

INTRODUCTION

I. FOREWARD

This handbook is provided to all students, parents and faculty to give them information, regulations, and policies of Holy Trinity Elementary School and is in no way intended to be a contractual agreement between Holy Trinity and the student and/or parent. In no way does this handbook include all of the policies of this school. Furthermore, the school reserves the right to add, to modify or abolish any of the handbook provisions without notice. Non-enforcement of any of the rules does not serve as a waiver of their future enforcement. Also, this handbook does not create any restrictions on Holy Trinity Elementary School's right to institute any course of disciplinary action which, at Holy Trinity's sole discretion, it believes is necessary and consistent with Holy Trinity's Catholic educational mission.

II. GOVERNANCE, ADMINISTRATION, FACULTY, AND STAFF

PASTOR: Reverend John L. Pietramale

ADMINISTRATOR: Mr. Mike McCabe

SCHOOL BOARD: Brenda Miller, Brenda Steffen, Pat Burbach, Allen Leise, John Steffen, Eric Feilmeier and Dean Burbach (Parish Council Representative).

FACULTY: 6th Grade, Karen Arens; 5th Grade, Nancy Hochstein; 4th Grade, Becky Jones; 3rd Grade, Susan Neiman; 2nd Grade, Patti Rokusek; 1st Grade, Rhonda Miller; Kindergarten, Jayne Steffen; Religion Teacher, Margaret Keiter; Music, Patricia Sedivy; and Physical Education, Chad Cattau.

STAFF MEMBERS: Secretary/Library Coordinator, Adaline Dreesen; Janitor, Ed Meyer; Teacher Aides, Lisa Klug ; and Cafeteria Head Cook, Donna Burbach; Parish & School Bookkeeper, Rosemary Kathol; Cedar County Catholic Schools Development Director, Joani Potts.

III. MISSION, PHILOSOPHY AND VISION

Holy Trinity Elementary School, Hartington, Nebraska, belongs to the Archdiocese of Omaha's Educational System and is an integral part of the life of Holy Trinity Parish. Thus, it shares in the teaching mission of the Catholic Church.

Our mission at Holy Trinity Elementary School is to form a community of faith based on the teaching of Jesus Christ and to cultivate knowledge by promoting a Christian way of life through Gospel values and a commitment to meet or exceed academic excellence.

Parents are indeed the first and most important teachers of their children and they, together with their Catholic School, can afford the fullest and unique opportunity to realize the threefold purpose of Christian Education: proclaiming the "Good News" of Jesus Christ, living out that message in community, and informing the message through service.

Holy Trinity Elementary School carries out this mission through a faith-filled curriculum, which emphasizes the education of the whole child - spiritually, intellectually, physically, emotionally, socially and culturally. To this end, faith, religion and values are integrated across the curriculum. A strong academic program including technology is offered, and a well-rounded physical education program is in place. The fine arts of music, speech, band and art, as well as global and multi-cultural awareness, enhance the overall academic program. Many all-school liturgies, activities and events are offered as ways for our students to experience a caring, supportive and cooperative community with a focus towards service. The curriculums are on file in the classrooms and are accessible to all who are interested.

Students are expected to abide by the rules of the school, apply themselves to their schoolwork, complete their assignments on time, and be contributing citizens of their community and county, to be confident, life-long learners, and to be active, informed members of the Catholic Church.

A. Vision Statement

Holy Trinity Elementary School continuously strives to track its students to be responsible, self-disciplined Christians that are capable in their abilities to succeed as life long learners in our society. The school will help the students to continue to grow in their spiritual life as active members of their family, church, and community.

B. Belief Statement

1. We believe that Jesus Christ is the Risen Lord.
2. We believe in teaching the students to live the Gospel message.
3. We believe in fostering the development of an educational atmosphere and community, based on the foundation of the Catholic faith.
4. We believe in stewardship, the sharing of time, talent and treasures to provide stability and progress for our Catholic Church and school for future generations.
5. We believe in the importance of service to society through prayer and actions.
6. We believe that all students can maximize their potential through excellence in teaching.
7. We believe students learn effective interpersonal skills through work, study and prayer.
8. We believe in the integration of technology within our school.
9. We believe in an on-going process of curriculum development.

10. We believe in helping students develop faith, respect, and self-confidence.
11. We believe in the student developing sound moral judgment.
12. We believe in providing a safe and modern facility to enhance learning.
13. We believe that parents, as primary educators of their children, have an obligation to give to our Catholic school all their support and cooperation in the school's work for the good of their children.

B. Essential Learning Skills

Upon completion of the sixth (6) grade, students at Holy Trinity Elementary will demonstrate:

1. A commitment to and an understanding of the Gospel and the teachings of the Roman Catholic Church.
2. Skills necessary to be self-directed learners in secondary education and beyond.
3. Mathematical skills including addition, subtraction, multiplication, division, estimation and the basis of upper-level Math.
4. Effective communication in skills including reading, writing, speaking and listening.
5. Skills in life, earth, and physical science.
6. Technological literacy that includes use of skills in keyboarding, word processing, data base and other skills to assist in the student's success in secondary education.
7. Skills in depicting and appreciating musical and artistic expression.
8. Skills in group interaction including cooperation and leadership.
9. Skills in problem solving, decision making and critical thinking.
10. An understanding of civic rights and responsibilities in a democratic society.
11. Knowledge of the geographical and historical culture of the United States and other countries and the influence they have on today's events.
12. Skills necessary to enhance recreational play and leisure skills to include the development of fine-motor skills, understanding of the different levels of performance and cooperation.
13. Concern and respect for others.

GENERAL DIRECTIVES

I. ADMISSION

The Catholic elementary schools of the Archdiocese of Omaha admit students of any race, color, national and ethnic origin to all the rights, and privileges of students at the school.

The Catholic schools observe Nebraska law applicable to private schools regarding the age of admission to kindergarten and first grade. A child must be five years of age prior to October 15 for entrance to kindergarten. The Board of Education may admit a child who will reach the age of five between October 16 and February 1 of the current year if the parent or guardian requests such entrance and provides an affidavit stating that (a) the child attended Kindergarten in another jurisdiction in the current school year or (b) the family anticipates a relocation to another jurisdiction that would allow admission within the current year. Early admission based on ability assessment reports is not permitted.

The Catholic schools observe Nebraska law applicable to private schools regarding records required for admission.

II. PARENTAL KNOWLEDGE OF SCHOOL PROGRAMS AND ACTIVITIES

As the primary educators of their children, parents should always be fully informed regarding the educational program and activities of the school. In the event that parents have questions or concerns regarding specific programs or activities, they should discuss their questions and concerns using the following procedure:

1. Contact the classroom teacher if it is a classroom matter, or the Principal for school matters.
2. If a satisfactory solution is not reached with the classroom teacher, the Principal should be contacted. It may be necessary to arrange a meeting with the parents, teacher and Principal all in attendance to settle the issue.

3. If no satisfaction is achieved after discussing the problem with the Pastor and Principal together to resolve the issue, the Pastor's decision is final.
4. If there is a concern about Board Policy, steps can be taken to have the item placed on the agenda at the next school board meeting for review and discussion. However, it should be noted that the Board deals only with policies, not implementation of policies, and is advisory only.

If parents are seriously dissatisfied with an aspect of the school's programs or activities which the school's governance body has deemed as integral to or in the best interest of the school's goal, they may wish to exercise their option of choosing another school for their child or children.

If serious dissatisfaction results in continued agitation on the part of parents, the school's governance body will assess the impact of such agitation, and after discussion of the matter with the parents, may exercise the school's prerogative to withdraw permission for enrollment of the child or children. (AOPB # 5502).

III. SCHOOL LUNCH PROGRAM

Students may bring their lunch to school or they may use the Hot Lunch Program. All lunches **MUST** be eaten in the cafeteria. No one will be allowed to leave the school premises during lunchtime. If students bring their lunch, the sandwich, etc., must be wrapped in non-vendor type wrapping. Soda is never allowed.

Just prior to leaving their classrooms for lunch, the students and teachers will pray grace. As expected, proper student conduct and behavior will be adhered to. Proper procedures and conduct will be established by the administration and enforced by the classroom teachers during supervision.

Individual lunch identification cards will be issued to each student. These cards will be left in the teacher's possession during the school year. The cafeteria has a scanner system in place and each student's card is scanned every day that they participate in our hot lunch program.

A. Civil Rights Assurance – Nondiscrimination Statement

1. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discrimination on the basis of race, color, national origin, sex, age or disability.

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

- b. this institution is an equal opportunity provider

2. Procedure for accepting and filing complaints of discrimination in Nebraska School Meal Program.

- a. right to file a complaint.

Any person alleging discrimination based on race, color, national origin, sex, age or disability has a right to file a complaint within 180 days of the alleged discriminatory action.

b. acceptance

All complaints, written or verbal, shall be accepted by the School Food Authority (SFA) and forwarded to the Administrator of the School Nutrition Programs at the Nebraska Department of Education, Nutrition Services. It is necessary that the information be sufficient to determine the identity of the agency or individual toward which the complaint is directed, and to indicate the possibility of a violation. Anonymous complaints shall be handled as any other complaint.

c. verbal complaints

In the event that a complainant makes the allegation verbally or through a telephone conversation and refuses or is not inclined to place such allegations in writing, the person to whom the allegations are made shall write up the elements of the complaint for the complainant. Every effort should be made to have the complainant provide the following information:

1. name, address and telephone number or other means of contacting the complainant.
2. the specific location and name of the entity delivering the program service or benefit.
3. the nature of the incident(s) or actions(s) that lead the complainant to feel discrimination was a factor.
4. the basis on which the complainant feels discrimination exists (race, color, national origin, sex, age or disability).
5. the names, titles and addresses of persons who may have knowledge of the discriminatory action(s).
6. the date(s) during which the alleged discriminatory action occurred, or if continuing, the duration of such actions.

IV. ASBESTOS

The asbestos policy is on file in the office at Holy Trinity. The school has been inspected by a certified asbestos inspector to determine the location, asbestos rating, and hazard potential of any and all asbestos found. Our management plan addresses notification requirements, employee education and training and sets forth plans and procedures to comply with the laws to control the disturbance of asbestos containing material to comply with the laws. We will have an inspector completely re-inspect the school every (3) years. We have posted warnings and provided notification of any deterioration or change in asbestos conditions and provide notification of asbestos locations for short-term workers at our school. The management plan is available in the school office for

inspection by patrons of the school. Parents are notified of any disturbances or changes in the condition of asbestos in the school.

V. Asthma Policy

Holy Trinity Elementary, an accredited system under the Nebraska Department of Education has, as its preventive plan against a life-threatening asthma attack or systemic allergic reaction, implemented a teacher training program to encompass the Protocol Plan.

The Protocol Plan shall include:

1. Calling 911;
2. EpiPen injection;
3. Albuterol is provided through a nebulizer.

It shall be the policy of this school to maintain at least two (2) EpiPens under the control of the faculty and/or Supervisors trained in the use of such equipment. The EpiPens shall be stored and used for the following:

1. One maintained for school; and
2. One maintained for field trips.

It shall also be the policy of this school requiring parents/guardians of any student(s) with such a medical condition to provide the school with the following information:

1. Written medical documentation;
2. Instructions; and
3. Any medications as directed by a physician

VI. SCHOOL VISITORS

During school hours all parents and other visitors must report to the Principal's Office. If that office is not open, they should report to the school library. No one is permitted to go directly to the classrooms or teachers unless it is part of a routine volunteer-related job. We do request that due to the busy schedule at the beginning and end of the school year, no parental visits are made during the first and last weeks of school.

VII. COMMUNICATION

Holy Trinity School keeps parents/guardians informed of their student's progress by means of telephone or mail. Our teachers send home weekly student packets with the week's assignments and test results. Report cards are sent home quarterly and parent teacher conferences are scheduled after the first and third quarters, or as needed at the discretion of the teacher or request of the

parent or guardian. Our parent bulletins keep parents/guardians abreast of the schedule of activities and events.

We also have the **telephone bulletin board (254-0100)**, which can be used for information about school cancellations, late starts, school activities, and/or the school lunch menu.

Communication between administration and faculty is accomplished by means of faculty bulletins, personal notes and word of mouth.

VIII. TELEPHONE USE

During school hours, the telephone is used for business and emergencies. **Ordinarily, neither students nor teachers will be called from the classroom.** Parents and teachers should arrange to contact each other after 3:35 P.M. or before 8:00 A.M. Students will be allowed to use the phone for emergencies or important matters. The phone at the east door will be available to students after 3:35 P.M. Parents of students needing to make long distance calls will need to provide their students with pre-paid calling cards. Students are not allowed to bring cell phones to school.

IX. FUND RAISING

No fund raising will be undertaken without consent of the pastor. Each year, Holy Trinity students help the Parish with the Fall Happening and Fly-In Breakfast by carrying the meal trays. Students also donate their time and talent each year, on a rotating basis to the Jump For Heart, Mathathon, and Diabetes Foundation as part of the stewardship and outreach for others.

X. SCHOOL PICTURES

Presently, individual student pictures and class pictures are taken each Fall.

XI. SMOKE FREE BUILDING

In accordance with the Nebraska Clean Indoor Air Act 1979-LB 3440 which mandates that no person shall smoke in a public place or at a public meeting except in designated smoking areas. Holy Trinity Elementary is a smoke free facility.

XII. CHILD ABUSE REPORTING REQUIREMENTS

In cooperation with Law Enforcement Personnel or other Government Agents requesting access to students, the administrator will grant such access in accord with the expressed wishes of the student's parents or legal guardian. Exceptions to parental wishes must be made in the case of warrants of arrest and in the case of suspected child abuse as defined by Nebraska statutes. All cases of suspected child abuse must be reported to the proper authorities.

XIII. CHILD CUSTODY

Whenever the structure of a family changes, school personnel wish to remain sensitive to the needs of individual family members. In the event that a separation or divorce occurs, the principal should be notified immediately. Every effort will be made to assist the student in whatever manner is appropriate.

Non-custodial parents have rights to receive the same information from school as custodial parents, unless such rights are restricted by a legally binding instrument or court order. This includes, but is not limited to, the following:

1) Student records; 2) General school notices; and 3) Conferences with teachers.

The non-custodial parent does NOT have rights to pick up the child during the school day or make contact with the child during the school day unless:

1) The school receives written permission from the custodial parent specifying the arrangements, time and date; or 2) The school has a court order or other legally-binding instrument giving permission to the non-custodial parent. In this instance, the school must be given advance notification to afford time for legal verification of these documents.

If the parents have joint custody, each parent shall be afforded all parental rights, unless restricted in some way by a legally binding instrument or court order.

If the parents are separated and neither is the primary custodian of the child, the school may release the child to either parent unless restricted by a legally binding document to the contrary. The school may require custodial and non-custodial parents to provide a court certified copy of the court document in effect that sets forth the rights and restrictions pertaining to the parent's rights.

XIV. VOLUNTEERS

Holy Trinity School makes use of volunteers in the classroom. In our small school/town backgrounds and reputation are generally well known. However, Holy Trinity is required by Archdiocesan policy to have ALL individuals who work with our children undergo a screening process, thorough background check and attend a class administered by the Archdioceses pertaining to

providing a safe environment for our students. This will be arranged by the school administration.

Attendance

I SCHOOL DAY AND HOURS OF OPERATION

During the regular school year, the school building is open for students from 7:50 A.M. until 4:00 P.M. each day. Faculty are in the building from 7:35 A.M. until 4:00 P.M., but not necessarily on duty for supervision at those times. A supervisor will be on duty in the morning from 7: 50 A.M.. until the students are sent to the classroom. After school, the teachers will escort their classes to the doors for dismissal. At that time, students are expected to go directly home or to a place designated by their parents. No one is permitted to remain in school unless requested by the parents to remain or by a classroom teacher. Under no certain circumstances are students permitted to remain outside and play on school property without adult supervision.

II INSTRUCTIONAL HOURS

Nebraska State Law requires that accredited schools spend a minimum of 1032 hours in session for grades 1-6 and 430 hours for Kindergarten. Time shall not be counted in meeting the school year requirement when school is not in session for any reason such as: school being dismissed due to inclement weather, tournaments or contests, parent/teacher conferences, or funerals. Time scheduled for students to eat lunch shall not be counted in meeting the school year requirements.

Time shall include religious instruction, field trips and assemblies that are administratively approved, and all necessary clerical and health requirements.

III ABSENCES AND TARDINESS

Students are expected to attend school regularly and to be on time for school and scheduled activities. If a student is absent, upon returning they should bring a note stating the date, reason for the absence or tardiness, and should be signed by the parent or guardian. Attendance records make up a part of every student's permanent record. If a student arrives to school before 10:00 a.m., he/she is considered tardy. If a student arrives after 10:00 a.m. and before 1:00 p.m., he/she is considered absent ½ day. If a student arrives after 1:00 p.m., he/she is considered absent all day. Any student, who attending school, leaves early for some reason and returns at some point during the school day,

will be considered to have been absent for a ½ day. Any student who leaves before 10:00 am and does not return to school that day is considered absent for the entire day. Any student who leaves after 10:00 am and does not return to school that day is considered absent for ½ day.

A. Excused Absences: The student is absent from school or from a scheduled class or activity because of:

1. Personal illness
2. Death or wedding in immediate family
3. Danger of travel due to inclement weather
4. A pre-excused absence (Dental/Doctor appointment, which absolutely cannot be scheduled at any other time.)
5. Religious Observation (Confirmation, etc.)
6. Needed at home to help with some aspect of family business.
7. Any emergency situation subject to the approval of the Administrator.

B. Excessive Absences

1. Excessive absences (more than 7 class sessions per semester) will result in the administrator and the parents of the student meeting to discuss the situation.
2. Upon the 5th absence in one semester, the parents will be notified by the school.

C. Truancy

Students truant from school will receive zeros for all work missed due to the absence. Students will also be required to make up two hours for each hour of school missed.

D. School Procedures

1. This information is recorded in their permanent record.
2. If the absence is unexcused as described previously, the school will contact the parent or guardian.
3. Students must attend all their scheduled classes. Teachers may not dismiss students from their classes to carry on other projects nor to leave school.
4. Once in school, students may not leave without written permission of parents and permission of the Administrator.
5. It is the school policy that students will ONLY be released to their parents or immediate, adult-age family members. Students going to any activity away from school WILL NOT be released to a friend's parents, even if a note is brought to school.

IV. CLOSING OF SCHOOL

Information regarding school closings will be announced through the Yankton radio stations (WNAX & KK93) and the local cable TV station in Hartington as in past years. Information regarding school closings and late starts will also be available by using our electronic bulletin board service provided by the Hartington Telephone Company. The phone number for this service is 254-0100. You need only to call this number and follow the recorded instructions to get information about school closing and other pertinent school information.

STUDENT CONDUCT

I. STUDENT BEHAVIOR – (BULLYING)

"Love the Lord your God with your whole heart, your whole mind, with your whole soul and love your neighbor as yourself" is the guiding principle given to us by Jesus Christ, and is a ruler by which to measure our Christian behavior. One of the missions of Holy Trinity Elementary is to provide a physically safe and emotionally secure environment for all students and staff. Positive behaviors (non-violent, cooperation, teamwork, understanding, and acceptance of others) are to be encouraged in this school and are required of all staff. Respect and courtesy are expectations for all students at Holy Trinity School, not only during school hours but also on buses, before and after school, and at all school events and activities. Students are expected to respect the rights of others. Inappropriate behaviors (bullying, intimidation, and harassment) are to be identified and students and all staff are required to avoid such behaviors. No tackle football or "rough housing" is allowed on the playground. A list of playground rules will be posted in each classroom and will be enforced with appropriate consequences. Respect for school property, whether before, during or after school is expected of every student. Property includes not only desks and books, but also, the gym floor, the playground equipment, the grounds and the buildings. Such respect can keep the grounds and properties safe for all.

According to the State Fire Regulations, fire drills are to be held monthly. Students are asked to walk quietly in single file to designated areas. Disaster/tornado drills are conducted in the spring. Students should be silent during all of the above drills so that any necessary instructions can be given and heard.

For those students whose behavior does not measure up, the following system of DEMERITS has been devised.

<u>REASON FOR DEMERITS</u>	<u>NO. OF DEMERITS</u>
*Abuse of Dress Code (I.E. -No Belt if needed)	1

*Abusive/"bad" language	2-3
*Defacing/Destruction of School Property	1-3
*Misbehavior at Church or School Functions	1-3
*Disrespect to Teachers/Staff and other students	1-3
*Disruptive Behavior	2
*Cheating	2
*Gum Chewing	1
*Miscellaneous (Teachers' discretion)	1

(such as but not limited to: disregard for playground or classroom rules, snowball throwing, pop in gym)

Demerit slips will be filled out and signed by a teacher/staff person and student, and then reported and turned in to the principal's office by the student.

In any one quarter, after the second demerit, the student will receive ONE detention on the following Thursday. After the FOURTH demerit, the student will receive two more detentions, to be served on consecutive Thursdays. After the fifth demerit, in any one-quarter, for "starred" (*) categories, the student will have in-school suspension.

For grave reasons, students can be suspended and/or expelled. Archdiocesan guidelines will be followed in such cases.

II. CONDUCT AND HARASSMENT

Conduct and harassment cases will be dealt with on an individual basis. We will follow the procedures outlined in our demerit policy. If these procedures fail to produce results, the next step might be an in-school suspension after (5) demerits. If the behavior is not corrected, an out-of-school suspension might be imposed, following a conference with the parents. A last resort would be expulsion by the pastor. The principal may recommend expulsion to the board and may suspend a student from school pending a board meeting where expulsion might be considered. The principal shall notify the parents or guardians of the possible expulsion, the date of the board meeting, its time and place, and how they may attend the meeting and address the board with their concerns and points of view.

III. DRUG/ALCOHOL/TOBACCO

Holy Trinity Elementary School is committed to educating students about the dangers of substance abuse and recognizes its moral obligation to provide drug, alcohol, and tobacco education for its students. Holy Trinity Elementary School integrates a Drug/Alcohol/Tobacco Educational Program at the primary level and progresses through Grade 6.

A student who is found at school or school functions using drugs/alcohol/tobacco, in possession of, or selling alcohol or drugs or is affected by prior use of a substance will be suspended from classes immediately and detained in the principal's office until the parent/ guardian comes for him/her.

Re-entry into school for students with a drug/alcohol problem rests with the principal and/or pastor. The student may be required to submit to a substance evaluation by a professional. If the results show that the student does have a problem, counseling and treatment must be agreed upon by the principal and the parents of the student before re-entry into the school. Mandatory counseling will be sought and penalties including suspension and/or expulsion will be assessed in proportion to the offense. Students will have the right to appeal. Harassment of any witness could result in expulsion.
(OASB POLICY # 5036)

IV. WEAPONS/PROHIBITED OBJECTS

Students are forbidden to knowingly and voluntarily bring to school and/or possess, handle, transmit, or use, any instrument in school, on parish grounds, or at parish/school events that is ordinarily or generally considered a weapon. Any object, which could be used to injure another person, may be considered a weapon. Police will be contacted when there is a suspected violation of criminal laws concerning weapons.

The following are examples of prohibited objects, which students are forbidden to knowingly and voluntarily bring to school and/or to possess, handle, transmit, for use in school, on parish grounds, or at parish/school events:

- *knives of all types or any other dangerous instruments capable of inflicting cutting, stabbing, or tearing wounds;
- *guns of all types;
- *lead pipes, chains, chuck sticks;
- *throwing stars, darts, metal knuckles, blackjacks;
- *unauthorized tools;
- *fireworks, explosives or other chemicals;
- *controlled substances and/or drug paraphernalia;
- *alcohol, tobacco, matches or lighters

As a condition of continued enrollment, students must abide by the terms of this weapons/prohibited objects guideline. Students violating this guideline shall be subject to disciplinary action as noted in the information in the section on violence.

V. VIOLENCE

In the context of this Handbook, violence is defined as causing physical harm to another. Threatened violence is defined as threatening to cause physical harm to another. Any younger child (K-2) who makes threats of violence will be required to come to a conference with his/her parents. The child and parents shall be told that any further threats will result in suspension and the

child will require counseling from a certified counselor in this area before being allowed back in school. Older elementary students will be suspended and referred to the same type of counseling on the first offense. Each incident will be handled according to individual circumstances, but a second offense may result in dismissal from school and referred to a counselor. The duration of the dismissal will be determined by the student's behavioral response and the recommendation of the counselor and the administrator. A student may be expelled for committing a violent act. Dismissal from school or expulsion will be used only after the principal has investigated the incident. Only the pastor can expel a student from school.

VI. DRESS CODE

Parents are the primary enforcers of the dress code. They should check each day that their child/children are properly attired for school. Uniforms will be worn to school except on designated dress-up or casual days.

GIRLS UNIFORM

Navy Blue Slacks - Grades K - 6

Dunbar Plaid Jumper - Grades K - 6

White blouses with collars - Grades K - 6

Navy Blue Sweaters ONLY - preferably button down cardigans

SLACKS MAY NOT HAVE PATCH POCKETS - No stirrup pants

Navy Blue Dennis Uniform Shorts - Grades K - 6

AUGUST-End of Sept. – JUMPER, SLACKS OR SHORTS

OCTOBER 1st -APRIL 30th – JUMPERS, SLACKS OR BOTH

MAY 1st TO THE END OF SCHOOL – JUMPER, SLACKS OR SHORTS

BOYS UNIFORM

Light Blue Shirts with Collars - Grades K - 6

Navy or Twill Pant or Dark Navy-blue Jeans - Grades K - 6

1. **MUST BE** dark navy blue
2. **MUST BE** the standard 5 pocket (e.g. Rustler or Wrangler)
3. **MAY NOT BE** stone washed, pepper wash, light blue, carpenter pants, bell bottom, side pocket or baggy
4. **MAY NOT** have the side pockets
5. **Belts for Grade 4 –6**

Navy Blue Sweaters ONLY - preferably button down cardigans.

Navy Blue Dennis Uniform Shorts - Grades K- 6

**SHORTS MAY BE WORN UNTIL Sept. 30th and THEN
FROM May 1st UNTIL THE END OF THE SCHOOL YEAR**

All shirts and blouses will be tucked in. Please, socks must cover the ankle (may be white or colored). Colored tights are acceptable but no leggings.

Our Uniform Connection Person is Adrienne Weier (254-3519). DENNIS UNIFORMS in Omaha is the supplier for new uniforms. Forms are available from the school office or Mrs. Weier.

On occasion, the principal will permit casual or dress-up days - the casual days usually limited to one per quarter and the dress-up days usually limited to one per semester. **Capri pants are not acceptable at anytime.**

Students may wear a dark blue sweatshirt with Trinity logo. If you wish to purchase the sweatshirts, please contact the school office. Remember, this sweatshirt with the school logo is the **ONLY** sweatshirt students are allowed to wear. On early dismissal days (i.e. - In-service days, early dismissals before vacations, etc.) students may, if they have them, wear the Holy Trinity T-shirt to school that day. This is the **ONLY** T-shirt that may be worn and only on these days. Students wearing the T-shirt must wear their uniform pants, or shorts if at that time of the year those are permissible. Students not wearing the Holy Trinity T-shirt must wear their regular school uniform.

Parents are reminded of the Uniform Committee's adoption of the **STRICT** enforcement of the blue jean uniform policy. This was established after a survey was conducted last school year. The only pants (jeans) allowed are as follows:

1. **MUST BE dark navy blue**
2. **MUST BE the standard 5 pocket (e.g. Rustler or Wrangler)**
3. **MAY NOT BE stone washed, pepper wash, light blue, carpenter pants, bell bottom, side pocket or baggy**
4. **MAY NOT have the side pockets**

VII. BICYCLES

A bike rack has been added to provide those students who ride their bicycles to school a safe place to park them. This rack is to be used. Bicycles **ARE NOT** to be parked just anywhere. If the rack is full, bicycles need to be parked in the same general area of the rack. Bicycles **ARE NOT** to be laid down just anywhere.

VIII. SUPERVISION AND EXPULSION

Pursuant to Archdiocesan Policy #5031, students may be suspended or expelled from school for the following reasons:

1. Behavior of the student that presents a moral danger to other students.

2. Behavior that is incorrigible, i.e. the student has been corrected many times, but refuses to change his/her behavior.
3. Frequent absences.

ACADEMIC DIRECTIVES

I. ACADEMIC POLICIES, GRADING, AND HOMEWORK

A specific time and a quiet place for home study is conducive to the development of good study habits. Parents should expect their students to have some homework, proportionate to grade level. A good rule of thumb is 10 minutes times the grade level; thus grade two would have approximately 20 minutes; grade three - 30 minutes, etc. If your child consistently seems to have too much, too little or no homework, perhaps you might call his/her teacher. Encourage your child to read regularly as part of the homework assignment. Students are expected to complete all assignments on time and maintain passing grades. Help is available for students who fall behind in their schoolwork.

We use a number and/or letter grading system for grades 3 - 6 as follows:

A+ 98 - 100	B+ 93 - 91	C+ 85 - 83	D+ 77 - 75	F 69 or below
A 97 - 96	B 90 - 88	C 82 - 80	D 74 - 72	
A- 95 - 94	B- 87 - 86	C- 79 - 78	D- 71 - 70	

GRADING SCALE FOR GRADES 1 -2:

O OUTSTANDING	V VERY GOOD	S SATISFACTORY
M MODERATE PROGRESS		N NOT SATISFACTORY

GRADING SCALE FOR KINDERGARTEN

A series of checks on various tasks will give the parents the level of progress that the student is working at.

II. EVALUATION OF STUDENTS

Presently, the Iowa Tests of Basic Skills (ITBS) are being used at Holy Trinity School. ITBS Tests are administered to Grades 2-6. The tests for the 5th grade are criterion references in Reading and Math. Tests are given in the fall. Teacher made and chapter/unit tests are given throughout the school year. Progress reports are sent home in the student's take-home folders (grades 3 – 6th) at the middle of the each quarter.

Report Cards are issued at the end of each quarter. Parent/Teacher Conferences are held for all parents after the 1st quarter and by appointment for those parents wishing to see teachers or teachers wishing to see parents, during or at the end of the 3rd quarter.

Parents are encouraged to contact teachers regularly to keep informed of their child/children's progress.

III. COUNSELING SERVICES

We do not have a counselor at Holy Trinity. We have access to the services of the counselor at Cedar Catholic and those provided by our pastor.

IV. TITLE I/ SPECIAL EDUCATION

Our students who require Title I or Special Education services attend these classes at the Public School across the street.

V. TEXTBOOK LOAN PROGRAM

Holy Trinity School parents participate in the textbook loan program through Hartington Public Schools. Each Spring, parents request the books on the Loan Program and sign the requests each Fall as the books are received. Currently, Math (Grades 1-6), Science (Grades 1-6), Music Series (Grades 1-6), Spelling Books (Grades 1-6), Social Studies (1-6), and Reading (Grades 1-6) are available through this program.

VI. STUDENT RECORDS

Holy Trinity voluntarily complies with the provisions of the Buckley Amendment. Individual records of grades, attendance, testing records, birth certificates and health information are kept on file. Student records are confidential and are only accessible to school authorities, parents and student. Any other interested parties are required to have the written permission of the parents to gain access to student records.

VII. FIELD TRIP PROCEDURES

Students must have a parent note giving permission to take part in a field trip. Parents are contacted to drive their cars on these trips. Drivers must furnish proof of liability insurance prior to driving on the trip.

VIII. STUDENTS WITH SPECIAL NEEDS

Parents of students with visual or hearing conditions that require special classroom seating arrangements should notify the classroom teacher and the school nurse with a written physician's statement.

Parents are reminded that there are some special services through the public school, such as speech therapy. If you feel your child has a special need, please share this information with the classroom teacher. The appropriate papers to request testing will be made available.

IX. BOARD OF EDUCATION

The Board of Education is a policy-making body and has as its primary duty, the formulation of policy for all matters pertaining to education, health and safety at Holy Trinity Elementary. All policies of the Board of Education shall be binding upon the administration and the school unless vetoed by the Archbishop or the pastor of Holy Trinity Parish, or if such policies are found to be contrary to the applicable rules, regulations, and/or requirements of the State of Nebraska Department of Education.

Policy is defined as the settings for the principal, which give direction to the Holy Trinity School and the Religious Education Program. Implementation of the policies of the Board of Education shall be the responsibility of the Principal of Holy Trinity Elementary.

X. PROMOTION

The student is promoted each year on the recommendation of the teacher and principal. When evaluating the student academic progress, the teacher reviews the social, physical, and moral development of the student.

A teacher may recommend retention of a student in a grade level when there is strong evidence that the student would benefit from repeating the grade. Parents will be notified as early as the student's needs are identified. A well planned Individualized Education Program should be provided prior to recommendation for retention.

RELIGIOUS EDUCATION

Holy Trinity Elementary School provides a strong religious education program for all students. The Catholic philosophy is integrated in academic subjects as well as the fine arts curriculum. Our religious education is a culmination of instruction by our classroom teachers, our Religion Teacher and the regular visits to the classroom by the Holy Trinity Priest.

I. RELIGION INSTRUCTIONS

As a Faith Community, the center of our life at Holy Trinity is the Eucharistic Liturgy. Students and faculty join together daily to give praise and thanks to God. Students receive religious instructions on a daily basis, both in the classroom and by attending Mass. Special liturgies are celebrated at various

times throughout the year and First Friday celebrations are shared with Cedar Catholic Jr. – Sr. High School students and faculty. Students receive the Sacrament of Reconciliation monthly during the school year. During Lent, Stations of the Cross are also attended. Devotion to the Blessed Mother, by praying the rosary, is part of our Catholic Tradition. Prayer is incorporated throughout the day. Prayers before and after lunch are said in each classroom.

II. MULTI-CULTURAL EDUCATION

The teachers of Holy Trinity integrate multicultural education into other disciplines as the opportunity presents itself. They are constantly looking for areas where multicultural education might be presented to students as part of a lesson in reading, social studies, music, fine arts, and particularly in religion classes which, by their nature, lend themselves readily to the integration of multicultural education.

Teachers are given instruction in multicultural education and various means of integrating this instruction into core curriculum disciplines. The teachers are taught to recognize opportunities to present multicultural education in all classes.

FINANCIAL DIRECTIVES

I. TUITION

The total cost for each student (K-6) to be educated at Holy Trinity Elementary is \$2,950.00. Parish credit for attendance is given to each family for each child in attendance.

Below is a chart establishing the financial responsibilities of the parent/guardians of those attending Holy Trinity Elementary.

Parishioners

1. 1 child - \$1,100.00
2. 2 children - \$1,100.00 + \$800.00 = \$1,900.00
3. 3 children - \$1,100.00 + \$800.00 + \$600.00 = \$2,500.00
4. 4 children - \$1,100.00 + \$800.00 + \$600.00 +

\$500.00=\$3,000.00

Non - Parishioners

1. 1 child - \$1,375.00
2. 2 children - \$1,375.00 + \$1,375.00 = \$2,750.00
3. 3 children - \$1,375.00 + \$1,375.00 + \$1,375.00 = \$4,125.00

The first payment of the financial responsibility of the parents is due and payable at the parish office on or before July 1, 2005. All other payments are due on the dates shown on each family's payment coupon book.

II. BOOK BILL & ACTIVITY FEES

For each student attending Holy Trinity Elementary School, a nominal book bill is paid each year to help maintain current books in use and to help purchase new textbooks for Grades K- 6. Book bills and activity fees this year amount to \$100 per student.

Book bills and activity fees are due when your student(s) is registered for the next fall term. All fall registrations are due on or before June 1st of each year. Registrations and fees are to be returned to the parish office.

III. SCHOOL LUNCH FEES

Prices for lunches are: \$1.30 for students in Grades K-6; \$1.55 for students in Grades 7-12; \$.25 for extra milk; \$.65 for extra entrees; \$.25 for extra other food items (potatoes, dessert, fruits or bread). All reduced lunches will be \$.40. Any child that is on "Free or Reduced", who purchases extra food items, will have to pay full price for these items.

Bills will be issued as quickly after the 1st of the month as possible. They are due on the 10th of the month and overdue on the 15th. A \$5.00 late fee will be added to the bill on the 16th of the month if not paid. The billing system works on the assumption that you have put money on account for your student and that when they make purchases that amount is deducted from the dollars you have on account. Therefore, if you have a negative (-) balance at the end of the month, that is the amount outstanding.

V. FEDERATION OF CATHOLIC SCHOOL PARENTS

All Holy Trinity families will be enrolled in the Federation of Catholic School Parents and the dues paid from Activity fees collected in the Spring. If you have students in school at Cedar Catholic Junior or Senior High School, the fee will be paid there.

HANDBOOK CONSENT FORM

2005/2006

The Catholic Department of Education has instructed all Catholic schools to include this form in the handbook. After reading the handbook, parents/guardians are to sign in the space provided below, placing the date of the signing in the proper space. This form must be signed and returned by the date indicated below.

We as parents/guardians have read the information in this handbook concerning Holy Trinity School policies. We (I) agree to have our student(s) under the jurisdiction of these rules.

Parent Signature

Date

Parent Signature

Date

**PLEASE RETURN THIS SLIP ON OR BEFORE
AUGUST 18, 2005**

TABLE OF CONTENTS

INTRODUCTION.....	1
I. FOREWARD.....	1
II. GOVERNANCE, ADMINISTRATION, FACULTY, AND STAFF.....	1
III. MISSION, PHILOSOPHY & Vision	1
A. BELIEF STATEMENT	2
B. ESSENTIAL LEARNING SKILLS	3
GENERAL DIRECTIVES.....	4
I. ADMISSION	4
II. PARENTAL KNOWLEDGE OF SCHOOL AND ACTIVITIES	4
III. SCHOOL LUNCH PROGRAM.....	5
A.CIVIL RIGHTS ASSURANCE.....	5
IV. ASBESTOS.....	6
V. ASTHMA.....	7
VI. SCHOOL VISITORS.....	7
VII. COMMUNICATION	7
VIII. TELEPHONE USE	8
IX. FUND RAISING	8
X. SCHOOL PICTURES.....	8
XI. SMOKE FREE BUILDING	8
XII. CHILD ABUSE REPORTING REQUIREMENTS.....	9
XIII. CHILD CUSTODY	9
XIV. VOLUNTEERS	9
ATTENDANCE.....	10
I. SCHOOL DAY AND HOURS OF OPERATION.....	10
II. INSTRUCTIONAL HOURS.....	10
III. ABSENCES AND TARDINESS.....	10
IV. CLOSING OF SCHOOL.....	12
STUDENT CONDUCT	12
I. STUDENT BEHAVIOR (BULLYING).....	12
II. CONDUCT AND HARASSMENT.....	13
III. DRUG/ALCOHOL/TOBACCO.....	13
IV. WEAPONS/PROHIBITED OBJECTS.....	14

V.	VIOLENCE.....	14
VI.	DRESS CODE.....	15
VII.	BICYCLES.....	16
VIII.	SUPERVISION AND EXPULSION	16
ACADEMIC DIRECTIVES		17
I.	ACADEMIC POLICIES, GRADING, AND HOMEWORK.....	17
II.	EVALUATION OF STUDENTS.....	17
III.	COUNSELING SERVICES.....	18
IV.	TITLE I/SPECIAL EDUCATION.....	18
V.	TEXTBOOK LOAN PROGRAM.....	18
VI.	STUDENT RECORDS.....	18
VII.	FIELD TRIP PROCEDURES.....	18
VIII.	STUDENT WITH SPECIAL NEEDS.....	18
IX.	BOARD OF EDUCATION	19
X.	PROMOTION.....	19
RELIGIOUS EDUCATION.....		19
I.	RELIGION INSTRUCTION.....	19
II.	MULTI-CULTURAL EDUCATION	20
FINANCIAL DIRECTIVES		
I.	TUITION.....	20
II.	BOOK BILL & ACTIVITY FEE.....	21
III.	SCHOOL LUNCH FEES	21
IV.	FEDERATION OF CATHOLIC SCHOOL PARENTS.....	21
HANDBOOK CONSENT FORM.....		22