



Holy Trinity Catholic School

Family Handbook

2021 – 2022

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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. 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 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.

In 2004, Fr. John McGrann became pastor of the parish, and in July, 2007, Fr. Dave Gutmann became the new pastor. Under Father Dave's leadership the school and the parish have flourished. Enrollment is consistently strong year after year. An administration team of Father Dave, Business Manager and Principal work together constantly to ensure the decisions drive our mission forward. 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 and Student Learning Expectations (SLEs)



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 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	Ashley Sheridan	asheridan@htsch.org
Administrative Assistant	Tabitha Spieler	tspieler@htsch.org
Business Manager	Deacon Brett Edmonson	brett@h-t.org

Faculty

Elementary

Pre-Kindergarten	Mrs. Welo Cao	wcao@htsch.org
Kindergarten	Ms. Kealia Rosa	krosa@htsch.org
1 st Grade	Ms. Kassi Klobes	kklobes@htsch.org
2 nd Grade	Ms. Gemma Cowan	gcowan@htsch.org
3 rd Grade	Mrs. Christa Keys	ckeyes@htsch.org
4 th Grade	Mrs. Kelsie Wittmayer	kwittmayer@htsch.org
5 th Grade	Ms. Kaitlyn Carrick-Hungerford	kcarrickhungerford@htsch.org

Middle School

6 th Grade, MS Sci	Ms. Sarah Woodward	swoodward@htsch.org
7 th Grade, MS Rel	Mr. Chris Storm	cstorm@htsch.org
8 th Grade, MS ELA	Mrs. Laura Thiebes	lthiebes@htsch.org

Enrichment

ELE Art	Ms. Rachelle Romero	rromero@htsch.org
MS Art	Mr. Matt Wulff	mwulff@htsch.org
4 th , 5 th , 6 th Math	Mr. Bruce Truong	btruong@htsch.org
MS Math	Mrs. Sarah Dummer	sdummer@htsch.org
MS Social Studies	Mr. James Dalton	jdalton@htsch.org
Musician in Residence	Mr. Ken Canedo	kenc@h-t.org
PE & Health	Mrs. Sara Castillo	scastillo@htsch.org
Spanish	Senora Nicki Ulrich	nulrich@htsch.org

Learning Resource

Learning Resource Coordinator	Mrs. Alison Downy	adowney@htsch.org
Learning Resource Teacher	Mrs. Beth Gould	bgould@htsch.org
Orton-Gillingham Specialist	Mrs. Noreen Regan	nregan@htsch.org
Learning Resource Teacher	Mr. Nick Krautscheid	nkrautscheid@htsch.org

Learning Support Specialists

Pre-Kindergarten	Ms. Lucy Rivera	lrivera@htsch.org
	Mrs. Carol Judy	cjudy@htsch.org
Kindergarten	Mrs. Jeanette Ehmke	jehmke@htsch.org

1 st Grade	Mrs. Debbie May	dmay@htsch.org
2 nd Grade	Mrs. Katie Walker	kwalker@htsch.org
3 rd Grade	Ms. Nicole Hershey	nhershey@htsch.org
4 th Grade	Mrs. Stella Tan	stan@htsch.org

Extended Care

Extended Care Director	Mrs. Ashley Sheridan	asheridan@htsch.org
Assistant Director	Mr. Matt Wulff	mwulff@htsch.org
Head Teacher	Ms. Kathleen Judy	kjudy@htsch.org

Support Staff

Facilities Manager	Mr. Todd Sims	
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II. POLICIES AND PROCEDURES

A. Absence

When a student is absent from school, a parent must call the office by 10:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the Holy Trinity students and is aligned with the state statutes of the state of Oregon.

Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

A written statement giving reasons for the absence or tardiness must be brought to the student's teacher upon the student's return. These notes/letters will be retained in the office for one year. Please avoid writing the absence note on a napkin or a receipt. Should absence for any reason other than illness seem imperative, parents are requested to consult with the Principal and present a written reason for the absence.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for three or more days due to illness, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For short absences, students should make arrangement with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school. Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. (See also Homework due to vacations/planned absences)

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date. Due to the educational advantage of returning graded tests to students in a timely manner, some missed tests may not be made up.

Excessive absence (40) days or the equivalent of 40 days including tardies, can be cause for a student to be retained in the current grade for another year.

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office. Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ a day. Three (3) early withdrawals each of which are less than 3 ½ hours are considered a one-half day absence. Due to compulsory attendance requirements, excessive tardies may result in a student needing to be retained and to repeat the school year.

B. 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 – 8th grade students and we provide a resource/support small group opportunity 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 passing grades of a C- or better 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.

Our Middle School Math students take a variety of math courses at an on level, accelerated or advanced level. Placement in these classes is determined by percentile rank of two of three STAR Math tests taken each year. Please see the principal or middle school Math staff for specific criteria.

C. 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.

D. Academic Probation

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Academic probation is for students who *can* learn, but who's behavior or practices prevent them from learning. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher). Academic probation may be extended for an additional two weeks. At the end of the academic probation period, a student who has made no effort toward improvement, may be involuntarily separated from the school. No tuition will be refunded if a student is involuntarily separated and the parents will be responsible for the remainder of the tuition.

E. Admissions Information

Nondiscriminatory Policy

Holy Trinity Catholic School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs.

As openings become available, the following priorities will be used to accept students to Holy Trinity Catholic School:

1. Members of Holy Trinity Parish
2. Members of other Catholic parishes
3. Non-Catholic students

Children entering Pre-K must be four (4) years of age by September 1st.

Children entering Kindergarten must be five (5) years of age by September 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness on the Kindergarten Round Up and Teacher Meet and Greet.

At the time of registration, all new students seeking admission to Holy Trinity Catholic School are evaluated based on current standardized test scores and report cards.

Requirements include:

- *Verification of active parish affiliation/stewardship
- *Health Records
- *Immunization Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of IEP or 504 Plan

(These must be presented at the time the application is submitted.)

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Holy Trinity Catholic School will meet the educational needs of the students. An interview and/or shadow day with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades 3-8.

All new students will be given a trial period of eight weeks in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Holy Trinity Catholic School. The recommendation and decision of the school is final. Holy Trinity Catholic School is limited in its human capital resources and will make reasonable accommodations for learning differences when possible. Holy Trinity School cannot accommodate students who have extraordinary learning differences. If after admission, the educational and/or behavioral needs of a student exceed what would be considered reasonable, the student may need to be separated from Holy Trinity Catholic School. This decision will be made for the student's educational and/or behavioral needs to be fully met in another educational setting. If the decision to separate the student from Holy Trinity Catholic School is made by the school, the student's tuition due would be prorated.

Non-Catholic students whose parents accept the philosophy of Holy Trinity Catholic School will be accepted on a space available basis. Non-Catholic students are expected to attend all religious observances and be respectful of Catholic teaching, rituals, and tradition.

F. Allergies

Holy Trinity Catholic School recognizes that an allergy is an important condition affecting many school children and positively welcomes all pupils with allergies. This school encourages children with allergies to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy. All staff who come into contact with children with allergies are provided with training on allergies from the school nurse who has had specialized training. Training is updated as needed.

Asthma/Allergy Medication

Immediate access to reliever inhalers and Epi-Pens® is vital. Parents are asked to ensure that the school is provided with a labeled spare reliever inhaler/Epi-Pen®. All inhalers/Epi-Pens® must be labeled with the child's name and are stored in the school office. It is the responsibility of the parent/guardian to make sure that all medications are unexpired.

Record Keeping

At the beginning of each school year, or when a child joins Holy Trinity Catholic School, parents are asked to submit a child's medical record. From this information the school keeps its asthma/allergy registry which is available for all school staff. If medication changes in between times, parents are required to inform the school.

The School Environment

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies. As much as possible, the school does not use chemicals in science and art lessons that are potential triggers for children with asthma or allergies. Holy Trinity Catholic School makes no claim to be an allergen or peanut-free school.

Food Allergy Policy

Holy Trinity Catholic School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reactions, Holy Trinity Catholic School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy. Classrooms with students with life threatening allergies will be peanut or identified substance free (ex. peanut free classrooms). During lunch times, the cafeteria will be split into tables of peanut free and non-peanut free. The cafeteria is not a peanut free environment.

Classrooms

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the Principal will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately. The classrooms have easy communication with the Principal. Teachers on playground duty can contact the office via the phone in the cafeteria, walkie-talkie or cell phone. Information will be kept about students' allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of allergies.

A parent or guardian of a student with food allergies is asked to provide optional classroom snacks for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Field Trips

Students with allergies who participate in school sponsored field trips may face challenges to their physical health. Holy Trinity Catholic School will make reasonable accommodations for all students and will inform field trip chaperones regarding a student's allergy issues. Every effort will be made to provide a safe learning experience for all students. A field trip generally occurs in a less controlled environment where allergen triggers may be present. If a parent is concerned about a child's presence on a field trip due to his/her special health needs, a parent may choose to keep their child at home on the day of the field trip.

G. Arriving and Departing

Most of our students arrive and depart 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 Avenue 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.

D. 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 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.

E. 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.

F. Birthday Observances

Students birthdays are celebrated at the teacher's discretion and announced in daily Morning Announcements. Bringing treats, toys or other items is a teacher decision made for his/her grade level. If allowed, all treats should be small, allergen free, and pre-packaged with ingredients listed on the package. No homemade treats are allowed.

G. Bullying and Cyberbullying

Holy Trinity Catholic School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

Cyber bullying 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. Cyber bullying

may result in the loss of computer privileges, disciplinary action, and/or referral to law enforcement officials.

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

H. Cell Phones

If a student needs a cell phone after school due to walking home from school, entering a house where no one is home, or attending sport practices or games, he/she should keep the cell phone off or in airplane mode for the entire school day. Students are not allowed to check their phones during the school day. At no time during the day should a cell phone be on a student's physical person or used. Cell phones found on a student's person or being used during the school day will be taken away and sent to the office. Items taken away from students will be returned to the parent(s)/guardian(s) at the end of the school day. The administration reserves the right to search the contents of a confiscated cell phone.

If a student needs to call home during the school day or school sponsored extra curricular activities, they are to use the office phone.

I. Communication

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.

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.

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.

Messages

Messages to students should be reserved for emergencies only. Parents should call the school office and leave a message with the school secretary to be delivered to the student. Teachers are not responsible for messages given through email during the school day. Parents should refrain from texting their child throughout the school day as all student phones must be off and stored in classrooms.

J. 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.

K. Cooperation with the 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.

L. Custodial Rights

It is the responsibility of the parents to share any official custodial information decided through the courts. Official custodial agreements will be kept in a confidential file in the office of the principal. In the absence of any court document, the school will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof. It is a great benefit to the child to have both parents involved in his/her education.

M. 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.

N. Daily Schedule

Morning Extended Care (EC)	6:30 – 8:00 am
School Doors Open	8:00 am
Tardy Bell, Morning Prayer	8:15 am
Dismissal	3:05pm
Afternoon Extended Care (EC)	3:05 – 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. must make arrangements for morning care. Students who arrive before 7:50am will be directed to EC and parents charged accordingly. For safety reasons, students will not be allowed to wait outside unsupervised. At dismissal, please make every effort to have your child picked up promptly. The school is not staffed to provide supervision for students remaining on school grounds more than 15 minutes after dismissal time. At 3:15pm all remaining students will be directed to Extended Care.

O. Discipline

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.

Holy Trinity School Rules

Be Respectful		Be Responsible		Be Safe	
<i>Looks/Sounds Like</i>	<i>Does not Look/Sound Like</i>	<i>Looks/Sounds Like</i>	<i>Does not Look/Sound Like</i>	<i>Looks/Sounds Like</i>	<i>Does not Look/Sound Like</i>
Kindness towards others	Name calling, making fun of others	Attend school prompts and regularly	Distracting the teacher or classmates	Reporting to the office if tardy	Using the phone without permission
Neat and clean appearance	Spreading rumors	Quiet and walking in the halls	Running or yelling in the halls	Following lunch room and playground rules	Chewing gum or eating in the hallways
Prayerfulness at Mass	Taking other's belongings	Participate in learning assignments	Forgetting materials or supplies	Leaving from the office for an early dismissal	Being in an unsupervised area
Common Courtesies	Getting into other's desks, bags, lunches	Complete all assignments neatly, thoroughly and on time	Talking while another is talking	Dressing per the school uniform policy	Hitting, kicking, spitting, etc.
Following Directions	Unsportsmanlike behavior	Safety on the playground	Being in a school area without permission	Practicing safety drills	Vandalizing the church, school, bathrooms, etc

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

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 using a ReFocus form

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 and will need to sign the ReFocus form.

- *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. Students who receive three ReFocus forms will serve a detention. 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. 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 four 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.

P. Drugs and Alcohol

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

Q. Educational Records

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.

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).

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.

R. Electronic Information and Communications

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 at age appropriate levels. 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 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, cyber bullying, and or internet service. All the rules of this "*Appropriate Use Policy/Guidelines*" apply when you are on a school provided computer, iPad or using HT Wi-Fi and guest Wi-Fi through personal devices. 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 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.

S. Emergencies

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.

Emergency Information Card

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

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 helpings of protein (jerky, peanuts, etc.)
- 2 individual servings of prepackaged juice drinks or water
- 2 granola bars or similar snacks
- 2 lollipops or sweets
- 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)

Fire, Earthquake 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.

T. Grading

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 published online through SchoolSpeak at the conclusion of each trimester.

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

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.

U. Graduation

Graduation Ceremony

Graduation from middle school is marked by a simple and dignified celebration that gives recognition to the unique value of the Catholic 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 school grounds. Please do not bring any invitations or announcements to school.

All tuition and other fees owed to the school must be paid in full by June 1st in order to participate in all graduation activities. 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.

V. Homework

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.

The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. Teachers are not required to give make-up tests or assignments for absences due to vacations.

Homework Policy Due to Illness

When a student is absent for three or more days, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM. For many grades, homework assignments will be posted through FACTS and a trip to school is unnecessary.

For short absences, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

W. Insurance

Some form of accident insurance must cover all students during the school hours. Beginning in fall, 2006, the Archdiocese required all schools to pay for insurance for each child enrolled. Insurance information is communicated each fall through the weekly newsletter (Monday Minute).

X. Lockers

Each middle school student is assigned a locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their lockers only at specified times. The school reserves the right to inspect lockers at any time. Lockers may not be decorated on the outside. All decorations must be removed by the student prior to the end of the school year. Student schedules and pencil holders facilitate learning and may be posted on the interior of a student's locker door.

Each student is given a lock that is property of Holy Trinity Catholic School. The school maintains a universal key and reserves the right to open student lockers at any time without probable or reasonable cause. Students are highly encouraged to lock their lockers at the end of the school day and over weekends and breaks. Holy Trinity Parish is an active parish with many weekend events. Holy Trinity Catholic School is not responsible for lost or broken items due to an unlocked locker.

Y. 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.

Z. Lunch Services

Catered lunch is provided by an outside company that Holy Trinity Catholic School contract with. All ordering and payment are done through this company. Hot lunch may be purchased in advance through the lunch program's ordering site. Each month, a menu will be available online with the due date for ordering period.

AA. 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 school cannot dispense naturopathic medicine or medicine not regulated.

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

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.

Medication Dispensation Guidelines

The school can only administer prescribed medication by a person licensed by their respective licensing board in the state of Oregon. 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 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

Only FDA-approved non-prescription medications can be given in schools unless the parent or student gets a written order for the over-the-counter drug from the student's provider, verifying its safety. 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-inflammatories 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.

BB. 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.

CC. Parent Support

Parent Teacher Organization (PTO)

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. There are many events and way to support the school and your child's class. PTO opportunities are communicated via email and FACTS sign ups.

In-School Parties

Only three days are celebrated with parties: Halloween, Christmas and Valentine's Day. Each designated classroom parent coordinates these parties.

Out of School Party Invitations

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

School Advisory Council (SAC)

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. Please contact the principal for more information on SAC and it's role.

SharePoints

The SharePoints program offers parents the opportunity to share in the Catholic education of their children. By participating, parents keep tuition as low as possible for all students. There are many opportunities throughout the year to earn share points. The PTO 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/hours per 2 parent family
10 points/hours 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.

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.

DD. Playground Rules and Volunteering

Students have multiple scheduled recesses each day. Holy Trinity Catholic School teachers are the main supervisors of students. Parents are encouraged to volunteer for Recess Duty as a way to support the school and fulfill SharePoint requirements.

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.

EE. 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 smart watches, 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, etc.) as long as the Wi-Fi is not used. Disciplinary consequences will be assigned to students who violate this policy.

FF. 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.

GG. 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 FACTS email system.

HH. School Communication

A weekly newsletter (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 student information system, FACTS, 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 using FACTS and their page on our website related to their classes/programs. Teachers will email monthly updates for each grade level.

II. 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.

JJ. 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 three 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. Holy Trinity Catholic School Students in grades 5 and 8 will take the Assessment of Child/Youth Religious Education (ACRE) every year to assess quality and rigor of the school's religious education programming.

KK. 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.

LL. 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.

MM. 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.

NN.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.

Tuition 2021-2022

In Parish Rates		Out of Parish Rates	
PreK (half day)	\$5,244	PreK (half day)	\$6,140
PreK (full day)	\$8,509	PreK (full day)	\$10,065
Kinder - 8th Grade	First child \$7,140	Kinder - 8th Grade	\$9,120
	Second child \$6,640		
	Third child \$6,140		
	Fourth child - free -		

Tuition Payment Options:

- Pay in full by August 1, 2021 or
- Enroll in the FACTS® Tuition Management Service. Payments begin in August 2021.
- Please note that you may pay in full for one child and utilize FACTS® for another.

Registration/Re-registration:

- There is no application fee when applying to Holy Trinity Catholic School.
- The \$200 Registration Fee for new students must be submitted with a signed Tuition Agreement Form.
- An additional payment of \$325 is required when enrolling at Holy Trinity Catholic School. This \$325 will be entered to FACTS as part of your first tuition payment.
- Returning students must reserve their spot by paying the Re-registration fee by the date designated.
- All Registration Fees are NON-REFUNDABLE.

FACTS® Tuition Management Service Overview

- There is an annual non-refundable administrative fee for enrollment in the FACTS® program per family. This fee will be added to your tuition, collected by FACTS® – please do not make this payment to the school.
- Pay tuition over 10 months via personal check, money order, or automatic deduction.
- Your enrollment form to FACTS® must be returned with your registration.

Withdrawal Policy

- Families must notify the school in writing if a student is withdrawn from the school.
- Registered students who withdraw before the first full day of school are responsible for 1/3 of the full tuition amount.
- Registered students who withdraw between the first day of school and December 15th are responsible for ½ of the full tuition amount.
- Registered students who withdraw after December 15th are responsible for the full tuition amount.
- The school will not forward records for students who withdraw with an outstanding balance.

Please address all tuition questions to the school Principal or school Business Manager.

Tuition Assistance

Tuition assistance is available through both the Archdiocese and the school for active Catholic Church parishioners. Any family requesting assistance must fill out and turn in a Tuition Assistance Application through FACTS. These are available annually in February 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.

Tuition Payment Policy

The registration fee should be paid by March 1st in order to reserve a space for your child in the classroom. This fee is non-refundable. Tuition is paid either in full by August or in payments through the FACTS management plan.

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.

In Parish Status

As a registered parishioner at Holy Trinity Parish, Beaverton, OR, the parish assumes that you attend Mass regularly and 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

OO. 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.

PP. Uniforms

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.

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.

All uniform components can be purchased at Dennis Uniform, Lands End uniform, Tommy Hilfiger uniform. Non logo'd and plaid pieces can be purchased at any store as long as the items meets uniform requirements.

Boys' Uniform

Pants or Shorts

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

- Shorts must be no shorter than 2 inches above the top of the knee

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 socks must be worn at all times
- Socks should have minimal design and all designs must be in school colors
- 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 and heels 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, jogger 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 should have minimal design and all designs must be in school colors
- 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 and heels 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

- 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
- 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 or with school logo from Dennis

- 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

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

QQ. 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.

RR. Volunteers

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.

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.

SS. 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)

Right to Amend

Holy Trinity Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the weekly newsletter or through e-mail communication.

2021-2022 STUDENT/PARENT HANDBOOK PARENT & STUDENT ACKNOWLEDGMENT

By signing below, we acknowledge that we have read the Holy Trinity Catholic School Student/Parent Handbook, for the 2021-2022 school year. We understand that the Student/Parent Handbook contains important information about the school, its administration, and the educational policies and procedures that the school maintains in coordination with the Archdiocese of Portland in Oregon.

We agree to follow all rules and guidelines imposed by the school administration and/or the Archdiocese of Portland in Oregon. If we have any questions about the content of this document, we understand that it is our obligation to ask questions for clarification. This acknowledgment is to be returned to the school after being signed and dated below.

However, the failure to read the 2021-2021 Student/Parent Handbook or to sign and return this acknowledgment shall not relieve us of the obligation to follow all the rules and guidelines they contain, or allow us in any way to impede or prevent the school administration from operating the school consistent with those rules and guidelines.

Parent/Guardian Signature: _____

Student Name(s) and Grade(s): _____

Date: _____