



Holy Trinity Catholic School
Family Handbook

2016 – 2017

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I. GENERAL INFORMATION

History

In 1962, 12 acres of peach orchard were purchased to start Holy Trinity Parish. Pooling envelope collections from the Cedar Hills and Aloha areas raised the funds for the purchase and resale of a 20-acre parcel. On the 12 acres, Holy Trinity School was constructed, and the first four grades moved in December of 1962. The gymnasium was finished as a temporary church.

The first Mass was celebrated on Palm Sunday 1963. Holy Trinity continued to be a mission until the fall of 1965 when Father Mai was appointed as pastor serving 250 registered families. During 1966, a \$100,000 gift from St. Cecilia's allowed the completion of the lower part of the school building, and the fifth through eighth grades were established under the leadership of Father O'Connell. Father Crowe served as pastor for a brief time until 1968, when Father C.J. Linehan assumed the role of pastor for an extended time.

By 1978, the parish had grown to 1200 families. Due to economic conditions, the school was operating six grades. With Father Linehan's guidance, funds were raised to reopen the 7th and 8th grades, and to begin paying off the original building debt. By the time Father Linehan was reassigned in 1980, the parish was in much better shape.

Father Engle served as pastor from 1980-1991. Much guidance was needed to sort out the changes brought on by Vatican II, and Holy trinity mirrored the growing pains of other parishes at that time. During this period, the original building debt was paid off, and the school facilities were expanded. The church was modernized and many church programs were updated.

In 1982, with the opening of Saint Elizabeth Ann Seton Parish in Aloha, there was some shifting of parish families. The arrival of new families didn't offset the number of families moving to the new parish, and parish enrollment dropped to 950 families.

In 1991, Father John Waldron accepted the assignment as pastor. The school became fully accredited in 2001 through the Northwest Association of Accredited Schools and the Western Catholic Education Association.

The new church was completed in the fall of 2001, the main floor bathrooms were remodeled in order to meet ADA requirements and the old church was converted back into the gym it was meant to be. The children started using the gym in January 2002.

In 2004, Fr. John McGrann became pastor of the parish, and in July, 2007, Fr. Dave Gutmann became the new pastor. Parish enrollment is over 2000 families and the school enrolls about 300 students representing over 200 families.

A. Philosophy Statement

Guiding Principals in Mission: Know, Grow, Go

Holy Trinity summarizes its purpose with these three words. They are the umbrella under which falls everything we do. Here's the description:

Know

We are committed to providing the necessary tools, support, and encouragement for each person to come to know God in a personal way. There is a huge difference between knowing *about* God, and coming to *know* God in a personal way. The ministry of Jesus was directed to show us how to do this and to make this possible.

“ I bow my knees before the Father, and ask that he may grant you to be strengthened thru the Holy Spirit, that Christ may dwell in your hearts, and that being rooted in love you may have the power to comprehend the extravagant love of God, and to personally experience the love of Christ which surpasses all knowledge.” (Eph. 3:14-18)

Grow

Holy Trinity then provides many services helpful in allowing this relationship with God to grow towards greater maturity. Our liturgies, ministries, programs, school, and community are all dedicated to ongoing growth in our faith and in living that faith deeply and fruitfully.

“Put on the whole armor of God, that you might be able to resist the attack of the devil. Put on TRUTH, RIGHTEOUSNESS, PEACEFULNESS, and FAITH. Pray with fervor. Keep alert. Speak boldly. Intercede persistently for all. (Eph. 6:13-20)

Go

All of this leads us to go forth and make a difference in our community: in our families, workplaces, schools, neighborhoods, and everywhere we are. We seek to give God permission to use us and our interests, gifts, and skills for the building of his Kingdom.

“As each has received a gift, employ it for one another as good stewards of God’s abundant and varied grace—in order that in everything God may be glorified through Jesus Christ.” (1 Peter 4:10-11)

B. Mission Statement

Holy Trinity Catholic School provides an environment of caring and compassion, where students are inspired to academic excellence, a love of learning, faith, and service.

C. Personnel

Archbishop

The Archbishop, as chief pastor of the Archdiocese, has the responsibility not only for the spiritual formation of the people, but also for every other factor that contributes to the development of the Catholic community. As authentic teacher in the Archdiocese, he articulates faith for the people of God and calls them to the imitation of Christ. As chief administrator of the Archdiocese, he oversees the good order of the teaching mission. The Archbishop is the enactor of all Archdiocesan policy and the ultimate decision-maker assisted and represented by the Department of Catholic Schools.

Department of Catholic Schools

The Archbishop, in his role as Shepherd and Teacher, delegates the everyday administration of the Catholic Schools in the Archdiocese to the Department of Catholic Schools. The Superintendent of Catholic Schools heads the department.

The Department of Catholic Schools provides information, guidelines, assistance, and services to the schools that are ordinarily site-based managed and under the leadership of the principal. Although governance of the schools is at the local level, pastors and principals are expected to follow policies and guidelines approved for schools by the Archbishop. Schools are also expected to follow curricula guidelines.

In some special circumstances, decisions may need to be made by the Department of Catholic Schools that would ordinarily be made at the local level.

Pastor

The pastor, by direction of the Archbishop and canon law, is directly responsible for all parish endeavors. One such major endeavor is the parish or area school. The pastor can render service and leadership to the parish or area school by acting as a religious leader, community builder, and administrator, working together with the principal, faculty, parents, and other parishioners in a joint effort to advance the education of the children. He is also responsible for the hiring of the principal and the renewal or non-renewal of the principal's employment agreement.

Principal

The position of administrative responsibility carries with it a unique opportunity for shaping a climate of Catholic/Christian values and an atmosphere for learning that will nurture the growth and development of each person. The principal fosters community among faculty and students. S/he understands the Catholic school as part of larger communities, both religious and secular. The principal collaborates with parish, area, and/or Archdiocesan personnel in planning and implementing policies, programs and/or the use of facilities and grounds.

The principal is responsible for creating and implementing school policies. He/she may amend the handbook as needed.

Faculty

The faculty (and students) of the school form a community whose purpose is to develop an atmosphere in which the religious faith of each student as well as his/her intellectual, moral, and physical capacities is to be developed and strengthened.

Administrative Assistant

The school administrative assistant is responsible to the principal for the efficient operation of the school office and for the performance of all secretarial, clerical, and other assigned duties related to the principal's office.

Support Staff

Other staff is responsible to the principal for the efficient operation of the school and for the performance of duties according to their job description.

Volunteers

There are many opportunities for interested parents to become actively involved in the educational process of the school. Refer to the Volunteer Handbook for specific expectations and opportunities.

Parents are needed to assist on the playground, with the hot lunch program, fundraisers and many other areas of the school. At the time of registration parents are encouraged to sign up for volunteer opportunities. There are many opportunities throughout the school year to earn SharePoint hours. Pre-school aged children accompanying volunteers in the school can be a distraction to volunteers working with students and we ask that you make other arrangements for them when working in the school during school hours. All volunteers must complete a background check through the Archdiocese before assisting in the school. Any volunteer working with children needs to complete the Archdiocese Called To Protect Child Safety Program and have the Archdiocese criminal background check.

School Advisory Council

The School Council is composed of eight elected members, who serve a three-year term. The president of the PTO sits on the Council. The responsibility of the School Council is to provide guidance to the administrator of the school. Therefore, they research and implement long range planning, advice on the budget, formulate and recommend policies. They do not participate in the hiring or firing of staff, and cannot act as a grievance committee.

Parent Teacher Organization

All parents are members of the PTO. The PTO assists with fundraising events, provides hospitality, assists the teachers in various capacities and as room parents. The PTO also provides opportunities for volunteering and parent education.

Administration

Pastor	Fr. Dave Gutmann	frdave@h-t.org
Principal	Dr. Gary Beckley	gbeckley@htsch.org
Administrative Assistant	Cindy Hittner	chittner@htsch.org
Business Manager	Kenya Palmer	kenyap@h-t.org

Faculty

Elementary

Pre-Kindergarten	Ms. Brittany Acosta	bacosta@htsch.org
Kindergarten	Ms. Bethany Vandehey	bvandehey@htsch.org
1st Grade	Ms. Kassi Klobes	kklobes@htsch.org
2nd Grade	Ms. Rachelle Romero	rromero@htsch.org
3rd Grade	Ms. Kaitlyn Carrick	kcarrick@htsch.org
4th Grade	Mrs. Kelsie Wittmayer	kwittmayer@htsch.org
4th Grade	Mrs. Joan Lovett	jlovett@htsch.org
3rd & 4th Math	Mrs. Alicia Sparks	asparks@htsch.org

Middle School

5th Grade	Mr. James Dalton	jdalton@htsch.org
6th Grade	Mrs. Sarah Dummer	sdummer@htsch.org
7th Grade	Ms. Sarah Woodward	swoodward@htsch.org
8th Grade	Mrs. Ashley Sheridan	asheridan@htsch.org

Enrichment

Elementary Art	Mrs. Shawn Karakas	skarakas@htsch.org
MS Art	Mr. Matt Wulff	mwulff@htsch.org
MS History	Mrs. Julie Clark	jclark@htsch.org
MS Math	Mr. Bryce Huff	bhuff@htsch.org
MS Religion	Mr. Chris Storm	cstorm@htsch.org
Drama	Mrs. Jill Harris	jill@h-t.org
Music	Mrs. Terese Wagner	twagner@htsch.org
PE & Health	Mrs. Sara Castillo	scastillo@htsch.org
Spanish	Mrs. Claudia Mesa	cmesa@kidslikelanguages.com
Learning Resource	Mrs. Sylvia Shaw	sshaw@htsch.org

Instructional Assistants

Pre-Kindergarten	Mrs. Michelle Innes	minnes@htsch.org
Kindergarten	Ms. Sara Sorbo	ssorbo@htsch.org
1st Grade	Mrs. Stella Tan	stan@htsch.org
2nd Grade	Mrs. Carol Judy	cjudy@htsch.org
3rd Grade	Mrs. Kari Valley	kvalley@htsch.org
4th Grade	Mrs. Martha Duffy	mduffy@htsch.org

Extended Care

Extended Care Director	Ms. Sara Sorbo	ssorbo@htsch.org
Assistant Director	Mr. Matt Wulff	mwulff@htsch.org
EC Staff	Ms. Dora Doby	
EC Staff	Ms. Theresa Nguyen	
EC Staff	Ms. Erica Wills	

Support Staff

Maintenance Manager	Mr. Todd Sims	
Lunch Coordinator	Mrs. Kristine Arbaugh	lunch@htsch.org

II. ACADEMIC INFORMATION

A. Academic Honesty

Honesty is expected of students in the performance of all academic work. Holy Trinity Catholic School is committed to academic excellence and integrity. Students are expected to do their own work and to cite any sources that they use on all classwork, assignments, homework, assessments and/or projects.

A student who is guilty of academic dishonesty, or who assists other students in doing the same will be required to redo the assignment and/or complete an alternate assignment as evidence of learning the material. The student(s) will also face disciplinary consequences.

Students in the upper grades will be asked to sign an Academic Honesty agreement at the beginning of the year specifying the consequences of academic dishonesty. A student who violates copyright laws, including those covering the copying of software programs, or who knowingly alters official academic records will be subject to disciplinary action, which may include detention, suspension, or possible expulsion.

B. Conferences

Scheduled by School

Parent/Student/Teacher Conferences are held during the fall and at the request of the teacher in the spring. Parents are encouraged to prepare by making a list of questions about how their child is doing academically and/or socially.

Requested by Parent

Parents desiring longer conferences than those scheduled by the school or parents who wish to meet with the teacher at times throughout the year are encouraged to call or email the teacher to arrange an appointment.

Guidelines

Please be as courteous to the teacher as you would expect him/her to be to you. Questioning the teacher's authority is not helpful in front of the child. If you have such a disagreement, please request a meeting with the teacher privately.

Please try to be open to both sides of the story if a problem arises. Perception differences and information reported incorrectly can lead to unnecessary confrontations with the teacher. Parents are encouraged to discuss difficulties in the classroom with the teacher first before bringing them to the principal.

C. Curriculum

Local curriculum development is the responsibility of the principal and faculty following the approved Archdiocesan guidelines. The Archdiocesan approved standards and guidelines may be found on our school's website.

D. Daily Schedule

Morning Extended Care (EC)	6:30 – 8:00 am
School Doors Open	8:00 am
Warning bell	8:10 am
Tardy Bell, Morning Prayer	8:15 am
Dismissal	3:00 – 3:15 pm
Afternoon Extended Care (EC)	3:00 – 6:00 pm

The front door to the school opens at 8:00 am. All other doors remained locked all day. Parents who expect to regularly drop their children off before 8:00 a.m. should make arrangements for morning care. At dismissal, please make every effort to have your child picked up promptly. The school is not staffed to provide supervision to students remaining on school grounds more than 15 minutes after dismissal time. At 3:15 all remaining students will be directed to Extended Care.

E. Electronic Information and Communications

The mission of Holy Trinity School is to educate students to become self-directed, continuous learners and ethical, responsible citizens prepared to meet the increasing challenges of a global, technological society. In addition, the school believes that technology should be used as a vehicle of communication, analysis, and research in light of Catholic values and moral decision-making.

Therefore, the school is committed to the integration and effective use of current and future technology. The school believes that the benefits to students from access in the form of information resources and opportunities for collaboration, is critically important for learning.

Parents and students will sign an agreement to follow the policies set forth by Holy Trinity in the area of telecommunication and proper computer/internet usage.

F. Grading and Related Topics

Grades K, 1, and 2

These grades use a separate report card and receive marks of Excellent, Satisfactory, or Unsatisfactory in each subject. Progress reports will be sent home regularly and report cards will be mailed home at the conclusion of each trimester. Report cards for K-2 are also located on SchoolSpeak.

Grades 3rd – 8th

For students in grades 3-8, grades will be posted regularly on the SchoolSpeak online system. Progress reports will be available online and report cards will be available online and mailed home.

Letter Grade Equivalents

A	100 – 93
A-	92 – 90
B+	89 – 88

B	87 – 83
B-	82 – 80
C+	79 – 78
C	77 – 73
C-	72 – 70
D	69 to 60
F	59 and below

Academic Enrichment and Support

Our school aims to provide the necessary support to all students. There are times when this support is strongly suggested based on current performance as determined by their grades, STAR results, and/or through teacher observation and evaluation.

Pre-Kindergarten – 2nd Grade Support

Need for support is determined by the on-going and daily evaluations and assessment from the classroom teachers in conjunction with the STAR testing, which evaluates progress in both literacy and math.

3rd – 5th Grade Support

Need for support is determined by the on-going and daily evaluations and assessment from the classroom teachers in conjunction with the STAR testing, which evaluates progress in both literacy and math. Specifically, this need is defined as a student performing a grade level or more below their current grade year on the STAR tests and/or underachieving in their academic subjects.

6th – 8th Grade Support

Need for support is determined by the on-going and daily evaluations and assessment from the classroom teachers in conjunction with the STAR testing, which evaluates progress in both literacy and math. Specifically, this need is defined as a student performing a grade level or more below their current grade year on the STAR tests and/or achieving below a 70% in two or more of the following: ELA, Math, Religion, Science, Social Studies.

If the above criteria are met, there are processes in place to help support each child. We have a learning specialist on staff to assist with our Pre-K – 5th grade students and we provide a resource/support small group opportunity every Tuesday and Thursday afternoon (during school) to work with our middle school students. Should the need arise, the families will be contacted prior to the support being offered and started.

Students in grades 6 – 8 are expected to maintain acceptable grades and failure to do so may result in being asked not to return the following school year. This may be waived if the student has special learning needs or if the school feels it is in the best interest of the student and the school to remain at Holy Trinity.

All of our 8th grade students take Algebra I during their 8th grade year. Our 8th grade math program allows for two tracks within the algebra I course: regular and accelerated pacing. In order to be considered for the accelerated paced group students must be at or above the 85th

percentile on the final STAR Math test of the year and/or have scored at or above the 85th percentile on 3 out of the 4 tests given throughout the school year in order to show consistent achievement.

Furthermore, for those students that score consistently at or above the 90th percentile there is a math enrichment elective offered on Tuesdays and Thursdays from 1:05 – 2:00. As this course only meets a maximum of 2 hours each week, this is an enrichment only course and not designed to be completed by the end of the year.

Homework and Makeup Work

The primary purpose of homework is to reinforce material already taught or, less frequently, to stimulate interest in a new topic. A secondary purpose of homework is to foster disciplined habits of independent study. Grade appropriate types and amounts of homework will be regularly assigned. Because the time it takes students to complete homework can vary tremendously, we refrain from citing specific amounts of time expected for nightly homework and rather encourage you to contact your child's teacher(s) if you find he or she is spending an inordinate amount of time on homework.

Long-term projects may be assigned in addition to daily work. Students will be encouraged to distribute their work on long-term assignments over a number of days. Policies regarding late work vary by grade level. Please check with your individual teachers to ensure you understand their late/missing work policy. Unexcused late work may not be accepted by the teacher and at minimum will result in the lowering of a student's grade. Chronic failure to complete classwork and homework may result in disciplinary consequences including detentions. It is the responsibility of the student to contact his/her teachers for assignments missed during an absence and to complete those assignments and hand them in within the time indicated by the teachers.

Progress Reports & Report Cards

There are three grading periods during the course of the school year. Parents will receive a formal report card at the conclusion of each trimester and progress reports are available throughout each trimester on SchoolSpeak. Near the end of the first trimester progress reports are given to parents at a parent/teacher conference. Parents or teachers may request conferences at other times throughout the year as necessary.

Supplies

Students are responsible for obtaining and maintaining their own basic school supplies not supplied by the school. Refer to grade level supply list for a complete list. Some supplies may need to be replenished throughout the year.

Textbooks

The Department of Catholic Schools and the Oregon State Department of Education determines the list of approved textbooks from which the school may select for each subject of the curriculum. Lost books or damaged books will be replaced at the parent's expense and there will be no refund if the book is then found. Individual damages will be assessed at the end of the year and appropriate charges made.

G. Graduation

Graduation Ceremony

Graduation from middle school is marked by a simple and dignified celebration that gives recognition to the unique value of the Christian education just completed. Graduation exercises usually take place a few days prior to the closing of school. Any non-school sponsored graduation activities need to be done outside of school time and off of school grounds. Please do not bring any invitations or announcements to school.

All tuition and other fees owed the school must be paid in full by June 1st in order to participate in all graduation activities including the breakfast and graduation ceremonies. The diploma and report card may be withheld from the graduating student still owing monies or fees.

Graduation Attire

Eighth graders must dress appropriately for special ceremonies, including during the final school day, the Commencement Mass and Graduation. While no color requirements, students need to adhere to the following:

Boys

Nice slacks (no jeans), button up shirt with collar, belt, and dress shoes. The shirt must be tucked in (and remain tucked in) and no sagging or extremely baggy pants. A sport coat and tie are recommended but not required.

Girls

Nice pants (no jeans), a skirt or dress. Length needs to meet the free-dress code. If wearing a dress with shoulder length shorter than 3 inches, a jacket/sweater must also be worn. The dress must not have a low back or front. No cleavage or midriff is to show. Low-heeled dress shoes are recommended.

H. Promotion and Retention

Promotion

A student satisfactorily completing each grade's work will be promoted to the next grade.

Guidelines for Retention of Students

Recommendation for retention of students is made by the teacher in consultation with the principal and the parents and, if appropriate, with other advisory staff. Such decision is based on the total evaluation of a student's growth in all areas of development. In all cases, the final decision for retention rests with the principal.

I. Standardized Testing

The Department of Catholic Schools sets the dates for standardized testing and these dates may not be changed.

Holy Trinity Catholic School students, Pre-Kindergarten - 8th grade, will take Renaissance Enterprise (STAR 360) assessment four times throughout the school year. Each assessment time

will take roughly 40 total minutes (math and language arts). While providing a scaled score, the assessment will also provide detailed growth models to capture student achievement through the curriculum.

III. ADMISSIONS AND WITHDRAWAL

It is the goal of Holy Trinity School to educate children of Catholic families. Registration means that the family is willing to comply with the programs and policies of the school and actively participate in the activities that support the school in its programs and philosophy. Catholic schools are a primary means of Catholic education. The Catholic school is to assist Catholic families in the formation and education of their children in the faith, Gospel values, and traditions.

A. Application Process

All interested families must fill out an application for admission form and submit it to the school office. Students applying to enter from another school will be asked to submit records from their previous school(s) and be interviewed by school staff members before an offer of admission is extended.

The school generally limits class enrollment to 30 students. In exceptional cases, the school may exceed this limit to accommodate unique family, school and parish circumstances.

B. Entrance Requirements

Kindergarten applicants should be five by September 1st. While the school may consider younger applicants on a case-by-case basis, strong preference in Kindergarten admissions is given to students who turn five by September 1st. New students may enroll at any point in the school year if space permits.

Entrance Records

Students entering school for the first time are required to bring a birth record, a baptismal record (if applicable), and a record of state required immunizations.

Special Needs Policy

Holy Trinity generally does not have the staffing to be able to accept students with significant special needs. Occasionally, provisions can be made to get additional help outside of the school for those students identified with special needs.

Transfer Student Process and Requirements

Students applying to transfer from another school must present official certification of grade level. This usually consists of a transfer slip and a report card from the former school.

Continuing Enrollment

Even after a student is enrolled, if it is determined Holy Trinity cannot help the child be successful, the family may be asked to withdraw the student. There is a 6 – 8-week probationary period for all new students.

C. Nondiscrimination Policy

The Catholic schools of the Archdiocese of Portland admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at all schools. They do not discriminate on the basis of race, color, national and ethnic

origin in administration of their educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

D. Withdrawal Process and Fees

Parents of students leaving Holy Trinity should notify the Principal in advance. All tuition and fees need to be up-to-date upon withdrawal.

If a student withdraws within the first 30 days of school, one month's tuition will be billed. If a student withdraws before Christmas break, 5 months of tuition will be billed. If a student withdraws before spring break, 8 months of tuition will be billed. If a student withdraws after spring break, a full year of tuition will be billed.

IV. ATTENDANCE

Regular attendance is required of all students in order to support the academic climate of the school.

A. Reporting Process

Parents must notify the school before 8:00 AM if their child will be tardy or absent from school that day. Please call the school office to report absences. Students who are present less than an hour of either the morning or the afternoon session should be counted absent for that session. Students who are not in their classrooms when the second bell rings at the beginning of the school session are considered tardy. Upon arriving late at school, the student must go to the office for a tardy slip before going to the classroom.

B. Excused Absences

The following reasons are considered excused absences

- Student illness
- Illness at home requiring the student's assistance
- Family emergency
- Court appearance
- Funeral
- Medical need
- Other reasons with prearranged administrative approval

Doctor or Dental Appointments

Parents are requested to schedule doctor/dental appointments outside regular school hours.

Vacations

Parents are requested to schedule vacations during the days school is not in session. Vacations are not excused absences and some class work may not be able to be made up. Missed work will be given to the child upon their return. Students may face significantly more work upon their return in order to make-up the work missed.

Homework During Absence

Prolonged absence is disruptive to the academic progress of the student and is discouraged. However, if it is necessary for the student to be absent for a short period of time, the parents must notify the teacher/s in advance the days that will be missed. All homework must be made up when the student returns to school.

C. Truancy

A student who is absent from school without a valid excuse for a period deemed unreasonable might be considered a truant. Parents will be contacted and further consequences could result.

V. COMMUNICATION

A. Addressing Concerns

The staff of Holy Trinity Catholic School is committed to working closely with parents in order to best meet the needs of each child. During the course of a child's years in school, it is likely that a family will, at some point, have a question, concern, problem, or suggestion. We welcome and encourage this close connection with our families; our common goal is to help your children. By identifying the problem and analyzing possible solutions together, we can meet any challenge and move forward in a positive manner. The best rule of thumb is to go directly to the person who has the responsibility for the situation. See table below.

B. School Communications

Weekly newsletters (Monday Minute) will go out each Monday (or first day of the school week) from the principal. This information will be sent via email through our SchoolSpeak website and added to our school website at htsch.org. Teachers and other school groups (PTO, CYO, and Titan Run etc.) will also post updates regularly on SchoolSpeak and their page on our website related to their classes/programs.

VI. DISCIPLINE

A. Rationale

The purpose of discipline is to provide an atmosphere conducive to learning and spiritual development. Discipline is an aspect of moral guidance. Holy Trinity Catholic School shares with the student's family the responsibility of preparing our students for productive roles in society. The school strives to provide a climate that fosters self-discipline, responsibility for one's actions and respect for others and their property. Students are expected to behave with respect for the educational environment of the school and to demonstrate our Catholic values.

It is the policy of Holy Trinity to establish and enforce procedures and rules that ensure safety for every person in our school. Students are expected to behave respectfully and safely, towards themselves and others, at all times. Everyone is responsible for making this a safe and effective learning environment.

Families are expected to honor and support our policies, procedures, and the privacy and confidentiality of all individuals in regard to matters relating to student disciplinary issues and actions.

B. General School Rules

Be respectful of yourself and others as children of God

- Looks/Sounds Like:
 - Kindness towards others
 - Neat and clean appearance
 - Prayerfulness at Mass
 - Common courtesies
 - Following directions
- Doesn't Look/Sound Like:
 - Name calling and making fun of others
 - Spreading rumors
 - Borrowing without permission
 - Getting into others' desks, book bags, lunches
 - Unsportsmanlike behavior

Contribute to the learning environment

- Looks/Sounds Like:
 - Attend school promptly and regularly
 - Quiet and walking in the halls
 - Participate in learning activities
 - Complete all assignments neatly, thoroughly and on time.
 - Safety on the playground
- Doesn't Look/Sound Like:
 - Distracting the teacher or classmates
 - Running or yelling in the halls
 - Forgetting materials or supplies

- Talking while another is talking
- Laughing at the mistake of another

Follow school and classroom rules and procedures

- Looks/Sounds Like:
 - Everyone in the building quiet and respectful during morning prayer
 - Reporting to the office if tardy
 - Following lunchroom and playground procedures
 - Leaving from the office for any early dismissal
 - Dressing as per the school uniform policy
 - Practicing fire, earthquake and lockdown drills
 - Completing field trip permission forms
 - Keeping all medications in the office (prescription, over-the-counter, cough drops, etc.)
- Doesn't Look/ Sound Like:
 - Using a phone without permission
 - Chewing gum or eating during or between classes or in the hallways
 - Littering
 - Bringing cell phones, or electronic games or devices to school
 - Being in an unsupervised area
 - Entering or staying in the building beyond school hours without permission
 - Vandalizing the church, school, bathrooms, or outside areas

Student Cell Phones

Cell phones will not be used during the school day. If a student MUST bring it for afterschool activities, it must remain off and in their backpacks the entire school day. If a cell phone is found outside of the student's backpack, it will be confiscated and given to the principal until the end of the day. The student may get the cell phone from the principal at the end of the day. If it is confiscated more than once, further consequences may occur including detention and/or suspension.

Personal Electronic Device Use by Students

Students are not permitted to use portable electronic devices at school and are strongly discouraged from bringing them to the school. This includes digital music players, personal laptop computers, headphones, and any Wi-Fi enabled device. With the expressed permission of a teacher, students may use an e-reader (Kindle, Nook, iPad etc.) as long as the Wi-Fi is not used. Disciplinary consequences will be assigned to students who violate this policy.

Cafeteria Behavior

Students are expected to remain in their places while eating, use good manners, be relatively quiet, and exit in an orderly manner when dismissed. Students who do not follow lunchroom rules will be asked to sit at the "quiet table" for a certain period of time. If the problem persists, the student may be assigned a lunch detention. Further consequences could follow if problem is not resolved effectively and efficiently the first time.

All students are expected to eat their own lunch everyday- no sharing with others. If a student has forgotten his or her lunch a call will be made to the parent to bring a lunch. If the parent is unable to bring the lunch to school, s/he will be given an emergency lunch. If this is abused, parents may be charged an additional charge for the emergency lunch.

Serious Infractions

The following lists some serious infractions that threaten safety and order in the school. **These will result in immediate adult intervention, student removal from the group and may result in further discipline.**

Presenting a Physical or Psychological danger

- Weapon brought to school (including pocket knives)
- Illegal possession or use of drugs-prescription/non-prescription, tobacco, alcohol, marijuana
- Making physical or psychological threats
- Leaving the grounds without permission
- Fighting
- Bullying
- Throwing an object in an unexpected place/time
- Severe disrespect
- Harassment
- Theft
- Profanity
- Vandalism

Out of control/unreasonable

- Unwillingness to work with a teacher/adult
- Unable to control him/herself either verbally or physically
- Repeated violations of classroom or school rules

C. Consequences

Students will be given an opportunity to solve any behavior problems with the help of the school staff in the classroom. If the problem is serious or reoccurs, parents will be notified and asked to be a part of the problem solving. It is our hope that problems can be taken care of in the early stages.

Teachers and parents will discuss school rules and disciplinary actions with the student at the beginning of the year. Each teacher is responsible for establishing rules and procedures for his/her own classroom in accordance with overall school policies and consequences.

The infraction of school rules will result in disciplinary procedures subject to the professional judgment of the administration and staff and subject to the age of the student and the seriousness of the incident. In order to maintain a school climate conducive to learning, Holy Trinity staff members must be permitted to utilize disciplinary sanctions with flexibility and discretion. School officials may find it necessary to take appropriate action by assigning consequences in accordance with the severity of the infraction(s).

Verbal → Written → Detention → Conference → Contract → Suspension → Expulsion

Verbal Warning

For minor infractions the student will receive a verbal warning.

- *Involved: Student and teacher*

Written Warning

If a student's behavior or action violates school policy, they will receive a written warning indicating the behavior or action looking that violated school policy. Parents/guardians will be notified via phone call or email.

- *Involved: Student and teacher (parents are notified)*

Lunch/Recess Detention

If the inappropriate behavior continues, the student will be assigned a lunch and recess detention. This means students will not eat lunch nor participate in recess. Students will eat lunch and spend recess under the direct supervision of a staff member in the building. Parents/guardians will be notified via phone call or email.

- *Involved: Student and teacher (parents are notified)*

Formal Parent/Teacher Conference

If the unacceptable behaviors continue, Parents/guardians will be notified and brought into conference with the teacher if the unacceptable behaviors continue. **The goal is to support the student and to ensure clarity of expectations of proper behaviors.**

- *Involved: Teacher, parents, student, and/or Principal (Principal is notified)*

Student Specific Behavior and Support Contract

If the unacceptable behaviors are not resolved with the above three steps, then a specific behavior plan and support contract will be designed together with the student, teacher, parents/guardians, and Principal.

- *Involved: Student, teacher, parents, Principal*

Suspension

Suspension, the temporary prohibition of a student's attendance at school and school-related activities, is within the jurisdiction of the principal. Suspension may be invoked for a sufficient reason and ordinarily, will be limited to a maximum of 5 school days. Parents/guardians will be notified immediately of the suspension, and a conference between the parents/guardians and the principal will be arranged.

- *Involved: Student, parents, Principal (Pastor is notified)*

Expulsion

Expulsion is the permanent exclusion of a student from a school. Full credit will be given for all work accomplished by the student up to the date of expulsion. Parents/guardians will be notified immediately of an impending expulsion and a conference between the parents/guardians and the principal will be arranged.

- *Involved: Student, parents, Principal, Pastor (Archdiocese is notified)*

Various situations may lead to expulsion of a student from school. These include, but are not limited to the following offenses:

- Acts, which, in the judgment of the school, endanger the moral, academic, or physical well-being of the student body.
- Prolonged and open disregard for school policies, procedures, and rules.
- Illegal acts as defined by law. The school may take disciplinary action regardless of whether or not criminal charges are brought.

Corporal punishment is not used as a means of student discipline. However, there are times when physical restraint may be necessary to maintain order in the school or classroom or at a school activity or event, whether or not it is held on school property or to prevent a student from harming him/herself, other students and/or school/staff property. Oregon law and the policy of the Archdiocese permit a teacher, administrator, school employee or school volunteer to use reasonable physical force upon a student when and to the extent the individual reasonably believes it necessary for such purposes.

VII. UNIFORMS

A. Uniform Rationale

- The intent of the uniform is to promote a sense of unity and school pride where students share a feeling of belonging and equality while setting an appropriate tone for the learning environment
- We believe that the school uniform fosters and supports positive behavior, discipline, and traits which are conducive to individual and school development
- Uniforms aid in both establishing and reinforcing high expectations of students which support effective character development rather than a focus on superficial qualities
- It is our goal that the school uniform helps to build a sense of school spirit, nurtures cohesion, and aids students to understand how to dress appropriately and appreciate the importance of presentation

B. Uniform Policy

- The school uniform must be worn at all times
- Proper dress is the responsibility of both the parent and the student
- Uniforms will be worn beginning the first day of school through the last day of school (*including field trips, unless otherwise noted*)
- Students should always be dressed appropriately and warm enough to play outdoors
- Occasionally, on specified days, students may come to school in free dress
- Students may wear Holy Trinity spirit wear (sports teams, school clubs, etc.) and/or regulation scout uniforms on appropriate days

Boys' Uniform

Pants or Shorts

- Navy or khaki uniform pants/shorts (*Dockers style; no cargo or corduroy pants*)
- Dark colored belt with small modest buckle (*belt is optional*)
- No sagging pants allowed

Shirt

- White, Red, Navy “polo type” shirt with a logo, collar, short or long sleeved
- White undershirts may be worn but with no logos or prints showing through
- Uniform shirts must be tucked in at all times

Sweatshirts & Sweaters

- Dennis Uniform red or navy quarter zip sweatshirts with the school logo
- CYO team and school club sweatshirts: Spirit wear will be allowed as long as it is from your Holy Trinity school team or club and worn appropriately every Friday
- A red or navy sweater or vest, purchased from Dennis uniform, may be worn

Socks

- Red, white, navy, or black ankle or knee height, must be worn at all times
- Socks must be visible above the shoe line

- The trim on socks must also be one of the colors: red, white, or navy
- Tights/leggings are not permitted

Shoes

- Practical, closed-toe, closed-back, and designed to stay on the feet all of the time
- Students should wear shoes that allow them to be safely active on the playground
- Boots are NOT allowed (*exceptions will be made for days with snow*)

Outer Wear

- Non-uniform jackets, sweatshirts, sweaters, and/or hats may be worn outdoors, but not inside during the school day

Accessories

- Boys may not wear earrings or other piercings
- Students may wear “non-smart” watches or activity trackers and they must not be able to send/receive calls/messages nor able to access the internet

Hair

- All boys must have modest hairstyles of reasonable length and natural color
- Hair length should be above the student’s eyes in the front and reasonable on the sides and in the back to the discretion of the school faculty

Girls’ Uniform

Pants or Shorts

- Navy or khaki uniform pants/shorts (*Dockers style; no cargo or corduroy pants*)
- Dark colored belt with small modest buckle (*belt is optional*)
- No sagging pants allowed

Skirts, Skorts & Jumpers

- Skorts/Skirts: Pre-K – 8th grades may wear navy, khaki, or Hamilton plaid from Dennis
- Jumpers: Pre-K – 5th grades may wear a jumper only in Hamilton plaid from Dennis
- Shorts, skorts, and skirts must be no shorter than 2 inches above the top of the knee
- Shorts worn underneath should not show below the skirt or jumper

Shirt

- White, Red, Navy “polo type” shirt with a logo, collar, short or long sleeved
- White undershirts may be worn but with no logos or prints showing through
- Uniform shirts must be tucked in at all times

Sweatshirts & Sweaters

- Dennis Uniform red or navy quarter zip sweatshirts with the school logo
- CYO team and school club sweatshirts: Spirit wear will be allowed as long as it is from your Holy Trinity school team or club and worn appropriately every Friday
- A red or navy sweater or vest, purchased from Dennis uniform, may be worn

Socks

- Red, white, navy, or black ankle or knee height, must be worn at all times
- Socks must be visible above the shoe line
- The trim on socks must also be one of the colors: red, white, or navy
- Tights and leggings must come down to the ankle and/or cover the foot and must be in solid school colors (red, white, navy) with no patterns or logos
- No lycra or other “shiny” fabric is allowed

Shoes

- Practical, closed-toe, closed-back, and designed to stay on the feet all of the time
- Students should wear shoes that allow them to be safely active on the playground
- Boots are NOT allowed (*exceptions will be made for days with snow*)
- Heels are NOT allowed

Outer Wear

- Non-uniform jackets, sweatshirts, sweaters, and/or hats may be worn outdoors, but not inside during the school day

Accessories

- No bandanas or scarves may be worn during school day
- Girls may wear one earring per ear, no hoops, posts only that do not go below the ear
- No make-up may be worn Pre-K-5
- Make up for 6th, 7th, & 8th grades must be modest and may be mascara, light colored blush, and light colored lip-gloss
- Nail polish of a neutral color can be worn
- Students may wear “non-smart” watches or activity trackers and they must not be able to send/receive calls/messages nor able to access the internet

Hair

- All girls must have modest hairstyles of natural color
- Teachers must be able to see students’ eyes at all times
- All hair accessories (clips, bands, etc.) must be modest and not distracting to the learning environment and to the discretion of the school faculty

PE Uniform

Students in all grades are required to have a pair of non-marking court shoes to remain at school and only for PE.

- Grades 5 – 8 must wear a PE uniform
 - Navy blue PE shorts with school logo from Dennis
 - Solid colored navy or grey short sleeved cotton shirt with no logos
- Grades K – 4 do not dress down for PE
 - Girls should wear shorts under their uniform jumper or skirt
 - Spandex shorts are permitted under their regular shorts

Designated Free Dress Days

Pants

- Students may wear properly fitting pants, sweats/warm-ups or shorts
- No torn or ripped pants, shorts, sweats are allowed
- No sagging or tight pants are allowed
- May not wear tights, spandex, yoga pants, leggings, etc. as outerwear
- Pajama bottoms are not allowed
- Shorts, skirts, and skorts must be no shorter than 2 inches above the top of the knee

Shirts

- All shirts must be appropriate which means:
- No slogans or references to drugs, alcohol, sex, gangs, or weapons
- No spaghetti straps, low necklines, or tank tops
- Shoulders must be covered and sleeves should extend at least 3 inches down the arm beyond the edge of the shoulder
- Shirts do not need to be tucked in, but must be long enough so the midriff does not show, even with arms elevated or when sitting down
- No midriffs or underwear should show at any time

Shoes

- Shoes and socks must be worn at all times
- Heels are NOT allowed

Accessories

- No bandanas or scarves may be worn during school day
- Girls may wear one earring per ear, no hoops, posts only that do not go below the ear
- No make-up may be worn Pre-K-5
- Make up for 6th, 7th, & 8th grades must be modest and may be mascara, light colored blush, and light colored lip-gloss
- Nail polish of a neutral color can be worn

Hair

- All students must have modest hairstyles of natural color
- Teachers must be able to see students' eyes at all times
- All hair accessories (clips, bands, etc.) must be modest and not distracting to the learning environment and to the discretion of the school faculty

Enforcement

If a student should attend school inappropriately dressed (uniform or free dress days) the student will be directed to the uniform closet to change.

Consistent infractions may result in:

- Warning and parent notification
- Loss of free dress day privilege

VIII. EMERGENCIES

A. Emergency Information

In emergencies, information may be released to appropriate persons if it is necessary in the judgment of the principal or his/her designee to protect the health or safety of the student or other persons.

B. Emergency Information Card

All families must fill out their emergency information as part of the family profile through SchoolSpeak. Please be sure update any changes to the information throughout the year.

C. Emergency Kits

Each classroom has an emergency kit for teachers to use when necessary. Each child also needs to supply an individual emergency kit to be kept in the classroom. It should contain:

- 2 individually wrapped helping of dried meat (jerky)
- 2 individual servings of prepackaged juice drinks or water
- 2 granola bars or similar snacks
- 2 suckers
- 5 individually wrapped hand wipes
- 1 pocket-sized package of tissue
- 1 packaged space blanket
- Students' emergency information
- Small family picture (for identification if necessary)

D. School Lockdown

As per police recommendations, the following procedures will be implemented for school lockdown:

- Doors will be locked
- Drapes and/or blinds will be closed
- Lights will be turned off
- Students will be sitting on floor in secure locations
- **No one** will be permitted to enter or leave the building, including parents
- Lockdown will continue until the school receives an "all clear" signal from emergency personnel
- **Please do not call the school.** The phone needs to remain available for emergency use.

E. Severe Allergic Reaction

Holy Trinity Catholic School follows State and Archdiocesan Policies to meet the needs of students with severe allergic reactions. It is the parents' responsibility to notify the school of a child's severe allergic reaction. The school relies on the family physician to provide a safety plan, which the school will then implement or notify the parents if any aspect of the plan is not possible to put in place. These steps must be completed and the safety plan in place before the child attends school. Safety practices will be put into place whenever there is a student in the school who requires them as part of their safety plan.

Designated school staff members have received training on how to safely administer physician-prescribed epinephrine using an EpiPen. It is the family's responsibility to provide the EpiPen for use at school according to the doctor's prescription. EpiPens will be kept in a locked cabinet with other prescription medications.

Following state law, the school also keeps its own non-prescription EpiPens available for use by any student who goes into anaphylactic shock while at school, regardless of whether a past severe allergic reaction has been documented. If needed, the EpiPen will be administered by trained personnel, and the student will be transported to the hospital by ambulance as a precaution. The school will attempt to contact the parents immediately, but will not delay transportation to the hospital if parents cannot be reached.

IX. FINANCIAL INFORMATION

A. Tuition

Holy Trinity School is funded by tuition, parish subsidy, donations, and volunteer activities. Since tuition covers only part of the total cost of education for your child, the parents must involve themselves in many activities to help the school, including fund raising projects and personal commitments.

Active, supportive parishioners receive a subsidy to their tuition from the parish. Catholics from other parishes must request a subsidy from their pastors annually. (Forms are available through the school office.) Current tuition information may be found on our school website.

B. Tuition Assistance

Tuition assistance is available through both the Archdiocese and the school. Any family requesting assistance must fill out and turn in a Tuition Assistance Form. These are available annually in February from the school office and on line at Factstuitionaid.com and due at the Archdiocese in March. All assistance for the following year is assigned in June. In emergency cases, please contact either the principal or the pastor.

C. Tuition Payment Policy

The registration fee should be paid by March 1st in order to reserve a space for your child in the classroom. Tuition is paid either in full during July or in payments through the FACTS management plan. All other fees are paid at registration on the first day of school.

Any tuition payments 2 months or more past due are subject to a \$25.00 cumulative late fee [additional \$25.00 late fee per month, or any portion thereof, until tuition is current or alternative arrangements have been agreed to by the principal and/or pastor].

The school reserves the right to do any of the following with regard to the payment of past due accounts for which no payment arrangements have been made:

- Withhold grade reports
- Deny a student enrollment for the following semester
- Deny a graduating student participation in graduation ceremonies and/or withhold a diploma
- The principal, in consultation with the pastor, may waive the above requirements.

D. Donations

Tuition is not tax-deductible, but your contributions are! Holy Trinity is a qualified non-profit organization. Many companies will match your contribution. Check with your company. This is a great way to help Holy Trinity at no cost to you!

E. In Parish Status

As a registered parishioner at Holy Trinity Parish, Beaverton, OR, the parish assumes that you contribute to the parish, according to your means by donating your time, your talents and your treasure. The Parish therefore subsidizes school tuition for the children of active parish members.

In parish tuition status is granted to families who meet the following criteria:

- Must be formally registered by completing a Holy Trinity Parish Registration form
- Attend Mass each week or on a regular basis with students
- Contribute monthly by using envelopes provided by the Parish, by check or cash in an envelope with your name on it (not loose cash) or by auto-pay

F. Fees

Damage Fees

The students must care for library books, textbooks, covers, materials and school property. Fees will be assessed for loss or damage to this property.

Other

Fees that are determined annually may include:

- Registration Fee
- Extended Care
- After school programs
- Milk
- Titan Run (*optional, but encouraged*)

X. GENERAL POLICIES

A. Electronic Information Policy and Agreement

Appropriate Use Policy and Guidelines

Online electronic information services including, but not limited to, the Internet and email are available to students in our school who qualify. (Email accounts are for students in grades 6-8 only) Holy Trinity School strongly believes in the educational value of such information services and recognizes the potential of such to support the curriculum and student learning in our school. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Holy Trinity School will make every reasonable effort to protect students from any misuses or abuses as a result of their experiences with information services. However, a student is also responsible and must be continuously on guard to avoid inappropriate and/or illegal interaction while connected to the information services.

Listed below are the provisions of this agreement. If any user violates these provisions, access to information services may be denied and the student may be subject to disciplinary action.

Privileges

The use of the information system is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Individual classroom teachers will develop guidelines on what is appropriate use for their subject area and/or classroom. The principal may remove a user at any time deemed necessary or appropriate. The administration, staff, or faculty of Holy Trinity School may request that the principal deny, revoke, or suspend specific users.

Personal Responsibility

The student accepts personal responsibility for reporting any misuse of the network to the appropriate authority (computer teacher, principal, teacher). Misuse may occur in many forms, but it includes using a program(s) or game(s), visiting web site(s), or sending or receiving messages that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language as well as violating the provisions outlined below: acceptable use, network etiquette and privacy, security, vandalism, cyberbullying, and or internet service. All the rules of this “*Appropriate Use Policy/Guidelines*” apply when you are on the computer. Holy Trinity will teach about proper internet use on school premises, but it is the parent’s responsibility to enforce these at home.

At the beginning of the year parents and students will sign an agreement to follow the policies set forth by Holy Trinity in the area of telecommunication and computer/internet usage.

Acceptable Use

The use of any information services must, in the judgment of Holy Trinity School, be related to student education and research in accordance with the educational goals and objectives of Holy Trinity School. The student is personally responsible for compliance with this provision at all times when using information services.

The student may not:

- Use, reproduce or transmit any material in violation of any federal, state or local laws. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secret
- Use the information services for any commercial or profit-making activity
- Use the information services to advertise a product or for lobbying or other political purposes
- Use the information to cyber bully another student on or off school premises

The inappropriate use of electronic information resources can be a violation of local, state and federal laws.

Network Etiquette and Privacy

The student is expected to abide by the generally accepted rules of network etiquette. These rules include (but are not limited to) the following:

- **Be Polite:** Never send, or encourage others to send, abusive messages;
- **Use Appropriate Language:** The student is a representative of our school on a non-private system, which may be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden.
- **Privacy:** The student should not reveal his/her home address or personal phone number or the addresses and phone numbers of students or colleagues or any other personal information.
- **Electronic Mail:** Electronic mail (email) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to school authorities.
- **Disruptions:** Do not use the network in any way that would disrupt use of the network by others.

Security

Security on any computer system is a high priority because there are so many users. If the student identifies a security problem, notify the computer teacher or staff in charge at once. Never demonstrate the problem to other users. Never use another individual's account or password. Any user identified as a security risk will be denied access to the information services.

Vandalism

Computer vandalism is the intentional harming or destroying of the school's computer hardware and/or the school's software and/or data of other user(s) or any other agencies or networks that are connected to the system. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement officials.

Cyberbullying

Cyberbullying is the use of the internet to threaten, name call or harass another individual. This includes, but is not limited to, use of email or chat rooms to spread rumors about another student, call someone a hurtful or obscene name or threaten harm against another student. Cyberbullying may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement officials.

A Holy Trinity student found to be cyberbullying another Holy Trinity student on-campus or off-campus/beyond school hours may face school disciplinary consequences.

Services

Holy Trinity School makes no warranties of any kind, whether expressed or implied, for the internet service it is providing. The school will not be responsible for any damages suffered while on this system. These damages may include but are not limited to loss of data as a result of delays, non-deliveries, mis-deliveries, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at the student's own risk. Holy Trinity School specifically disclaims any responsibility for the accuracy of information obtained through its information services.

B. Search and Seizure

Lockers, desks, and personal belongings are subject to search at any time by school administration or teachers. This is for the protection of students and school employees. Lockers, desks, and any other storage areas at the school remain in the possession and control of the school even though they are made available or assigned for student use.

C. Valuables

Valuables, including large amounts of money, are not to be brought to school.

D. Vandalism/Property Damage

Students and their parent/guardian are liable for all damage to equipment or school property.

XI. MEDICAL INFORMATION

A. Appointments

Parents are strongly encouraged not to schedule dental or medical appointments for their children during school hours. When it is necessary for a student to be excused for such an appointment, the parent or guardian must sign the student out through the office.

B. Communicable Diseases

In the school environment, many communicable diseases or conditions are easily transmitted from one individual to another. Among the most common school containable disease in students is head lice, pink eye, chicken pox, mumps, and measles.

The principal must exclude from school any student, teacher, or school employee suspected of having or being exposed to a school containable disease or condition. Students must remain at home until all danger of spreading infection is past. A doctor's permission may be required to readmit student. A child with a fever needs to stay home until the fever is reduced to normal temperature without the use of medication. They must be fever-free for 24 hours before attending school.

Treatment of head lice must include removal of all nits before returning to school.

C. Immunizations

Holy Trinity Catholic School follows the immunization guidelines outlined by the state of Oregon. Students entering Archdiocesan schools must provide a signed Certificate of Immunization Status (CIS) form documenting either evidence of immunization or a religious and/or medical exemption prior to initial attendance.

D. Illness

Students who are so ill that they cannot participate in normal school activities or who may communicate their illness to others should not be sent to school under any circumstances.

If a student should become ill during school hours, the parents will be contacted to provide transportation home. Emergency forms are filled out the first of the year and these are to be updated throughout the year when any changes are made in doctors, phone numbers, whom to contact if you are not at home, etc.

E. Exemption from PE

A student who is at school but unable to participate in PE due to illness or injury, needs to bring a written note from his/her parent excusing the child from PE class.

F. Medication

The school recognizes that administering of medication to students and self-medication may be necessary when the failure to take such medication would jeopardize the health of the student or the student would not be able to attend school if medication were not made available during school hours.

Consequently, students may be permitted to take non-injectable prescription or non-prescription medication to school, on a temporary or regular basis. *(Please see medication dispensation guidelines below).*

The parent shall make all requests for the school to administer medication to a student. An Authorization for Medication Administration by School Personnel must be filled out and given to the school office before any medication can be administered.

The school reserves the right to reject a request to administer prescription or nonprescription medication when, in the judgment of the school, such administration of medication is not necessary or feasible for the student to be in attendance for the day.

Medication is not to be shared or abused (including the usage of cough drops).

This policy shall not prohibit, in any way, the administration of recognized first aid to students by school personnel in accordance with established state law.

All medications should be brought to the school office with the appropriate forms filled out.

Medication Dispensation Guidelines

The following is required for any non-injectable drugs, chemical compounds, suspensions or preparations which are taken either internally or externally by a student under the instruction of a physician:

- Written instruction from the doctor, which includes:
 - Name of student
 - Name of medication
 - Dosage
 - Time and/or frequency of administration
 - Method of administration (i.e. Mouth, nose, ear, etc.)

It is recommended that the physician note any possible adverse reactions and action required. These instructions may be included on a prescription label or in separate written directions from the physician. “Take as directed” or “as needed” cannot be taken as specific direction.

The authorization form attached must be signed and filled out completely by the parent or guardian.

All prescription medication must be in the prescription bottle and clearly labeled. If the student is also taking the medication at home, the pharmacist in two separate bottles can issue the medication.

Unused medication must be picked up by the parent when the treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

Prescription Medication and Injectables

The following is required for: “...*any injectables for students who have severe allergic responses to insect sting, to other specific allergens and to students who are experiencing severe hypoglycemia when other treatment has failed or cannot be initiated.*”

Written instructions from the doctor which includes all of the following:

- Name of student
- Name of medication
- Dosage
- Time and/or frequency of administration
- Method of administration

The parent shall make the request in writing for the school to administer, as necessary, injectable medication (medication administered by the intramuscular route) to the student.

The request must include written instructions of the doctor for the administration of an injectable medication to the student. (A prescription label on the original container of the injectable medication is deemed sufficient to meet the requirements for written physician instruction).

Since the training of staff members to be authorized to administer injectable medication must be conducted under the supervision of a licensed physical or a nurse practitioner, parents/guardians cannot train the designated school personnel in the use of injectables.

Non-Prescription Medication

The following is required for “...*only commercially prepared, non-alcohol based medication to be taken at school that is necessary for the student to remain in school. This shall be limited to eyes, nose and cough drops, cough suppressants, analgesics (pain relievers), decongestants, antihistamines, topical antibiotics, anti-inflammatory and antacids.*” These medications may not ever be shared between students. Written instructions from the parent must include:

- Name of student
- Name of medication
- Dosage
- Time and/or frequency of administration
- Method of administration (e.g., mouth, nose, ear, etc.)
- All non-prescription medication must be in original container or packaging

Unused medications must be picked up by parent when treatment is complete or at the end of the school year. Medication left at school past the end of the school year will be destroyed.

Parent to School Notification

Parents should notify the school immediately if their child has come into contact with or has any contagious disease or condition, such as but not limited to, chicken pox, pink eye, and/or head lice.

XII. PARENTS

A. Classroom Interruptions

All visitors, including parents must report to the office, sign in, and wear a volunteer or visitor badge. All parents should be out of the classroom and hallway areas of the building by 8:15 a.m.

Classroom disruptions must be kept to a minimum and learning time is not to be impeded. Parents are allowed to observe in a classroom with prior notice and approval of principal and teacher. Observations will be no more than 1 hour in length and will occur no more than 1 time per month. Visitors, including parents, are not allowed to disrupt the daily schedule of the student, classroom, or teacher.

B. Issue Resolution

Although the school makes every effort to provide a quality education, constructive comments are welcomed when they are motivated by a sincere desire to improve the educational program.

Concerns regarding individual school staff members should first be directed to that staff member. If the issue is not resolved, the parent should then address it with the principal. Finally, if the concern is still unresolved, the pastor should be contacted.

C. Family Cooperation

Under normal circumstances a student should not be deprived of a Catholic education on grounds relating to the attitude of the parents. Nevertheless, a situation may arise in which the uncooperative or destructive attitude of parents so diminishes the effectiveness of the school that the family may be asked to withdraw from the school.

D. Messages

Messages to students should be reserved for emergencies only.

E. Parent Teacher Organization

All parents are members of the Parent Teacher Organization. The PTO's responsibility is to assist with fund raising events, provide hospitality, assist the teachers as room parents and coordinators, and to provide opportunities for parent education and family socials.

F. Parties

In-school

Only three days are celebrated with parties: Halloween, Christmas and Valentine's Day. These parties are coordinated by each designated classroom parent.

Treats brought to school for birthdays and other class celebrations must be first be cleared with the teacher. Due to the various food allergies and sensitivities present in our school community, food is not permitted to be brought into the school for student birthday parties. Things such as pencils, stickers, books. Etc. for each classmate is allowed should you wish to celebrate in such a fashion.

Out of School Party Invitations

Invitations are not to be brought to and/or distributed at school.

G. Releasing Students during the School Day

Students will be released only to a parent/guardian or to an individual authorized by the parent/guardian. Ordinarily, the parent/guardian's authorization to release a student to a non-parent/guardian should be in writing. Students must be signed out at the main office.

H. School Advisory Council

In the Archdiocese of Portland, all school councils are advisory in nature. A school advisory council participates in decision-making by formulating and adopting, but never enacting policy, in designated areas.

I. SharePoints

The SharePoints program offers parents the opportunity to share in the Catholic education of their children. By participating in Share, parents keep tuition as low as possible for all students. There are many opportunities throughout the year to earn share points. The Parents' Association has sign-up sheets for many of the opportunities, or ask your child's teacher or the office.

We encourage you to share your time and talents to your school.

Requirements: 20 points per 2 parent family
10 points per 1 parent family

Time: One hour of service earns one SharePoint.

Talent: One hour of talent earns one share point. These units can be earned by volunteering for special projects such as painting, plumbing, and miscellaneous construction.

Treasure: This last category is in regards to money, or goods that the Parish or school would otherwise have to purchase. Each family may choose to donate \$20.00 per share point.

Any family who does not wish to meet their SharePoint obligation by volunteering their time may choose to pay \$20.00 per share point to Holy Trinity School.

Many families earn points in great excess of the minimum and our school is very appreciative of this fact. For more information and a list of possible ways to earn share points, contact the PTO.

J. Verification of Compliance

A written statement signed by the parent must be returned at the beginning of each school year. Such statement verifies that the parent is aware of and will comply with all regulations as written in the handbook and that these policies may change under the discretion of the principal.

XIII. SAFETY

A. Arriving and Departing

Most of our students arrive and are picked up by car. If your child will be getting to school or home in another way, (e.g. walking, riding the bus, riding a bike, etc.) the school office will need a signed note from a parent describing how/when the student will be leaving independently and which days this will occur.

No student may leave the school grounds during the school hours without permission of the Principal or parent/guardian. This written authorization must be presented at the school office. The school accepts no responsibility for any child who leaves the premises without written permission. Any student who leaves without permission will face disciplinary action.

PLEASE DRIVE SLOWLY AND WITH GREAT CAUTION ON AND NEAR SCHOOL GROUNDS.

Cars enter via either Walker Road or the Park Ave. entrance and pull all the way up to the sidewalk in single file in order to pick up their riders. If your child is not there, or you wish to come inside, please park your vehicle in the parking lot (not along the curb) and escort your children across the parking lot using the marked crosswalk.

B. Asbestos Notification

Families will receive a letter annually regarding asbestos in the school.

C. Bicycles/Skateboards/Scooters

Bicycles should be parked in the bicycle rack and be kept locked. Students are not permitted to ride bikes or use skateboards during school hours including the time just before and immediately following the school day. Bicycle riders must walk their bikes in the parking lot at all times. Helmets, as required by law, must be worn while riding bikes. Skateboards/Scooters can be brought to the student's classroom for safe keeping during the day. It is not to be brought out until dismissal.

D. Cooperation with Authorities

It is the policy of the school to cooperate with fire, police, health and other government authorities to the extent allowed and required by law, in accordance with the school's duty as a member of our community. This may require reporting serious misconduct in some instances. All staff must comply with laws related to reporting of Child Abuse/Neglect or be liable to fines and/or loss of certification.

E. Early Dismissal

A student will not be released during the school day without the written request of the parent or guardian. Students will be released only to parents or to one definitely authorized by them. Students need to be signed out and back in, if they return before school is out, by the adult taking them out of school.

F. Earthquake, Fire, and Lockdown Drills

Fire, Earthquake and Lockdown drills are conducted in accordance with State and City ordinances and are held so that in case of an emergency the building can be evacuated quickly, quietly, and with safety. During these drills the students are to remain silent and walk through the nearest exit to the designated area assigned to that grade. All personnel and visitors are requested to leave the building during fire drills.

G. Pets

Pets are not allowed in the school as part of the school day on a regular basis.

H. Playground Rules

Teachers and playground supervisors review the rules with students. Enforcement of playground rules and behaviors is the responsibility of the school staff members assigned to playground duty. Parent playground volunteers play an integral role in providing a safe playground environment by serving as “additional eyes and ears to ensure student safety,” but they are not allowed to discipline students.

I. School Closure

In case of inclement weather, Holy Trinity follows the Beaverton School District for closings or late starts so it is important that you check the local newscasts (TV and Radio) for information specific to Holy Trinity School. School closure and delay information will also be emailed out via the SchoolSpeak email system and posted on the Holy Trinity website.

J. School Grounds

The school grounds are private property. No person may be on the premises or remain thereon without permission. Persons on the premises are expected to conduct themselves properly and in accordance with the school rules.

Never leave students at school until you are sure they are under proper supervision. Students are to be picked up from the school grounds immediately upon dismissal unless permission has been given to a student to stay for a specific meeting, practice, etc. Please make every effort to pick-up your child promptly at dismissal time. The school is not staffed to regularly supervise students for more than 15 minutes after dismissal.

K. Substance Use

The use of tobacco, or their related products, including marijuana is prohibited on the school and church campus. All alcohol is prohibited during school hours and events that include students. There may be designated events held on campus outside of school hours in which alcohol is served in accordance with local and state laws.

L. Tutoring/Selling

Students are not allowed to conduct business activities on school grounds (for example, teaching lessons, selling items, etc.) unless it is a school or parish sanctioned activity.

M. Visitors

After 8:15am and before 3:05 pm all visitors (including parents) must stop by the office to sign-in. All visitors will sign-in and be given a visitor tag to wear while in the school.

Students from other schools may not visit during the school day without prior permission of the principal. Parents may not “drop off” non-attending students.

N. Weapons Policy

Any student in possession of a weapon will face disciplinary consequence up to and including expulsion from school.

In addition, the principal who has reasonable cause to believe that a person while in school or grounds adjacent to the school is or within the previous 120 days has been in the possession of a firearm or destructive device shall report the person to a law enforcement agency. For the purposes of reporting, a weapon is defined as but not limited to a firearm, a knife or similar instrument (other than an ordinary pocket knife or one used for eating/cutting food), mace/tear gas/pepper spray, a club bludgeon or similar instrument, or a deadly or dangerous weapon. (ORS 166.360)

XIV. STUDENT ACTIVITIES

A. Altar Servers

Altar servers are trained under the direction of the Pastor or a qualified assistant. Training may take place during the school day. Students may serve at school Masses, special services (funerals) and on weekends. Please note: students who have received their First Eucharist may train to be an altar server.

B. Assemblies

School assemblies are held in both the gym and the cafeteria and occasionally in the church. Please note: students and adults are asked to be respectful while in the church no matter what the occasion.

C. Athletics

Students have the opportunity to participate in sports through the parish-sponsored CYO program. Various sporting activities such as football, baseball, lacrosse, swimming, volleyball, basketball and track are organized under the directions of volunteer coaches and are open to students in grades 1-8. The players are taught fair play and good sportsmanship as well as leadership and the importance of the team concept. Parents are responsible for paying fees. Contact the athletic director for information.

D. Catholic Schools Week

Catholic Schools Week is scheduled near the last week of January each year. There is always a special school Mass planned during the week and Grandparents Day, in addition to other classroom activities for students and staff to celebrate our Catholic identity.

E. Field Trips

Field trips are for the purpose of enhancing classroom-learning experiences. When a field trip is planned a description of the trip will be sent home. Parental permission is necessary for the student to leave the school grounds. A permission slip must be signed for each field trip. Phone calls giving permission for field trips are no longer acceptable. A signed FAX is fine. The school FAX number is 503-643-4475. Buses may be used for field trips. Due to the child-seat law, all Pre-Kindergarten, Kindergarten, 1st, and 2nd grade field trip transportation will always be via bus.

Drivers for field trips are expected to drive directly to and from the field trip and follow the planned route. Please do not stop for food or for any other reason, as such stops are not covered by the school's liability insurance. All drivers must have driver information sheet on file in the office. Please dress appropriately and do not use alcohol at any time.

All students are required to wear the school uniform for all fieldtrips (unless specified by the coordinating teacher).

F. Money Collection

Any money brought by students should be immediately turned into the classroom teacher at the beginning of the school day.

XV. EDUCATIONAL RECORDS

A. Review of Student Education Records

Parents of students currently in attendance at Holy Trinity Catholic School may review the student's education records. Parents wishing to review student records should make a request to the principal to do so. An amendment to the student's education records may be requested, if the student's parents believe the contents are inaccurate. If the School concludes that the request is valid, the records(s) will be amended. If the school concludes that the records(s) need not be amended, the parent may place a statement with the record commenting on the disputed information.

B. Directory Information and Photo Releases

Holy Trinity Catholic School has designated the following as directory information, which the school will only disclose with parental consent: parents' names, students' name, address, email address and telephone number. At registration, parents may elect to have or not have any of these items included in a school-related directory. If we do not have consent for directory related information, we will not include your name in the directory.

Pictures of students will be used for means such as but not limited to, advertising for the school, educational purposes, used on our website, etc. Students' names will not be attached with student pictures except in the yearbook. At the beginning of each school year, via SchoolSpeak, parents may opt out and disallow their child's photo to be used in the ways listed (child's photo will still appear in the yearbook unless specified).

C. Emergency Disclosure of Information

The school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate parties in connection with a health and safety emergency if knowledge of the information is necessary to protect the health and safety of the student or other individuals.

XVI. STUDENT SERVICES

A. Insurance

Some form of accident insurance must cover all students during the school hours. Beginning in fall, 2006, the Archdiocese requires all schools to pay for insurance for each child enrolled.

B. Lost and Found

Every article of clothing is to be marked with the child's name, especially uniforms and sweatshirts. Lost and found articles are taken to the Lost and Found bin outside the uniform closet. If articles (other than school uniforms) are not claimed within a reasonable amount of time, they are given away to a charitable organization. School uniforms will be placed into the uniform closet for circulation.

C. Lunch Services

Hot lunch may be purchased in advance through the SchoolSpeak site. Each month, a menu will be available online with the due date for ordering period. Our hot lunch program is sourced through *Fresh 'n Local*. Payment each month is made online through PayPal.

D. Milk Program

The school participates in the Federal-State school milk program. The rate is determined yearly and charged at the beginning of the school year. In operation of the special milk program, no child will be discriminated against because of race, color, national origin, age or handicap. If you believe you have been discriminated against, write immediately to the Secretary of Agriculture, Washington, D.C., 20250

E. Telephone

The school telephone number is 503-644-5748. Students and teachers may not be called to the telephone during school hours unless it is an emergency. A message must be left. Children are asked NOT to use the telephone unless it is an emergency and then only with permission. Forgotten homework, assignments, forms, etc. do not constitute an emergency and students may not be called out of class for this type of interruption.

XVII. VOLUNTEERS

A. Background Checks

All volunteers in any school program or activity must undergo a background check. Any person with an adult criminal conviction is not eligible to serve. The school further reserves the right to decline to accept the services of a volunteer or to request a volunteer to withdraw from service in school activities whenever, in the judgment of the school, it is in the best interest of the school to do so. Any volunteer working with children needs to undergo the Called To Protect Safe Environment Training. This training is held several times throughout the school year. Please contact the school secretary for more information.

B. Volunteer Code

Volunteers serve to enhance the school's ability to provide for the students' development and to benefit the school. They serve in a variety of capacities, which include, but are not limited to: School Advisory Council and committees, PTO Board and Committees, Art Literacy, classroom assistance to teachers, cafeteria/ hot lunch program, room parents, field trip assistants, and other activities relating to the talents and gifts of the volunteer population.

Volunteers serving in the school will support and model the moral teachings of the Catholic Church and function faithfully within the mission and structures of the school, parish, and Archdiocese with proper respect for those serving in ministries.

Volunteers work in a collaborative role with others ministering to the development of the children and the school as an educational institution. Volunteers are asked to recognize confidentiality as a living principle and respect the dignity of those with whom they work and come into contact. Volunteers who have a conflict with a student are to bring the situation immediately to a supervising teacher.

Volunteers accept responsibility to use contacts made through the school in such a way so as not to disrupt the peace, order, and tranquility of the school community.

Should volunteers come into conflict on school/parish related issues, it is the responsibility of both to resolve the dispute through personal diplomacy and/or an executive decision by school principal and/or the pastor of the parish. Any person who has a conflict with a school/parish volunteer outside of the boundaries of school/parish activities must settle that dispute outside of and without involving or using school/parish resources.