensure widespread understanding of the benefits to healthy school environments. The diversity of the student population (e.g., economic, religious, minority, cultural, and medical) should be considered at all times to ensure that all student needs are being met so that no child is left behind.

## Student Nutrition

### **Procedures**

#### Hot Lunch/Milk Program

Holy Trinity School will provide lunch every day. The meal program will follow the U.S. Government's Nutrition Standards.

#### Lunch Time Climate

The dining environment for lunch provides a safe and enjoyable environment for eating. It is cleaned and sanitized regularly.

It is encouraged that the lunchroom environment be a place where students have:

- adequate space to eat and pleasant surroundings;
- adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch from the time they are seated);
- and convenient access to hand-washing facilities before meals.

#### Fundraising

All fundraising projects are encouraged, but not mandated, to follow the School's Nutrition Standards.

All fundraising projects for sale and consumption within and prior to the instructional day will be expected to make every effort to follow the School's Nutrition Standards when determining the items being sold.

Items being sold that do not meet the District Nutrition Standards may be acceptable for student consumption within moderation (i.e. limit quantity sold to an individual student). Items being sold that do not meet the District Nutrition Standards may be acceptable when offered on an intermittent basis.

#### Nutrition Education

Our goal will be to positively influence students' eating behaviors. The first place for this

education will be at lunchtime. Our policies for both cold and hot lunches will emphasize and foster healthy food choices and avoidance of non-nutritious or unhealthy choices. Classroom activities, including Family Life and Health units, will incorporate appropriate lessons for nutrition. The PE teacher will include age-appropriate nutrition emphasis as part of that curriculum.

Holy Trinity School has a comprehensive curriculum approach to nutrition in kindergarten through eighth grade. All instructional staff are encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. These nutritional themes include but are not limited to:

- |                                  |                               |
|----------------------------------|-------------------------------|
| *Knowledge of food guide pyramid | *Healthy diet                 |
| *Healthy heart choices           | *Food labels                  |
| *Sources and variety of foods    | *Major nutrients              |
| *Multicultural influences        | *Serving sizes                |
| *Diet and disease                | *Proper sanitation            |
| *Understanding calories          | *Identify and limit junk food |
| *Healthy snacks                  | *Healthy breakfast            |

Holy Trinity School's Nutrition Policy reinforces nutrition education to help students practice these themes in a supportive school environment. Holy Trinity School will remain committed to provide needed and appropriate training and in-service to improve nutrition, physical activity, health, and well being.

#### Parent Nutrition Education

Nutrition education will be provided to parents. The goal will be to continue to educate parents on the importance of good nutrition combined with physical activity to ensure a healthy lifestyle.

Nutrition education may be provided in the form of handouts or presentations that focus on nutritional value and healthy lifestyles.

#### Wellness Committee

With the purposes of monitoring the implementation of this policy, evaluating policy progress, and revising the policy as necessary, it is recommended that an evaluation process similar to that of reviewing mission, vision, and philosophies be implemented. The process would involve yearly review of the Wellness Statement. Information will be gathered based on input from foodservice personnel, parents, student government, staff, administration, and the School Advisory Board.

#### Nutrition Standards

Our goal is to set policies and standards that recognize the need for healthy choices, maximizing nutritional value, decreasing fat and sugar content in foods and beverages provided for children, and monitoring portion size. Holy Trinity School has set the following guidelines that are sensible for foods served at birthdays, parties, and events,

including strict policies for peanut and other allergies present in the school.

Food:

Hot lunch will consist of a main entree, a carbohydrate, a fruit or vegetable, and often a dessert.

Nuts and seeds are nutrient dense, contain high levels of monounsaturated fat, and help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.

Holy Trinity School will encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits, and vegetables, by strongly encouraging children to take small portions of all lunch offerings. This should broaden their food likes and nutritional intake.

Parents provide snack for K4 and K5. Further guidelines will be given by the classroom teacher. Drink for 4K is covered by government funding. K5 students will be charged \$20 at the beginning of the year for milk and juice.

Snacks are not provided by the school for grades 1-8; however, these students do eat a snack and are encouraged to bring a snack to help maintain energy levels. Holy Trinity School requests the cooperation of parents in sending healthy snacks that are high in nutrition and help maintain energy level. Please do not send candy to school.

It is recognized that there may be special occasions when the school principal may allow a school group to deviate from these guidelines, such as birthday treats and holiday parties and special fundraising activities.

Food Rewards – There will be limited use of candy or other non-nutritious food as rewards.

Food allergies:

Parents must inform Holy Trinity School of any allergies and the severity of the allergy.

Based on information received, Holy Trinity School will:

Notify all staff members of the allergy.

Take precautions requested by parents.

May consider banning the food item from the school.

Beverages:

Milk will be available to students at reduced prices through the government assisted milk program for snack and lunch.

Water is available in the water fountains. Students are encouraged to take drinks after each recess because brain research indicates hydration increases brain activity.

Juices and soda may be served at parties and other special events.

## 2016-2017 CALENDAR

Thursday, August 25 Angels)	Teacher Professional Development Day (STM-Holy Angels)
Friday, August 26	Teacher Professional Development Day
Saturday, August 27	Social Fest
Monday, August 29	Teacher Professional Development Day
Tuesday, August 30	Teacher Professional Development Day/ <b>Open House 6pm</b>
Thursday, September 1	1 <sup>st</sup> Day of School
Monday, September 5	No School—Labor Day
Wednesday, September 14	Picture Day 8:00 am
Wednesday, October 5	Accreditation Team Visit
Thursday, October 6	Accreditation Team Visit
Friday, October 14	No School-Teacher's Convention
Thursday, October 20	No School-Conferences 12:00-8:00pm
Friday, October 21 (STM-Holy Angels)	No School—Teacher Professional Development Day
Wednesday, November 2	End of 1 <sup>st</sup> Quarter
Wednesday, November 23	No School—Thanksgiving
Thursday, November 24	No School—Thanksgiving
Friday, November 25	No School—Thanksgiving
Tuesday, December 20	Christmas Concert (1:30 and 6:30)
Friday, December 23	No School—Christmas Break begins
Tuesday, January 3	Classes Resume
Wednesday, January 18	End of semester
Friday, January 20	No School—Teacher Professional Development Day
January 29-Feb 3	Catholic Schools Week
Friday, February 17	No School—Teacher Professional Development Day
<b>Friday, March 3</b>	<b>Early Release at 11:30 (No lunch served) Professional</b>
<b>Development Day</b>	
Thursday, March 9	Conferences 3:00-7:00 pm
Friday, March 17	No School
Monday, March 20	No School—Teacher Professional Development Day
Tuesday, March 28	End of 3 <sup>rd</sup> Quarter
Thursday, March 30	Spring Concert 6:30 pm
Friday, April 14	No School—Easter Break begins
Wednesday, April 19	Classes Resume
Monday, May 29	No School—Memorial Day Holiday
Tuesday, May 30	8 <sup>th</sup> Grade Graduation 7 pm
Thursday, June 1	5K Graduation and Last Day for 5K/4K/3K
Friday, June 2	Half Day School/ Half Day Teacher Professional
Development Day	

Monday, June 5

Teacher Professional Development Day

9/15/16

**Volunteer Enrollment Form  
2016-2017**

Name \_\_\_\_\_ -  
\_\_\_\_\_

Street  
Address \_\_\_\_\_  
\_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip  
\_\_\_\_\_

Telephone (day) \_\_\_\_\_ (evening)  
\_\_\_\_\_

E-mail address \_\_\_\_\_ Birth  
date \_\_\_\_\_

Emergency Contact (name) \_\_\_\_\_ (phone)  
\_\_\_\_\_

SHAPE \\* MERGEFORMAT

Please read and sign the following statement:

*I certify that the information provided by me above is true and complete to the best of my knowledge. I understand that if I am accepted as a volunteer, any false statements or omissions may lead to termination of my duties, and I agree that Holy Trinity School shall not be held liable in any respect if my volunteer assignment is terminated for this reason.*

*If I am working with youth on a regular basis, Holy Trinity School is authorized by me to verify the information stated above by means of criminal records checks. I agree to follow the policies of Holy Trinity School and I pledge to join with the School and Holy Trinity Parish in its efforts to provide a safe and secure environment for our children and youth.*



Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Thank you for the time you have taken to complete this enrollment form. We appreciate your willingness to pursue volunteer activities in our church and school. God Bless!**

**Appendix E**

**Pre-Arranged Personal Absence Request**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Home Phone \_\_\_\_\_ Dates of Absence \_\_\_\_\_

Reasons for Absence \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Teachers, please check the appropriate column:  
Column 1: Class work can be given prior to the student's departure.  
Column 2: Class work will be allowed to be made up. Please indicate a due date in comments section.  
Column 3: The classroom experience cannot be repeated, i.e. simulations, discussions, field trips.  
Column 4: Strongly recommend your child be present. This student cannot afford the lost time.

<b>Class</b>	<b>Teacher's signature/ Comments</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Reading</b>					
<b>Spelling</b>					
<b>Computers</b>					

<b>Language Arts</b>					
<b>Math</b>					
<b>Phy. Ed.</b>					
<b>Social Studies</b>					
<b>Science</b>					
<b>Art</b>					
<b>Music</b>					
<b>Religion</b>					
<b>Spanish</b>					

Families should carefully evaluate taking students out of school. While a preplanned absence may provide an excellent learning experience, an absence from school may create learning problems for your students. Please consider the above comments before signing this form. Remember the responsibility to make up class work rests with the students. This form must be completed by all parties involved and returned to school at least a week prior to the anticipated absence.

Any questions concerning this form should be directed to the school office.

Administrator's Signature:

---

**Appendix F**

**Confidential Family/Student Information  
2016-2017**

I. Student's (Legal) Name:

\_\_\_\_\_

Home Address:

\_\_\_\_\_

Home Phone \_\_\_\_\_ Student's Birth Date:

\_\_\_\_\_

Child's Natural Parents:

Father's Full Name

\_\_\_\_\_

Mother's Full

Name \_\_\_\_\_

Guardians:

\_\_\_\_\_

Legal Custodians:

\_\_\_\_\_

II. PLEASE FILL OUT ONLY IF PARENTS ARE: (Circle All That Apply)

Divorced      Separated      Remarried      Widowed      Unmarried

Individual with whom the child primarily lives:

\_\_\_\_\_

Circle relationship: Father      Mother Other (state relationship) \_\_\_\_\_

Does the parent with whom the child does not live have any Court Restrictions placed on his/her Parental Rights? Yes or No      If Yes, what are the restrictions?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If the child lives with the Remarried Parent, is the Parent's Spouse the Adoptive Parent? Yes or No

**\*PLEASE SUBSTANTIATE THESE ITEMS BY ATTACHING A COPY OF THE COURT ORDER/DIVORCE DECREE TO THIS FORM.**

Parent/Legal Guardian: \_\_\_\_\_ Date:  
\_\_\_\_\_

## Appendix G

### Volunteer Driver Information Sheet

I. Driver: Name: \_\_\_\_\_ 21 yrs or older: Y: \_\_\_\_  
N: \_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

City: \_\_\_\_\_

Zip: \_\_\_\_\_

Driver's License  
Number: \_\_\_\_\_

Date of birth (necessary to check driver record)\*  
\_\_\_\_\_

(\* As a volunteer driver for this parish/organization, your driver record on file with the Wisconsin Department of Transportation may be requested and reviewed.)

II. Vehicle that will be used:

Name of  
Owner: \_\_\_\_\_

Address of  
Owner: \_\_\_\_\_

Year and Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate:  
\_\_\_\_\_

Registration Expires: \_\_\_\_\_ Inspection  
Expires: \_\_\_\_\_

If more than one vehicle is to be used, requested information must be provided for each vehicle.

III. Insurance Information: When using a privately owned vehicle, the insurance coverage is the limits of the insurance policy covering that specific vehicle.

Insurance  
Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Expiration date:  
\_\_\_\_\_

Liability Limits of  
Policy\*\* \_\_\_\_\_

(\*\* Please note: the minimal acceptable liability for privately owned vehicles is \$100,000/\$300,000.)

IV. Driving record:

Do you have an alcohol or drug-related driving arrest within the past five years? \_\_\_\_ Yes  
\_\_\_\_ No

Do you have more than three moving violations within the past three years? \_\_\_\_ Yes  
\_\_\_\_ No

Has your license been suspended or revoked in the past three years: \_\_\_\_ Yes \_\_\_\_ No

If the answer to any of the above questions is yes, you are NOT an approved driver for the parish/school until your driver record with the DMV has been reviewed and approved by a representative of Catholic Mutual.

V. Certification: I certify that the information given on this form is true and correct to the best of my knowledge.

I understand that as a volunteer driver, I must be 21 yrs. of age or older, hold a valid driver's license, and have the required insurance coverage in effect on any vehicle used to transport students.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Form**

6153(c)

Archdiocese of Milwaukee

Form 6153 (c)

## Appendix H

### SCHOOL HEALTH EXAMINATION

Name of Student

---

Name of Parent

---

Address

---

This person has been given a complete examination, including a review of past medical history, environmental factors and immunizations.

Physical findings of significance to school:

Social or emotional findings of significance to school:

Recommendations to school:

Unlimited Physical Education:

\_\_\_\_\_ Yes

\_\_\_\_\_ No: explain

IMMUNIZATIONS ARE REQUIRED FOR STUDENTS ATTENDING SCHOOL  
ACCORDING TO WISCONSIN STATE STATUTES 140.05 (16)

Signature of Examining Physician

---

Address

---

Phone \_\_\_\_\_ Date \_\_\_\_\_

---

**Appendix I**

Holy Trinity School  
**Acceptable Use Policy for the use of Computers and  
Telecommunications for the Archdiocese of Milwaukee**

Computing, data storage, and information retrieval systems are designed to serve the students, faculty, staff and volunteers of the school/parish. Network and Internet access is provided to further the legitimate educational goals of this institution. The school/parish provides computing and network resources for the use of students, employees, and others affiliated with the school/parish. The equipment, software, and network capacities provided through school/parish computer services are and remain the property of the school/parish. All users are expected to conduct their on-line activities in an ethical and legal fashion. The use of these resources is a privilege, not a right.

Misuse of these resources will result in the suspension or loss of these privileges, as well as disciplinary, legal, and/or monetary consequences. Appropriate or acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases, and the World Wide Web sites to enrich and expand curriculum is encouraged.
- Using E-mail capabilities to facilitate distance learning projects.
- Using list servers and newsgroups to gain access to current information on local, state, national, and world events.

Examples of inappropriate or unacceptable use(s) of these resources include, but are not limited to, those uses that violate the law, the rules of network etiquette, or hamper the integrity or security of any network connected to the Internet. Some unacceptable practices include:

- The transmission of copyrighted materials without the written permission of the author or creator through school E-mail or other network resources in violation of U.S. copyright law is prohibited. As with all forms of communications, E-mail or other network resources may not be used in a manner that is disruptive to the work or educational environment. This display or transmission of messages, images, cartoons, or the transmission or use of E-mail or other computer messages that are sexually explicit constitute harassment which is prohibited by the school. It is also illegal for anyone to



- knowingly allow any telecommunications facility under their control to be used for the transmission of illegal material.
- The use for personal financial or commercial gain, product advertisement, political lobbying, or the sending of unsolicited junk mail, or chain letters is prohibited.
- Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network, Internet, or any networks or sites connected to the network, Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
- The creation, propagation, and/or use of computer viruses are prohibited.
- The forgery, reading, deleting, copying, or modifying of electronic mail messages of other users is prohibited.
- Deleting, examining, copying, or modifying files and/or data belonging to other users is prohibited.
- Willful destruction of computer hardware or software, or attempts to exceed or modify the parameters of the system is prohibited. Nothing in this policy shall prohibit the school operator from intercepting and stopping E-mail messages that have the capacity to overload the computer resources. Discipline may be imposed for intentional overloading of the school's/parish's computer resources.

Access to the schools/parish's E-mail and similar electronic communication systems is a privilege and certain responsibilities accompany that privilege. School/parish users are expected to demonstrate the same level of ethical and professional manner as is required in face-to-face or written communications. Anonymous or forged messages will be treated as a violation of this policy.

- Unauthorized attempts to access another person's E-mail or similar electronic communications or to use another's name, E-mail or computer address to send E-mail or similar electronic communications is prohibited and may subject the individual to disciplinary action.
- All users must understand that the school/parish cannot guarantee the privacy or confidentiality of the electronic documents and any messages that are confidential as a matter of law should not be communicated via E-mail.
- The school/parish reserves the right to access E-mail to retrieve information and records, to engage in routine computer maintenance and housekeeping, to carry out internal investigations, or to disclose messages, data or misinformation to law enforcement authorities.
- Any information contained on the school's/parish's computer(s) hard drive or computer disks which are purchased by the school are considered the property of the school/parish.

This agreement applies to stand-alone units as well as units, connected to the network or the Internet. Any attempt to violate the provisions of this agreement will result in the revocation of the user's privileges, regardless of the success or failure of the attempt. In addition, school/parish disciplinary action, and/or appropriate legal action may be taken. The decision of the principal/pastor regarding inappropriate use of the technology or telecommunication resources is final. Monetary remuneration will be sought for damage necessitating repair or replacement of equipment and/or software.

Holy Trinity School has chosen to permit students access to computers and telecommunications resources to further its educational goals and objectives. Reasonable care has been taken to assure

the appropriateness and educational quality of the materials available through the use of educational software and telecommunications. However, parents and guardians are warned that this school and the Archdiocese of Milwaukee do not have total control of the information on the Internet. Parents and guardians are the primary authority responsible for imparting the standards of ethical and legal conduct their child or ward should follow. Therefore, this school/parish supports and respects each family's right to decide whether or not their child may have access to this resource.

1. I am the parent/guardian of the below named student. I have the Acceptable Use Policy for Computers and Telecommunications ("the policy") and I have either explained it to my child/ward ("student") or I have assured myself that the student understands it. I also understand my own and the student's responsibilities regarding computer hardware, software and Internet access at the school/parish.
2. I have read the reverse side of this form titled, Student Network Responsibility Agreement, and subscribe to the rules and regulations.
3. PLEASE CHECK ONE OF THE FOLLOWING:

\_\_\_\_\_ I hereby consent to the student having access to, and use of, the telecommunications resources at Holy Trinity School. I also hereby indemnify and hold harmless the Archdiocese of Milwaukee and the school/parish from any claim or loss resulting from any infraction by the student of the policy or any applicable law.

\_\_\_\_\_ I do not consent to the student having access to, or use of, the telecommunications resources at Holy Trinity School.

---

\_\_\_\_\_ (Parent's/Guardian's signature) (Date)

---

\_\_\_\_\_ (Name of Parent's/Guardian - Please Print)

---

\_\_\_\_\_ (Name of Student - Please Print) (Student's Signature) (Grade) (Homeroom Teacher)

---

\_\_\_\_\_ (Street Address) (City)

---

\_\_\_\_\_ (State) (Zip) (Home Phone) (Office Phone)

Please return to school. Thank you!

## **Holy Trinity School Student Network Responsibility Form**

**Internet Rules:**

Students are responsible for good behavior on school computer networks, just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others. Independent access to network services is provided to students who agree to act in a considerate and responsible manner.

Parent's permission is required for minors. Access is a privilege, not a right. Access entails responsibility.

Individual users of the school computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with the school/parish standards and will honor the agreements they have signed.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on school servers will always be private.

During school, teachers of students in elementary and junior high classes will guide them toward appropriate materials. Outside of school, families bear responsibility for such guidance, as they must also exercise with informational sources such as television, telephones, movies, radio and other potentially offensive media.

The following are not permitted:

Sending or displaying offensive messages or pictures  
Using obscene language  
Harassing, insulting or attacking others  
Violating copyright laws  
Using others' passwords  
Damaging computers, computer systems or computer networks  
Trespassing in others' folders, work or files  
Employing the network for commercial purposes

Depending upon the violation, one or more of the following sanctions may be invoked:

1. Loss of access to equipment.
2. Additional disciplinary action.
3. Notification to law enforcement agencies.

---

\_\_\_\_\_  
(Student's Signature) (Date)

---

\_\_\_\_\_  
(Parent Signature) (Date)

---

\_\_\_\_\_  
(Homeroom Teacher) (Date)

**Appendix K**

**Acceptable Use Policy for Middle School Students**

Holy Trinity School recognizes the importance of computer technology in providing tools for today's education. The new technologies that use global communications provide the students with unique learning opportunities.

	<p>It is the responsibility of the student to use technology appropriately.</p> <p>The use of these technology facilities is a privilege and should be treated as such.</p> <p>Students violating these privileges may suffer disciplinary action including, but not limited to, the loss of privileges relating to the use of technology in the schools.</p> <p>As a user of these technologies you are expected to read, understand, and acknowledge this AUP document before using the technology resources.</p>
--	---

**Acceptable Uses**

**Computer activities are intended for educational purposes such as reference and the production of educational documents and should be used accordingly.**

Holy Trinity School is dedicated to maintaining an appropriate learning environment; therefore, student users shall refrain from accessing sites which disrupt the learning environment, distract from the learning process, or hinder instruction. Such disruptions, distractions, or hindrances may include, without limitation, sexually explicit material, online video games, chat rooms, and shopping sites.

**Chat Rooms, Forums, and other Communications**

Holy Trinity School takes seriously its responsibility to protect students from online threats; therefore, student communication with other Internet users via email, chat rooms, forums, or other types of interactive communication is generally prohibited.

**Creation or transmission of any material in violation of local, state or national law is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret.**

**Activities Prohibited via School Telecommunications Facilities**

**These activities include, but are not limited to the following:**

Unauthorized use of school Internet access

Use for commercial purposes

Unauthorized purchase of goods or services

Product advertising

Political lobbying

Unauthorized remote access

Transmitting email or other electronic correspondence under a false name

**Other prohibited activities include:**

Any activity that results in the loss of another person's privacy

Copying commercial software in violation of copyright laws and removing it from school property

Changing or hiding folders or files

Installing, copying, or running software not provided and authorized by PCS

**Care and Facilities**

Users shall not damage, mar, or deface computer hardware in any manner.

Defacing or damaging equipment by marking on it voids the manufacturer's warranty and is prohibited.

**System Use**

**Deleting, altering or modifying software on school equipment is strictly prohibited.**

**Students are expected to use the system in the manner provided without alteration. The following uses are examples of prohibited activities:**

Bypassing system security features

Unauthorized access of files or applications

Possession or use of hacker utilities designed to bypass security systems (i.e. anonymous proxy server) or gain unauthorized access

**All student access to the Internet from the school system is protected by filtering software. Bypassing this filtering software is prohibited.**

## Appendix L

# Elementary School Acceptable Use Policy

### Use the Internet Safely

**Our Internet computers keep track of everything we do.**

There are no secrets from the computer. It knows exactly what you and I typed, when we typed it, and at what computer we were sitting. The computer looks at everything you see before you see it. Sometimes, the computer decides it is not something we should have in our classrooms, and the computer will stop it. We call this "blocking" or "filtering." You are not allowed to try to access sites that are blocked.

**We have tried to make the Internet safe for students.** You are expected to follow your teacher's directions at all times. Searching for just anything (It's called "free surfing.") without your teacher's guidance is not permitted at any time.

**Keep yourself safe while you are online.** Never type your name, age, address, or telephone number into the computer without your teacher telling you to do so. Not everyone in the world is nice, and the Internet is part of the bigger world outside your classroom. For this reason, you are never allowed to use chat rooms while at school.

**Our filtering software stops most of the bad things before you see them.** If you do see anything on your computer that makes you feel uncomfortable, click the "home" button and immediately report the site to your teacher. It is your responsibility not to try to find information or pictures you shouldn't see.

**You may not send or receive email without your teacher's permission.** If you are permitted by your teacher to use email to communicate with someone, remember that you are representing yourself, your class, your school, and your family. Be polite, and always put your name on it.

**Do not use the computer to cheat or steal someone else's work.**

**Never copy work** that you find on the computer, even if you can see and open it.

**Follow the rules** your teacher gives you for using information and pictures that you find on the Internet.

**Take proper care of all equipment.**



**Do not damage the computer** by hitting, breaking, or writing on it.  
**Keep your personal diskettes, CDs, DVDs, and jump drives (memory sticks, flash drives, etc.) at home.** You may give our computers a virus

**Never change the appearance of the screen** by adjusting the controls or by moving or hiding icons, menu bars, or toolbars. This affects the ability of the person who follows you to use that station and is not permitted.

**Our computers have special software that prevents users from making changes to the computer.** The computers should not be used if this software is not working properly. If you think this software is not working, immediately report this to your teacher, and do not use that computer.

**Use our computers for educational purposes only.**

Playing arcade type games that are not educational is not allowed.

Education games may be played with your teacher's permission.

Breaking the rules of the acceptable use policy will get you in trouble and you may lose your computer privileges.

PAGE

PAGE 28  
Family Handbook

2016-2017 School Year

### Helpful Guideline

A helpful guideline in deciding whether or not something is appropriate for school is using the head, shoulders, knees, and toes test. If you can answer "yes" to any of these questions, the clothing is not acceptable for school.

Put both hands on your head. Does any skin around your waist show?

Put your hands on your shoulders. Are your shoulders covered: Is the neckline too low?

Bend over and put your hands on your knees. Can you see down your shirt? Is your clothing too short?

Touch your toes. Does your back show?

### References and Background Information

Based on our scriptural belief in the divinely bestowed dignity of all persons, we commit to providing a safe environment for all people using our premises and programs. This part of the enrollment form is to be completed by everyone who regularly volunteers for any position involving the care, supervision, or instruction of minors. It is a critical part of our church's efforts to provide a safe and secure environment for children and young people in our congregation.

Please provide the name and phone of two personal references:

Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

\_\_\_\_\_  
Name \_\_\_\_\_ Phone \_\_\_\_\_ Relationship \_\_\_\_\_

Have you ever been convicted of, pled guilty or no contest to an offense (including felony, misdemeanor or municipal ordinance) or are you now subject to a pending criminal charge?

(please check): \_\_\_\_\_ yes \_\_\_\_\_ no. If yes, please explain:

\_\_\_\_\_

---

(Note: Convictions are not an automatic bar to all participation as a volunteer. Each case is considered on its own merit.)

**Students must have this form signed by ALL of their teachers and by their parent/guardian and an administrator for any planned all-day absence. Return this signed form to the school office.**