

Parent/Student Handbook

HOLY TRINITY CATHOLIC SCHOOL

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This handbook articulates most of the commonly referenced policies and procedures for Holy Trinity Catholic School but it is not necessarily all-encompassing. Holy Trinity Catholic School adopts wholly the Handbook of School Policies of the Diocese of Joliet as its own. This handbook is available upon request for on-premises viewing. (Revised 06/2023)

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MISSION STATEMENT

Holy Trinity Catholic School is a faith-filled educational community that inspires its members to grow in knowledge, explore God's creation and serve in love.

VISION STATEMENT

At Holy Trinity Catholic School, we will challenge each member to develop his or her unique gifts, be life-long learners, treat others with love, and become modern-day disciples of Christ.

ACADEMIC CURRICULUM

The curriculum of Holy Trinity School reflects our Catholic identity. Our goal is for every child to work at their ability level and to develop an intrinsic positive self-concept. Beginning in pre-school, our aim is to make school an enjoyable experience and create an environment, which will allow each student to be the best s/he can be.

Religion, Language Arts (which includes reading, writing, grammar, vocabulary, and spelling), Social Studies, Mathematics, World Language and Science are taught. Students also study in specialized classes for Art, Music and Physical Education. Students have 20-30 minutes of recess daily at midday as well as a 20-30 minute lunch break.

At Holy Trinity Catholic School, students experience technology integrated directly into the curriculum. This experience includes access to desktop/laptop personal computers, SMART® Boards, Chromebooks, Apple® iPads. The 6th, 7th, and 8th grade students have the benefit of one-to-one iPad usage. In the context of the curriculum, students learn a variety of software tools such as word processing, spreadsheets and graphics. Students are introduced to keyboarding and multimedia tools. Collaboration and research projects using the Internet are emphasized within a variety of curricular areas. Parents and students are required to read and sign the *Best Use Policy* to gain access for use of the Internet.

The aims of physical education are to satisfy the physical and social needs of growing, developing children, to cultivate in them wholesome qualities, to foster interest in activities for free play time and, most importantly, to develop skills for lifelong physical fitness. Because nutrition, hygiene and healthy habits, along with physical fitness, are an integral part of a healthy lifestyle, health education is an integral part of the physical education curriculum. All students are expected to participate in the physical education program, and only those students presenting a written note from their physician will be excused from participating in the program.

There are also extracurricular opportunities in band, athletics, choir, student council, student leadership, math and engineering competitions, and altar serving.

Holy Trinity Catholic School adopts wholly the Handbook of School Policies of the Diocese of Joliet as the school's own policies. Requirements of the law of the State of Illinois and policies of the Illinois State Board of Education relative to private and parochial schools are met. Holy Trinity Catholic School is fully recognized by the State of Illinois. Demonstrated mastery of American history and government, including thorough knowledge of the Constitution of the United States, is required for graduation.

RELIGION

The integration of religious truths and values with the rest of life underlies the religion program and all our endeavors at Holy Trinity. We attempt to prepare students to live and be recognized in the world as Roman Catholic Christians, witnesses to the Gospel message. The program of religious education includes the following areas: Scripture Study; Historical, Theological, Doctrinal Study of the Catholic Church; Peace and Social Justice Education; Mission Awareness and Community Service (works of charity); Values Formation and Moral Development; Sacramental Study, Preparation and Reception; Devotional Prayers; and Liturgical and Paraliturgical Opportunities.

Mass

The entire student body gathers each week to celebrate the Mass and/or various devotional services. Students attend Mass on Holy Days of Obligation and Ash Wednesday. The students also participate in the Stations of the Cross during Lent, May Crowning and other special celebrations, such as Thanksgiving. On a weekly basis, each class makes a visit to the Sacred Heart Chapel of Eucharistic Adoration to spend some time before the Blessed Sacrament. Parents are cordially invited and encouraged to attend these liturgies, in which the students take an active part.

Sacrament of Reconciliation

All students have the opportunity to avail themselves of the Sacrament of Reconciliation once a month.

Beginning in second grade, students prepare to receive the Sacrament of Reconciliation unless parents feel their child is not ready. However, in accordance with Canon Law (Canon 914), the reception of the Sacrament of Reconciliation must precede the reception of First Holy Communion.

An important tenet in Sacramental preparation at Holy Trinity Parish is: "Parents are the primary educators in the faith." [General Directory for Catechesis, Article 255] We offer every opportunity for parents to continue their own faith formation and actively participate in their child's preparation to receive the sacraments. Parents are required to attend a meeting in the fall to receive adult instruction. At this meeting, materials are distributed for parents to use at home with their child. A parent/child workshop is also held before the reception of the Sacrament of Reconciliation. The parent-directed formation program for the reception of the sacrament is supplemented during religion class at school.

First Holy Communion

Students in second grade prepare for the reception of First Holy Communion. They receive this Sacrament in the spring of second grade unless parents feel their child is not ready. As with Reconciliation, parents take an active role in preparing their child for First Holy Communion. A textbook and supplemental material is supplied to parents for this purpose. A parent/child retreat is held just before First Holy Communion. The parent-directed formation program for the sacrament is supplemented during religion class at school.

Sacrament of Confirmation

Students in seventh and eighth grades prepare for the Sacrament of Confirmation. Successful completion of service projects, a retreat, and doctrine review are among the requirements for this sacrament. The parent- and sponsor-directed formation program for the reception of the sacrament is supplemented during religion class at school.

SCHOOL BOARD

The Holy Trinity School Board, an advisory board to the principal and pastor, consists of a membership of school parents and parishioners at-large who help formulate and support policies of the school. The pastor and the principal are *ex-officio* members. Board meetings are generally held on the fourth Tuesday of each month. Parents of school children and all parishioners are encouraged to attend. Minutes of past meetings can be found at <http://www.holytrinitywestmont.org/conc/holy-trinity-school/school-board/>

PARENT SCHOOL ORGANIZATION

PSO (Parent School Organization) is the parent organization at Holy Trinity. Every parent and staff member of Holy Trinity Catholic School is automatically a member of the organization. Organization objectives include:

- promoting the welfare of the children;
- providing assistance and support to the administration and faculty;
- providing a social atmosphere conducive to welcoming newcomers to the school and formulating friendships; and
- providing better communication between home and school.

PSO generally meets on the second Tuesday of each month and all members are encouraged to attend.

PRESCHOOL

Holy Trinity Catholic Preschool invites children of all backgrounds and learning styles to experience joy in learning about their faith and the world God created. In the warm and spacious classroom environment, children are encouraged to explore, create, experiment, and pursue individual interests. Our rich curriculum addresses Diocesan and Illinois Early Learning Standards and offers a framework for developmentally appropriate activities. Learning Centers reflect changing themes, encourage purposeful play, and provide opportunities for differentiated instruction.

Holy Trinity Preschool is mixed-age for children who are three, four, and five years old. However, we are a Christian learning community where children interact and learn from students of all ages. Middle School students meet the preschool students every morning as they are dropped off and escort them to their classroom to help them start their day. Daily behavior modeling, peer teaching and sharing materials help students see their next steps and give positive reminders of how far they've come.

The class size varies from year to year depending on student enrollment and age distribution; however we remain within Diocesan guidelines. We offer both morning (8am – 11am) and full-day (8am-3pm) sessions. Students may attend 3 or 5 days per week.

NONDISCRIMINATION POLICY

Holy Trinity Catholic School admits students of any race, color, and gender, as well as any national, religious and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. If you feel that you have been the subject of discrimination, you should bring your complaint to the Principal or the Pastor. If that does not resolve the issue, contact the Superintendent of Catholic Schools for the Diocese of Joliet.

ENROLLMENT GUIDELINES

We are a Catholic school therefore preference is given to Catholic students. Due to the fact that we have limited facilities, the following criteria are used to determine which students will be admitted to the school.

Admissions are based on the following, in order of priority:

1. Students from currently-enrolled school families who are registered parishioners and children of non-parishioners currently enrolled at Holy Trinity School,
2. Children of parishioners not currently enrolled at Holy Trinity School,
3. Children of non-parishioners not currently enrolled at Holy Trinity School, and
4. Non-Catholics.

Registered parishioners are those who demonstrate their commitment to their Catholic faith by regularly attending weekly Mass, volunteering time or service in a parish or school ministry, if possible, and providing regular financial support to the parish. Consistent Sunday giving to the parish is part of a proper Catholic understanding and practice of good stewardship and is expected of all parishioners.

Students new to Holy Trinity and students transferring to Holy Trinity after the beginning of the school year will be accepted for a one semester's *probation* period. After that time, the teacher and principal will review the new student's academic performance, behavior and overall progress. A decision will be made whether the student may continue to be enrolled at the school.

Children of families with delinquent tuition (i.e., 45 days in arrears) will be advised that they are in danger of being denied continued admission. When a student's tuition is more than 90 days in arrears they will be advised to enroll in another school unless a suitable payment alternative is agreed to between the family and the business manager.

Class Size

Maintaining optimal class size is truly a balancing act between best educational practice and the need to meet our financial obligations. The following parameters have been established for the various grade levels:

<u>Grade</u>	<u>Goal</u>	<u>Maximum</u>
Pre-School (3-yr-old)	10	12
Pre-School (4-yr-old)	12	15
K-4	22	28
5-8	25	30

TUITION

Holy Trinity Catholic School is supported by tuition, user fees, donations and a direct and substantial subsidy from Holy Trinity Parish. This is why it is so important for school families to share the parish's burden by making regular contributions to the Sunday collection. All tuition and fees will be collected via FACTS Tuition Management and all families must register for an account online.

The School Board conducts an annual fundraiser to benefit the school. All school families are expected to participate and contribute to this fundraiser to the extent their means will permit.

No tuition will be refunded in the event of early withdrawal or dismissal during the school year.

SELLING AND SOLICITATION POLICY

Students are strongly discouraged from door-to-door selling, soliciting subscriptions, etc. Without parental supervision, they may expose themselves to potential dangers.

SCHOOL DAY PROCEDURES

School Hours

Preschool (Morning)	7:50 a.m.-11:00 a.m.
Preschool (Full-day)	7:50 a.m.-3:00 p.m.
Kindergarten	7:50 a.m.-3:00 p.m.
Grades 1-8	7:50 a.m.-3:15 p.m.

Arrival Times

There is no adult supervision of students prior to 7:40 a.m. Therefore, students should **not** arrive prior to that time. If you need student supervision earlier, please make arrangements with our Extended Care Program. Extended Care is available beginning at 7:00 a.m. each day.

Dismissal Times

Morning preschool dismissal takes place at 11:00 a.m.

Full-day Preschool and Kindergarten students will be brought to the car line at 3:00 p.m. (Car line students who are not picked up by 3:05 p.m. will be sent to Extended Care and appropriate charges will be applied). Bus, Extended Care, and other students who wait for older siblings will be delivered to the appropriate places between 3:05 and 3:10 p.m.

Students in grades one through eight will be dismissed promptly at 3:15 p.m. All students should leave the school premises no later than 3:30 p.m., unless they are participating in an official school activity or have made special arrangements with a teacher. Students who are not picked up by 3:30 p.m. will be sent to Extended Care (additional charges being applied.) There will be **NO EXCEPTIONS** to this policy.

Please inform the school office of any change in your child's routine for after-school pick-up, bus usage or extended care attendance **before 2 pm.**

Attendance/Absence from School

Daily attendance is required for all students enrolled at Holy Trinity Catholic School as the State of Illinois provides by law for compulsory attendance of all children between the ages of six and sixteen years. Regular attendance and punctuality are important to educational success. You may access your child's attendance records through *FACTS*. If a student is absent from school for any reason, s/he may not participate in sport practices, games or any other extracurricular activity that day, including clubs, music performances, etc.

If it is necessary that your child be absent from school, please call the school office by 7:30 a.m. (971-0184.) You may leave a message on voice mail before the office is open or in the evening prior to the absence. Valid causes for excused absence include illness, observance of a religious holiday, death in the immediate family or family emergency, or other circumstances or situations beyond the control of the student or of reasonable concern to the parent (with approval of the Principal and/or Pastor). All other absences will be considered unexcused. When absences are unreported, the school secretary will call parents to verify the whereabouts of the child. Telephone calls must be made to the school office; please **DO NOT** call the parish office to report an absence from school.

Students are responsible for obtaining and completing class work and homework assignments during their excused absence. Students absent for one (1) day should get assignments from a peer. Parents may make a request for assignments on the second consecutive day of an absence. Requests for assignments received by 8:00 a.m. will be available in the office at 3:00 p.m. The office closes daily at 3:30 p.m.

Truancy is the term for students absent from school without a valid excuse. The cause(s) for chronic absenteeism or truancy will be explored by the school and supportive services will be recommended or provided, including student counseling, family counseling, and/or information about available community services. Chronic truancy that persists in spite of recommended/provided referrals and supports may require further action including a report filed by the Catholic Schools Office to the proper authority.

Tardiness

School begins at 7:50 A.M. promptly. Students arriving in their classrooms after 8:00 A.M. will be marked tardy. Parents are responsible for seeing that students arrive on time and will be contacted by the principal if their student is repeatedly tardy.

Dismissal during the school day

Every effort should be made to arrange for appointments with doctors and dentists **outside** of school hours except in **emergencies** or in unusual circumstances. A child leaving school early must be picked up at the office and signed out by a parent. If he or she returns to school that day, the student must be signed back in at the office by a parent *before* going to the classroom.

Prolonged Absences/Vacations

It is imperative that parents/guardians attempt to plan family trips/vacations to coincide with a time when school is not in session. Completing make-up work does not substitute for the teachers' instruction or the interaction between teacher and student that takes place during regular class periods.

Leaving School Grounds

Students are not permitted to leave the grounds until they are dismissed.

Emergency Closings

If severe weather conditions or a local emergency necessitates the closing of school, parents will be notified via *FACTS* e-mail announcement and/or text message. Emergency closings will also be posted through the *Emergency Closing Center* (www.emergencyclosingcenter.com) and announced on most television and radio stations.

In the event of a tornado warning for the local vicinity, we will take the appropriate safety measures at school. If the warning continues beyond dismissal time, children will not be released until we receive an "all clear" or the parent comes personally to pick up his/her child(ren).

Extra Help & Tutoring

It is a professional expectation that teachers will provide extra help (at no additional charge) for students who need such assistance outside of their class. Every Holy Trinity teacher is in agreement with this expectation and has identified specific times before, during and after school when they are available to help their students. Teachers will also share these regularly scheduled "extra help" sessions with the parents of their students. Students are encouraged to seek extra help from their teachers as needed and to make individual appointments with their teachers to arrange this extra assistance.

Tutoring, on the other hand, is an arrangement where the tutor is paid to teach or re-teach a student some specific lessons. Since Holy Trinity is a very small school, such a tutoring arrangement with a teacher on staff can be awkward at best, and has the potential to create a conflict of interest, or cast a negative impression on the efforts of a colleague. Holy Trinity teachers may not engage in such tutoring arrangements for Holy Trinity students unless expressly approved by the principal. The principal will provide the names of approved tutors if a parent requests one.

The Teacher Assistance Team (TAT) is a trained, collaborative group of teachers that meets regularly and is available to systematically help classroom teachers to support students. The TAT may suggest additional strategies for use in the regular classroom, scheduled time with the a support teacher, or consideration of a referral to the local school district for further evaluation and possibly additional services (e.g., speech.) Specialized materials to support students in reading is available to all teachers. Our goal is that all HTCS students will be reading fluently, confidently, and with good comprehension by the end of 3rd grade.

Drills

As part of the school's overall emergency preparedness plan, Holy Trinity Catholic School holds safety drills throughout the year. Three types of drills are held several times a year: fire, tornado, and lock down. During a drill, students are expected to follow the directions posted in each classroom. Students should walk quickly but not run, to their assigned area until an "all-clear" signal is given. Absolute quiet is a requirement in all drills. In order to make sure that all students are accounted for, attendance is taken for each class during a drill.

Visitors

Parents are welcome to visit school or volunteer to help at school. Any volunteer who comes into direct contact with students, including chaperoning field trips, is required to complete the *Protecting God's Children* workshop. Anyone wishing to visit classes should *pre-arrange* such a visit with the teacher or principal. If you come for a classroom visit, know that teachers are busy with class work and their students. They are not available for a conference at that time but will be happy to arrange a conference for a later time. Please do not "drop in" on a class to give a message, deliver lunch, or ask a question. This kind of interruption interferes with the instructional program and compromises school safety.

Arrangements for student visitors must be made at least one day in advance with the teacher(s) whose class the student will be visiting. Student visitors will not be permitted on the day before vacation or holiday breaks.

It is required that all persons entering the school stop at the school office and sign in if they have an appointment with a teacher. The office personnel will assist and give any messages or items to the appropriate person. Parents must ring the bell, be identified, and then be admitted to the school building. Visitors will not be admitted at any door other than the main school door on Linden Street. Please do not ask students to open any doors since doing so may compromise overall building safety. For safety purposes, all visitors are required to wear a visitors badge when entering the classroom areas.

Telephone Messages & Calls

We do not interrupt classes to deliver messages unless there is an emergency. Messages to students will be held in the office and delivered before lunch or at 3:00 pm to avoid interrupting instructional activities. Messages to teachers should be left via email, which they have been instructed to check upon arrival at school and before leaving for the day. Please do NOT expect teachers to respond to email during the school day. It is strongly recommended that you communicate to teachers via email if it is available to you. It has consistently proved to be the most reliable form of parent/teacher communication.

Dropping-off and Picking-Up Children from School

All children are dropped off and picked up from school at the Linden Street entrance of Holy Trinity. During the school day, this street is a **one-way street heading north**. Parents dropping off form **two lines** of cars. Children are allowed out of the first car in each line **ONLY** when the Crossing Guard has stopped the cars at the stop sign. Preschool students are assisted from their cars in the left/west lane of traffic only. If possible, leave that lane open for the preschool families during morning drop-off.

The same two lines are utilized for the pick-up procedures. Upon dismissal, ALL students will be directed to the barricaded area for pick-up and will be instructed to watch attentively for their cars. In order to give the children maximum visibility of the cars, all vans and high SUVs should remain in the right/east lane at pick-up time. Students will be instructed to walk to ONLY the first 3 cars in both lines. Students **will not** be allowed to walk to other areas to be picked up by parents in waiting cars.

Students who live within walking distance from school will be allowed to do so. Parents of these students must complete a Walking Permission Form at the beginning of each school year. This does not give the students permission to walk to a waiting car a block away.

Parents must sign their student out at the school office whenever they pick up before dismissal.

STUDENT INFORMATION

Pupil Appearance

Students will abide by the Holy Trinity dress code, which has been established to assure that the attire of the students is appropriate and safe. All students from kindergarten through eighth grade will wear the prescribed uniform. Students will begin wearing uniforms on the first full day of classes. In addition, all students having physical education will wear the prescribed outfit for those classes. Preschool students are not required to wear a school uniform. Students whose appearance is not within the specified guidelines will be held accountable by their homeroom teacher.

Uniform Code

Girls: Kindergarten-4th Grade

Plaid Uniform Jumper or Navy blue dress slacks or walking shorts* with a dark belt (grade 4)
 Yellow knit Uniform Shirt (with logo) – short- or long-sleeve, tucked in
 Navy or white crew or knee socks or Navy or white tights
 Navy blue ¼-zipper pullover fleece (with logo) or Navy cardigan sweater (with logo)
 Black, navy or brown dress shoes*
 Plaid Uniform or solid-color headband*; solid color hair ties, barrettes or clips are permitted
 Simple jewelry only*

Girls: 5th – 8th Grades

Plaid Uniform A-Line Skirt, below-the-knee or Navy blue dress slacks or walking shorts* with a dark belt
 Yellow knit Uniform Shirt (with logo) – short- or long-sleeve, tucked in
 Navy or white crew or knee socks or Navy or white tights
 Navy blue ¼-zipper pullover fleece (with logo) or Navy cardigan sweater (with logo)
 Black, navy or brown dress shoes*
 Plaid Uniform or solid-color headband*; solid color hair ties, barrettes or clips are permitted
 Simple jewelry only*

Boys: Kindergarten – 8th Grade

Navy blue dress slacks or walking shorts* with a dark belt (grades 4-8)
 Yellow knit Uniform Shirt (with logo) – short- or long-sleeve, tucked in
 Navy or white crew socks
 Navy blue ¼-zipper pullover fleece (with logo)
 Black, navy or brown dress shoes*

Physical Education Uniform, all students

Navy Blue Uniform PE shirt
 Navy sweatpants (Lands' End or Hanes ONLY) or Lands' End mesh shorts – NO logo
 Navy Uniform PE sweatshirt (with logo)
 White sport sock (cuff above shoe)
 Appropriate gym shoes*

*Uniforms are available through Lands' End, which can be accessed through the link on the school website. Navy blue walking shorts and PE shorts may be worn in August, September, May and June. All students must wear appropriate dress shoes with their regular school uniform. Dress shoes should be closed; no backless or slingback shoes and no clogs. Heels may be no higher than 1-½ inches. Uniform shirts are expected to remain tucked in for the entire school day and also to be worn under the school pullover. Pullover fleece is not to be worn tied around the student's waist. Students must wear gym shoes during physical education classes; light-up shoes are not permitted. Physical education uniforms are to be worn on designated gym days only. PE sweatpants may not be pulled up to knee height.

The only permissible jewelry is: a simple chain with a crucifix or religious medal and/or, for the girls only, one small pair of post earrings or small hoops that do not hang past the ear lobe. Make-up and nail polish may not be worn. Girls may wear a simple, fabric headband made with the uniform plaid or solid color (Navy blue, black, gray, or white only.) Headbands should not include flowers or other decorative accoutrements. Solid color hair ties, barrettes or clips are permitted. Faddish hairstyles, including dyed or highlighted hair, are not considered appropriate. Boys' hair length should not touch the collars of their shirts and they should be clean-shaven.

Please label all clothing with your child's name so that lost items may be returned to their rightful owner.

Personal Communication Devices

Personal communication devices - including cell/mobile phones, smart watches, etc. - are not allowed at school. These devices may not be in a student's possession, even if they are turned off and in the student's backpack. All students have access to the telephone in the school office if they need to communicate with parents during the day, and *vice versa*.

A student found in violation of this policy shall be subject to the following consequences:

1st Violation The device will be confiscated and secured in the school office. It can be retrieved at the end of the school day by the student's parent.

2nd Violation One day suspension.

Parent Newsletter

The biweekly newsletter and additional flyers of importance or interest are published on FACTS. The newsletter contains information for the coming month. Important information and announcements are made through this medium, including notice of scheduled events and any changes that may have been made to the yearly calendar. Parents are responsible to read and take note of the information contained in the newsletters.

FACTS Student Information System

FACTS is a website that enables the parent to monitor the student's progress and assist in remediation if it is necessary throughout the marking period. *FACTS* is also an important component of our school communication plan. It can be accessed at <https://factsmgt.com/> and selecting Family Log In. Please contact the teacher directly if you have any questions or concerns, or wish to schedule a meeting to discuss your student's progress.

School Directory

A school directory is accessible through *FACTS*. It contains the names of **all** school families, grade levels of the children, and addresses and phone numbers. Parents may choose to opt out of inclusion in the directory by changing their settings in *FACTS*. The directory is solely intended for the use of Holy Trinity families and staff and is not shared with any outside agencies nor is it authorized for use in solicitations.

Lost & Found

Lost articles will be placed in the credenza outside the school office. Marking articles of clothing, uniform, gym clothes, art smocks, books, and supplies with appropriate identification will enable us to identify the owner of lost articles. Unclaimed items will be donated to the PSO Uniform Re-sale or the St. Vincent de Paul Society at the end of the school year.

Extended Care

Holy Trinity offers an extended care program for children consisting of before- and after-school care. A brochure is available in the office that explains the details of this program.

Student Portraits

Each year in the fall, a professional photographer takes photographs of the students. Packets of pictures and a class composite are available for parents to purchase. Parents are under no obligation to buy these portraits. Having pictures taken allows us to have a print of each student for use in the yearbook.

Volunteering and Service

In Catholic Schools, we depend upon the generous contribution of goods and services in order to keep expenses down and tuition reasonable. It is important that each family give of its time and talents for the good of the parish, school, and ultimately for the improvement of facilities and services for the children. The Mandatory Service Policy & Contract (available on the school website under “School Forms”) outlines the **requirement that each family offer a minimum of twenty (20) hours of service over the course of the school year**, as well as the many service opportunities available, all of the attendant requirements for training prior to serving, and the consequences for not completing the requisite service hours. Each family must read this policy and sign the service contract prior to the beginning of the school year.

Custody and Release of School Records

If parents are divorced and custody of the child is part of the judicial decree, it is advisable that the parent with custody provides the principal a copy of the judicial decree. It is important for the principal to know whether one parent alone will have agreed access to the child and to the child’s records, or whether both parents have equal access. It is also necessary that the school have the proper addresses for both separated parents when both have access and to know which parent is responsible for school payments. Arrangements for non-custodial visitation must be made after school hours and away from school property.

Lunch Period

Students bring their lunches to school. The PSO sponsors a “Hot Lunch” program on Wednesdays. Milk is available daily and can be purchased at the time of registration. Students are expected to behave properly during lunch and follow the directions of the supervising teachers or lunchroom supervisors. If your child comes to school without packed lunch, you may deliver a homemade lunch. Vendor lunches (e.g., Jimmy John’s, McDonald’s, Burger King, etc.) may not be delivered to school in the spirit of fairness to other children. Please note that lunches dropped off in the office for students will not be delivered until the student’s lunch time.

Recess

A 20-minute recess is provided for children each day either before or after eating their lunch. Occasionally, additional recess may be provided with the approval of the principal. This activity time is very important to the physical, social, and mental well-being of the child. The faculty will determine the type of activities that will be available during this time. Students who are well enough to be in school are well enough to be outdoors at recess time. Recess will be conducted outdoors each day, weather permitting. In the case of rain or a wind chill temperature below zero, recess will be in the gymnasium at the Westmont Park District or inside school during inclement weather.

Bicycles

A bicycle rack is supplied for student use at the Northeast corner of the building on Linden Street. Bikes are to be walked on school property and must be kept under lock.

Bus Service

Through the cooperation of School District 201, bus transportation is provided free to families in District 201 who live one and one-half miles or more from Holy Trinity. The bus rules are:

- 1 Upon entering the bus, students will take assigned seats.
- 2 Students remain in their seats. No changing of seats is permitted.
- 3 No eating, drinking or smoking is permitted on the bus. Busses must be kept clean.
- 4 Windows are to be opened only to the safety mark. Arms, hands, and head must be kept inside the bus. No objects are to be thrown from the bus.
- 5 No student may interfere with another student on the bus. No hitting, fighting, or other misconduct among students is permitted.
- 6 Talking is to be in conversational tones only.
- 7 Students remain in their seats until the bus has stopped, then leave in an orderly manner.
- 8 Any unsafe conduct around a moving bus will result in suspension from the bus.

These bus rules apply not only to the daily use of the bus, but also to all field trips. Penalties are:

- 1st Violation Meeting with the principal
- 2nd Violation Three-day suspension from riding the bus
- 3rd Violation One month suspension from riding the bus
- 4th Violation Bus usage will be discontinued.

Health and Safety

Physical Examination & Immunizations: Illinois State Law requires a complete physical examination for a student before s/he enters school for the first time and again upon the entrance at the sixth grade level. Completed forms must be turned in before the first day of school. Failure to meet this requirement will result in the exclusion of the student from school. Immunizations for all students must be up to date.

Dental Examination: Students entering Kindergarten, 2nd and 6th grades are required to have an oral health examination performed by a licensed dentist within the previous 9 months according to state law. Proof of this examination, documented on the required State form, must be presented to school by the first day of classes.

Eye Examination: Students entering Kindergarten are required to have an eye examination performed by a licensed optometrist or medical doctor who performs eye examinations within the 12 months prior to the first day of school according to state law. Proof of this examination, documented on the required State form, must be presented to school by the first day of classes.

Illness/Emergencies at School: If a student becomes ill or suffers an injury at school, parents will be contacted. If parents cannot be reached, we will notify the person indicated on the Emergency Information Card. Emergency Information Cards are completed by parents each fall and must be kept updated during the school year. It is imperative that the information on these cards is accurate, complete and current.

Medication at School: If we have written permission from the parent and a medical form completed by the physician, we will give a child prescribed medication. All medication (except inhalers) must be kept in the school office and distributed by authorized personnel. Asthma inhalers should be kept in the student's possession at all times to be self-administered as needed. The parents and physician must also complete Self-Administration forms. We recommend that a 2nd inhaler be kept in the office should the student's be misplaced or lost. Epipens should be provided in the case of peanut allergies, etc.

Screening Services: Each year vision and hearing testing for state-mandated grades are done at school. Students in other grades will be tested at this same time, if teachers or parents make referrals. These services are offered by certified testing agencies. After the testing, parents will be contacted only if the testing indicates the need for further professional examinations.

Health Problems: It is important that parents communicate with us if a child has asthma, epilepsy, diabetes, allergies, etc. Teachers should also know if a child is taking daily medication for chronic conditions. This medication or the condition could affect the behavior and work of the child during the school day.

Illness at Home: If your child complains of not feeling well, has been ill during the night, or has had a fever of 100.0°F or greater without fever reducing medicine within the last 24 hours, please keep him/her home. There are very limited facilities for sick children at school. Trying to pay attention and participate in class can be extremely exhausting and frustrating if the student does not feel well. Parents are required to notify the school immediately if a student contracts a contagious disease such as chicken pox, head lice, H1N1, pink eye, etc.

First Aid Kits: All classrooms are equipped with first aid kits. Teachers and staff are trained in the proper sanitary procedures to be followed to insure safety of all participants in an emergency requiring first aid.

Extracurricular Activities

Student Council: The purpose of this organization is to provide practice in good citizenship, promote school spirit, and provide positive leadership to the student body. It also serves as the official liaison group between the principal and the student body. Because of the high-profile nature of this organization, students who are elected to represent their peers must conform to the highest standards of behavior. Elections occur in the fall.

Band/Piano Lessons: The band program and piano lessons at Holy Trinity Catholic School are conducted independently by our music teacher, Mrs. Roberta Moroz. It is not funded by the parish or school. The fee for instruction and other materials associated with band membership and piano lessons are set by the music program director. The rotating schedule for band sectionals and piano lessons ensures that participating students do not consistently miss any one academic class. However, these students are responsible for making up any class work missed during lessons. Band lessons begin in grade 4. Band students perform in two concerts each year.

Athletic Program: Holy Trinity offers an athletic program for students in grades 5-8 and an intramural program for students in grades K-4. The athletic director, who reports to the principal, works with “volunteer” coaches and groups of parent volunteers on program development and implementation. A specific set of rules and guidelines are distributed to student participants. Each student athlete must have a current physical and a signed athletic contract on file.

Clubs: A variety of special interest clubs are offered throughout the school year. Some examples of these clubs are: Student Liturgical Choir, Art Club, Yearbook, Scratch Club (computer programming) and Guitar Club. Most of these clubs meet after school hours and there is often an additional participation fee.

Positive Reinforcements

In an effort to recognize the daily efforts and special accomplishments of our student body, we offer the following methods of reinforcement:

Virtuous Behavior Recognition and Affirmation: A virtue is an habitual and firm disposition to do the good. The human virtues can be learned, practiced and acquired by human effort. As a part of Virtues Education at Holy Trinity Catholic School, each class will learn about a different human virtue each month and the fruit of their learning will be presented at a monthly Virtues Assembly. Faculty and students are encouraged to recognize and affirm the virtuous behaviors they observe in others. Parents will receive a report of their student's observed virtues along with their report of academic achievement each trimester.

Birthdays: Birthdays are recognized in each classroom. The faculty and staff strongly discourage "birthday treats" and ask that they are NOT sent to school. We support a healthy lifestyle throughout the school year but support appropriate birthday recognition. For example, parents may wish to donate a book or an educational game for the classroom.

Honors Assembly: This special recognition is given after the distribution of report cards. Students who have earned a place on the Honor Roll will be awarded a ribbon to acknowledge their efforts. Parents are encouraged to attend this special occasion.

Year-end Awards: Awards are presented at the end of the school year to recognize service to the parish through liturgical ministries, community service, and athletic performance. Parents are encouraged to be present for this recognition event.

Code of Conduct

Holy Trinity Catholic School provides students with a quality Catholic Education. The rules and regulations of the school are instituted to assure a safe educational environment. A mutual respect should exist among students, teachers, staff and parents. Each student is expected to respect authority, peers and property at all times, whether in school, in public, or at social or athletic events.

Minor infractions may be dealt with through a warning to the student, a written or verbal communication with the parent, or a detention. Such offenses may include:

- Being disruptive in class or while participating in school activities
- Using foul language
- Being out of school or PE uniform
- Chewing gum, eating candy/food during the school day without permission
- Possession of any electronic device that is disruptive to the classroom

More serious violations may result in a detention or more severe punishment, such as an in-school seclusion, suspension or expulsion. Such offenses include, but are not limited to:

- Being disrespectful or abusive toward other students
- Bullying behavior
- Cyber bullying behavior directed toward another Holy Trinity Student via social network sites or cell phone texting
- Being disrespectful or abusive toward an adult
- Being disrespectful of staff or parents via social network sites or cell phone texting
- Causing or participating in disturbances on the bus
- Leaving school grounds without permission

- Cheating
- Stealing
- Fighting
- Possession of pornographic material
- Vandalizing property
- Smoking or possessing matches or lighters
- Possession of weapons
- Possession of alcohol or drugs (See below)

Bullying: It is the policy of this school to provide a supportive, caring environment in which all persons are safe from all forms of intimidation including bullying, which is unacceptable, unchristian and strictly prohibited.

Bullying is defined in conformity with Illinois Law as follows:

Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities or privileges provided by a school. [105 ILCS 5/27-23.7 (b)]

Bullying as defined above is prohibited in any of its various forms, including but not limited to: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Also included in this prohibition is cyber bullying and intimidation through the use of internet and social internet sites, text messages sent via personal computers or personal electronic devices and whether on or off the school campus or during school or non-school hours.

Any student who engages in bullying will be subject to appropriate discipline. Behavioral interventions may be included as a component of disciplinary actions.

Drugs and Alcohol

- 1 The substance will be brought to the Principal.
- 2 The Police will be contacted for identification of the substance.
- 3 If the substance is identified as a drug, drug paraphernalia, or alcohol, the Principal will notify the student's parents and the Pastor.
- 4 The student will be sent home with his/her parent(s), and is suspended from school.
- 5 The Pastor, Principal, and student's parents will meet to discuss further action to be taken.
- 6 Parents will be required to sign a statement acknowledging their child was found to be in violation of the school's anti-drug and alcohol policy and agreeing to their child's enrollment, with their support, in a counseling program. Failure to comply with this requirement may result in immediate expulsion of their child.
- 7 A second violation of the school's drug and alcohol policy will result in an immediate expulsion of the student from Holy Trinity Catholic School.
- 8 The final decision rests with the Principal and Pastor.

Discipline Procedure

Discipline shall be developed in a positive manner. In keeping with the guidelines of the Joliet Diocese, the following disciplinary procedures are not utilized at Holy Trinity:

- 1 Corporal punishment
- 2 Personal indignities
- 3 Sarcasm and public humiliation
- 4 Indiscriminate punishment of all students in a class for the conduct of some
- 5 Imposition of a fine as a means of punishment
- 6 The requiring of repetitive written exercises

Virtues Reflection

The first step in addressing a lapse in self-discipline on the part of a student is a discussion of the errant behavior to identify the ways in which the student can improve in the future. A part of this discussion often includes the writing of a virtues reflection so that the student can consider the virtues that will help him/her to avoid similar misbehavior in the future. The assignment of three (3) virtues papers automatically results in detention. Detention will not, necessarily, be preceded by the assignment of virtues papers, however.

Detention

Detentions are served for a period of time determined by the faculty member issuing the detention. In any event, the detention shall not last for more than one hour. The person issuing the detention will be responsible for supervision or will arrange supervision with another member of the faculty.

The principal will be notified of the issuance of a detention, citing the reason for the detention and the date the detention will be served (which will not be the same as the date of the issuance **unless** the parent is contacted by phone and agrees with a same-date detention.) Documentation of the detention is retained in the student discipline file in the office.

If the student is not picked up by the agreed upon pickup time, s/he will be sent to *Extended Care*, where appropriate charges will be levied.

In-School Seclusion

In-school seclusion is a period of time in which the student does not attend class but remains in a supervised study, secluded from other students. The student is responsible for all class assignments, tests and work missed. The student has no contact with classmates, including lunch, recess, assemblies, etc.

Furthermore, the student will not be allowed to participate in any extracurricular activities, school-sponsored events, team practices, or athletic events on that day(s).

Suspension

A suspension is the temporary removal of a student from school for a period of up to five days. During the suspension a student may not take part in any classes or school related activity. Parents will be contacted when a suspension is being considered. The student may not be present on school property unless accompanied by a parent. A conference with the parents, student and principal will be conducted before a student is permitted back in regular classes.

Expulsion

Expulsion is the permanent removal of a student from school. The reasons for expelling a student from a Catholic school should be as serious as they are rare. When it becomes evident that expulsion of a student might be necessary, the principal should notify the parents, and the pastor. Before a formal decision is made, the Pastor and will review the expulsion case.

Grievance Procedure

Constructive criticism and feedback of our school and the sharing of ideas are welcome and are considered an important way to ensure improvement. We trust that any criticism is motivated by a sincere desire to improve the quality of the education program or activities at Holy Trinity Catholic School. It is hoped that any concerns or grievances can be resolved to the mutual satisfaction of the concerned parties through dialogue and prayer. In any situation, a spirit of Christian Charity and civility must be the over-riding principle to be followed, if dialogue is to be fruitful and considered worthwhile. Parents who repeatedly exhibit antagonistic and disrespectful behavior to school staff will lose the privilege of sending their children to Holy Trinity Catholic School.

The following is the required order of appeal:

- a. The teacher, if the complaint is in regard to academics, classroom activities or conduct.
- b. The principal, if the complaint is not resolved satisfactorily by the teacher, or if the complaint is an administrative matter.
- c. The pastor, if the principal does not resolve the complaint satisfactorily.
- d. The Catholic Schools Office in Joliet, if there is not satisfactory resolution at the local level.

Transfers

Parents who are moving and wish for copies of their child's permanent academic records to be sent to another school must complete the *Release of Information* form at the office.

Homework

Homework assignments have a recognized value in continuing and reinforcing skills and concepts that were presented during classroom instruction. It can also serve as a means of enriching the daily classroom experiences of students. It should also include silent and/or oral reading of a book of choice. It is recommended that homework be given 3 to 5 times a week depending upon subject content. The following are general expectations for the amount of **nightly** homework:

Grade 1 & 2:	20-30 Minutes
Grade 3 & 4:	45-60 Minutes
Grade 5:	60-90 Minutes
Grade 6-8:	90-120 Minutes

Testing Program

All 3rd, 5th and 7th grade students in the Diocese of Joliet are mandated to take the CogAT and Iowa Assessments in the fall. Additionally, all students in grades K-8 are benchmarked using the online assessment, *MAP Growth*.

Report Cards and Parent-Teacher Conferences

Report Cards are distributed three times during the school year. Teachers will also contact parents at other times via phone, e-mail or a note anytime there are concerns about the child's behavior or academic performance.

Parent-Teacher Conferences are held in the fall and again in early spring. Spring Conferences are generally convened at the invitation of the teacher, if necessary based on student achievement or behavior.

Standards-Referenced Grading System

The following grades are used to report a student's academic achievement in grades K-3:

Grading Scale:

4 = Exceeds Expectations 3 = Meets Expectations 2 = Approaching Expectations 1 = Needs To Improve

- A grade of "4" is given when student work *consistently* exceeds the expectations of the grade level standards, *i.e.*, at least the next higher grade level. Student demonstrates understanding of concepts and demonstrates skills consistent with standards above grade level.
- A grade of "3" is given when student work consistently meets the expectations of the standards at grade level. Student is able to demonstrate an understanding of the concepts and skills necessary for work at grade level. A majority of student responses are correct on an assessment of grade level work. **Most of the students will achieve in this range and it is a cause for celebration of the student's achievement.**
- A grade of "2" is given when student work is *approaching* grade level. Students commonly achieve at this grade at the beginning of the school year relative to grade level standards.
- A grade of "1" is given when student work needs to improve to meet expectations. Student has little or no understanding of the concepts/skills being taught and is not yet able to demonstrate competency.
- A grade of "NG" (not graded) is used when a particular standard has not yet been taught.

The following grades are used to report a student's academic achievement in grades 4 - 8:

Grading Scale:

A= 100-93 B= 92-85 C= 84-77 D= 76-70 F= 69 and below

- A grade of "A" is given to an active learner who achieves above grade level standards. This student has a firm grasp of concepts and skills and is able to apply them to new situations/problems.
- A grade of "B" means achievement is beyond average expectations. This student has a good grasp of concepts and skills and has demonstrated a maturing thinking process.
- A grade of "C" indicates satisfactory progress, achievement at an average level, and meeting grade level standards.
- There is cause for concern if a student receives a grade of "D" or "F". These grades often are reflective of poor work habits and/or insufficient effort. An average lower than a "D" would indicate that a student might not possess all of the skills necessary to be successful in the next year's academic program.
- "Incomplete," indicating missing assignments that must be made up, is not an option within our reporting system. Missing assignments at report card time must be reported as a "zero" and factored into the final grade. If work is made up, within the time frame agreed upon by the student and teacher (usually within no more than two weeks) then the grade is changed and, if necessary, a report card re-issued.

Honor Roll

Students in grades 6 through 8 are eligible for academic honors each trimester. Placement on the Honor Roll is completely dependent on the student's adoption of behaviors that support learning, including:

- responsibility/preparation for class—on time, homework complete and presented on time, all materials brought to class;
- respect—academic honesty, positive behavior in speech and action, proper use of technology, reverence during prayer;
- a spirit of collaboration—productive group work and positive team member; and
- absence of disciplinary action—includes minimization of uniform violations.

Textbooks

All regular textbooks (including paperbacks and workbooks) are supplied by the Holy Trinity Catholic School and remain its property. Students are expected to keep the books they are issued in good condition. All books entrusted to a student's care are to be covered and students are expected to write their names in each book to help recover it if misplaced.

Books lost or damaged beyond ordinary use must be paid for in full.

Work Permits

Employment Certificates for Minors are available through the high school guidance/counseling offices. The following information will be needed to obtain the Certificate: minor's name and contact information, social security number, grade last attended, names of minor's parents, statement of intention from prospective employer, evidence of age, statement of physical fitness, and verification that the work performed does not constitute a hazardous occupation.