

Holy Trinity School Parent/Student Handbook

The contents of this handbook are subject to alteration or modification by the school, as circumstances may require. Nothing in this handbook is intended to, or shall be construed to, create any contractual obligations, express or implied, on the part of the diocese, parish or school.

PHILOSOPHY

The mission of Catholic schools within the Diocese of Greensburg is to create a Catholic Christian learning environment to prepare students for their life's journey. While parents are the first teachers, the task of our schools is to assist parents in fulfilling their responsibility as primary educators of their children. Schools challenge students to develop the Gospel values, academic mastery, spirit of community service and global perspective that will give their lives passion and purpose.

Beliefs

- Catholic schools have an impact on the moral consciousness of our society.
- All children can learn.
- Gospel values provide opportunities for students to live and proclaim the teachings of Jesus and the Church.
- Each individual has worth and deserves respect and dignity.
- Successful learning builds self-esteem.
- Education is to be shared by the school, the home, the student, the parish, and the community.
- Learning is most effective in a safe, caring environment.
- Teacher/Administrator is a professional decision maker who facilitates children's learning while continually learning herself/himself.
- Change creates the need for life-long learning.
- High expectations directly affect performance.
- Excellence in education is worth the commitment of time, effort, and money through a shared responsibility of parent and parish.
- An educated citizenry ensures a strong foundation for a democratic society.
- The Catholic school system is an important key to the development of a parish community.

2009-2010 CALENDAR

August 24-28	In-service Day
August 31	First day of school
September 4	Two hour early dismissal
September 7	No School Labor Day
October 9	No School
November 2	End of first quarter
November 10/11	Parent Conferences
November 25	Two hour early dismissal
November 26-30	Thanksgiving Vacation
December 24 to January 3	Christmas Break
January 4	School resumes
January 18	Clerical Day
January 18	End of Second Quarter
January 29	Two hour early dismissal

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February 15	No School, Presidents Day, snow make-up day
March 23	End of Third Quarter
April	Parent Conferences 9 a.m. to 3 p.m., by request
April 2-6	Easter Break
April 6	No School, snow make-up day
May 31	No School, Memorial Day
June 2	Last Day of School

ACCELERATED READER

The Accelerated Reading Program is part of Holy Trinity School's reading curriculum. This program tests reading skills using a computer. Each student takes a STAR Reader Test on the computer at least three times a year. These tests determine a student's reading grade level. Students are then required to read a certain number of books or earn a certain amount of points (each AR book has a point value on the inside cover), depending on the grade and their reading ability, and then take a test on the book.

ADMISSION

Students living within the boundary of the Holy Trinity Parish School shall be given preference with regard to admission to the Holy Trinity School. Students who belong to another parish must file with the school the appropriate diocesan admission form. Priority in admissions shall be as follows: Parishioners, Non-Parishioners and Non-Catholics.

The school adheres to the age requirements of the local public school. Any child who reaches the age of five (5) by October 1 of the current school year may be admitted to Kindergarten unless there is evidence that the child is not ready to begin. Any child who reaches the age of six (6) by October 1 may be admitted to the first grade unless there is evidence that the child is not ready to begin. Parents and/or guardians must accompany the child to school for the purposes of registration and verification of residency. Registration will be held in the spring of the year for the following school term. On the date of registration, the following documents must be presented:

- a) Birth certificate or copy of certificate;
- b) Baptismal certificate (if applicable);
- c) Immunization record;
- d) If living with a person other than a parent, verification of residence.

In the event the child resides with a person other than the parent or legal guardian, a conference with the school principal may be necessary for verification of residence. Children of any race, color, handicap, national origin, or creed are eligible for admission to Holy Trinity School.

ATTENDANCE

Children of compulsory school age, up to age seventeen (17), are required to attend an approved educational institution, unless legally excused pursuant to Diocesan Policy No. 4110. The school recognizes a number of specific reasons for which a child may be excused from school for all or part of a school day including, but not limited to:

- Observance of religious holidays

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- Receipt of religious instruction
- Educational trips not sponsored by the school
- Attending medical or dental appointments which cannot be arranged after school hours
- Illness or emergency

Unexcused or unlawful absences include, but are not limited to:

- Truancy
- Parental neglect
- Illegal employment
- Pupils who run away from home
- Shopping
- Field trips not approved in advance

On returning to school, students should have an excuse from parents or guardian stating the following information:

- Date and cause of absence
- Signature of parent or guardian
- Name and grade of student
- Date of the note

The student is responsible for making up all assignments and tests missed during an absence from school. The student will normally be permitted up to five (5) school days to make up missed work. It is the student's responsibility to obtain the assignments and return them to the teacher.

BEEPERS

Students are forbidden to possess beepers or other electronic signaling devices on school grounds, on school buses, or at any school activity or game, whether on or off school grounds. Students who have health problems or have family members with health problems requiring such devices must register the device with the school administration.

CAFETERIA

The school cafeteria is operated as a service to pupils and teachers. Students may purchase a breakfast or lunch or may bring one from home. All students will eat in the cafeteria. No food is to be taken out of the cafeteria area. After eating, students should leave the table clean, place the chair under the table, take their tray to the counter provided for used dishes, and put milk cartons and all lunch paper in the paper container.

The following manners should be observed in the cafeteria:

- Eat as if in the home of a friend
- Be sociable but not boisterous
- No food should leave the cafeteria
- Make sure the general area is clean and attractive

COMMUNICATION

Open communication among parents, teachers, and administrators is important for student progress and for maintaining a healthy school climate. Attempts should be made to solve problems on the lowest level possible. Only when this is proven unsuccessful should higher authority be contacted.

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If a problem occurs in the classroom, the parent is to contact the teacher through the principal's office in order to discuss the problem. If a satisfactory solution cannot be reached, the parent will inform the teacher that the principal will be contacted. Hopefully, the parent and principal will then arrive at a satisfactory solution. If the problem remains unsolved, the parent has recourse to the pastor.

The pastor may make an appointment to speak with a teacher by sending a note or calling the principal's office. Because of the interruption in the teaching-learning process, spontaneous visits to the classroom are not permitted.

CURRICULUM

Holy Trinity Elementary School endeavors to provide a well-balanced curriculum through which the knowledge, skills, and attitudes needed for daily living can be acquired. The students are challenged to develop their full potential with an open, inquiring mind, while always realizing a sense of accomplishment.

Religion is the most important course in the curriculum. Opportunities for prayer, preparation to receive the sacraments, and participation in a community of faith are important components of the religion program. The goal of religious instruction is to help the child develop a relationship with Jesus Christ and lead a lifestyle based on the gospel values. All students are required to study religion and participate in the religious activities. All other curricular subjects are determined by the requirements of the Pennsylvania Department of Education.

DISCIPLINE

Discipline is an integral part of a learning process. In order to develop self-control, the student must be helped to understand his/her emotions and impulses, to live in harmony with others, to respect the rules of family, to keep the laws of the country, and to obey the laws of God.

Every teacher, vice-principal, and principal shall have the right to exercise the same authority as to student conduct and behavior as do the parents or guardians of the student. Student responsibilities include regular school attendance, conscientious effort and classroom work, and conformance to school rules and regulations. Foremost, students share with the administration and faculty the responsibility to develop a climate within the school that is conducive to wholesome learning and living.

No student has the right to interfere with the education of his fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.

If a student presents any serious disciplinary problem, the following procedures will be put into effect:

§ Detention: Students may be detained after class hours for repeated tardiness, unexcused absences and infractions of the Code of Conduct. Parental notification will be given and acknowledged in writing prior to the detention. Students will be assigned work to make up for any missed during any absence or tardiness.

§ Suspension: For a serious infraction of school regulations or the Code of Conduct, a student may be temporarily suspended by the principal. The time of suspension will become effective after the principal has notified the parents/guardians by certified mail and will not exceed three (3) days. Suspension may be in school or out of school. In all cases, the student will be required to complete any class work missed.

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§ Expulsion: Expulsion is a severe punishment which is used as a last resort and after serious deliberations or when circumstances otherwise warrant. In the event of an expulsion, the following procedure shall be used. A time of suspension will first be imposed during which there will be private consultations of parents with pastor, principal, guidance counselor, and teachers. The final decision concerning expulsion will rest with the principal. Before any such administrative decision, the principal must consult with the pastor, appropriate local authorities, and the Office of Catholic Schools in the Diocese of Greensburg. A written report of the expulsion will be submitted to the Office of Catholic Schools, and the parent/guardian may, within five (5) school days of the decision of the principal to expel the student, appeal to the Superintendent of Catholic Schools, whose decision will be final.

Reasons for which a student may be subject to detention, suspension, or expulsion from school include, but are not limited to:

- Infractions of school regulations, or the disciplinary codes applicable to each school.
- Continued misconduct or conduct detrimental to the physical, educational or moral well-being of other students.
- Continued malicious disobedience or disrespect for authority.
- Possession, use or transporting of any weapon or look alike weapon.
- Possession, use, sale and/or conveyance of any controlled substance, drug, look alike drug, alcohol, or anabolic steroid.
- Assault or battery of a fellow student, teacher, administrator, or an employee of the school.
- Bomb threats.
- False alarms.
- Use of vulgar or obscene language.
- Excessive absence or tardiness.
- Fighting.
- Disrespect toward the school in word or action

DRESS CODE

The dress code for Holy Trinity School is as follows:

Shirt Styles

Knit, turtleneck, oxford, Peter Pan (girls)

Shirt Colors

Red, white, navy blue, hunter green

Pants

Uniform twill/corduroy

Colors—tan khaki, navy blue

Sweater

Navy blue cardigan, V-neck, V-neck vest

Shorts

Navy or Khaki.

May be worn in Sept., Oct., and after April 15.

Jumper

Navy, Khaki, or SchoolBelles Plaid (Girls)

Skirt

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Navy, Khaki, or SchoolBelles Plaid.
Must be no shorter than three inches above the knee. (Girls)

Culottes

Navy, Khaki, SchoolBelles Plaid (Girls)

Socks Styles

Crew, knee, tights.
Students must wear socks at all times.

Shoes

Dress, loafers, saddle, or mostly black or mostly white tennis shoes.
No platform shoes, sandals, or clogs.

Students are permitted to wear Holy Trinity Sweatshirts and Holy Trinity SchoolBelles fleece jackets during the school day.

Uniforms are to be worn the entire school day. Shirts are to be tucked in. Boys are not to wear earrings, nail polish, or make up. Uniforms may be purchased through SchoolBelles, Sears, J.C. Penney, Lands End, and Martha's Kids. Hair Fads are not part of the dress code. The uniform policy will be strictly enforced.

DRUG AND ALCOHOL POLICY

A student who, on school grounds during a school session, or anywhere at a school sponsored activity, does sell, use, possess, or aid in the procurement of alcohol, narcotics or restricted drugs, including but not limited to marijuana, anabolic steroids, or other material purported to be such restricted drugs, or look alike drugs, shall be subject to disciplinary action up to and including expulsion.

A parent or guardian of the student will be contacted immediately in the event of any such occurrence. A recommendation will be made to the parents that the student be taken to a physician or health care provider for a complete examination, and will be requested to notify the school of the results of any such examination. The principal shall also give immediate notice to the police of the incident for possible legal action and for the purpose of identification of the substance.

EARLY DISMISSAL

A student may be dismissed from school early only with the approval of the principal or his/her designee. Students will not be released into the care of any person who is not authorized for such purpose, or on the basis of an invalidated telephone call.

EMERGENCY CLOSING OF SCHOOL OR DELAY

When classes are cancelled or delayed due to snow or inclement weather, the Holy Trinity Elementary School will follow the designated program of cancellation or delay as specified by the principal as follows:

- Ligonier Valley School District snow delay or cancellation TV announcements — Channel 2, 4, 6, or 11.

Parents and guardians are directed to tune into TV stations and KDKA Radio 1020 or WTAE Radio 1250 regarding school delays, closings, and early dismissals. Parents, guardians, and students are not to call the school for such information.

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FACULTY AND STAFF

Mrs. Kuhns	Kindergarten
Mrs. Findley	First Grade
Mr. Nace	Second Grade
Mrs. Garver	Third Grade
Mrs. Von Stein	Fourth Grade
Mr. Jameson	Five through Eight Social Studies and Science
Mrs. Farabaugh	Five through Eight Math and Computer
Mrs. Beam	Five through Eight Language Arts
Mrs. Scanlon	French
Mrs. Monsour	Art
Ms. Bridget Shirey	Music
Mrs. Ulery	Aide
Mr. Keen	Instrumental Program
Mrs. Bierbower	Nurse/Guidance Counselor
Mrs. Kern	Speech
Mrs. Metcalf	Reading/Math
Mrs. Schultz	Cafeteria Manager
Mrs. Williams	Business Manager
Mrs. Flickinger	School Secretary
Mrs. Sabo	Principal

Msgr. William G. Charnoki, PA, JCL Pastor and Administrator

FIELD TRIPS

Field trips relate to the instructional program. Each child participating in any field trip must submit to the school the field trip participation form established by the diocese, signed by the parent or guardian. No student may participate unless a signed field trip participation form for the specific event is on file with the principal.

The permission form is to be submitted to the teacher at least one (1) school day before the scheduled trip. Parents may be asked to provide part or all of the costs involved. When possible, bus transportation will be provided. Any person volunteering to provide private passenger transportation must submit a signed

volunteer driver information sheet to the principal for each vehicle used.

Participation in field trips is a privilege. Students may be denied participation if they fail to meet academic or behavioral requirements of the school. Students who do not participate in field trips will be provided alternative assignments during the period of the field trip. Each driver and/or chaperon will be given a copy of the approved itinerary, including the route to be followed and a summary of their responsibilities.

FUNDRAISING

Fundraising is one way to help manage tuition and provide activities for students. The school budget, PTG, and the Scholarship program are the 3 main beneficiaries of fundraising efforts.

Fundraising that goes directly to the school budget helps to manage tuition. If these programs were not used, tuition revenue would need to increase by \$20,000 to \$25,000. Fundraisers that directly benefit the school budget are:

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- Fish Frys
- Magazine sales
- Boxtops for Education
- Giant Eagle Debit Cards
- School Marathon
- Phone and Ink cartridge recycling
- Duck Race (benefits a particular cause of the school)
- Art Fair and French Café (benefits these programs)

The Scholarship program provides local tuition assistance. This money is raised through:

- Scholarship Drive
- Golf Tournament
- EITC

The Parent Teacher Guild raises money to enable students to enjoy local play productions and field trips. They also help fund various projects for the school. Fundraisers for this include:

- Discount Cards
- Coupon Book
- Basket Raffle

Participation in all these fundraisers benefits everyone.

GIFTED

Students who demonstrate gifted potential may be referred to the local public school district for psychological evaluation to determine eligibility for gifted programming in accordance with Pennsylvania Special Education Standards and Regulations. Parents should discuss with the classroom teacher or guidance counselor opportunities for determining gifted characteristics

GUIDANCE SERVICES

Guidance services are funded through Pennsylvania Act 89 and allocated by Westmoreland County Intermediate Unit. The I.U. contracts with Education and Training Consultants (ETC), a part of Sylvan Learning Systems, Inc., to provide a certified Guidance Counselor to the school. Guidance services may include (but are not limited to) whole class participation for help in study skills, career interests, social concerns, school problems, etc. Classroom teachers are involved in deciding appropriate topics according to Diocesan Curriculum guidelines.

Counseling services for individual students or small groups are provided for specific needs based upon teacher and/or parent referrals. Parents will be notified and written consent will be obtained before ongoing sessions and/or assessments are scheduled.

The ETC/Sylvan Guidance Counselor is available to the students, parents, and school faculty.

HEALTH SERVICES

The local public school district provides limited health services to the Holy Trinity Elementary School through the school nurse. Health testing and screening shall be administered to the student in accordance with the policies and procedures set by the local public school district.

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Children must be immunized before entering school, as required by state law. No child shall be permitted in school without the following immunizations:

- Four DT (or four DPT);
- Three OPV (oral polio vaccine) or four salk polio;
- Two MMR (measles, mumps, rubella);
- Three Hepatitis B.

In case of an emergency concerning the health of a student, the school nurse and/or the school principal shall be immediately notified. The school nurse shall be primarily responsible for rendering medical assistance. The parent, guardian, or person designated on the student's emergency card will be called. If they cannot be reached, the school nurse or school principal shall decide whether hospitalization or further treatment at a medical facility is necessary.

The school will maintain an emergency care card for each enrolled student containing pertinent information. In case of illness during school hours, the principal may send a child home after parents have been notified and transportation arrangements have been made. Children are not permitted to call the parents or dismiss themselves.

HOMEWORK

Homework is essential for the full scholastic development of the child. Children are expected to do a reasonable amount of home study, and it is the responsibility of the parent to supervise this work. Homework may consist of written work, reading, study for review, memorization, or work on special projects. It is the responsibility of parents to provide time and a quiet place for homework to be done.

INSTRUMENTAL MUSIC PROGRAM

The All Saints Music Program provides an opportunity for Catholic school students to participate in an instrumental music program. Weekly music lessons are offered to all students in grades 2 through 8 on all of the band instruments (flute, clarinet, alto sax, trumpet, trombone, and drum) as well as the guitar, violin, and keyboard.

Performing ensembles are made available for the students to experience the joy of playing with others. These may include a school band, the Rockin' Saints (a select group) and the All Saints Band (for students with at least 1 year of lessons).

Lessons for beginners start in late September or early October and continue until the end of the school year. Lessons are held throughout the summer for those students interested in continuing their musical growth and not falling behind.

LIBRARY

The purpose of the library program is to instruct students in the use of reference materials and to assist students in their search for knowledge and skills outside of the classroom. Most of the books in the Accelerated Reader program are located in the library. In order to provide the greatest opportunity for such instruction and to keep the library in proper order, the following rules must be observed:

- Take care of library materials;
- Return books on time;
- Return books to proper place.

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Books lost or ripped beyond repair will be charged to the student.

LUNCH PROGRAM

The Holy Trinity elementary school participates in the national school lunch and breakfast programs. Students may take advantage of these programs by filing an application for free or reduced lunches. Applications will be reviewed accordingly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whiten Building, 1400 Independence Ave., SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

Hot lunches may be purchased at the school cafeteria. Monthly menus can be found on the Holy Trinity School website.

MEDICATION POLICY

See Appendix A attached.

PARENTS AND VISITORS

Anyone entering or leaving the building must first report to the office. For reasons of safety, the school principal must know who is in the building. Any person not following this procedure may be asked to leave the building and may be subject to future exclusion from the building.

Parents are not to take lunches, shoes, books, etc. to the classroom. Any such transaction to child or teacher must be made through the principal's office. This practice helps to eliminate interruptions to the teacher and the students during class hours.

Students who need to be dismissed early for medical or health reasons will be met by the parent or guardian in the school office.

REPORT CARDS

Report cards showing the student's progress shall be issued in accordance with the dates established on the official school calendar. Progress is determined by the degree to which the child learns the subject matter according to ability, accomplishes daily work, participates in class discussions, uses class time effectively, participates in group/class research and projects, and does homework assignments. The official diocesan report card shall be utilized unless otherwise approved by the Superintendent of Catholic Schools.

Parent/teacher conferences shall be used in conjunction with the report card as a means of evaluating progress. The principal will establish a procedure for the scheduling of parent/teacher conferences. At least one (1) such conference shall be held for each student during the school year. Students will not receive a report card if tuition is not current.

Parents will no longer receive Progress Reports at the halfway point of each quarter. Every family is now able to access their student's grades at all times. Each student is provided with a password at the beginning of the school year. Logging in to PowerSchool and typing in your user name and password will take you directly to your child's grade report.

REPORT CARD AWARDS

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Students at Holy Trinity School are always encouraged to do their best. Every quarter awards are presented to students who have exemplified this behavior. The following quarterly awards are presented after each report card:

- Principal's Award — given for a straight A report card;
- Honor Roll — for students who have received a 3.0 to 3.9 average on their report card;
- Effort Award — for those students who have tried their best throughout the grading period;
- Attendance Award — for perfect attendance during the grading period. This means the student has no tardies, early dismissals, or missed school days during the nine week period.

Any student who receives an unsatisfactory grade on his/her report card becomes ineligible to receive Principal's Award or Honor Roll.

Students in grades 4 through 8 can earn all these awards, while those in third grade can earn the effort and attendance award. Students in kindergarten through second grade can receive the attendance award.

SAFETY DRILLS

Fire drills will be held on a monthly basis, or more frequently if required by state law, without prior announcement. To ensure safety, students are to move quickly, quietly, and in order according to the fire exit directions posted in each classroom.

Drills for other emergencies will be held periodically throughout the year and procedures will be reviewed by the teachers. Students are to remain quiet and attentive to the teacher during all safety drills.

SEXUAL HARASSMENT

It is the policy of the Diocese of Greensburg and the Holy Trinity Elementary School that students enjoy a learning environment free from all forms of discrimination including sexual harassment. All forms of sexual harassment in any learning area, activity area or any other place under the permanent or temporary control of the Holy Trinity Elementary School toward any student is strictly prohibited.

Any student who feels that he or she is or has been a victim of sexual harassment may bring the matter to the immediate attention of any teacher, administrator, principal, counselor, parish priest, or to the superintendent of Catholic Schools. All reports of alleged sexual harassment will be investigated in as confidential a manner as possible. Upon the completion of such investigations, the parents or guardians of the student will be advised of the findings, recommendations, and conclusions as to the accuracy of the charges alleged. In all cases where the investigation has verified the allegations and a decision has been made to take disciplinary action against the accused, the complaining student and his/her parents/guardians will be advised of such action.

In the event that it is determined that a student has intentionally falsely accused another student or school employee in engaging in sexual harassment, the student may be subject to appropriate disciplinary action.

SNACKS

As required by the state of Pennsylvania, Holy Trinity School has a wellness policy that became effective on July 1, 2006. This policy encourages healthy eating, nutritional education, and physical activity. As part of this policy, the school encourages parents to incorporate healthy foods into student snacks. To

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help in this, we are including a list of snacks that can be used for classroom parties or Kindergarten snacks. Birthday treats do not fall into this category.

Healthy snacks include the following:

1. Fruits
2. Vegetables
3. Applesauce (Unsweetened)
4. Fruit Cups
5. Popsicles made from 100% fruit juice
6. Whole grain foods
7. Rice Cakes
8. Popcorn
9. Baked tortilla chips
10. Granola bars
11. Cereal bars
12. Pretzels
13. Breadsticks
14. Yogurt
15. Low fat cheese
16. Low fat pudding
17. Frozen yogurt
18. Trail mix
19. Water
20. Milk (low fat or fat free)
21. Fruit juice (100% juice)

STARTING TIME AND DISMISSAL

All students should be in their classrooms by 8:55 A.M. Any student that enters the school after this time (excluding students arriving by bus) will be marked tardy. They must report to the office before going to the classroom. Dismissal is at 3:40 PM.

STUDENT RECORDS

The collection and maintenance of information about students which is essential to promoting student welfare and accomplishing the educational objective of the school shall be in accordance with state and federal law. The permanent report card, approved by the diocese, will be maintained in the office of the principal. Guidance records will be kept either in the principal's office or the guidance office. Information will be collected only with prior and informed consent of the parent or guardian.

Student records, in accordance with state and federal law, are made available only to parents and staff who have need for access to the information, or with consent of the parent, or as otherwise provided by law. A parent or guardian wishing to review the records of his or her child should make such request for review in writing at least twenty-four (24) hours in advance. Student record information will not be disseminated by telephone.

In the absence of a Court Order to the contrary, a non-custodial parent will be given access to the academic records and the other school-related information regarding their child. If there is a Court Order specifying responsibility of the custodial parent, or otherwise limiting or eliminating the rights of a non-custodial parent with regard to a child's education, the custodial parent shall provide the school with an official copy of the Court Order. All other requests for student information will be referred to the Superintendent of Catholic Schools for approval.

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TARDINESS

A student is tardy if he/she is not in the classroom for opening exercises. Repeated cases of tardiness will be brought to the attention of the principal so that parents will be notified. A student will not be sent home for tardiness. Any student who is tardy may be required to submit a note of explanation signed by a parent or guardian. The teacher is responsible for recording tardiness in the attendance register daily, on the student's report to parents and on the permanent record card. Excessive unexcused tardies (more than 5 per quarter) may result in detention.

TELEPHONE

It is important that the school telephone be available for office calls. Children may use the school telephone only with permission of the principal, the secretary, or a teacher, and only for school related business.

Teachers and children will not be called from the classroom to receive a telephone call. A message for the child or teacher may be given to the secretary. Arrangements concerning transportation and after-school activities are to be made before the child leaves home in the morning.

Students are not permitted to have or use cell phones during school hours. These phones will be given to the teacher for safekeeping during the school day.

TESTING

The Holy Trinity School follows the testing program established by the Diocesan Office of Catholic Schools. These tests include the Stanford Achievement Test and the Otis-Lennon School ability test.

TRANSFERS

Transfers to or from Holy Trinity Elementary School are normally to take place at the beginning of the school term. In the event of a transfer from the Holy Trinity Elementary School to another private or public school, parents must submit written verification from the receiving school confirming enrollment at the new school and to request the release of school records. No student records will be released without written verification, or in the event that any tuition remains due to Holy Trinity School.

TRANSPORTATION

Transportation to and from the school is the responsibility of the parents. If children live more than 1.5 miles from the school, transportation will be provided by the public school district in which the student resides.

Students are expected to behave properly on the bus. The safety of all is the prime consideration. A lack of cooperation of safety rules established by the local public school district or the transportation provider may result in suspension from riding the bus, and may result in disciplinary action against the student by Holy Trinity Elementary School up to and including possible suspension and/or expulsion.

TUITION

Schools in the Diocese of Greensburg are moving toward a cost based, need based tuition plan. Cost based refers to the cost to educate one child at Holy Trinity School. Need based refers to the financial need of families in order for their children to attend Holy Trinity School. Because of this tuition policy the

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tuition at Holy Trinity School could range from \$400.00 to the per pupil cost. Financial aid forms are required to determine tuition reduction.

In the event that a child does not stay the full school year at Holy Trinity School, the tuition rate will be determined based on the number of days school has been in session based on a 180 day school year. Any tuition assistance awarded will be recalculated due to the abbreviated school year.

The school is operated as a faith community, not a commercial or secular enterprise. The school provides an opportunity for the development of faith-based values and for receiving instruction in the Gospel of Christ. Consequently, the payment of tuition may not be considered as creating a commercial or contractual relationship between the school and the parents.

WEAPONS

Any student found to be in possession of a weapon will be subject to disciplinary action, up to and including expulsion, and reported to the appropriate law enforcement agency for criminal prosecution under the Pennsylvania Crime Code, 18 Pa.C.S. 912. Weapon is defined as including, but not limited to, any knife, cutting instrument, cutting tool, nun-chuck stick, firearm, shotgun, rifle, and any other tool, instrument or implement capable of inflicting serious bodily injury, or any object which looks like any such weapon or is intended for such use.

WEB SITE

The Holy Trinity School web site contains much of the information that you may need to access during the school year. The school tries to keep it up-to date. Monthly calendars and newsletters can be found and printed from this location. The Holy Trinity website is <http://school.holytrinityligonier.org>

APPENDIX A

Administration of Medications policy

The Office of Catholic Schools, Diocese of Greensburg, recognizes that parents have the primary responsibility for the health of their children. It also recognizes that many children are able to attend school because of the effective use of medication in the treatment of chronic disabilities or illnesses. The Office of Catholic Schools believes that every effort should be made to administer medication at home. However, any student who is required to take medication during the regular school day must comply with school regulations. These are necessary for the protection of both the student and the school personnel. This policy shall be implemented in collaboration with public school districts that provide health services to Catholic Schools.

Administration of Medicine during School Hours

- Every request to have medication administered to a student shall be accompanied by a physician's statement setting forth the following:
 - Date
 - Student's name
 - Diagnosis
 - Medicine, dosage, how administered, time schedule, and length of time to be administered in school;
 - Possible side effects or contraindications;
 - Any curtailment of specific school activity; (lab, sports, shop, driver's training, etc.)
 - Listing any other medications which have been prescribed by the physician;

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- Physician's signature and telephone number;
- Parent's signature.

School Nurse Responsibilities:

- The nurse is responsible for orientation of the person(s) authorized to administer medication. Orientation should include:
 - Principles of medication administration;
 - Review of specific medications which are to be administered, including side effects;
- A Parent/Guardian Administration of Medicine Permission Form must accompany the physician's written approval/request. These forms can be obtained by calling the school office.
- The school nurse or a person designated by the school administrator will administer the medication.

Delivery of Medication

Medication to be administered to a student must be delivered to the school nurse by the parent, guardian, responsible adult or student if such student is of high school age. If the school nurse is not available, the principal will need to designate someone.

- The medication will be recorded in the log with the date, name, and amount of medication delivered and signed by the parent.
- The physician's written request and parental authorization is brought with the medication, and delivered to the school nurse or designated person.
- The parent should notify school nurse in advance that the child will need medication unless circumstances dictate otherwise.

When someone other than the parent brings the medication to the school, the medication should be placed in the parent. It should be marked with the name of the child, the name and amount of medication sent, or be in a pharmacy labeled bottle.

Medical Restrictions

- Supply of medication to be kept at school
 - Single day supply for short-term illness
 - One to two weeks for long-term chronic illness. This would afford the nurse the opportunity to meet with the parent(s) and discuss the child's response to medication, etc. The amount of medication stored by the school should be based on the length of time medications are to be administered and other individual factors.

Labeling and storage of Medications in Schools

- ❖ Medication brought to school must be in a properly labeled container. (The container should be labeled by the pharmacist or doctor)
- ❖ Label must include:
 - Student's name;
 - Name of Physician;
 - Date of Prescription;
 - Name and telephone number of pharmacy;
 - Name of medication, dosage, and frequency of administration.

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- ❖ Storage—Medications are stored in a locked container in a secured area, which is convenient to the person responsible for administering medication, except as may otherwise be approved by the principal as directed by the treating physician. Medication should not be stored in the teacher's desk. Medications requiring refrigeration are stored in the refrigerator.
- ❖ Unused Medication—Unused medication will be given to parents for disposition. Record date, time, amount, and signature of parent/guardian or adult receiving medication.